

# EMERGENCY OPERATIONS PLAN



**CHAMPAIGN COUNTY  
OHIO**

**Edition of 2015**



## FORWARD

The Champaign County Emergency Operations Plan (EOP) is written as a policy document, guiding our responses to the most serious incidents affecting Champaign County. The plan is not intended to replace local protocols or Standard Operating Guidelines (SOGs); rather it relies upon them for a complete, coordinated response.

The EOP identifies risks, provides a structure for managing the response to major emergencies or disasters, and assigns responsibility for specific functions. Departments, agencies, and jurisdictions are strongly encouraged to develop and maintain SOGs that detail how their operations will be conducted.

This plan is the product of many months of work by the Champaign County EMA Office, with support from many local officials who provided input and guidance in their areas of expertise. In addition, reviews of the past Champaign County EOP and the current State of Ohio Emergency Operations Plan, the National Response Plan, the Ohio Revised Code, and many other local and state plans were conducted. Required planning elements have been addressed in accordance with state guidelines and local policy.

As with any plan, this is a living document and will continue to be improved through development of new annexes, and revisions to currently existing ones. Your continued participation in this process is greatly appreciated.

Funding for the planning, development, and printing of the document is provided in-part through the Emergency Management Preparedness Grant (EMPG) Program with a local match of 50% that is provided through the per capita assessment paid by every political jurisdiction in Champaign County, including the Champaign County Commissioners.

Many thanks go to our response partners and local officials who have worked with me to ensure the best possible document would be developed.

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Kip Michael, Director  
Champaign County EMA

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Date

## CHAMPAIGN COUNTY EMERGENCY OPERATIONS PLAN PROMULGATION STATEMENT

Major emergencies and disasters bring about a sudden escalation in the needs of the community. Confusion and disorganization among responders and government officials can further inflame these already difficult times. A plan for managing the response is critical.

The planning effort must be focused on averting or minimizing the effects of natural, technological, civil, and attack-related disasters, protecting lives and property, and restoring stricken areas to their pre-disaster status with a minimum of social and economic disruption.

Because the response to a disaster includes many diverse but interrelated elements, the planning must be a cooperative effort resulting in an integrated emergency management system. To be effective, this system will involve response agencies, departments of government, private support agencies, and citizens.

The Champaign County Emergency Management Agency has been tasked with coordinating the development and updates of such a plan for Champaign County. As a result of many months of planning meetings, reviews of technical guidance, adjustments based on local responses and exercises, and the development of several new annexes, the key players in each annex have signed-off and the Champaign County Emergency Operations Plan, Version of 2015, is hereby presented. Annual updates will be prepared.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county officials and department heads, response agencies, departments of local government, private support agencies, and organizations specifying their roles during, before and after an emergency or disaster situation. It is developed pursuant to Section 5502 and 3750 of the Ohio Revised Code, the adoption of the National Incident Management System from Presidential Directive, HSPD-5, and the County-Wide Emergency Management Resolution, by the Champaign County Commissioners dated September 26, 1990, assigning emergency responsibilities.

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President, Champaign County Commissioners

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Date

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Champaign County Commissioner

\_\_\_\_\_  
Date

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Champaign County Commissioners

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Date

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<p style="text-align: center;"><b>ANNUAL UPDATE LOG TO THE CHAMPAIGN COUNTY EMERGENCY OPERATIONS PLAN</b></p>
---

**I. PURPOSE**

- A. This section contains annual update logs which record changes made to the Champaign County Emergency Operations Plan (EOP) following its initial issue.

**II. SITUATION & ASSUMPTIONS**

- A. Situation
  - 1. The Champaign County EOP is a living document and it will require updates and changes.
  - 2. The plan will be reviewed annually by the parties assigned with the responsibility of reviewing, and updating the plan.
  - 3. Updates and changes that are made to the plan will be distributed to all users of the document.
- B. Assumptions
  - 1. Users of the Champaign County EOP will maintain their copy of the plan by inserting updates and changes upon receipt.

**III. CONCEPT OF OPERATIONS**

- A. Upon receipt of the annual updates to the Champaign County EOP, the receiving entity will insert the Annual Update Log (Appendix 1) behind the last page of this tab.
- B. Each updated section should then be removed and replaced according to the notations on the Annual Update Log.
- C. The person should write in the date and their initials on the Annual Update Log next to that update to indicate that it has been inserted into the plan copy.
- D. Replaced sections may be discarded as Champaign County EMA will be responsible for the retention schedule for the EOP.

**IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

- A. Organization
  - 1. The Champaign County EOP is planned to be reviewed annually, during the summer months, to determine if updates or changes are needed.
  - 2. Any necessary changes should be finalized and approved by October 1 of each year.
  - 3. Updates or a no-change letter will be provided for each copy of the plan.
- B. Assignment of Responsibilities
  - 1. EMA
    - a. The Champaign County EMA will coordinate updates to the EOP with agencies having primary responsibility for each section.
    - b. Provide updates or a no-change letter to each entity for their copy of the plan.

## Annual Update Log to the Champaign County Emergency Operations Plan

### 2. Primary Agencies

- a. Agencies with primary responsibility for an annex are charged with assisting in the review and update process for that annex.

### 3. All Entities

- a. All entities are responsible for maintaining their copy of the plan by removing obsolete pages and inserting updates.
- b. All entities are responsible for requesting updates or changes that they notice are necessary.

## V. DIRECTION & CONTROL

- A. Not used.

## VI. CONTINUITY OF GOVERNMENT

- A. Not used.

## VII. ADMINISTRATION & LOGISTICS

- A. The plan will be prepared and distributed by paper copy only in order to prevent un-approved changes.
- B. The Champaign County EMA will distribute the updates by whatever means are expedient and cost efficient. This may include, but not be limited to:
  - 1. US Mail
  - 2. Hand delivery
  - 3. Presentation at meetings or training sessions
- C. Updates or a no change letter will generally be provided by October 31<sup>st</sup> of each year.

## VIII. PLAN DEVELOPMENT & MAINTENANCE

- A. Not used.

## IX. AUTHORITIES & REFERENCES

- A. Not used.

## X. ADDENDA

- A. Appendix 1 – Annual Update Log

## XI. AUTHENTICATION

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Champaign County EMA Director

---

Date

## Appendix 1 (Annual Update Log Form) to the Champaign County Emergency Operations Plan

## ANNUAL UPDATE LOG

Fiscal Year: 2015

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**ANNUAL UPDATE LOG**

Fiscal Year: \_\_\_\_\_

Updated Section & Description	Remove	Insert	Date	Initials

**ANNUAL UPDATE LOG**

Fiscal Year: \_\_\_\_\_

Updated Section & Description	Remove	Insert	Date	Initials

## Annual Update Log – 2015

[illegible]

<b>ACRONYMS</b>
-----------------

**AAR:** After Action Report

**AEOC:** Alternate Emergency Operations Center

**ANFO:** Ammonium Nitrate: Fuel Oil

**APHIS:** Animal and Plant Health Inspection Service

**ARC:** American Red Cross

**CAC:** Community Action Commission

**CAMEO:** Computer Aided Management of Emergency Operations

**CAS:** Chemical Abstract Service

**CCSO:** Champaign County Sheriff's Office

**CDC:** Center for Disease Control

**CERCLA:** Comprehensive Environmental Response, Compensation, and Liability Act

**CERT:** Community Emergency Response Team

**CHEMTREC:** Chemical Transportation Emergency Center

**CISD:** Critical Incident Stress Debriefing

**COG:** Continuity of Government

**CY:** Cubic Yards

**DAR:** Disaster Assessment Report

**D-MORT:** Disaster Mortuary Response Team

**DMT:** Donations Management Team

**DOT:** Department of Transportation

**DPS:** Department of Public Safety

**EAS:** Emergency Alert System

**EHS:** Extremely Hazardous Substance

**EMA:** Emergency Management Agency

**EMAC:** Emergency Management Assistance Compact

**EMS:** Emergency Medical Services

**EMT:** Emergency Medical Technician

**EOC:** Emergency Operations Center

**EPCRA:** Emergency Planning & Community Right-to-Know Act

**ERG:** Emergency Response Guidebook

**FBI:** Federal Bureau of Investigation

**FCC:** Federal Communications System

**FEMA:** Federal Emergency Management Agency

**FIA:** Federal Individual Assistance



## Definitions & Acronyms to the Champaign County Emergency Operations Plan

**FSA:** Farm Service Agency  
**HEICS:** Hospital Emergency Incident Command System  
**HIPPA:** Health Insurance Protection and Portability Act  
**HSAS:** Homeland Security Advisory System  
**HSPD:** Homeland Security Presidential Directive  
**IA:** Individual Assistance  
**IAP:** Incident Action Plan  
**IC:** Incident Commander  
**ICP:** Incident Command Post  
**ICS:** Incident Command System  
**IFG:** Individual and Family Grants  
**IMAC:** Intrastate Mutual Aid Compact  
**IND:** Improvised Nuclear Device  
**JIC:** Joint Information Center  
**JPIC:** Joint Public Information Center  
**LEADS:** Law Enforcement Automated Data System  
**LEPC:** Local Emergency Planning Committee  
**MARCS:** Multi-Agency Radio Communication System  
**MARPLOT:** Mapping Operations for Response, Planning and Local Operational Tasks  
**MRC:** Medical Reserve Corp  
**MSDS:** Material Safety Data Sheet  
**NAWAS:** National Warning System  
**NCRP:** National Council of Radiation Protection  
**NFIP:** National Flood Insurance Plan  
**NFPA:** National Fire Protection Association  
**NIMCAST:** National Incident Management Capability Assessment Support Tool  
**NIMS:** National Incident Management System  
**NLETS:** National Law Enforcement Telecommunications System  
**NOAA:** National Oceanic and Atmospheric Administration  
**NWS:** National Weather Service  
**OAC:** Ohio Administrative Code  
**ODH:** Ohio Department of Health  
**ODNR:** Ohio Department of Natural Resources  
**ODOT:** Ohio Department of Transportation  
**OEMA:** Ohio Emergency Management Agency  
**OEPA:** Ohio Environmental Protection Agency  
**OHM-EEM:** Ohio Hazardous Materials Exercise and Evaluation Manual

## Definitions & Acronyms to the Champaign County Emergency Operations Plan

**ORC:** Ohio Revised Code

**OSCAR:** Ohio State Capabilities and Assessment for Readiness

**OSFM:** Ohio State Fire Marshall

**OSHA:** Occupational Safety and Health Administration

**OSHP:** Ohio State Highway Patrol

**OSP:** Ohio State Patrol

**OSPPERA:** Ohio Spill Planning, Prevention & Emergency Response Association

**OSU:** Ohio State University

**PA:** Public Assistance

**PA:** Public Address

**PIO:** Public information Officer

**PPE:** Personal Protective Equipment

**PTSD:** Post Traumatic Stress Disorder

**PUCO:** Public Utilities Commission of Ohio

**RACES:** Radio Amateur Civil Emergency Services

**RDD:** Radiation Dispersal Device

**RQ:** Reportable Quantity

**SARA:** Superfund Amendments Reauthorization Act

**SBA:** Small Business Administration

**SCBA:** Self Contained Breathing Apparatus

**SERC:** State Emergency Response Commission

**SOG:** Standard Operating Guideline

**SRD:** Stationary Radiological Device

**STORMS:** State of Ohio Rain/Snow Monitoring System

**TDSR:** Temporary Debris Storage and Reduction

**USDA:** United States Department of Agriculture

**VEE:** Venezuelan Equine Encephalitis

**VHF:** Viral Hemorrhagic Fever

**VOAD:** Voluntary Organizations Active in Disasters

**WMD:** Weapons of Mass Destruction

(i) <b>DEFINITIONS</b>
------------------------

(ii)

(iii) **Action plan:** A plan prepared in a Disaster Field Office, Emergency Operations Center, Unified Command Center, or Incident Command Post, containing the emergency response objectives of a specific Standardized Emergency Management System level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**Acute Radiation Syndrome:** Initial signs and symptoms include vomiting, nausea, fatigue, and loss of appetite. Below around 200 REM, these symptoms may be the only sign of radiation exposure.

**After-Action Report:** The after-action report (AAR) is the principal post-exercise document developed in partnership with exercise evaluators, sponsoring agencies, and key participants from federal, state, and local agencies. It provides a historical record of findings and forms the basis for refinements to plans, policies, procedures, training, equipment, and overall preparedness of an entity. AARs describe the exercise scenario, player activities, preliminary observations, major issues, and recommendations for improvements.

**Alpha Particle ( $\alpha$ ):** A positively charged nuclear particle identical with the nucleus of a helium atom that consists of two protons and two neutrons and is ejected at high speed in certain radioactive transformations. The alpha particle does not have the ability to penetrate many materials and cannot penetrate even through a thin layer of dead human cells. The alpha particle can ionize materials but its range is very short in air. It is not considered an external radiation hazard but alpha-emitting nuclides in the body due to inhalation or ingestions are considered an internal radiation hazard.

**Amateur Radio Emergency Service (ARES):** Amateur Radio Emergency Services (ARES) is a group of Federal Communications Commission-licensed amateur radio operators who volunteer their services and equipment to public or private agencies during emergencies. ARES operates under the auspices of the American Radio Relay League (ARRL), a national, not-for-profit organization, which is now a recognized affiliate program with the Department of Homeland Security's Citizen Corps initiative. ARES is also a member of the National Voluntary Organizations Active in Disasters (NVOAD).

**Ambulance Restocking:** Replenishing drugs and supplies used in the ambulance to treat patients on the way to the hospital.

**American Red Cross (ARC):** A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

**Area Command (Unified Area Command):** Established as necessary to provide *command authority* and coordination for two or more incidents in close proximity. Area Command works directly with Incident Commanders. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

**Beta Particles ( $\beta$ ):** High energy electrons emitted from the nucleus of an atom during radioactive decay. Usually cannot penetrate skin and can be stopped by metal.

**Bio-terrorism:** "Bio-terrorism" means the intentional use of any microorganism, virus, infectious substance, or biological product that may be engineered as a result of biotechnology, or any naturally occurring or bioengineered component of a microorganism, virus, infectious substance, or biological product, to cause death, disease, or other biological malfunction in a human, animal, plant, or other living organism as a means of influencing the conduct of government or intimidating or coercing a population.

**Branch:** The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional area.

**Chemical Hazards Response Information System (CHRIS):** A system of manuals developed by the Coast Guard that contain chemical-specific information.

**Casualty:** Any person suffering physical and/or psychological damage by outside violence or hazards leading to death, injuries, or material losses.

**Category "A" Agents:** The Category "A" agents are possible biological terrorism agents that can cause the greatest potential harm to the public and include:

**CDC (Centers for Disease Control and Prevention):** A branch of the federal Department of Health and Human Services in charge of disease prevention and research.

**Chain of Command:** A series of management positions in order of authority.

**Chemical Agent:** A chemical substance often used by the military to incapacitate, injure, or kill persons. The agents may be vapor, aerosol, or liquid. Chemical agents are poisonous gases, liquids, or solids that have toxic effects on people, animals, or plants. Severity of injury depends on the type and amount of the chemical agent used and the duration of exposure.

**Chemical Protective Clothing:** Chemical protective clothing refers to items such as clothing, hood, boots, and gloves (fully-encapsulating suit) made from chemical-resistant materials that are designed and configured to protect the wearer from hazardous materials.

**Chemical Warfare:** War in which harmful chemical substances are used with the intention to kill, injure, or otherwise incapacitate humans or to destroy the environment and national economies. Chemical weapons include; nerve agents (lethal), pulmonary toxics (lethal), cyanide (lethal), tissue damaging vesicants (mustards, Lewisite, halogenated oximes), psychomimetics, riot control agents (incapacitating) and defoliants.

**Chemical Transportation Emergency Center (CHEMTREC):** Operated by the Chemical Manufacturers Association, CHEMTREC provides information and/or assistance to emergency respondents. CHEMTREC contacts the shipper or producer of the material for more detailed information, including on-scene assistance when feasible.

**Command:** Has overall responsibility at the incident or event. Sets objectives and priorities based upon Agency direction.

**Command Post:** An element in the Incident Command System. A facility located at a safe distance from the emergency site where the on-scene coordinator, responders, and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.

**Command Staff:** The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Communicable Disease:** An infectious condition that can be transferred between humans and also from animals to humans through direct contact or by discharges from the infected individual.

**Community Emergency Response Team (CERT):** The Community Emergency Response Team (CERT) program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help.

**Consequence Management:** Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected

by the consequences of terrorism. Emergency management agencies normally have the lead role in consequence management.

**Continuity of Operations (COOP):** COOP is an internal effort within an individual governmental jurisdiction or private sector enterprise to ensure that the capability exists to continue to provide essential functions and services across a wide range of potential emergencies, including localized acts of nature, accidents, and technological and/or attack-related emergencies.

**Crisis Management:** Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and apprehend those responsible. Law enforcement agencies will normally take the lead role in crisis management.

**Critical Facilities:** Facilities essential to emergency response, such as fire stations, police stations, hospitals, and communications centers.

**Critical Incident Stress Debriefing:** Assistance provided by a trained team of workers that assists emergency personnel in dealing with stress following response to traumatic events.

**Critical Incident Stress Management (CISM)** CISM is an integrated system of interventions designed to prevent and/or mitigate the adverse psychological reactions that often accompany emergency services, public safety, and disaster response functions.

**Damage Survey Report:** Under 206.202 of CFR 44, a Damage Survey Report is prepared by an inspection team. The team is accompanied by an authorized local representative who is responsible for representing the applicant and insuring that all eligible work and costs are identified. A Damage Survey Report Data Sheet (FEMA Forms) is prepared for each site with damage over a specified amount established by regulation.

**Decay:** Unstable elements change to another isotope by spontaneous emission of radiation from the nucleus. Radiation detectors, like the Geiger counter, are used to measure this process.

**Demobilization:** Demobilization is a stress prevention and intervention process applied immediately after emergency personnel are released from an emergency scene and before they return to normal duties. Demobilizations typically involve responders gathering after a shift change for a formal presentation on understanding and managing stress reactions followed by an informal rest and eating session.

**Dirty Bomb:** The use of common explosives to spread radioactive materials over a targeted area. A "dirty bomb" is not a nuclear blast, but rather an explosion with localized radioactive contamination.

**Disaster Field Office (DFO):** A central facility established by the Federal Coordinating Officer within or adjacent to an affected area. DFOs are used to coordinate and control State and federal efforts, which support disaster relief and recovery operations.

**Disaster Medical Assistance Teams (DMAT):** A volunteer group of medical and paramedical professionals who are prepared to rapidly assemble a self-sufficient medical unit. DMAT is composed of physicians, nurses, and rescue and support staff which provide acute and primary emergency care to an affected population. The team can provide surgery and stabilize patients until they can be taken to a hospital.

**Disaster Mortuary Operational Response Team (DMORT):** A disaster mortuary operational response team (DMORT) is a volunteer group of medical and forensic personnel that have specific training/skills in victim identification, mortuary services, forensic pathology, and anthropology methods. They can provide temporary morgue facilities, victim identification, forensic dental pathology, forensic anthropology methods, processing, preparation, disposition of remains.

**Division:** Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

**Donations Management Team:** A donations management team consists of one or two persons trained and experienced in all aspects of donations management. The team will be deployed to a disaster-affected jurisdiction after impact to assist in the organization and operations of state or local donations management in support of the affected jurisdiction.

## Definitions & Acronyms to the Champaign County Emergency Operations Plan

**Dosimeter:** A portable instrument for measuring and registering the total accumulated dose to ionizing radiation.

**Electromagnetic Pulse:** Energy radiated by lightning or nuclear detonation that may affect or damage electronic components and equipment.

**Emergency Alert System:** Consists of broadcast stations and inter-connecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency.

**Emergency Management:** Governmental programs undertaken before, during, and after a disaster to help prevent injury, rescue victims, and protect the environment and property. Emergency management activities include:

- **Mitigation:** eliminating hazards or reducing their potential impact
- **Preparedness:** planning, training, and exercising for disastrous events
- **Response:** taking action when a disaster occurs to save lives, prevent injuries, and prevent or limit property damage
- **Recovery:** returning to order after the disaster

**Emergency Management Assistance Compact:** The EMAC is the interstate mutual aid agreement that allows states to assist one another in responding to natural and man-made disasters. In the aftermath of Hurricane Andrew in 1991, the Southern Governors' Association developed a simplified system for interstate assistance. This Southern Regional Emergency Management Assistance Compact, the precursor to EMAC, opened to other states around the country in 1995, and Congress ratified it into law as a national model in 1996. To date, 49 states have passed EMAC authorizing legislation.

**Emergency Management Director:** The individual who is directly responsible on a day-to-day basis for the jurisdiction's effort to develop a capability for coordinated response to and recovery from the effects of large scale disaster.

**Emergency Medical Services:** Health care professionals, facilities, and equipment that provide emergency care.

**Emergency Medical Technician (EMT):** A person that is certified to give pre-hospital emergency medical care. An emergency medical technician (EMT) is trained to care for patients on accident scenes, and on transport by ambulance to the hospital under medical direction. An EMT has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies.

**Emergency Operations Center:** A centralized location from which emergency operations can be directed and coordinated. An emergency operations center (EOC) is the site from which civil government (municipal, county, state, and federal) and response officials coordinate planning and logistics support, and exercise direction and control in an emergency. EOC facilities can be used to house Area Command and MACS activities as determined by agency or jurisdiction policy.

**Emergency Operations Plan (EOP):** A document that states the method for coordinated actions to be taken by individuals and government services in the event of natural, manmade, and attack related disasters. It describes the jurisdiction's emergency organization and its means of coordination with other jurisdictions. It assigns functional responsibilities to the elements of the emergency organization, and it details tasks to be carried out at times and places projected as accurately as permitted by the nature of each situation addressed.

**Emergency Planning and Community Right to Know Act (EPCRA):** The Environmental Protection Agency's Emergency Planning and Community Right to Know Act (EPCRA) was signed into law in 1986. The law (also known as SARA Title III) requires local emergency planning committees (LEPCs) to prepare emergency response plans for facilities that house dangerous quantities of certain hazardous materials. The EPCRA signified the first systematic, top-down effort to collect critical pre-incident information about potentially hazardous sites. Since the passage of the EPCRA, every U.S. state and territory has enacted similar right-to-know laws or regulations.

**Emergency Public Information:** Information released to the public by County, State, and Federal Agencies concerning the emergency at hand and protective actions to be taken.

**Emergency Response Coordinator (ERC):** Person in charge of coordinating activities, personnel, and resources described in an agency's emergency response plan. The ERC must be able to assess the degree of the emergency, determine the appropriate action, and monitor the adequacy of the response. The ERC attends meetings, conferences, and workgroups to develop and update the emergency plan. He or she is also responsible for attending de-briefings after an emergency, identifying deficiencies in the current plan, and implanting changes to the plan.

**Emergency Response Team (ERT):** The emergency response team (ERT) is composed of federal program and support personnel that FEMA activates and deploys into an area affected by a major disaster or emergency. The team is an interagency unit, consisting of the lead representative from each federal department or agency assigned primary responsibility for an emergency support function, along with key members of the federal coordinating officer's (FCO's) staff.

**Emergency Support Function (ESF):** An emergency support function (ESF) is a specific area of response activity established to facilitate coordinated delivery of assistance required to save lives, protect property and health, and maintain public safety. These functions represent the types of assistance that the state likely will need most because of the overwhelming impact of a catastrophic event on local and state resources.

**Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA):** This is also known as Title III of the Superfund Amendment and Reauthorization Act (SARA, Title III). Specifies requirements for organizing the planning process at the state and local levels for specified extremely hazardous substances; Minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens.

**Evacuee:** The individual who is moved to a less hazardous area. Also may be referred to as a relocate.

**Exercise:** A simulated accident or release set up to test emergency response methods and for use as a training tool.

**Executive Order (EO):** A rule or order having the force of law, issued by an executive authority of government.

**Extremely Hazardous Substance (EHS):** A list of chemicals identified by the EPA on the basis of toxicity, and listed under Title III of SARA.

**Facility:** Defined in Section 302 of Title III of SARA as all buildings, equipment, structure, and other stationary items which are located on a single site or in contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by, or under common control with, such person). For purposes of release notification, the term includes motor vehicles, rolling stock and aircraft.

**Federal Assistance:** Aid to disaster victims or State or local governments by federal agencies under the provisions of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Federal Coordinating Officer (FCO):** The federal coordinating officer (FCO) is the person appointed by the Federal Emergency Management Agency (FEMA) Director to coordinate federal assistance following the declaration of a major disaster or emergency by the president. The FCO initiates action immediately to assure that federal assistance is provided in accordance with the declaration, applicable laws, regulations, and the FEMA-state agreement.

**Federal Emergency Management Agency (FEMA):** The Federal Emergency Management Agency (FEMA), located within the U.S. Department of Homeland Security, is responsible for coordinating the federal response to disasters; making disaster assistance available to states, communities, businesses and individuals; administering the national flood and crime insurance programs; and training, educating, and equipping communities on issues of preparedness.

**Field Treatment Site:** Sites designated by county officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

**Freedom of Information Act (FOIA):** The Freedom of Information Act (FOIA) establishes a presumption that records in the possession of agencies and departments of the executive branch of the U.S. Government are accessible to the people. The FOIA sets standards for determining which records must be disclosed, and which records may be withheld. Above all, FOIA requires federal agencies to provide the fullest possible disclosure of information to the public.

**Full-Scale Exercise (FSE):** In a full-scale exercise (FSE), prevention and response elements are required to mobilize and deploy to a designated site or locale in response to a simulated incident. It involves testing a major portion of operations plans and organizations under field conditions. Actual mobilization and movement of personnel and resources are required to demonstrate coordination and response capability. Although pre-scripted events may be used, the exercise is primarily driven by player actions and decisions.

**Function:** In ICS, function refers to the five major activities in ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

**Functional area:** A major grouping of the functions and tasks that agencies perform in carrying out awareness, prevention, preparedness, response, and recovery activities.

**Functional Exercise (FE):** Functional exercises are generally focused on testing the plans, policies, procedures, and staffs of a single function. Events are projected through an exercise scenario with event updates that drive activity at the management level. The movement of personnel and equipment is simulated.

**Gamma Rays (g):** High energy photons emitted from the nucleus of atoms. They have the ability to penetrate the body tissue and many materials and dense layers of materials like lead are needed to shield it. Gamma rays have the potential to be lethal to humans.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

**Hazard:** A potential event or situation that presents a threat to life and property.

**Hazard Analysis:** A hazard analysis typically prioritizes hazards according to the threat they pose and provides insight into the history and probability of occurrences. A hazard analysis provides a systematic study of all hazards that could significantly affect life and property in a jurisdiction.

**Hazardous Material:** A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. These substances are most often released as a result of transportation accidents or because of accidents in chemical plants.

**Hazardous Material Incident:** Any release of a material (during its manufacture, use, storage, or transportation), which is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

**Hazardous Materials Warning Placards:** The U.S. Department of Transportation employs a labeling and placarding system for identifying the types of hazardous materials that are transported along the



nation's highways, railways, and waterways. This system enables local emergency officials to identify the nature and potential health threat of chemicals being transported into a community.

**Hazard Mitigation:** Hazard mitigation refers to sustained actions taken to reduce or eliminate long-term risk from hazards and their effects.

**HAZMAT:** See Hazardous Materials

**Health Alert Network (HAN):** Disease information is communicated through this infrastructure between local health jurisdictions, the Department of Health, and its' other partners.

**Health District:** Means a city or general health district as created by Chapter 3709 of the Revised Code.

**Homeland Security:** Homeland security is defined as a concerted national effort to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and minimize the damage and recover time from attacks that do occur.

**Homeland Security Presidential Directive-5 (HSPD-5):** A Presidential directive issued on February 28, 2003 requiring the establishment of a National Incident Management System intended to enhance the ability of the United States to manage domestic incidents.

**Homeland Security Exercise and Evaluation Program (HSEEP):** The Homeland Security Exercise and Evaluation Program (HSEEP) is designed to provide financial and direct support to assist state and local governments with the development and implementation of a state exercise and evaluation program to assess and enhance domestic preparedness. Well designed and executed exercises are the most effective means of testing policies, plans, and procedures; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement.

**Hot Zone:** The hot zone is the area immediately around the incident site. All personnel in the hot zone must wear appropriate protective clothing and equipment. Awareness level and operational level-trained personnel are not permitted in the hot zone.

**Incident Action Plan:** Contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

**Incident Command:** The term incident command refers to the people and procedures involved in the command, control, and coordination of a response effort. These people and procedures provide a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing an incident and protecting life, property, and the environment.

**Incident Commander:** An incident commander (IC) is the individual responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities

**Incident Command System (ICS):** The incident command system (ICS) is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources at emergency incidents. It is used for all kinds of emergencies and is applicable to small, as well as very large and complex incidents.

**Infectious Disease:** An illness due to a specific infectious agent or its toxic products that arises through transmission of that agent or its products from an infected person, animal, or reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host vector, or inanimate environment.

## Definitions & Acronyms to the Champaign County Emergency Operations Plan

**Interoperability:** The ability of public safety agencies to be able to talk to one another – to exchange voice and / or data with one another on demand and in real time.

**Interstate Compact Agreement:** A written contract between states to cooperate on a policy issue or program that extends across and through state boundaries.

**Isotope:** Elements always have the same number of protons in the nucleus but some may have different numbers of neutrons, which forms the isotope. For example the isotopes of hydrogen (H) are deuterium (2H) and tritium (3H).

**Joint Information Center (JIC):** Center that coordinates public information activities on-scene acting as the central point of contact for the news media at the scene of an incident. The Joint Information Center (JIC) is established to coordinate the federal public information activities at an emergency site. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating federal, state, and local agencies should gather at the JIC.

**Joint Operations Center (JOC):** The Joint Operations Center (JOC) is established by the lead federal agency (LFA) under the operational control of the federal coordinating officer (FCO), as the focal point for management and direction of on-site activities, coordination and establishment of state requirements and priorities, and coordination of the overall federal response.

**Lead Agency:** The lead agency is the federal department or agency assigned lead responsibility under U.S. law to manage and coordinate the federal response in a specific functional area.

**Lethal Dose (50/30):** The radiation dose that will cause death to 50% of those exposed without medical treatment within 30 days of exposure.

**Liaison:** An agency official sent to another agency to facilitate interagency communications and coordination.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

**Local Emergency Planning Committee (LEPC):** Local Emergency Planning Committees consist of community representatives and are appointed by State Emergency Response Commissions. They develop an emergency plan to prepare for and respond to chemical emergencies and act as a focal point in the community for information and discussions about hazardous substances, emergency planning, and environmental risks.

**Local Warning Point:** A facility in a city, town or community, which receives warnings and activates the public warning system in its area of responsibility.

**Logistics:** Provide resources and all other services needed to support the incident.

**Logistics Section:** The Section responsible for providing facilities, services, and materials for the incident.

**Major Disaster:** Any catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Mass-Casualty Incident (MCI):** A mass casualty incident is one in which large numbers of casualties or patients result from a natural event, accident, or act of terrorism. These disaster scenarios have the potential to create a massive influx of patients to hospitals and other health care facilities.

**Material Data Safety Sheet (MSDS):** A compilation of information required under the OSHA hazard Communication Standard on the identity of hazardous chemicals, health and physical hazards, exposure limits, and precautions.

**Memorandum of Understanding (MOU):** A memorandum of understanding (MOU) is commonly used throughout the federal government. It is a formal, non-binding agreement between two entities that clarifies the missions of the parties involved, and discusses ways to coordinate and develop mutually beneficial partnerships.

**Metropolitan Medical Response System (MMRS):** This program of the US Health and Human Services Office of Emergency Preparedness coordinates local law enforcement, fire, HAZMAT, EMS, public health, and hospitals. The primary focus of the MMRS program is to develop or enhance existing emergency preparedness systems to respond effectively to a public health crisis, especially a weapons of mass destruction (WMD) event.

**Military Affiliated Radio System (MARS):** Military Affiliated Radio System (MARS) is sponsored by the Department of Defense, and supplements emergency communications locally, nationally, and internationally. It provides auxiliary communications for military, federal, civil, and disaster officials in emergencies. MARS also assists in restoring normal communications in emergencies. MARS can also transmit military encoded text.

**Mitigation:** Mitigation refers to those specific measures designed to reduce or eliminate risks to persons or property, or to lessen the actual or potential effects or consequences of an incident. Mitigation, also known as prevention (when done before a disaster), encourages long-term reduction of hazard vulnerability. Those activities designed to alleviate the effects of a major disaster or emergency or long-term activities to minimize the potentially adverse effects of future disaster in affected areas. The goal of mitigation is to decrease the need for response as opposed to simply increasing the response capability.

**Mitigation Plan:** A mitigation plan is a systematic evaluation of the nature and extent of vulnerability to the effects of natural and man-made hazards typically present in an area and includes a description of actions to minimize future vulnerability to hazards.

**Mobile Command Vehicle:** A law enforcement vehicle designed to support mobile communications and incident command activities at the scene of an incident.

**Multi-Agency Coordination (MAC):** A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. A MAC can be established at a jurisdictional EOC or at a separate facility.

**Multi-Agency Incident:** An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

**Mutual Aid Agreement:** An agreement in which two or more parties agree to furnish resources and facilities and to render services to each and every other party of the agreement to prevent and respond to any type of disaster or emergency.

**National Guard Weapons of Mass Destruction: Civil Support Teams:** Team to assess suspected weapons of mass destruction attack, advise civilian responders in support of the incident commander, and facilitate the arrival of additional state and Federal military forces.

**National Incident Management System (NIMS):** The National Incident Management System (NIMS) provides a consistent, nationwide approach for all levels of government, non-governmental and private entities to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS includes a core set of concepts, principles, and terminology including: incident command system (ICS), multi-agency coordination systems, unified command, training, identification and management of resources, qualifications and certifications, and the collection, tracking, and reporting of incident information and incident resources. (See HSPD-5)

**National Response Center (NRC):** A communications center for activities related to response actions. The NRC receives and relays notices of discharges or releases and provides facilities for the NRT (defined below) to use in coordinating a national response action when required.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal Government domestic awareness, prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**National Response System (NRS):** The mechanism for coordinating response actions by all levels of government in support of the OSC/RPM. The NRS is composed of the NRT, RRTs, OSC/RPM, Area Committees, and Special Teams and related support entities. The NRS is capable of expanding or contracting to accommodate the response effort required by the size or complexity of the discharge or release.

**National Response Team (NRT):** A team consisting of representatives of 14 government agencies that serves as a standing committee to develop and maintain preparedness, to evaluate methods of responding to discharges and releases. The NRT may consider and make recommendations to appropriate agencies on the training, equipping, and protection of response teams; and necessary research, development, demonstration, and evaluation to improve response capabilities.

**National Voluntary Organizations Active in Disaster (NVOAD):** National Voluntary Organizations Active in Disaster is a formal coalition of national voluntary organizations with a common interest in providing disaster relief. Similar formal coalitions, many of which are known simply as VOADs, operate at state and regional levels.

**National Warning System (NAWAS):** The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**Nerve Agents:** A substance that interferes with the central nervous system with exposure through contact by the liquid through the skin and eyes or possibly through inhalation of the vapor. Some symptoms include extreme headache, pinpoint pupils, convulsions, paralysis of the muscles used to breathe, and death. Nerve agents are the most toxic and rapidly acting of the known chemical warfare agents. The most common nerve agents are Sarin and VX.

**Nuclear Regulatory Commission (NRC):** Federal commission created in 1974 to regulate civilian use of nuclear materials.

**Office for Domestic Preparedness (ODP):** The Office for Domestic Preparedness (ODP) is the principal component of the Department of Homeland Security responsible for preparing the United States for acts of terrorism.

**Ohio Department of Health (ODH):** State government agency responsible for the safety and health of Ohio residents through education, disease prevention, and healthier living programs.

**Operations Level Trained:** Operations level trained refers to first responders who respond to releases or potential releases of hazardous materials as part of the initial response to the incident for the purpose of protecting nearby persons, the environment, or property from the effects of the release. They are trained to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.

**Operations Section:** The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

**Pandemic:** Means an epidemic disease that is occurring throughout a very wide area, usually several countries or continents, and usually affecting a large proportion of the population.

**Personal Protective Equipment:** Protective measures taken by employees to prevent risk of hazards by using gloves, masks, goggles, and protective clothing.

**Personnel Accountability:** The ability to account for the location and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and personnel are working within these guidelines.

**Plume:** Effluent cloud resulting from a continuous source release.

**Political Subdivision:** Any city, city and county, county, district, or other local government agency or public agency authorized by law.

**Post-Traumatic Stress Disorder (PTSD):** Post-traumatic stress disorder, or PTSD, is a psychiatric disorder that can occur following the experience or witnessing of life-threatening events such as military combat, natural disasters, terrorist incidents, serious accidents, or violent personal assaults like rape.

**Preparedness:** Preparedness refers to actions that strengthen the capability of government, citizens, and communities to respond to disasters. Emergency planning, training, warning systems, evacuation, temporary shelter, and disaster drills and exercises are all preparedness activities.

**Presidential Decision Directive 39 (PDD-39):** This White House official policy statement, drafted during the Clinton administration, established the formal United States policy guidelines for responding to terrorism. The directive offers the federal government's broad vision for reducing vulnerability to terrorism, bolstering deterrence, and enhancing counterterrorism capabilities, and it also assigns principal responsibilities to lead agencies for the different aspects of counterterrorism.

**Presidential Decision Directive 62 (PDD-62)** This White House official policy statement, drafted during the Clinton administration, builds on PDD-39's guidelines on U.S. counter terrorism policy while emphasizing crisis and consequence management, general homeland security, and critical infrastructure protection.

**Prophylaxis** Medical prophylaxis refers to any measures designed to preserve health and prevent the spread of disease. It is categorized as a treatment that helps to prevent a disease or condition before it occurs (primary prophylaxis) or recurs (secondary prophylaxis).

**Public Health:** Area in health sciences that aims in preventing disease, promoting sanitary living, laws, practices and a healthier environment.

**Public Health Emergency:** Any occasion or instance where, as determined by the Governor or Director of Health, assistance is needed to supplement state/and or local effort and capabilities to save lives and to protect health and safety, or to lessen or avert the threat of catastrophe in any part of the state.

**Public Information Officer (PIO):** An official responsible for releasing information to the public through the news media. The public information officer (PIO) is the response official who is responsible for disseminating information regarding an incident to the public in cooperation with other responding federal, state, and local agencies.

**Push Package:** A push package refers to caches of pharmaceuticals, antidotes, and medical supplies designed to provide rapid delivery of a broad spectrum of assets for an ill-defined threat in the early hours of an event. These push packages are positioned in strategically located, secure warehouses ready for immediate deployment to a designated site within 12 hours of the federal decision to deploy Strategic National Stockpile (SNS) assets.

**Quarantine:** See ORC 3707.04 Means the restriction of the movements or activities of a well individual or animal who has been exposed to a communicable disease during the period of communicability of that disease and in such a manner that transmission of the disease may have occurred. The duration of the quarantine ordered shall be equivalent to the usual incubation period of the disease to which the susceptible person or animal was exposed.

**Rad:** Unit of absorbed dose of radiation defined as deposit of 100 ergs of energy per gram of tissue (one ionization per cubic micron).

**Radiation:** High-energy alpha or beta particles or gamma rays that are emitted by an atom when it undergoes radioactive decay.

**Radiation Sickness:** Symptoms resulting from excessive exposure to radiation of the body.

**Radioactive Waste:** Disposable radioactive materials resulting from nuclear operations. Wastes are classified into high-level or low-level waste.

**Radioactivity:** Spontaneous disintegration in a nuclide and emission of ionizing radiation.

**Radio Amateur Civil Emergency Services (RACES)** Radio Amateur Civil Emergency Service (RACES) is a volunteer organization of licensed amateur radio operators who provide communications to affiliated government agencies during emergencies. The Federal Communications Commission (FCC) regulates RACES under Title 47 Code of Federal Regulations (CFR), Part 97, subpart F.

**Radiological Dispersal Device (RDD):** A device designed to disseminate radioactive material in order to cause destruction, damage, or injury by decay of the material used.

**Reconnaissance (Recon):** Process of conducting initial observation of the incident to allow for the formulation of a plan of action.

**Recovery:** Recovery includes all types of emergency actions dedicated to the continued protection of the public or to promoting the resumption of normal activities in the affected area.

**Recovery Plan:** A plan developed by each State, with assistance from the responding Federal agencies, to restore the affected area.

**Release:** Defined by section 101(22) of CERCLA, means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including the abandonment or discarding of barrels, containers, and other closed receptacles containing any hazardous substance or pollutant or contaminant).

**REM:** A Roentgen Man Equivalent is a unit of absorbed dose that takes into account the relative effectiveness of radiation that harms human health.

**Reportable Quantity (RQ):** The quantity of a hazardous substance that triggers reporting under CERCLA; if a substance is released in a quantity that exceeds its RQ, the release must be reported to the National Response Center (NRC), as well as to the State Emergency Response Commission (SERC) and the community emergency coordinator for areas likely to be affected by the release.

**Resources:** All personnel and major items of equipment, supplies, and facilities available, or potentially available, for assignment to incident or event tasks on which status is maintained.

**Resource Management:** Efficient incident management requires a system to identify available resources at all intergovernmental levels in order to enable timely and unimpeded access to resources needed to prepare for, response to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements, the use of special Federal teams, and resource mobilization protocols.

**Resource Typing:** Resource typing is the process of categorizing and describing resources that are commonly exchanged in disasters via mutual aid, by capacity and/or capability. Through resource typing, responder disciplines examine and identify the capabilities of a resource's components (i.e., personnel, equipment, training).

**Response:** Response includes immediate actions to save lives, protect property, and meet basic human needs. It also includes the execution of emergency operations plans, as well as mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

**Rest Area:** A location designated for evacuees to stop and rest and receive updated information and instructions for proceeding with the evacuation.

**Reverse 911:** A system that enables public safety agencies to telephone community residents with recorded messages which informs them of emergencies, hazards, major road closures, or other matters.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-107 was signed into law November 23, 1988 and amended the Disaster Relief Act of 1974, PL 93-288. The Stafford Act is the statutory authority for most federal disaster response activities, especially as they pertain to the Federal Emergency Management Agency (FEMA) and its programs.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Salvation Army Team Emergency Radio Network (SATERN):** The Salvation Army Team Emergency Radio Network (SATERN) provides amateur radio operators to both the incident and vital relief-distribution sites during emergencies. SATERN operators have relayed critical information such as the status of relatives, damage assessments, and availability of hospital beds.

**Section Emergency Test (SET):** The section emergency test (SET) is a training exercise held by the American Radio Relay League each fall.

**Self-Contained Breathing Apparatus (SCBA):** A self-contained breathing apparatus (SCBA) consists of a suitable facemask, combined with a hose and source of fresh air, generally in the form of a tank of compressed air. The SCBA may be incorporated into a full-body protection suit and provides a specified level of breathing air support capacity.

**Shelter:** A facility used to protect, house, and supply the essential needs of designated individuals during the period of an emergency.

**Shelter-In-Place:** Shelter-in-place is the process of staying put and taking shelter, rather than trying to evacuate in an emergency situation. This action is recommended to protect people by keeping them inside a building with windows and doors closed and external ventilation systems shut off until a hazardous situation has resolved. Because many radioactive materials rapidly decay and dissipate, staying indoors may protect persons from exposure to radiation.

**Shielding Materials:** Shielding materials are used to block or attenuate radiation for protection of equipment, materials, or people.

**SKYWARN:** SKYWARN is a group of individuals that monitor and relay weather information to the National Weather Service. SKYWARN operators are also licensed amateur radio operators and use amateur radio equipment and frequencies.

**Span of Control:** The supervisory ratio of from three-to-seven individuals, with five-to-one being established as optimum.

**Special populations:** Populations including persons with language barriers, poor living conditions, confinement, lack of transportation, or other unique situations might require additional assistance to understand publicly issued instructions or obtain needed care especially in times of emergency.

**Special Response Teams:** teams of law enforcement officers who are specially trained to handle high-risk situations and specialized tactical needs.

**Stability Classes, Atmospheric:** Pasquill stability classes (ranging from "A" to "F") are meteorological categories of atmospheric conditions. Pasquill stability class "A" represents unstable conditions under which there are strong sunlight, clear skies, and high levels of turbulence in the atmosphere; conditions that promote rapid mixing and dispersion of the airborne contaminants. At the other extremes, class "F" represents light. Steady winds, fairly clear nighttime skies, and low levels of turbulence. Airborne contaminants mix and disperse far more slowly with the air under these conditions, and may travel further downwind at hazardous concentrations than in other cases. Stability class "D", midway between "A" and "F", is used for neutral conditions, applicable to heavy overcast, daytime or nighttime.

**Staging area:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**Standard Operating Guidelines (SOG):** Standard operating guidelines are developed and used by individual response departments to indicate in detail how a particular task will be carried out.

**State Coordinating Officer:** The state coordinating officer is an official designated by the governor of an affected state, upon a declaration of a major disaster or emergency, to coordinate state and local disaster assistance efforts with those of the federal government and to act in cooperation with the federal coordinating officer (FCO) to administer disaster recovery efforts.

**State Emergency Response Commission (SERC):** The state emergency response commission (SERC) is appointed by each state governor according to the requirements of the Emergency Planning and Community Right to Know Act (EPCRA). Duties of the commission include designating emergency planning districts, appointing local emergency planning committees (LEPCs), supervising and

## Definitions & Acronyms to the Champaign County Emergency Operations Plan

coordinating the activities of planning committees, reviewing emergency plans, receiving chemical release notification, and establishing procedures for receiving and processing requests from the public for information.

**Strategic National Stockpile (SNS):** Program to ensure availability and rapid deployment of life saving pharmaceuticals, antidotes, or other medical supplies and equipment necessary to counter effects of nerve agents, biological pathogens, and chemical agents. The Strategic National Stockpile (SNS), formerly the National Pharmaceutical Stockpile (NPS), is a national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration, airway maintenance supplies, and medical/surgical items.

**Technical Operations:** Actions to identify, assess, dismantle, transfer, or dispose of Weapons of Mass Destruction (WMD) or decontaminate persons and property exposed to the effects of WMD.

**Terrorism:** Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, civilian population, or any segment thereof, in furtherance of political or social objectives.

**Threshold Planning Quantity (TPQ):** A quantity designated for each chemical on the list of extremely hazardous substance (EHSs) that triggers notification by facilities to the State Emergency Response Commission (SERC) that such facilities are subject to emergency planning under Title III of SARA.

**Toxicity:** The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness, or death when ingested, inhaled, or absorbed.

**Traffic Control Points:** Places along the evacuation routes that are manned by law enforcement personnel to direct and control movement to and from the area being evacuated.

**Triage:** Assessing injuries and illnesses victims of disaster according to priority to maximize number of survivors. Triage is a method of ranking sick or injured people according to the severity of their sickness or injury in order to ensure that medical resources are used most efficiently.

**Unified Command (UC):** Unified command is an application of the incident command system (ICS) used when there is more than one agency with incident jurisdiction. Agencies work together through their designated incident commanders at a single incident command post to establish a common set of objectives and strategies and a single incident action plan.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person.

**Urban Search and Rescue (USAR):** Urban Search and Rescue (USAR) involves the location, rescue (extrication), and initial medical stabilization of victims trapped in confined spaces.

**Vaccine:** A preparation of killed or weakened microorganism products used to artificially induce immunity against a disease.

**Vector:** An agent, such as an insect or rat, capable of transferring a pathogen from one organism to another.

**Vector Control:** Actions to limit the spread of disease-carrying insects and animals.

**Veterinary Medical Assistance Team (VMAT):** Private Citizens who agree to be available for activation to assess the extent of disruption and need for veterinary services following disasters and emergencies. They treat and stabilize animal patients, provide disease surveillance, provide assistance to maintain or reestablish food and water safety, decontaminate animals, and provide veterinary services for search-and-rescue dogs.

**Warning Point:** A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with State and local plans.

**Weapons of Mass Destruction (WMD):** A weapon of mass destruction (WMD) is any device, material, or substance used in a manner, in a quantity or type, or under circumstances evidencing intent to cause



## Definitions & Acronyms to the Champaign County Emergency Operations Plan

death or serious injury to persons, or significant damage to property.

## BASIC PLAN

### PURPOSE

The purpose of the Champaign County Emergency Operations Plan is to predetermine, to the extent possible, emergency management policies and responsibilities for organizations within Champaign County. This is being done to prepare for expeditious response to and recovery from large-scale emergencies or disasters.

### SITUATION AND ASSUMPTIONS

#### Situation

The Champaign County Emergency Management Agency (Champaign County EMA) is organized in accordance with Section 5502.271 of the Ohio Revised Code, operating under the supervision and authority of an Executive Policy Committee.

Champaign County derives its name from the character of its surface, a French word meaning level or flat. Half its area being level or slightly undulating, one quarter rolling, twenty percent hilly and five percent prairie flat. Per 2010 (adjusted) Census Data, the county currently has a population of 40,097. The City of Urbana is the county seat, with a population of approximately 11,594. The remainder of the populace is within the City of Mechanicsburg, 6 village, and 12 townships throughout the county. The rural population is expanding at a greater rate than the villages and towns.

Champaign County, with a total of 428.6 square miles, is located in northwest quadrant of the State of Ohio with boundaries formed by Logan County on the north, Miami, Shelby, and Auglaize Counties to the west, Clark County to the south, and Union and Madison Counties to the east.

Champaign County was at one time a strongly agricultural entity, but has now attained a diversified economic base; light industry, to include paper industry, parts fabrication and related supply services, and service occupations are now the major employment sectors. The overall average income, both from agricultural and industrial/service activities is approximately \$49,157.

Urbana is accessible from all directions via other main roadways such as US 68, SR 36.

Air travel is accessible via Grimes Field Airport, a small, modern facility capable of handling many types of aircraft including large corporate jets and commercial aircraft. Additionally, national/international flights are offered at four major airports within an hour or two from Urbana. The Champaign Air Terminal serves Champaign County and the surrounding region.

Freight rail service is available via CSX and Norfolk & Southern.

Initial risk assessments for Champaign County have been conducted for Natural Hazards, Terrorism, and Hazardous Materials (see OSCAR summary). A compilation of these assessments indicates that the following comprise the primary threats to the jurisdiction and its residents: winter storms, tornadoes, flooding, hazardous material releases/spills, and other industrially-related accidents. Although terrorism is not considered to be one of our primary threats, the changing political and social climates of the world require that we prepare to respond to such events.

The following chart estimates are indicative of the population at risk and the estimated number of residents affected (maximum) by any single incident:

## Champaign County Emergency Operations Plan – Basic Plan

HAZARD	# AT RISK	HIGH	MEDIUM	LOW
Floods	15,000	X	X	
Hazardous Material Facilities	25,000		X	
Severe Storms Including Winter Storms	38,180	X	X	
Hazardous Materials/Transportation	20,000	X	X	
Droughts	38,180		X	X
Tornadoes	38180		X	
Subsidence	5,000			X
Earthquakes	38,180			X
Terrorist Incidents	10,000			X

### Response & Recovery Capabilities

Champaign County EMA completed the Ohio State Capability Assessment for Readiness program (OSCAR) in 2002 that identified strengths and weaknesses in the local emergency management countywide system. Plans and procedures have been improved to address areas in need of improvement.

The Champaign County EMA Resource Manual identifies equipment, services and personnel with contact numbers for resources required for emergency response and recovery. Resources are identified for any hazards addressed in the Champaign County Hazards Analysis and Risk Assessment.

Champaign County has Mutual Aid agreements with its six surrounding counties. These will be activated in the event that capabilities within the county are not sufficient for response to and recovery from the emergency.

The Champaign County EMA, in coordination with the Champaign County Commissioners, will request state assistance when needed through the Ohio Emergency Management Agency in Columbus, Ohio.

### Assumptions

Depending upon the hazard or the magnitude of a given incident, Champaign County and its subdivisions have a variety of response capabilities: manpower, equipment, supplies, and the combined skills of public and private institutions and agencies. These will be employed to preserve lives and property to the maximum extent possible.

Emergencies may require coordination and cooperation among diverse governmental and private organizations in order to protect the lives and property of Champaign County residents.

Emergencies requiring mutual-aid organizations or state-level assistance may occur at any time

Identified resources and assistance will be available when requested.

Organizations tasked in this EOP are aware of their emergency responsibilities and will fulfill these requirements in an emergency. They have identified personnel and resources and developed internal procedures to ensure an appropriate and effective response.

Organizations listed in the Champaign County EOP exercise and regularly update internal Standard Operating Guidelines (SOGs) and call-down lists.

Communications capabilities are adequate to provide a coordinated countywide response.

## CONCEPT OF OPERATIONS

## Champaign County Emergency Operations Plan – Basic Plan

The Chief Executive Officers of each jurisdiction are ultimately responsible for protecting lives and property within their jurisdictions in an emergency or disaster situation. They may exercise all necessary local emergency authority for response by issuing an Emergency Declaration. Suggested language is listed in Appendix 1 to the Basic Plan, Sample Local Emergency Declaration.

The basis for delegation of emergency authority by the County Commissioners to the EMA Director is legally designated in County-Wide EMA Agreement; Resolution 201-97 signed May 8, 1997. This ensures that emergency-related legal authority can be exercised.

The primary goals of emergency management are to save lives and protect property by developing appropriate operational capabilities. Reaching these goals is facilitated by dividing emergency management activities in the following categories: mitigation, preparedness, response and recovery.

Mitigation is any action taken to eliminate or reduce the degree of long-term risk to human life and property from any type of hazard. Champaign County completed a Natural Hazard Mitigation Plan in 2006 which has been approved by Ohio EMA and meets the requirements of the Mitigation Act of 2000. Please refer to this document for details of mitigation efforts in Champaign County. Examples of mitigation efforts are:

Building Codes

Disaster Insurance

Land-use Management

Public Education

Risk-area Mapping

Statutes/Ordinances/Codes

Tax Incentives

Preparedness is any activity taken in advance of an emergency that facilitates the implementation of a coordinated response. Examples of preparedness are:

Continuity of Government

Emergency Alert System

Emergency Operations Center

Emergency Operations Plans

Emergency Exercises

Hazard Identification

**Code Red High Speed Community Notifications**

Response is any action taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery. Examples of response are:

Emergency Medical Assistance

Law Enforcement Response

Fire and Rescue Response

Evacuation

Emergency Sheltering

Protective Action Announcements

## Champaign County Emergency Operations Plan – Basic Plan

### Emergency Operations Center Activation

Recovery is short-term activity to return vital life-support systems to minimum operating standards; and long-term activity designed to return society to safe and normal levels of activity. Examples of recovery are:

Damage Assessment

Debris Clearance

Decontamination

Counseling

Disaster Assistance

Temporary Housing

Reconstruction

Mitigation, preparedness, response and recovery fall within recognized time periods. Mitigation activities may occur in either the pre or post-emergency stages. Preparedness activities take place in the pre-emergency time frame. Response activities occur in the trans-emergency time frame and Recovery occurs in the post-emergency time frame.

### Inter-jurisdictional Relationships

Should there be an occurrence that affects only one jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control with the Emergency Management Agency (EMA) supporting the operation through augmentation of manpower, equipment and materials.

When an occurrence affects two or more jurisdictions, emergency operations should transition to a unified command structure. Each jurisdiction will participate in the decision-making process and the EMA will coordinate resources and support for the affected areas.

If all available local resources are committed including mutual aid and assistance is still required, the Champaign County EMA will coordinate a request for state assistance through the Ohio Emergency Management Agency by following the procedures listed in Appendix 2 to the Basic Plan, Procedures for Requesting State Disaster Assistance.

Requests for Federal assistance are made by the Governor of the State of Ohio upon recommendation from the Ohio EMA Executive Director when the resources of the state are not able to fulfill the needs of the emergency.

### National Incident Management System (NIMS)

On February 28<sup>th</sup>, 2003, President Bush issued Homeland Security Presidential Directive - 5 (HSPD – 5 directing the Secretary of Homeland Security to develop and administer a National Incident Management System).

NIMS is designed to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity, and to improve coordination and cooperation between public and private entities in a variety of domestic incident management activities.

NIMS is comprised of several components that work together as a system to provide a national framework for preparing for, preventing, responding to, and recovering from domestic incidents. These components include:

Command and Management

Preparedness

Resource Management

Communications and Information Management

Supporting Technologies

Ongoing Management and Maintenance

All jurisdictions are required to adopt and implement the National Incident Management System in order to continue to be eligible for Federal preparedness funding after 2007.

Following are the local steps taken for compliance:

Champaign County, the City of Urbana, all townships, and villages adopt the National Incident Management System.

Conduct a countywide capability assessment using the National Incident Management Capability Assessment Support Tool (NIMCAST).

Government and response entities must complete NIMS awareness training by completing the IS-700 Independent Study Course through FEMA.

Work to implement the components of the NIMS.

The specific components of NIMS are addressed in the annexes of this Emergency Operations Plan.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **General**

#### **Countywide Agreements**

The Board of County Commissioners of a county and the Chief Executive of all or a majority of the other political subdivisions within the county have entered into a written agreement establishing a countywide emergency management agency. The Countywide Agreement for Champaign County was approved in January, 2001.

#### **Advisory Group**

An Emergency Advisory Group made up of representatives selected by Chief Executives of the participating jurisdictions is responsible for appointing an Executive Policy Committee.

#### **Executive Committee**

The Executive Policy Committee implements emergency management in Champaign County in accordance with Ohio Revised Code 5502.21.

In Champaign County, the Executive Policy Committee consists of seven members; one County Commissioner, five chief executives representing the municipal corporations and townships, and one non-elected representative.

c. The Executive Policy Committee appoints the Champaign County Emergency Management Director.

#### **Champaign County Emergency Management Director**

a. The Champaign County Emergency Management Director, in coordination with the County Commissioners, has established a program for emergency management in Champaign County which is in accordance with Chapter 5502.21 through 5502.99 of the Ohio Revised Code and regulations developed under it.

## Champaign County Emergency Operations Plan – Basic Plan

b. The Champaign County Emergency Management Director, in coordination with executives in affected jurisdictions, is responsible for implementing this Emergency Operations Plan.

c. The Champaign County Emergency Management Director, in cooperation with the Champaign County Commissioners, coordinates emergency response from the emergency operations center and supports fire, medical and/or law enforcement authorities directing the response at the scene.

### B. Assignment of Responsibilities

The following organizations are tasked with primary and support emergency assignments. A specific accounting of assignments is found in each annex of this plan and in the Standard Operating Guidelines (SOGs) developed by each organization with emergency response and support responsibilities. The SOGs provide a detailed delineation of how assigned responsibilities are performed to support plan implementation.

#### 1. Champaign County Emergency Management Agency

a) Primary: Annexes A (Direction & Control – EOC), B (Communications), L (Damage Assessment), M (Debris Management), N (Resource Management), and R (Radiological Protection)

1) Policy decisions for integrated emergency management

Plans for comprehensive emergency management

Coordination of all phases of integrated emergency management

Direction and control at the emergency operating center

Planning updates

Resource management

Augmentation personnel

Coordination with officials in affected jurisdictions

Communications

Radiological Protection

Damage Assessment

Support:

Warning

Public Information and Education

Exercises

Training

Law Enforcement (Champaign County Sheriff's Department, Municipal, Village Police)

Primary: Annexes: C (Warning), E (Law Enforcement), J (Population Protective Actions), and Annex P (Terrorism)

Warning

Maintain law and order

Traffic control

Area control

## Champaign County Emergency Operations Plan – Basic Plan

- Protection of vital facilities

- Direction and Control (at the scene)

- Evacuation

- Crime scene investigation and preservation of evidence

Support:

- Search and rescue

- Hazardous materials response

- Communications

Fire Service (Municipal, Village and Township Fire Departments)

Primary: Annexes F (Fire and Rescue), J (Population Protective Actions), Q (Hazardous Materials), and R (Radiological Protection)

- Fire response

- Direction and control (at the scene)

- Fire code enforcement

- Hazardous materials response

- Search and rescue

- Radiological protection

- Emergency medical (at the scene)

- Evacuation

- Assistance for special needs groups

Support:

- Communications

- Warning

- Traffic control

- Damage assessment

Medical (Mercy Hospital, Champaign County EMS providers, and Champaign County Board of Mental Health, Drug, and Alcohol Services)

Primary: Annexes I (Medical)

- Comprehensive Medical treatment

- Emergency Medical Services

- Mortuary services

- Support for special needs groups

- Mental health services

Support:

- Direction and control (at the scene)

- Shelter operations

- Damage assessment

- Hazardous materials



## Champaign County Emergency Operations Plan – Basic Plan

Public Health (Champaign County Health Department and Jurisdictional Water and Wastewater Depts.)

Primary: Annex H (Public Health), Annex P (Terrorism)

Public health programs

Food and drink inspection

Sanitation inspection and enforcement

Safety of drinking water

Direction and control (biological events)

Support:

Vector (mosquito) control

Public health education

Clean-up and disinfection information

General Welfare Services (Champaign County Department of Job and Family Services, the County Red Cross, Salvation Army, and other support services).

Primary: Annex K (Shelter and Mass Care)

Emergency and long-term sheltering

Mass feeding

Health and Welfare inquiries

Disaster unemployment benefits

Support:

Services for elderly and /or handicapped

Services for children

Services for non-English speaking people

Mental health services

Engineering/Public Works (Champaign County Engineer, Jurisdictional Street, Engineering, and Sanitation Departments, Gas and Electric Companies, Water Departments, Telephone Companies and State/Federal organizations that may assist in emergencies).

Primary: Annex G (Engineering & Public Works)

Street/road/bridge construction and maintenance

Fuel storage

Water/sewer service

Debris clearance

Electric and gas services

Augmentation (personnel and equipment)

Garbage removal

Support:

Damage assessment

Shelter operations

## Champaign County Emergency Operations Plan – Basic Plan

- Radiological protection
- Direction and control (at the scene)
- Restoration of utilities
- Hazardous materials response
- Communications

### Superintendent of Schools (Champaign County Superintendent of Schools, District Superintendents)

Primary: Annexes J (Population Protective Actions), and K (Shelter & Mass Care)

- Public education and information
- Emergency transportation resources
- Public shelters
- Protection of school children

#### Support:

- Food service
- Job and Family Services operations

### Fiscal Support (Champaign County Auditor and Treasurer)

Primary: Annexes A (Direction & Control – EOC), L (Damage Assessment), and N (Resource Management)

- Emergency funds access
- Expense tracking
- Resource procurement
- Support EOC operations

#### Support:

- Damage Assessment

### Legal Support (Champaign County Prosecuting Attorney)

#### Primary:

- Legal assistance in all comprehensive emergency management matters
- Enforcement of building codes

#### Support:

- Assist with public information releases
- Rumor control
- EOC operations

### Agricultural Support (OSU Extension Agency, Farm Service Agency, Veterinarians)

#### Primary:

- Direction and control (agricultural events)
- Evacuation of livestock

## Champaign County Emergency Operations Plan – Basic Plan

### Support:

- Agriculture Stabilization & Conservation Service (USDA)
- Damage Assessment
- Resource management
- EOC operations

Planning Support LUC (The Champaign, Logan, Union, Regional Planning Commission)

### Primary:

- Development of County Comprehensive Plan
- Specialized planning efforts
- Develop and provide essential databases
- Develop and maintain liaison with business and industry

### Support:

- Resource identification and management
- Public information and education

Shelter (Greater Cincinnati-Dayton Region American Red Cross)

### Primary: Annex K (Shelter & Mass Care)

- Shelter operations
- Mass care
- Damage assessment (for individual needs)
- First aid at shelters
- Health and welfare inquiries

### Support:

- Emergency welfare services (e.g., temporary housing, food, clothing, household goods)
- Mortuary services

Ohio Emergency Management Agency

### Support (directly)

- Local EOC operations
- Damage assessment
- Resources (equipment, personnel, etc.)
- Financial assistance (matching comprehensive emergency management funds)
- Training

Coordination of support for emergency operations by local request (through Ohio Emergency Operations Center)

- Gubernatorial and/or Presidential emergency/disaster declaration assistance
- Debris removal

- Emergency protective measures
- Road and bridge repair
- Water control measures
- Restoration of public buildings and related equipment
- Restoration of public utilities
- Restoration of facilities under construction to pre-disaster conditions
- Restoration of certain private, nonprofit facilities and equipment
- Certain other public service facilities and services
- Perimeter control

- Law enforcement

- Health and medical services

- Emergency welfare assistance

Private Utilities

Primary:

- Restoration of essential services

- Restoration of secondary priority services

Support:

- Assist other utility companies in restoring services

## **V. DIRECTION AND CONTROL**

The EMA Director will act as the Director of the activated Emergency Operations Center (EOC). The director, emergency responders, and elected officials staffing the EOC shall work together to coordinate response and recovery efforts.

The primary EOC is located at the EMA Office. Arrangements are in place to establish an alternate EOC at fire departments and/or government facilities, should the primary EOC be unusable.

Activities at the scene of an emergency, public information releases, requests for emergency support and local emergency declarations will be coordinated with the Commissioners, Director of Emergency Management and personnel in the activated EOC.

Annex A, Emergency Operations Center (Direction and Control), to this plan describes the EOC facilities, staffing pattern, procedures and support requirements necessary to carry out this function.

## **VI. CONTINUITY OF GOVERNMENT**

A. It is the responsibility of the elected officials and department heads to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., City Clerk, Auditor, EMA Director) be protected and preserved in accordance with applicable state and local laws (i.e., ordinances, resolutions, minutes of meetings, land deeds, tax records). The County Commissioners will temporarily suspend normal bidding

## Champaign County Emergency Operations Plan – Basic Plan

regulations to purchase equipment and/or establish contracts during a declaration of emergency.

Each department of county government, and each city, village, and township and their departments are responsible for:

- Pre-designating lines of succession

- Pre-delegating authorities for the successors to key personnel

Appendix 3 to the Basic Plan, Procedures for the Relocation & Safeguarding of Vital Records, deals with the following required plans:

- Making provisions for the preservation of records

- Developing procedures for the relocation of essential departments

Appendix 1 to Annex N (Resource Management) Procedures for the Protection of Government Resources, Facilities, & Personnel deals with the following issues:

- Developing procedures to deploy essential personnel, equipment, and supplies

### ADMINISTRATION AND LOGISTICS

#### Administration

Administration of emergency management activities in the county is conducted on a daily, non-emergency basis (mitigation and preparedness phases) by the County Emergency Management Director.

During the emergency response and recovery phases, the emergency management program is coordinated by the County Emergency Management Director, in cooperation with responders at the scene and Chief Executive Officers in the activated EOC in accordance with the written procedures set forth in this plan and in organizational operating guidelines.

The staff of the Champaign County Emergency Management Agency, in coordination with Ohio EMA and FEMA, assists in the administration of state and federal emergency programs that allow local political jurisdictions and their response/support agencies to address immediate emergency needs, recover costs and begin rebuilding following an emergency. The following are some of these programs. The procedures for these programs are addressed in state and federal guidance documents and laws

- Small Business Administration Loans (SBA) – for low interest loans.

- Federal Individual Assistance (IA) – Fed. money assistance to affected persons

- State Individual Assistance (SIA) – State Money assistance to affected persons

- Public Assistance (PA) – Fed. Money for publicly owned entities & infrastructure

- Individual and Family Grants (IFG)

- Welfare

- Unemployment

#### Logistics

Emergency requests for material support may be presented to the County Emergency Management Director for assistance in procurement.

Expenses for material support will be the responsibility of the requesting jurisdiction and should be approved by the Chief Executive Officer of the affected jurisdiction prior to submittal to the EMA Director.

During emergencies the Champaign County Emergency Management Agency and other activated response and recovery organizations will coordinate to document extraordinary costs incurred during response and recovery operations. These extraordinary costs include but are not limited to personnel overtime, equipment costs and contractual costs for emergency services.

Logistical concerns involved with the procurement of emergency equipment, supplies and services are addressed in Annex N, Resource Support.

Logistical concerns for the maintenance and transportation of supplies and personnel are primarily addressed in the Standard Operating Guidelines (SOGs) of the individual organizations listed in this EOP.

## **INTERJURISDICTION RELATIONSHIPS**

Champaign County and its political jurisdictions will utilize the processes, guides, protocols and procedures prescribed in the National Incident Management System (NIMS). The NIMS standardizes incident management for all hazards, regardless of scale or capability of the incident, across all levels of government. The NIMS structure is based on the Incident Command System (ICS) and the Unified Command System (UCS) for the command and management for emergency responses.

## **ANNEX DEVELOPMENT AND MAINTENANCE**

### **Development**

The Champaign County Emergency Operations Plan has been developed in cooperation with representatives of the agencies bearing responsibility for functions covered by the plan.

The Champaign County EMA has a copy of the EOP for each of our adjoining counties; updates are provided on a regular basis. Copies and updates of the Champaign County EOP are also provided to those counties for their reference.

### **Maintenance**

The County Emergency Management Agency (EMA) Director is responsible for ensuring that necessary changes to the EOP are prepared, coordinated, published and distributed on an annual basis.

Organizations with primary functions in this EOP are responsible to work with the EMA Director to update their portion of the plan based on deficiencies identified by emergencies, exercises, and changes in government structure and emergency organizations.

Ohio EMA will review this EOP on a four-year cycle and recommend necessary changes or updates per the Ohio document entitled: Plan Development and Review Guidance for Local Emergency Operations Plans (EOP's).

### **Tests and Exercises**

During a 4-year period, Champaign County will conduct at least one tabletop exercise, one functional exercise, and one full-scale exercise incorporating

## Champaign County Emergency Operations Plan – Basic Plan

activation of the Emergency Operations Center (EOC) and field operations of several functions.

The exercises may use scenarios drawn from the following three major disaster categories:

Natural Hazard (tornado, flood, winter storm, earthquake, etc.)

Technological Hazard (hazardous materials, radiological, etc.)

National Security Hazard (nuclear/conventional attack, terrorism, civil disorders, etc.)

Orientation seminars and functional drills will be held on an as-needed basis for training of individuals who have responsibilities within this plan.

Tabletop exercises may be coordinated with individual agencies or private companies at various times in support of their planning and exercise needs.

Champaign County exercises will be designed using a team approach to test specific functions and plan components. Exercises shall be developed and conducted in accordance with accepted practices; the safety of all participants will be of the utmost concern. Any and all entities in Champaign County may participate in a given exercise. Efforts will be made to include as many willing participants as possible.

Exercises will be evaluated in writing by experienced personnel who are not members of the responding departments. This will be done using established objectives and detailed points of review.

Recommendations resulting from exercises will be reviewed, integrated into the EOP, and implemented, as determined to be reasonable and beneficial for Champaign County response.

### Distribution

The EOP Distribution Chart for the Champaign County Emergency Operations Plan is included in Tab 4 to the Basic Plan.

The Champaign County EOP is a public document, but is intended specifically for the agencies named within its pages. All sensitive information will be removed from publicly accessible copies of the plan.

## AUTHORITIES

### Authorities

#### Federal

“The Robert T. Stafford Disaster Relief and Emergency Assistance Act”, as amended, 42 U.S.C. Sections 5121, et seq.

National Plan for Telecommunications Support in Non-Wartime Emergencies

Executive Order 12148, Formation of the Federal Emergency Management Agency

Executive Order 12656, Assignment of Federal Emergency Responsibilities

Presidential Decision Directives 39 and 62, U. S. Counterterrorism Policy

Federal Disaster Assistance for Disasters Declared on or after November 23, 1988, 44 CRF Part 13

## Champaign County Emergency Operations Plan – Basic Plan

Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CRF Part 13

Homeland Security Presidential Directive – 5, Establishment of the National Incident Management System, February 2003

### State

Ohio Revised Code, Sections 5502.21 through 5502.99

Ohio Administrative Code, Rules, Chapter 4501:3

Ohio Revised Code Chapter 3750, State Emergency Response Commission

Ohio Revised Code Chapter 4937, Utility Radiological Safety Board

Ohio Administrative Code, Rules, Chapter 3750

Ohio Administrative Code, Rules, Chapter 4937

Ohio Revised Code 305.12- County Commissioners

Ohio Revised Code 311.07-General Powers and Duties of Sheriff

Ohio Revised Code 733-Executive Powers in Cities.

### Local

County-wide Emergency Management Resolution – Resolution #201-97 adopted May 8, 1997

Comprehensive Mutual Aid Agreement 2001 (Uniting EMA, law enforcement, fire service and EMS organizations in Champaign County and six counties adjacent to Champaign County in mutual aid support)

Champaign County Chapter of the American Red Cross, Memorandum of Understanding, updated 2003

### References:

#### Federal

National Response Plan

National Incident Management System

SLG 101 Guide for All-Hazard Emergency Operations Planning

NFPA 1600

#### State

Ohio Emergency Operations Plan 2001

State of Ohio Hazard Analysis and Risk Assessment 2000

Hazardous Materials Emergency Management Plan 2001

Local Emergency Operations Plan Workbook

#### Local

County-Wide EMA Agreement; Resolution 201-97

Champaign County Emergency Resource Manual

Champaign County Hazard Identification Analysis and Risk Assessment

Champaign County Natural Hazard Mitigation Plan

Champaign County Comprehensive Plan



**ADDENDA**

- Appendix 1 – Sample Local Emergency Proclamation
- Appendix 2 – Procedures for Requesting State Disaster Assistance
- Appendix 3 – Relocation of Vital Records
- Tab 1 – Primary and Secondary Support Matrix
- Tab 2 – Champaign County Map
- Tab 3 – City, Village, and Area Maps
- Tab 4 – EOP Distribution Chart

**XII. AUTHENTICATION**

The Champaign County Emergency Management County Commissioners and the Champaign County Emergency Management Director approve this Basic Plan of the Champaign County Emergency Operations Plan.

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Signature: Champaign County Commissioner

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Date

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Signature: Emergency Management Agency Director

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Date

**SAMPLE - LOCAL EMERGENCY PROCLAMATION**

Champaign County, Ohio

\_\_\_\_\_, 20\_\_

**AUTHORITY**

Whereas, \_\_\_\_\_ County/City/Village/Township, Ohio has been or is immediately threatened by a natural/man-made/technological hazard and/or nuclear or conventional attack, and;

(Give date, time, situation assessment and duration of hazard) and;

Now, therefore, we, the Champaign County Board of Commissioners, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Champaign County and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5502 of the Ohio Revised Code.

All public offices and employees of Champaign County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives--state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operation plans, and to obey and comply with the lawful directions of properly identified officers.

All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center.

In witness, whereof, we have hereunto set our hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

\_\_\_\_\_  
Chairman, Champaign County Commissioners

\_\_\_\_\_  
Champaign County Commissioner

\_\_\_\_\_  
Champaign County Commissioner



# STATE OF OHIO



## PROCEDURES FOR REQUESTING STATE DISASTER ASSISTANCE

**ALL AVAILABLE LOCAL RESOURCES MUST BE COMMITTED PRIOR TO DETERMINING IF STATE ASSISTANCE IS REQUIRED.**

**--1--**

**➤ COORDINATE WITH THE COUNTY EMA/DSA**

**Office: \_\_\_\_\_ Home: \_\_\_\_\_ Pager: \_\_\_\_\_**

**➤ ISSUE LOCAL/COUNTY DECLARATION OF EMERGENCY**

**--2--**

**➤ THRU COUNTY EMA, PROVIDE THE FOLLOWING INFORMATION TO:**

**OHIO EMERGENCY MANAGEMENT AGENCY  
(614) 889-7150**

<u>IN NATURAL OR MAN-MADE DISASTERS</u>	<u>IN CIVIL DISTURBANCES</u>
<ul style="list-style-type: none"><li>❖ Name and title of individual making request</li><li>❖ Description of disaster</li><li>❖ Statement of actions taken</li><li>❖ Specific help needed</li><li>❖ Estimate of number of persons affected</li><li>❖ Estimate of damage to public and private property</li></ul>	<ul style="list-style-type: none"><li>❖ Name and title of individual making request</li><li>❖ Description of disorder</li><li>❖ Statement of action taken</li><li>❖ Estimated number of persons involved</li><li>❖ Statement of number of law enforcement officers available and committed</li><li>❖ Explanation why force is inadequate</li></ul>

**--3--**

**➤ CONFIRM YOUR REQUEST BY FAX (614) 889-7183**

**FROM: LOCAL HEAD OF GOVERNMENT**

**TO: GOVERNOR, STATE OF OHIO  
ATTN: EXECUTIVE DIRECTOR, EMA  
2855 W. DUBLIN GRANVILLE ROAD  
COLUMBUS, OH 43235-2206**

## **PROCEDURES FOR THE RELOCATION & SAFEGUARDING OF VITAL RECORDS**

### **I. PURPOSE**

The purpose of this procedure is to ensure the preservation of essential government records and to ensure government's ability to function effectively under emergency conditions and to protect the rights and interests of citizens after the emergency is over.

### **II. SITUATION & ASSUMPTIONS**

#### **A. Situation**

1. Local institutions of government, each department of county government, and each city, village and township and their departments, must survive and remain capable of carrying out their essential functions under all types of emergencies. These situations may include catastrophic peacetime disasters, subversions, or nuclear warfare. Continuity of government measures are designed to ensure that this capability is developed and maintained.

#### **B. Assumptions**

1. An alternate location for safeguarding vital records has been designated and is presently not at risk.
2. Essential records have been prioritized by each government office.
3. Each government office will provide support personnel, equipment, and resources necessary for the transport and protection of vital records.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

Responsibility for preservation of essential records ultimately lies with local government offices. Each government office must select, preserve, and provide availability of those records which would be essential to the effective functioning of government and to the protection of rights and interests of persons under emergency conditions.

#### **B. Phases of Emergency Management**

1. Mitigation (Activities may include, but are not limited to :)
  - a. Designate alternate location sites depending upon the various hazards facing the jurisdiction.
  - b. Evaluate alternative sites according to the type and severity of the hazard.
  - c. Assess the vulnerability of direct or secondary damage.
  - d. Prioritize essential records in advance.
  - e. Provide protection to Automated Data Systems from damage experienced by electromagnetic pulse.
  - f. Develop mutual agreements for the storage of vital records with surrounding jurisdictions.
2. Preparedness (Activities may include, but are not limited to :)

- a. Each government institution must develop procedures (SOPs) illustrating how it will relocate records to safe areas.
3. Response (Activities may include, but are not limited to :)
  - a. Label and prioritize record containers.
  - b. Retain necessary documents for prudent decision-making.
  - c. Secure other essential and vital records, including computer information, for safe-keeping.
  - d. Relocate records to appropriate location.
4. Recovery (Activities may include, but are not limited to :)
  - a. Provide necessary assessment and recovery information as requested.
  - b. Return vital records to normal operating location.
  - c. Return personnel, equipment, and resources to normal locations.

#### **IV. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

The function of preserving essential records will be conducted by regular public employees or officials who will assume responsibilities whenever a disaster of major proportion strikes the community. Mobilization will occur upon notification provided by the Chief Executive Officer of each government office/department/agency.

##### **B. Responsibilities of affected government offices**

1. Identify, in advance, priority categories of essential records. These categories should include those records deemed essential for continuing critical government functions during an emergency and those records that are required to protect the rights and interests of citizens.
2. Label all records within the priority categories with identifiable markings. Priority of evacuation should be noted on record containers.
3. Assess the vulnerability of stored records to direct and secondary damage from various threats; i.e., fire, water, chemical damages, aftershock, vandalism, etc.
4. Evaluate alternate records storage locations in light of hazard analysis.
5. Make arrangements for transportation to relocate records to alternate location if the need arises.
6. Identify and retain copies of the records that will be needed during the emergency operations by management or the emergency response team.
  - a. Vouchers/Invoices
  - b. Logs
  - c. Receipts
  - d. Memoranda
  - e. Laws/Ordinances
  - f. Ledgers
  - g. Dockets
  - h. Warrants

- i. Proclamations
  - j. Audits
  - k. Abstracts, Deeds and Transfers
  - l. Monitoring Results
  - m. Depositions/Accounts
7. Safeguard vital computer information and records.

#### **IV. DIRECTION AND CONTROL**

- A. The Chief Executive Officer of each government office in coordination with assigned personnel will assume direction and control of preservation of record activities.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Each department of county government, and each city, village, and township and their departments are responsible for making provisions for the preservation of records.
- B. The lines of succession are as described in Standard Operating Guidelines maintained in each government office.

#### **VI. ADMINISTRATION AND LOGISTICS**

- A. Agreements for the use of alternate location sites are in place.
- B. Prior arrangements for transport of records have been implemented.
- C. Procedures written by each department include specific methods for assigning personnel during an emergency, and details assigned responsibilities which support this activity.

#### **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Not used. See Section VIII of the Basic Plan.

#### **VIII. AUTHORITIES AND REFERENCES**

- A. Authorities
  - 7. Not used. See Section IX of the Basic Plan.
- B. References
  - 7. Not used. See Section IX of the Basic Plan.

#### **IX. ADDENDA**

- A. Attachment 1 - Vital Records Checklist

### **VITAL RECORDS LIST**

**Note:** Some of these records will be required during emergency operations by management or the emergency response team while others can be stored by duplicating, dispersing, and securing in safe storage facilities.

#### **I. GOVERNMENT - EXECUTIVE, LEGISLATIVE AND JUDICIAL**

- A. Constitutions
- B. Charters
- C. Statutes & Ordinances
- D. Court Records
- E. Official Proceedings
- F. Other Legal Records
- G. Financial Records
- H. Other Records, as deemed necessary

#### **II. DEPARTMENT/AGENCIES/OFFICES**

- A. Utility System Maps
- B. Locations of Emergency Supplies & Equipment
- C. Emergency Operations Plans & Procedures
- D. Lists of Succession
- E. Lists of Regular & Auxiliary Personnel
- F. Other Records, as deemed necessary

#### **III. CITIZENS/INDIVIDUALS**

- A. Vital Statistics Records
- B. Land and Tax Records
- C. License Registers
- D. Papers of Incorporation
- E. Other Records, as deemed necessary

Tab 1 to the Basic Plan – Primary and Support ESF Matrix

Champaign COUNTY PRIMARY AND SUPPORT MATRIX												
ORGANIZATIONS	EMERGENCY SUPPORT FUNCTIONS											
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
American Red Cross	S				S	P	S	S	S		S	S
Urbana Regional Airport	S				S		S				S	
Champaign County Auditor	S				S		S				S	S
Champaign County Commissioners	P				S		S		S		S	S
Champaign County Coroner	S				S			S			S	
Champaign County EMA	S	S	S	S	P	S	P	S	S	S	P	P
Champaign County Engineer	S	S	P		S						S	S
Champaign County Health Dept.	S		S		S			P			S	S
Mercy Hospital	S				S			S			S	S
Champaign County Prosecutor	S				S					S	S	
Champaign County Sheriff's Dept.	S	P	S	S	S				S	P	S	S
Champaign County Treasurer	S				S		S				S	S
Children's Services	S				S	S					S	
Community Action Agencies	S				S	S					S	
County Extension Service	S				S			S			S	S
County Historical Society	S				S						S	S
County Sanitation Departments	S		S		S			S			S	S
County School Superintendent	S				S	S					S	S
Electric Utility	S		S		S						S	S
EMS Providers	S	S			S			S			S	
Fire Departments	S	S		P	S				S		S	S
Job and Family Services	S				S	S					S	S
Mayors	S				S		S		S		S	S
Mental Health Board	S				S	S					S	
Municipal Sanitation Depts.	S		S		S						S	S
Natural Gas Utility	S		S		S						S	S
Newspapers	S				S						S	
Parks and Rec. Depts.	S	S			S						S	S
Police Agencies	S	S		S	S				S	S	S	
Radio Amateurs (RACES)	S	S			S						S	
Radio Stations	S				S				S		S	
Regional EPA	S		S		S			S			S	
Salvation Army	S				S	S	S				S	
Search and Rescue Teams	S				S						S	
Street Departments	S		S		S						S	S
Telephone Companies	S	S	S		S						S	
Television Stations	S				S				S		S	
Township Trustees	S				S		S				S	S
Water Departments	S		S		S						S	S

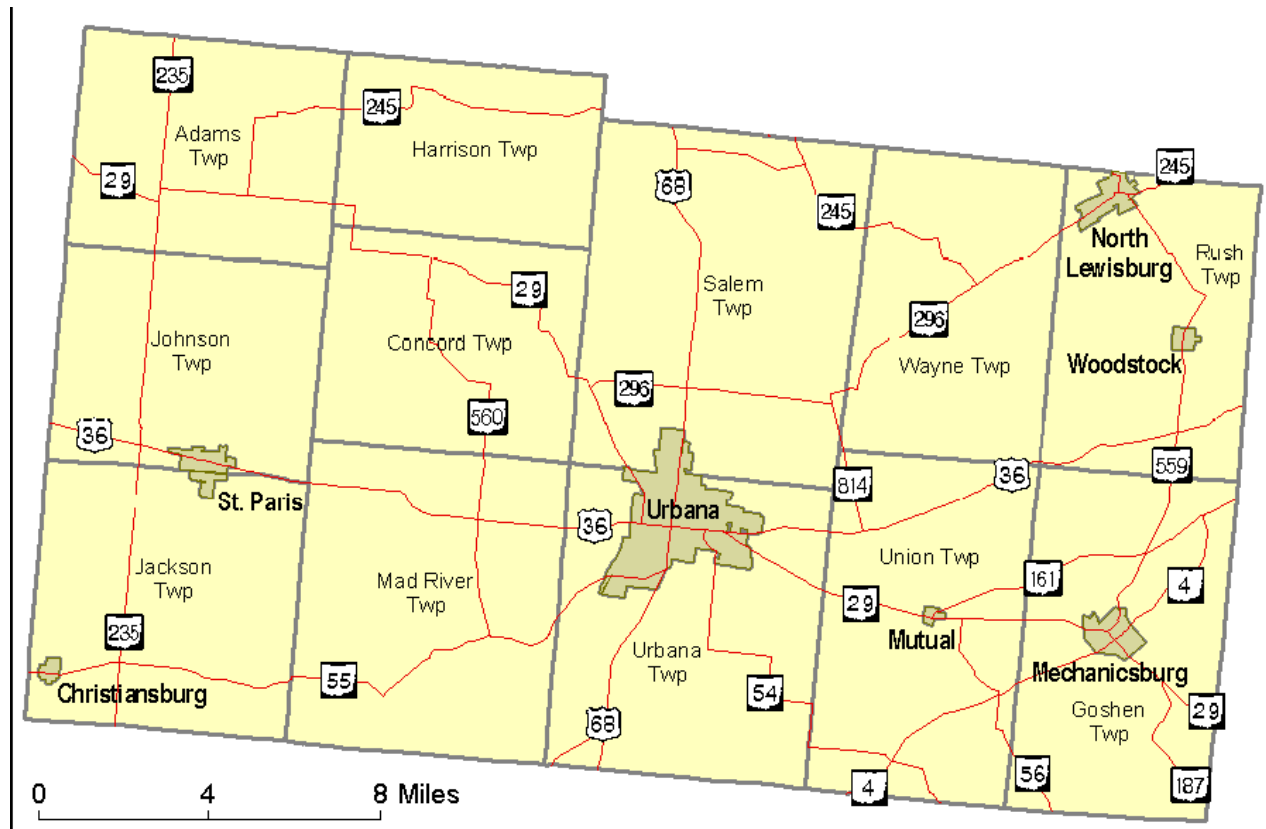
  

FUNCTION KEY			
Function #1	Direction and Control	Function #7	Resource Support
Function #2	Communications	Function #8	Public Health and Medical
Function #3	Engineering & Utilities	Function #9	Evacuation
Function #4	Fire and Rescue	Function #10	Law Enforcement
Function #5	Notification & Warning	Function #11	Emergency Public Information
Function #6	Mass Care (To be developed)	Function #12	Damage Assessment

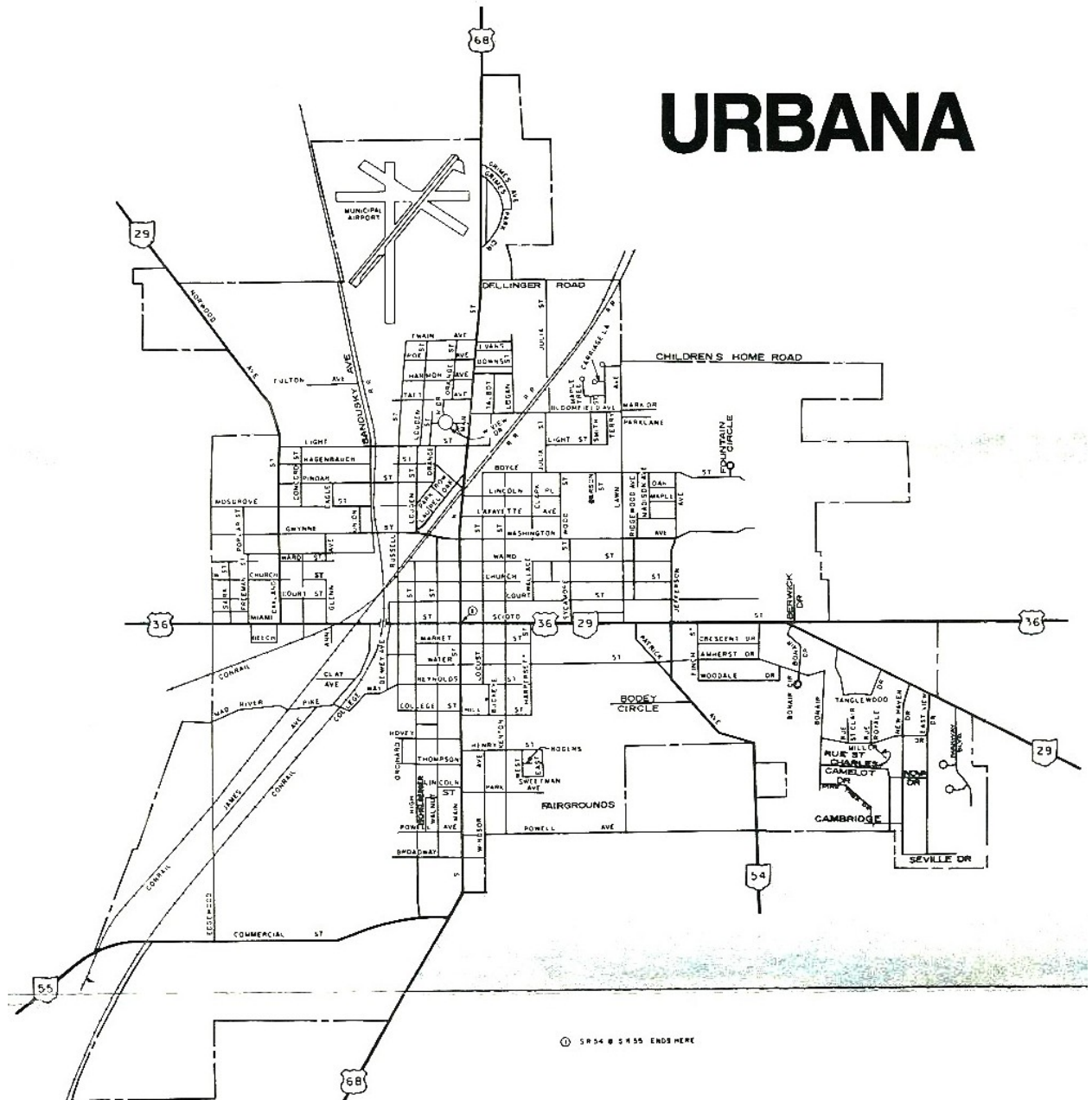


# CHAMPAIGN COUNTY MAP

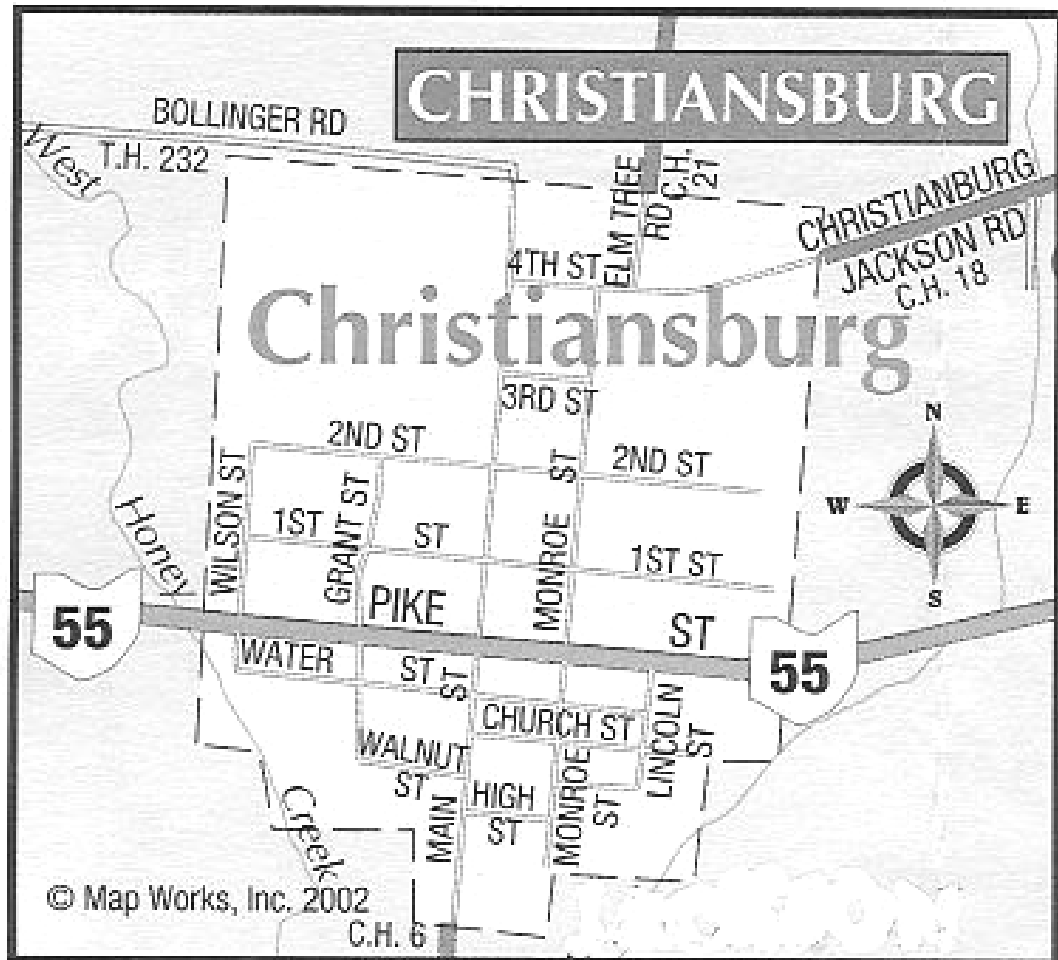
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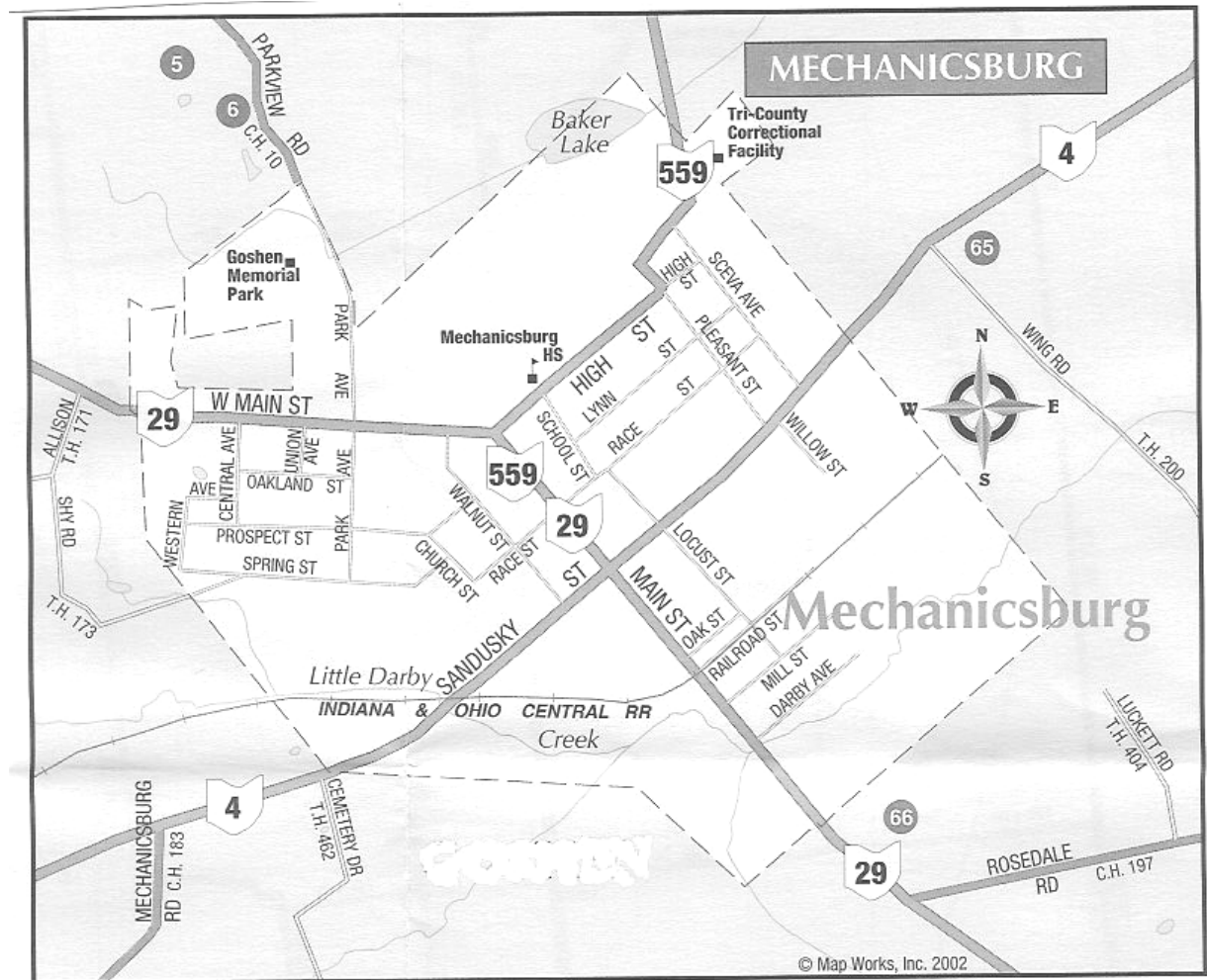
## CITY OF URBANA



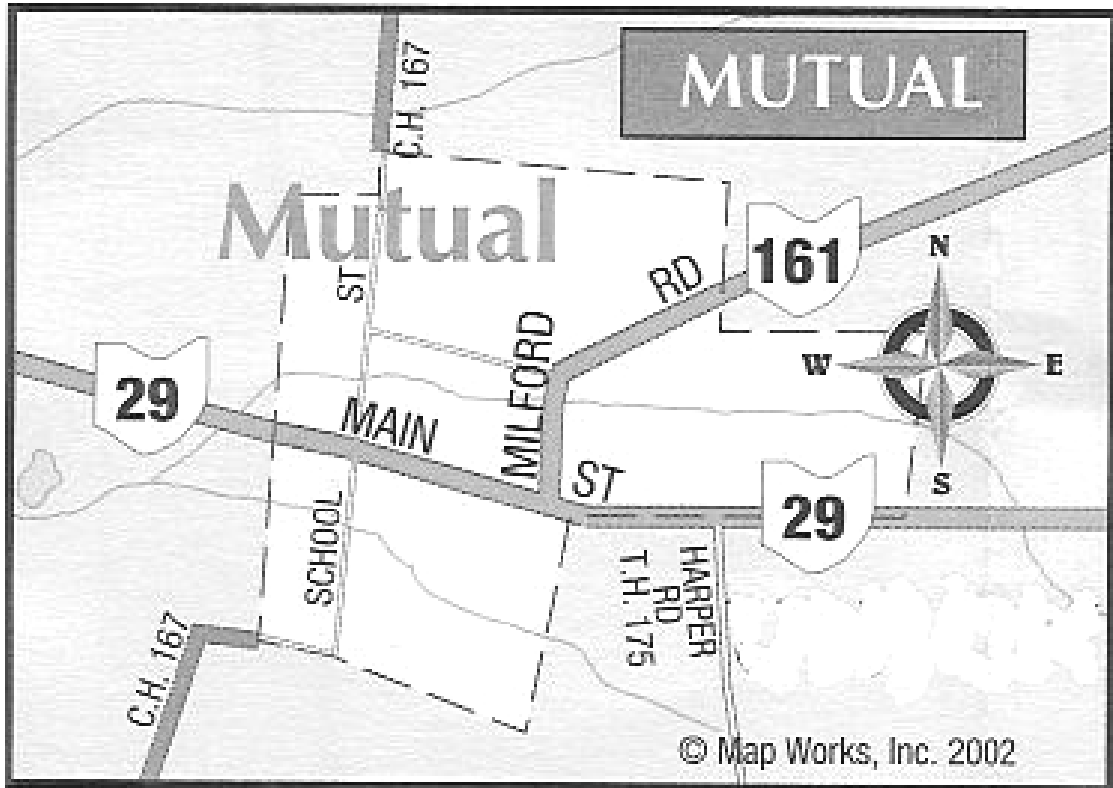
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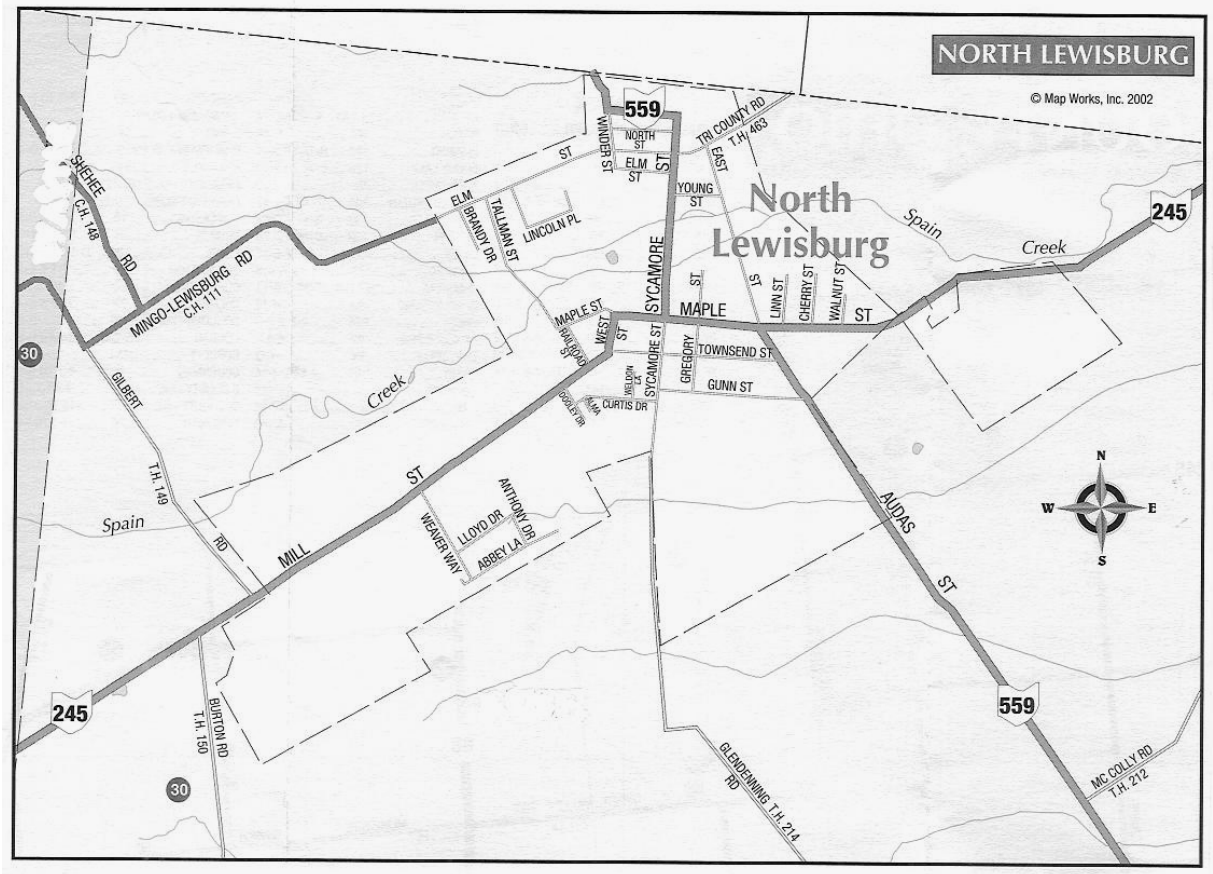
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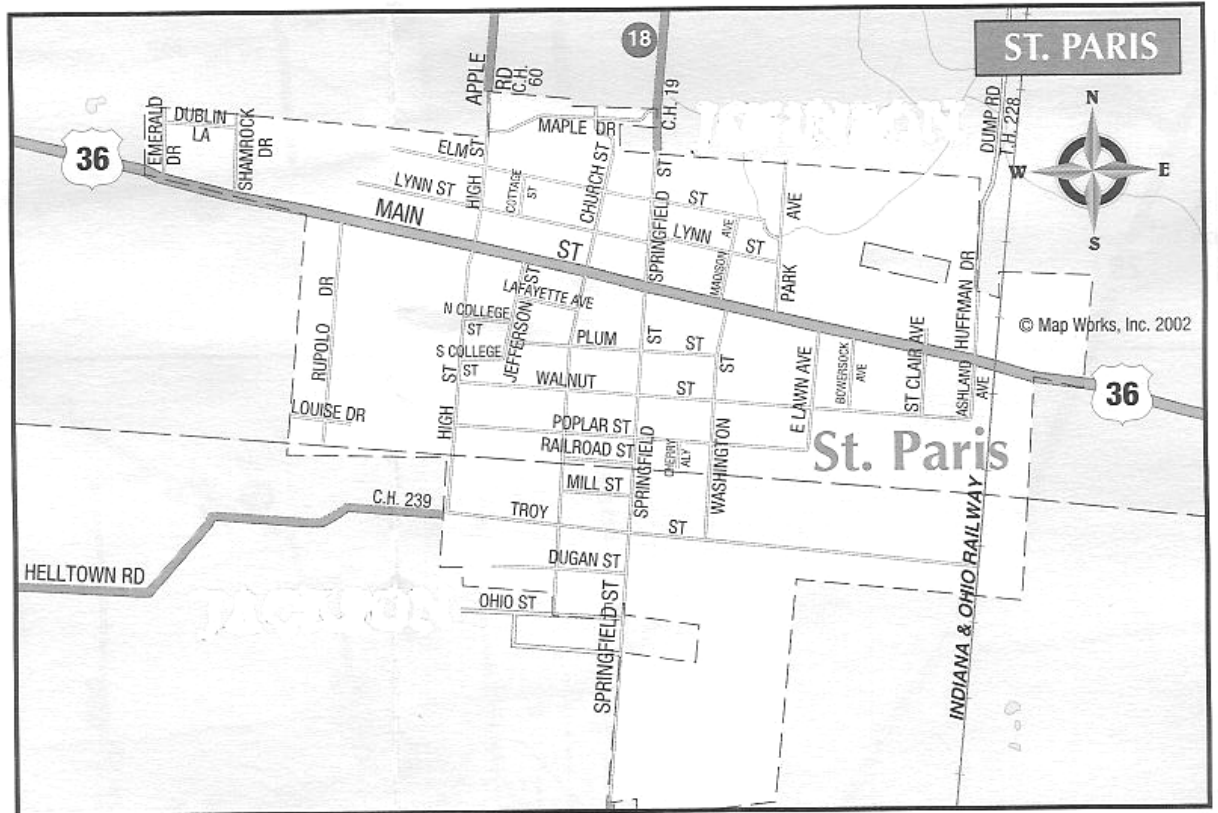
## VILLAGE OF MUTUAL



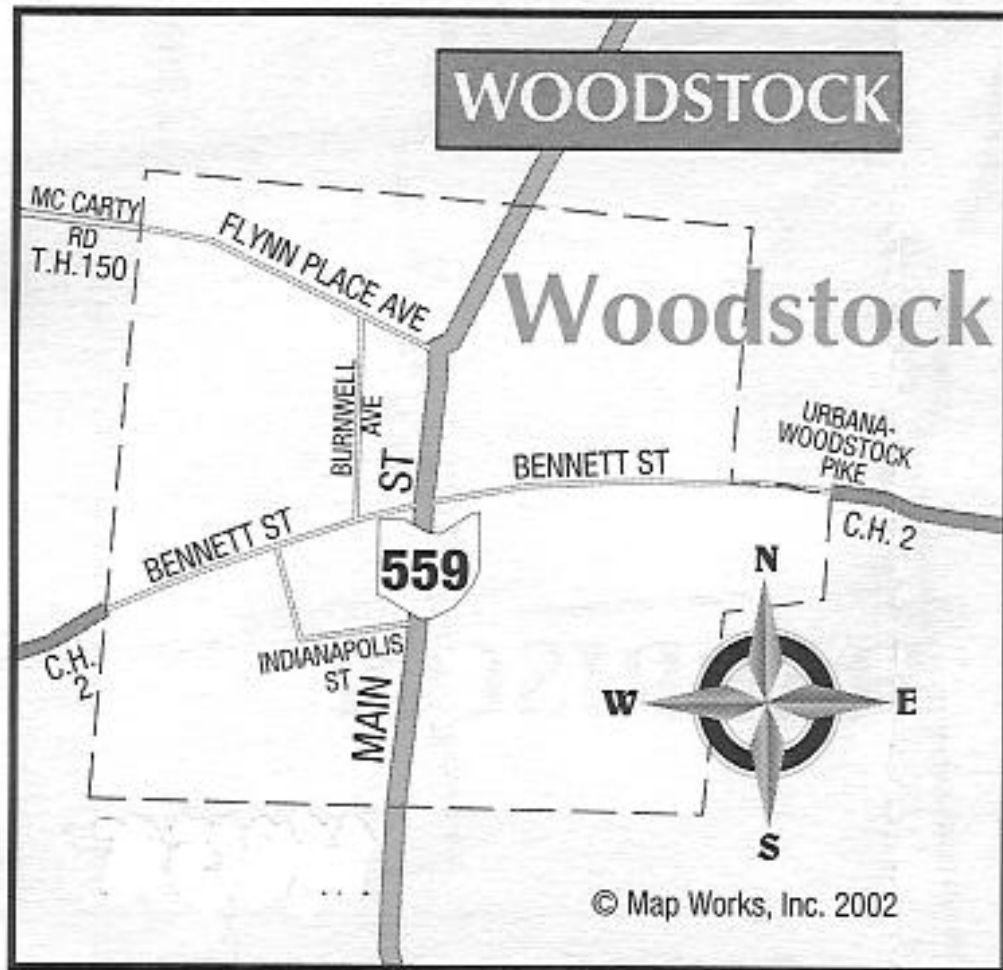
## VILLAGE OF NORTH LEWISBURG



## VILLAGE OF ST. PARIS



## VILLAGE OF WOODSTOCK





Tab 4 to the Basic Plan – EOP Distribution Chart

Copy #	Receiver	Copy #	Receiver	Copy #	Receiver
Master	Champaign Co. EMA	33	Northeast EMS	66	
1	Ohio EMA	34	Mechanicsburg EMS	67	
2	County Commissioners	35	Johnson Saint Paris Squad	68	
3	City of Urbana	36	West Liberty EMS	69	
4	Village of Christiansburg	37	Champaign County Sheriff's Office	70	
5	Village of Mechanicsburg	38	Urbana Police Dept.	71	
6	Village of Mutual	39	Mechanicsburg Police Department	72	
7	Village of North Lewisburg	40	Saint Paris Police Department	73	
8	Village of Saint Paris	41	Champaign County Health District.	74	
9	Village of Woodstock	42	Ohio Department of Health	75	
10	Adams Township	43	Mercy Hospital	76	
11	Concord Township	44	American Red Cross Champaign Co.	77	
12	Goshen Township	45	Champaign County Prosecutor	78	
13	Harrison Township	46	Champaign County Engineer	79	
14	Jackson Township	47	ODOT Highway Garage	80	
15	Johnson Township	48	LUC Regional Planning Commission	81	
16	Mad River Township	49	Madison/Champaign Co. Ed. Svcs.	82	
17	Rush Township	50	County School Board	83	
18	Salem Township	51	Urbana Citizen At Large	84	
19	Union Township	52	Champaign County Library	85	
20	Urbana Township	53	OSU Extension Office	86	
21	Wayne Township	54	Auglaize County EMA	87	
22	Urbana Fire Division	55	Clark County EMA	88	
23	North Lewisburg Fire Dept.	56	Logan County EMA	89	
24	Mechanicsburg Fire Dept	57	Madison County EMA	90	
25	Rosewood Fire Dept.	58	Miami County EMA	91	
26	Johnson St. Paris Fire Dept	59	Shelby County EMA	92	
27	West Liberty Fire Dept.	60	Union County EMA	93	
28	Christiansburg Fire Dept.	61		94	
29	Moorefield Fire Dept.	62		95	
30	Catawba Fire Dept.	63		96	
31	Tremont City Fire Dept.	64		97	
32	Job & Family Services	65		98	

<b>DIRECTION &amp; CONTROL (Emergency Operations Center) – ESF #5</b>
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## **I. PURPOSE**

This annex addresses the facilities, personnel, procedures, and support requirements for activating the County Emergency Operations Center (EOC) and for directing and controlling the conduct of emergency operations from that center, or from an alternate facility during large-scale emergencies.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The Champaign County Emergency Operations Center (EOC) is located at 1512 South U.S. Highway 68, Suite C103, Urbana, Ohio 43078. This facility shall serve as the primary EOC and is adequate to support countywide emergency operations.
2. The EOC is established for the purpose of coordinating a centralized direction and control for local government operations during large-scale emergencies.
3. In the event the primary EOC is damaged, inaccessible, unsafe, or must be evacuated, arrangements are in place to establish alternate EOCs at the City of Urbana Municipal Building, located at 205 South Main Street, Urbana, OH. Other suitable facilities may be used at the discretion of the EMA director.
4. The EMA Director will act as the director of the activated EOC in coordination with the Incident Commander, the County Commissioners, and other heads of government. The director, emergency responders, volunteers, and elected officials staffing the EOC shall work together to coordinate response and recovery efforts.
5. In the event the alternate EOC is activated, direction and control authority will be transferred to the alternate location. EOC representatives will be responsible for their own transportation or emergency vehicle if necessary, to the alternate site.
6. Current operational capabilities include an emergency generator, 4 telephones, two personal computers and a fax. The communications capabilities include 2-way radio systems linking local, state and volunteer organizations.

### **B. Assumptions**

1. The designated EOC will be activated upon the occurrence or threat of occurrence of a major emergency.
2. The primary Champaign County EOC is prepared for 24-hour emergency operations. This will be accomplished for extended periods with rotating crews and 12-hour shift changes.
3. Limited sleeping and cooking facilities are present, but could not accommodate self-contained operations for extended periods.
4. Champaign County agencies and response departments have developed sufficient procedures to direct and control disaster operations.
5. Operations for all levels of government will be carried out according to plans and procedures.

### III. CONCEPT OF OPERATIONS

#### A. Emergency Operations Center

1. Emergencies that are beyond the capabilities of local response organizations and national emergencies that require the EOC to be on alert will cause the Champaign County Emergency Operations Center to be activated by the Champaign County EMA Director or other authorized designees.
2. The EMA Director will act as the Director of the activated Emergency Operations Center (EOC).
3. The Champaign County EOC is the central coordinating point from which government officials (local, state, and federal) and organizations with emergency responsibilities obtain, analyze, evaluate, report, and record disaster-related information.
4. The EOC staff will coordinate response and recovery activities with Incident Command. Through this process, resources can be utilized without duplication of effort and operations can be more efficient.
5. When the EOC is activated, key officials and heads of local agencies and departments will be notified by telephone, pager, radio, direct contact, or whatever means are necessary. Contact information is maintained in the Champaign County EMA Resource Manual and Contact Lists.
6. Procedures for activation, set-up, relocation, and deactivation of the EOC are contained in the Champaign County EOC Standard Operating Guidelines (SOG) along with diagrams, forms, and staffing patterns.
7. Ohio EMA will be notified when the county EOC is activated.

#### B. Collection & Sharing of Information

1. The Champaign County EOC will establish communication with the incident commander or his/her staff. This connection shall be maintained by whatever means are necessary in order to keep open lines of communication for sharing situation and status information, damage observations, and to allow for resource requests.
2. When the EOC is activated, briefings for the staff will be conducted at scheduled intervals, and are recommended at shift change times.
3. Media briefings will be conducted by the Public Information Officer.
  - a. These briefings will be scheduled on an as needed basis in order to facilitate prompt release of information to the media and the public.
  - b. See Annex D, Emergency Public Information, for further details.
4. Ohio EMA will receive periodic situation updates, including an initial needs assessment, ongoing damage assessment, response priorities, and requests for specific resource needs.
5. Based upon the conditions of the emergency, personnel in the Champaign County EOC will share information with neighboring counties affected by the emergency through the EMA offices in those jurisdictions.

#### C. National Incident Management System

1. Several components of NIMS are used in the Emergency Operations Center. These components include:
  - a. Command and Management
  - b. Resource Management
  - c. Communications and Information Management

D. Incident Command

1. Use of an Incident Management System (ICS) is required by Ohio Administrative Code Section 4123:1-21-07 for all emergency operations. Ohio has adopted the Wildland Fire Model of the Incident Command System as its basis for incident management. See Section V of this annex, Direction and Control, for more information on the use of Incident Command.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. The Champaign County Emergency Operations Center is staffed based upon the needs of the incident. A sample staffing pattern to accommodate differing needs in activation of the EOC is provided in Tab 1 to this annex.
2. Positions in the EOC are named by section. A section is a grouping of positions with similar responsibilities. Following are the sections and positions that may be filled in the EOC.
  - a. Executive – The Executive Section is responsible for the coordination of incidents through the Emergency Operations Center. These positions provide direction and administrative support for officials and others staffing the EOC.
    - 1) Director
    - 2) Administrative Assistant
  - b. Elected Officials – The Elected Officials Section is responsible for issuing emergency and disaster declarations and authorizing major expenses. This Section will also assist in planning response scenarios and will receive situation updates for their jurisdiction.
    - 1) County Commissioners
    - 2) Mayors
    - 3) Township Trustees
    - 4) Council /Clerks
  - c. Communications – The Communications Section is responsible for supporting and maintaining communications between responders in the field and the staff at the EOC. They will receive and send messages by any means available.
    - 1) EMA Communications Team
    - 2) Sheriff's Office Dispatch
    - 3) Urbana PD Dispatch
  - d. Public Information – The Public Information Section is responsible for relating accurate information about the incident to the public. This position will work to provide vital information to the media and residents of Champaign County.
  - e. Responders – The Responders Section represents the responders of Champaign County. In the EOC they are responsible for receiving and providing situation updates, planning response actions, requesting and coordinating resources, and providing information to support the public information officer.
    - 1) Law Enforcement
    - 2) Fire

- 3) EMS
- f. Medical – The Medical Section represents the public health and medical providers of Champaign County. They are responsible for caring for the well being of the responders and citizens of Champaign County. In the EOC they receive and provide situation updates, assist in planning response actions, and request and provide resources.
  - 1) Champaign County Health Department
  - 2) Urbana City Health Department
  - 3) Mercy Hospital
  - 4) Mental Health
- g. Public Works - The Public Works Section represents the engineering, highway, and water and wastewater departments of Champaign County. In the EOC they are responsible for receiving and providing situation updates, and assistance in planning and carrying out response actions. They may also request and provide resources.
  - 1) County Engineer, & City of Urbana Engineer
  - 2) Sanitary Engineer, & City of Urbana Sanitary Engineer
  - 3) Highway Department
- h. Agriculture – The Agriculture Section represents the farming populations, and veterinarians of Champaign County. In the EOC they are responsible for receiving and providing situation updates and for assistance in planning response actions. They may also request and provide resources.
  - 1) Farm Service Agency
  - 2) OSU Extension
  - 3) Veterinarians
- i. Volunteers – The Volunteer Section is made up of representatives from organizations that volunteer to support emergency response efforts. Each group will have unique capabilities and responsibilities in the EOC.
  - 1) Red Cross
  - 2) Salvation Army
  - 3) MRC (Medical Reserve Corps)
- j. Liaisons – The Liaison Section is made up of State or Federal agency representatives to the EOC who are responsible to assist in coordination efforts between local, state and federal agencies. They provide assistance to the EOC Director and staff, or responders in the field as the situation warrants; this could include assistance with damage assessment paperwork, coordination of outside response forces with county forces, community relations, or investigation and response support. These officials will also assist in providing updates to the state and federal levels during response and early recovery efforts.
  - 1) Ohio EMA Liaison
  - 2) National Guard Liaison Officer
  - 3) FEMA Liaison
  - 4) FBI Liaison

- k. Utilities – The Utilities Section represents the electric, gas, and telephone companies of Champaign County. In the EOC they are responsible for receiving and providing situation updates and for assistance in planning response actions. They may also request and provide resources.

- 1) Electric
- 2) Gas
- 3) Telephone

B. Assignment of Responsibilities

1. General Duties of entire EOC Staff:

- a. Staff and operate the EOC
- b. Answer phones and relay messages to other staff members
- c. Provide support personnel and services
- d. Coordinate response and recovery activities
- e. Support and participate in emergency planning efforts in preparation for developing situations during an on-going incident.
- f. Manage resources, determine priorities, and implement resource controls.
  - 1) Protect resources such as personnel and equipment during disaster situations.
  - 2) Provide for the identification and use of resources for special critical facilities.
- g. Continually record on your personal log all information about your activities and any incident information that is reported to you, including but not limited to the following:
  - 1) Significant events
  - 2) Requests for assistance
  - 3) Casualty information
  - 4) Property damage or impact reports
  - 5) Evacuations
  - 6) Sheltering activities
  - 7) Health concerns
  - 8) Resources activated
  - 9) Road conditions
  - 10) Weather reports
- h. All EOC personnel must maintain accurate and adequate records to document any costs that may be incurred in responding to or recovering from the incident, other than expenses of normal day-to-day operations.

2. Executive Section Officials

- a. Emergency Management Director
  - 1) Maintain the EOC in a constant state of readiness
  - 2) Provide for the timely activation and recall of key officials and EOC staff.

- 3) Open, manage and coordinate activities within Primary or Alternate Emergency Operations Centers.
- 4) At the direction of the Chief Executive, forward a disaster declaration and requests to the State for assistance.
- 5) Conduct EOC staff briefings
- 6) Forward initial disaster reports and damage and injury assessment information to Ohio EMA. Ensure damage assessment reports are compiled.
- 7) Ensure that all available information is supplied to the Emergency Operations Center staff.
- 8) Ensure that maps, status boards, and other equipment providing for the collection and display of incident information in the EOC will be available and in place when needed.
- 9) Maintain liaison and coordination with the State, adjacent jurisdictions and local municipalities that are included within this plan and their use of personnel and equipment in responding to the disaster.
- 10) Ensure that security is provided for the EOC facility
- 11) Coordinate the logistical aspects of the EOC operation. Provide for auxiliary power as needed. Provide logistical support for food, water, lighting, fuel, etc. to support EOC staff and personnel and field forces.
- 12) Ensure the preparation and updates of a county resource manual.
- 13) Advise senior decision makers on the emergency situation and recommend actions to protect the public.
- 14) Assure EOC operations are coordinated among all responding organizations.
- b. Administrative Assistant
  - 1) Provide direct support and assistance to the Director in preparing reports, contacting resource providers, and conveying information to specific parties.
  - 2) Coordinate daily operational functions during activation of the EOC.
  - 3) Record and plot information on maps, status boards, and display charts in EOC operations room based upon record of significant events log.
- c. Secretarial Support
  - 1) Provide support for EOC officials by preparing copies, carrying messages, updating status boards, refilling supplies, maintaining the office environment, and organizing refreshments and break areas.
3. Elected Officials (County Commissioners, Mayors, Trustees)
  - a. Issue a proclamation declaring an emergency or disaster exists.
    - 1) Local Jurisdictions
      - a) Request a county declaration when the needs of an incident occurring in a single jurisdiction exceed local response and mutual aid capability and require county assistance.
    - 2) County Commissioners
      - a) Support individual jurisdictions by issuing a county declaration of emergency or disaster when the needs of the incident exceed local response and mutual aid capability.

- b) Authorize the EMA Director to forward requests for State or Federal assistance to the Governor through Ohio EMA, when the needs of an incident exceed local and county resources and mutual aid capability.
  - b. Appropriate and authorize expenditure of funds, approve contracts and authorize distribution of high-dollar equipment, materials, and supplies for disaster purposes.
  - c. Provide jurisdiction and response information to the Public Information Officer for inclusion at media briefings or use in press releases.
  - d. Assign and make available for duty the employees, property or equipment of the county or jurisdiction.
  - e. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
  - f. Coordinate with incident command and the EOC to determine appropriate population protective actions, including authorization that protective actions, such as evacuations, etc., be implemented based on recommendations from responding agencies.
  - g. Maintain liaison and coordination with other elected officials as needed.
4. Law Enforcement Officials
- a. Maintain liaison with dispatch centers and provide up-to-date information to the EOC.
  - b. Provide security and traffic control for the EOC, as needed.
  - c. Transport staff to the EOC, if the situation makes normal transportation unsafe or unavailable.
  - d. Provide direction and control for law enforcement activities.
5. Fire, EMS, and HazMat Support Personnel
- a. Survey the EOC and supporting facilities for safety issues.
  - b. Maintain contact with fire/EMS/HazMat support personnel in the affected jurisdiction(s).
  - c. Obtain and provide updates to the EOC on fire control, victim treatment and transportation, rescue efforts, emergency site operations, and casualties.
  - d. Inform other jurisdictions of existing situations and advise on actions to be taken.
6. Engineering and Public Works Officials
- a. Maintain contact with engineering/public works personnel in the affected jurisdiction(s)
  - b. Obtain and provide updates to the EOC on road and bridge conditions and status (open/closed), need for debris clearance, physical barrier placement, gas line breaks, pipeline breaks, water service issues, electrical or other utility service outages.
  - c. Inform other jurisdictions of existing situations and advise on actions to be taken.
  - d. Assist in performing damage assessment of roads, bridges, and other public structures.
7. Communications Officials
- a. Determine the EOC telephone and radio communications needs.



- b. Arrange for equipment and trained personnel to meet those needs.
  - c. Establish and maintain communications between incident command, multiple incident scenes, departments or agencies at varying locations, mobile units, and the EOC.
  - d. Maintain records of radio frequencies and call signs to contact various departments, EOCs in neighboring counties, and higher levels of government.
  - e. Provide direction and control for all communications activities.
8. Health District Officials
- a. Maintain contact with the medical facilities in the county and relay pertinent information to the EOC officials.
  - b. Obtain, record, and provide EOC updates on: medical facilities, distribution of medical support personnel, need for medical personnel and supplies, health hazards, public health advisories, food and water inspection, shelter and congregate care, and facility inspection.
  - c. Provide mental health support and advise the EOC staff on matters of releasing public information and means of dealing with psychological effects of the incident (for both staff and the public).
  - d. Coordinate potable water resources.
9. Disaster Volunteer Representatives (Red Cross, Salvation Army, etc.)
- a. Coordinate the provision of food, potable water, and emergency needs to the affected residents of Champaign County.
  - b. Coordinate establishment of emergency shelters.
  - c. Obtain, record, and provide EOC updates on: number of displaced individuals and families, number of residents in shelters, quantity and type of other assistance provided and/or needed.
  - d. Assist with collection and recording of damage assessment information.
  - e. Coordinate establishment of Rest Centers for incident workers.
  - f. Coordinate establishment of Family Well-Being Inquiry Services.
  - g. Assist in activation of the Donations Management Annex, including distribution of traditional and non-traditional supplies.
  - h. Organize information and/or missing person hotlines.
  - i. Coordinate activities of MRC, and/or Neighborhood Watch Groups.
10. Public Information Officer
- a. Direct overall public information activities.
  - b. Collect appropriate incident information for release to the media and the public.
  - c. Verify facts and situations with specific EOC representatives.
  - d. Review proposed information releases with EMA Director for final approval.
  - e. Schedule media briefings and press conferences.
  - f. Act as liaison between all public officials and the media.
  - g. Review all written press releases to prevent duplication or conflicting releases.
  - h. Activate the Joint Public Information Center.

11. Agriculture Officials

- a. Receive and provide situation updates.
- b. Provide assistance in planning response actions.
- c. Request and provide resources.
- d. Coordinate response to agricultural events.

12. State/Federal Liaison Officials

- a. Assist in coordination efforts between local and state or federal agencies.
- b. Provide assistance to the EOC Director and staff, or responders in the field, as the situation warrants. This may include:
  - 1) Damage assessment paperwork
  - 2) Coordination of outside response forces with county forces
  - 3) Community relations
  - 4) Investigation and response support
- c. Assist in provision of updates to the state and federal levels during response and early recovery efforts.

**V. DIRECTION AND CONTROL**

A. Incident Command

- 1. Incident Command will be established to coordinate the response to emergencies. Standard incident command practices may need to be adapted to accommodate the distinct needs of the situation. This can be done by using either of the following variations of incident command:
  - a. Area Command may be used when an incident is not site specific, not immediately identifiable, is geographically dispersed, and evolves over time. This may be particularly useful during public health emergencies and certain natural disasters.
  - b. Unified Command may be used in incidents involving multiple jurisdictions or response agencies.
- 2. The first fire chief, or senior fire official, at the scene of the emergency should implement the Incident Command System (ICS) including identification of the key positions, and the establishment, identification, and location of the Incident Command Post.
  - a. During civil emergencies (riots and terrorist incidents) law enforcement officials for the affected jurisdiction will set up Incident Command.
  - b. The mayor or township trustees are responsible for coordinating response operations during natural hazard events. This will usually be achieved by contacting the necessary response agencies and the Champaign County EMA.
- 3. The Incident Command System has considerable internal flexibility and can grow or shrink to meet different needs. The organization of ICS is built around the following five major management activities all or part of which may be activated by the Incident Commander.
  - a. Command - Command sets objectives and priorities and has overall responsibility at the site of the incident or event.

- b. Operations - This ICS activity conducts and develops tactical objectives and directs resources.
  - c. Planning - The planning element of ICS develops the Action Plan to accomplish the objectives, collects and evaluates information and maintains the status of resources.
  - d. Logistics - Logistics provides support to meet incident needs and provides resources and all other services needed to support the incident.
  - e. Finance and Administration - This element of ICS monitors costs related to the incident, provides accounting, procurement, time recording and cost analysis.
- 4. An Incident Command Post (ICP) will be established in an area near the response, but located at a safe distance. Command posts will be identified by a green light, use of a flag, or through a radio call.
- 5. Depending upon the size of the emergency, the Incident Commander or his designee will notify the Champaign County Emergency Management Director of the activation of ICS in the jurisdiction and maintain communications with Champaign County EMA by radio/cell phone as needed to update the status of the emergency.
  - a. During response to a hazardous materials release the Local Emergency Planning Committee (LEPC) must be notified of the release within 30 minutes. In Champaign County, the EMA Director serves as the emergency coordinator for the LEPC and is the point of contact.
- 6. The Incident Commander may request the activation of the Champaign County EOC through the Champaign County Emergency Management Director.
- 7. The Incident Commander will communicate with responders on scene and other agencies having a response role through the use of radio or other means as described in their agency SOGs.
- 8. The Incident Commander may request additional resources or support by contacting the activated EOC.
  - a. These requests may be made when local assets have been exhausted, become limited, or do not exist for that capability.
  - b. This includes planned for State, Federal, or private support.
- 9. The Incident Commander, either personally or through his/her command staff, will determine the need and usage, or lack thereof, for unaffiliated individual volunteers or volunteer groups who arrive unexpectedly at the scene.
- B. ICS/EOC Coordination
  - 1. Incident commanders will relay regular reports to the EOC.
  - 2. The EOC will support Incident/Unified Command through planning, responses to resource requests, and other efforts as agreed.
  - 3. Upon arrival of State and Federal Officials, coordination will take place within the county EOC.
    - a. State and/or Federal officials needing to function at the scene will report to the Incident Commander for a situation briefing and integration of their response into the Incident Action Plan (IAP).
- C. EOC Functional Activities
  - 1. The following are emergency functions that are originated through an activated Emergency Operations Center during a disaster. Their planning and organizing activities will begin with the officials presiding at the EOC and then transition to

actions being taken in the field. Please refer to the appropriate annex for detailed information.

- a. Resource Management – Annex N
- b. Sheltering and Mass Care – Annex K
- c. Damage Assessment – Annex L
- d. Debris Management – Annex O

## **VI. CONTINUITY OF GOVERNMENT**

### **A. Succession of Command**

1. The line of succession for the County Board of Commissioners is:
  - a. President
  - b. Vice President
  - c. Member
2. The line of succession for the Emergency Management Agency is:
  - a. Director
  - b. Deputy Director
3. The line of succession of each department head is in accordance with the operating policies and procedures established by the respective department.
4. When it is possible, the authority activating their line of succession for emergency situations shall be responsible for notifying their replacement in the line of succession and reporting such to the Director of Emergency Management.
  - a. In situations where the department head is unavailable or incapacitated, the successor shall assume his/her duties immediately upon being notified.
5. Successors to emergency authority will terminate their activities when advised by:
  - a. Their department head who has returned to resume his/her position,
  - b. The EMA Director (for EMA positions),
  - c. The President of the Board of County Commissioners (for county organizations) that emergency operations are complete.
6. Organizations supplying response personnel will include in their SOGs specific emergency authorities that may be assumed by designated successors during emergencies.

### **B. Preservation of Records**

1. Preservation of important records and measures to ensure continued operation and reconstitution of emergency management during and after catastrophic disasters or national security emergencies is necessary.
2. Specific procedures for preservation of records for the Emergency Management Agency and records generated through the Emergency Operations Center (EOC) are contained in the EOC Standard Operating Guidelines (SOG) at the Champaign County EMA Office.
3. See Appendix 3 to the Basic Plan (Procedures for Relocation & Safeguarding of Vital Records) for detailed information.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. EOC Security – To be provided by law enforcement
  - 1. EOC personnel may require identification before granting access.
  - 2. Persons entering and/or leaving the EOC shall sign in on the EOC Security Log. A copy of the format is attached in Tab 2 to this annex.
  - 3. Media representatives and other visitors will only be allowed access to the EOC upon approval of the EMA Director.
  - 4. Each EOC staff member will be requested to sign out and record an emergency telephone call-back number to ensure their expeditious recall to the EOC.
- B. Acknowledgement & Authentication of Information
  - 1. When reports of damage are received in the EOC, the information will be documented for use in the damage assessment and recovery processes.
  - 2. If a report of injuries or potential injuries comes in to the EOC, staff members will immediately verify that the appropriate dispatch facility is aware of the situation.
  - 3. When information received is unclear or questionable, every reasonable attempt will be made to clarify the information.
- C. EOC forms and records
  - 1. Message forms and EOC logs will be used to record all information coming into the EOC via telephone or radio.
  - 2. Each individual sending and/or receiving messages will maintain an individual log recording messages sent or received.
  - 3. A significant events status board shall be maintained with current status posted on a whiteboard in the EOC.
  - 4. Other status boards will be used, as needed, for accurately recording events and actions during the emergency.
- D. Fiscal Procedures and Administrative Authority
  - 1. Fiscal procedures followed during emergency operations are on the voucher system, as is utilized for routine business.
    - a. Vouchers must be approved by the County Commissioners and/or the County Auditor.
  - 2. Expenses for material support requests received by the EOC will be the responsibility of the requesting jurisdiction and should be approved by the Chief Executive Officer of the affected jurisdiction prior to submittal to the EMA Director.
- E. Documentation
  - 1. Documentation of disaster events, actions, and expenses is necessary in order to create a historical record of the incident, allow for recovery of exceptional costs, address insurance needs, and develop mitigation strategies to reduce the impact of future events.
    - a. Records may be in the form of incident and damage assessment reports, incident command logs, EOC logs and documents, expense reports, and agency records. These may be recorded on many different types of media including paper, computer files, and audio or video images.
  - 2. During emergencies the Champaign County Emergency Management Agency and other activated response and recovery organizations will coordinate to document

significant events, actions taken, resources utilized, and extraordinary costs incurred during response and recovery operations.

- a. These extraordinary costs include, but are not limited to: personnel overtime, equipment costs, supplies, and contractual costs for emergency services.
- b. When possible, it is important to note insurance coverage because of its direct impact on the amount and type of financial assistance that will be available through Federal and State recovery programs. This includes documenting differences between types of insurance such as self-insured, National Flood Insurance Program (NFIP), and homeowner's policies.
3. The Champaign County Emergency Management Agency will maintain all EOC documents related to the emergency. Copies will be provided for EOC representatives or participating agencies upon request.
4. All participating agencies or jurisdictions shall maintain their records and documentation of actions and expenses. Procedures for documentation are detailed in the individual entities Standard Operating Guidelines (SOGs).

**F. Critique**

1. As soon as practical following the conclusion of an incident, the Champaign County EMA will schedule a meeting to review the incident and actions taken, highlight strengths, and note areas in need of improvement.
  - a. This process will help the jurisdictions and agencies identify equipment shortcomings, improve operational readiness, update response plans and procedures, and identify training needs prior to future events.
2. The meeting will be announced in advance and an attempt will be made to contact and invite all organizations that participated.
3. Comments and observations will be documented during the critique to create a permanent record of the issues discussed and proposed corrective actions.
4. An After-Action Report (AAR) which will include a summary of the incident and response actions taken, notations of particular strengths and areas in need of improvement, and proposed corrective actions will be generated by the Champaign County EMA using the comments, observations, and notes from the critique.
  - a. Copies of the AAR will be provided to the participating agencies and Ohio EMA.
5. All participants are encouraged to review the AAR and take appropriate action to correct any deficiencies under their authority.
  - a. Any corrective actions taken are requested to be reported to the EMA for notation as responses to the AAR.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Champaign County Emergency Management Director is responsible for ensuring that necessary changes and revisions to this annex are prepared, coordinated, published and distributed.
- B. Deficiencies identified through drills, exercises and changes in government structure and emergency organizations will be addressed by the County Emergency Management Director.
- C. The Emergency Management Director is responsible for maintaining an emergency notification roster with 24-hour telephone numbers for EOC representatives, developing an EOC activation checklist/SOG and an inventory of EMA equipment.

- D. Other organizations with Direction and Control duties are responsible for maintaining current Standard Operating Guidelines (SOG), which detail how assigned responsibilities will be performed to support plan implementation.

## **IX. AUTHORITIES & REFERENCES**

### **A. Authorities**

- 1. Not used. See item IX A of the Basic Plan for a complete listing of Emergency Authorities.

### **B. References**

- 1. FEMA, The Incident Command System (ICS) and the Emergency Operating Center (EOC) Interface, Curriculum Advisory Committee Report, 1991

## **X. ADDENDA**

- A. Tab 1 – Sample Staffing Pattern
- B. Tab 2 – EOC Security Log

## **XI. AUTHENTICATION**

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Signature: Champaign County EMA Director

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Date

Crisis Action Level (CAL) 1 – Situational Awareness and Monitoring

The declaration of CAL 1 in the Champaign County EOC starts an assessment process designed to create situational awareness, stimulate the communications structure of ongoing information sharing and consultation within Champaign County personnel. Depending upon the nature of the emergency and the determination of the Champaign County EMA Director, the Ohio EMA may be notified of the event. The Champaign County EMA Director deactivates CAL 1 if the situation is resolved.

Crisis Action Level (CAL) 2 – Increased Monitoring and Assessment

The Champaign County EMA activates the Champaign County EOC to this level on a limited basis for incidents affecting a single jurisdiction that can only be contained and controlled utilizing specialized resources, involving evacuations, and/or incidents of long duration. When operating at CAL 2, the EOC provides support to the Incident Commander through incident communications, logistics support, and long-term incident support planning and public information. During these incidents, logistics requirements include equipment, food, rehabilitation supplies, and other special resources. Planning requirements increase to possibly include planning for relief crews, resumption of community services, and other long-term incidents. The size of the incident will also bring increased media attention and the demand for accurate information. The Public Information Section will be vital in providing timely, accurate and thorough information vital to maintain the public confidence in the government. A proclamation of a local emergency may be made at this time by the Champaign County Commissioners, Mayors, Township Trustees, or by other legally designated personnel.

The Champaign County EMA Director will notify the Ohio EMA of the incident and the activation of the Champaign County EOC. Ongoing communications and documentation of damage and needs assessment information will be maintained between the Champaign County EMA and the Ohio EMA. Ohio EMA staff may be sent to the site to coordinate with the Champaign County EMA. At this time, activation will be elevated to CAL 3.

Crisis Action Level (CAL) 3 - Full EOC Activation

EOC is activated to this level on incidents affecting multiple jurisdictions that can only be contained and controlled utilizing specialized resources, involving evacuations, incidents of long duration and state and/or federal assistance is needed. As these incidents involve a large number of jurisdictions and agencies with blurred lines of authority and legal responsibilities, a unified command operation is established to set the policies necessary to effectively control the incident.

A proclamation of a local emergency will be issued. In coordination with the Champaign County Emergency Management Director, the Champaign County Commissioners or their designee will request state assistance from the Ohio EMA. Ongoing communications and documentation of damage and needs assessment information will be maintained between the Champaign County EMA and the Ohio EMA. Ohio EMA staff will be sent to the site to coordinate with the Champaign County EMA.

Champaign County will prepare to receive state and possibly federal assistance if confirmation and approval of the local request for assistance has been received through Ohio EMA. Activities may include the identification of staging areas for state and federal resources and the identification of the state and/or federal missions that need to be addressed. In addition, appropriate local personnel response and recovery personnel need to be identified to act in coordination with state and federal representatives. State and federal assessment, briefing activities, collection and processing of appropriate documentation required for declaration and assistance purposes will also need to be addressed by the Champaign County EMA.



Annex A, Tab 1 – Sample Staffing Pattern

Activation and support of the Champaign County EOC will be maintained. The Champaign County Emergency Management Director will determine when deactivation of CAS 3 and deactivation of the Champaign County EOC are appropriate.

Agency	Level 1	Level 2	Level 3
Emergency Management	X	X	X
Fire Service	X	X	X
Law Enforcement	X	X	X
Emergency Medical Services	X	X	X
Hazardous Materials Representative		X	X
Local Government Officials		X	X
American Red Cross		X	X
Communications / Amateur Radio		X	X
Public Health		X	X
Engineer/Public Works Representative		X	X
Hospital			X
Ohio Emergency Management Agency			X
Ohio Environmental Protection Agency			X
National Guard Liaison Officer			X
Mental Health Support			X
Ohio Department of Natural Resources			X
Agriculture Representative			X

Champaign County Emergency Operations Center Security Log				
Date: _____			Page #: _____	
Name	Agency/Dept.	Time In	Time Out	24-Hour Recall Number (s)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

<b>COMMUNICATIONS – ESF# 2</b>
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**I. PURPOSE**

The purpose of this annex is to outline communications procedures and capabilities to be employed in the event of a large-scale emergency in the county.

**II. SITUATION AND ASSUMPTIONS**

**A. Situation**

1. Emergencies may occur in Champaign County which will require auxiliary or additional communications capability in order to conduct a coordinated response.
2. Special communications capabilities may be needed to supplement or replace standard communications operations during special events or power outages.
3. Agencies in Champaign County use an assortment of devices and frequencies for their daily communications. At this time, no agency has radio communication with every other agency.
4. In severe situations, augmentation may be required from state sources or other agencies acting in a support role.

**B. Assumptions**

1. Champaign County and City of Urbana dispatch centers will continue to operate as long as they remain functional. The Emergency Communications Center (ECC) is located within the EOC upon its activation and at the County Sheriff Office at 209 N. Main Street, Urbana, OH 43078. The ECC is capable of being operated continuously for the duration of the emergency. Staff will work 12-hour shifts or as required.
2. The EMA Director will activate the Communications Team to open and staff the EOC radio room when the EOC is functioning or when additional communications are needed.
3. When shelters are activated, the Red Cross will require support from the EMA Communications Team to establish communication with the EOC.

**C. Explanation of Terms**

1. After-Action Report. A report completed by each agency participating in the response to and recovery from an emergency. This report details the actions taken and the costs involved, as well as noting any deficiencies and ideas for correcting them.
2. Communication Log. A written record of communications both in and out of the EOC. Information is recorded by each representative to the EOC and is maintained by the Emergency Management Agency. Individual representatives may take a copy of this log for their records.
3. Emergency Operations Center (EOC). An established location for response officials and decision-makers to meet and work in an emergency or disaster situation. The EOC is outfitted with appropriate equipment for communications, resource decisions and administrative functions.
4. Mobile Command Vehicle. A law enforcement vehicle designed to support mobile communications and incident command activities at the scene of an incident.
5. Amateur Radio Emergency Service (ARES). ARES is a radio service using amateur stations for civil defense communications during periods of local, regional, or national civil

## Annex B (Communications) to the Champaign County Emergency Operations Plan

emergencies. ARES activities are governed under section 97.171, 97.173 and 97.175 of the FCC rules.

### III. CONCEPT OF OPERATIONS

#### A. County Operations

1. The Champaign County Sheriff's Office (CCSO) provides dispatch and communications services for county law enforcement, fire, and EMS from their facility in Urbana and the Champaign County Hazardous Materials Support Team when requested. They also have a radio for communication with the Champaign County Engineer.
2. The BSSA mobile command vehicle with emergency communication capability may be available through the CCSO for use when needed.
3. The CCSO serves as the alternate 911/dispatch center.
4. The City of Urbana Police Department may also provide communications support for the Sheriff's Office.

#### B. City Operations

1. The City of Urbana Police Department provides dispatch and communication services for all city response agencies, including water and street departments from their facility in Urbana, Ohio.

#### C. EMA Operations

##### 1. Communications Team

- a. The EMA Communications Team is made up of amateur radio operators who have registered as volunteers with the EMA office and organized under the Amateur Radio Emergency Services (ARES) structure to support emergency communications needs for Champaign County.
- b. Team members staff and operate the Radio Room at the EOC for special duty, exercises, and activations.
  - 1) Champaign County EMA owns and maintains certain radio equipment for use by the Communication Team during these events.
  - 2) Most team members have private equipment, which they may use to supplement EMA equipment as needed.
- c. Team members also provide amateur radio communications support in the field, whether on-scene or at alternate locations as assigned.
  - 1) Requests for support should be made to the Champaign County EMA Director.

##### 2. Radio Room

- a. The Champaign County Emergency Management Agency has an equipped and established radio room for conducting emergency communications at the Emergency Operations Center (EOC).
  - 1) Radio Room equipment includes amateur radios covering several bands and modes, a MARCS base station, a VHF radio for communication with public safety agencies.
- b. The Radio Room is a vital part of the EOC. Its purpose is to provide communications support for the EOC and other participating agencies as applicable during major emergencies.

## Annex B (Communications) to the Champaign County Emergency Operations Plan

- c. The Radio Room can be operated continuously for the duration of the emergency. Maximum staffing will be maintained during periods of full activation of the EOC. Communications staff will establish work shifts based on the situation.
- D. Alternate EOC
  1. In the event the primary EOC is unavailable for activation, alternate facilities exist at the City of Urbana Municipal Building located at 205 South Main Street, Urbana.
  2. The EMA maintains a selection of mobile equipment for communications that may be taken to another facility or location in support of emergency operations, as needed.
- E. Alternate Communications Support
  1. The Champaign County EMA Communications Team will provide alternate emergency communications to any response group or area in Champaign County. This team is accessed by contacting the Champaign County EMA Director.
  2. During large-scale emergencies, communications personnel will support response efforts and assist other agencies/departments with the provision of communications capabilities to the extent possible.
- F. Health District Operations
  1. Champaign County Health District currently has radio communications through the Multi-Agency Radio Communications System (MARCS). This allows them to communicate from an incident scene to the Health District Office, and also with other agencies having MARCS capability.
  2. EMA will provide support through the EMA Communications Team as needed for communications with response agencies.
- G. Mercy Hospital Operations
  1. The hospital has communication capabilities, including both MARCS and conventional radios, to send and receive emergency communications from county and city law enforcement, fire, EMS, and the health district.
  2. A mobile radio has been installed in the Champaign County EOC to allow direct communication between the medical center and EMA. MARCS may also be used.
  3. Portable radios are in place to support hospital communication between floors and with off-site medical facilities in the event that phone systems are down.
  4. Communications support will be available through the EMA Communications Team upon request, by contacting the EMA Director.

## IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

- A. Organization
  1. The Champaign County Communications Officer is the 9-1-1 Coordinator for Champaign County.
    - a. The EOC Communications Officer is the Radio Officer of the EMA Communications Team.
    - b. EMA Communications Team operators, while functioning in the EOC radio room, will report to the EOC Communications Officer.
    - c. EMA Communication Team radio operators assigned outside the EOC will report to the agency they are supporting and check in with the EOC every two hours.

## Annex B (Communications) to the Champaign County Emergency Operations Plan

- d. Primary communications within the EOC will be conducted by telephone when possible. If telephones are inoperable, information will be relayed by radio. Amateur radio operators will be assigned to support shelters, feeding facilities, and other areas, as needed.
- B. Assignment of Responsibilities
- 1. Champaign County Communications Officer
    - a. Report or send a representative to the EOC upon its activation.
    - b. Facilitate smooth communication between dispatch, response, and EOC representatives.
    - c. Advise and update EOC representatives on new situations or status of response efforts.
  - 2. EOC Communications Officer
    - a. Report to the EOC upon notification of activation.
    - b. Provide direction for EOC communication activities.
    - c. Coordinate with EOC representatives in matters relating to communications.
    - d. Supervise EMA Communications Team members in the EOC or the field.
    - e. Establish appropriate schedules for communications team members in order to provide necessary staffing for the EOC and field support operations.
  - 3. EMA Communications Team Members
    - a. Provide communications in an emergency.
    - b. Retain a message log.
    - c. Handle messages in accordance with Standard Operating Guidelines.
  - 4. Agency EOC Representatives
    - a. Agency or department representatives reporting to the EOC during a disaster will bring a portable radio on their frequency, when possible, to facilitate communication with their agency and keep phone lines open.
    - b. Each agency representative in the EOC will provide periodic updates of activities, and status of their agency's operations.
    - c. All agencies participating in the incident will coordinate with the County Public Information Officer for emergency and other public information releases. (See Annex D, Emergency Public Information)
    - d. EOC representatives will maintain a log of communications sent or received during their shift in the EOC. Representatives may take a copy of their log; however the original logs are part of the EOC archive record. See Tab 1, EOC Communication Log.
- C. Integration of Additional Resources
- 1. Arriving communications personnel and resources, whether state or surrounding county teams, will report to the EOC for assignment to an area in need of support.
    - a. Once assigned, they will report to the agency or group leader in that area.
    - b. When released, they will return to the EOC to sign out or be reassigned.

## Annex B (Communications) to the Champaign County Emergency Operations Plan

### **V. DIRECTION & CONTROL**

#### **A. Radio Control**

Per the Incident Command System, on-scene response forces are to use tactical channels whenever possible for inter-departmental communications. This will help maintain open channels for the incident commander and law enforcement or dispatch personnel.

#### **B. Multi-Agency Radio Communications System (MARCS)**

1. The MARCS is a statewide trunked radio system that allows many agencies to communicate. The system connects local responders, county agencies, and state agencies together in a radio network. The system works through a series of talk groups that are programmed into the equipment.
2. MARCS radios are located at the Champaign County Sheriff's Office, EMA, Health Department, and at the Mercy Hospital. This system of radios will allow these agencies to communicate with each other during major emergencies without using normal emergency channels.
3. It is currently planned to add a MARCS base at the City of Urbana Dispatch Center in the City Building.

#### **C. Also see Section III & IV of this annex or see Section V. Direction & Control of the basic plan.**

### **VI. CONTINUITY OF GOVERNMENT**

#### **A. In the absence of the County Communications Officer, duties will be filled as designated by the Champaign County Sheriff**

#### **B. In the absence of the EOC Communications Officer, the EMA Director will designate:**

1. EMA ARES Assistant Radio Officer (as stated in the ARES Communications Plan).
2. EMA ARES Team member, as necessary.

#### **C. Refer to Appendix 3, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.**

### **VII. ADMINISTRATION AND LOGISTICS**

#### **A. Training and Exercises**

1. Radio operators of emergency response organizations/agencies are trained by their respective departments.
2. Communications will be tested in disaster response exercise at least once every four years.

#### **B. Reports and Forms**

1. Communication Logs will be recorded by each agency representative in the EOC and maintained by the Emergency Management Agency. Individual representatives may take a copy of this log for their records. See Tab 1, EOC Communication Log.
2. Paper message forms are necessary for EOC representatives to provide the message text to the EOC Radio Room. These forms will be maintained in official records following the end of an event.

## Annex B (Communications) to the Champaign County Emergency Operations Plan

### VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Champaign County Communications Officer and the EOC Communications Officer are responsible for coordinating with the Emergency Management Director for the review and update of this annex, including submittal of new/updated information for necessary changes and revisions.
- B. Updates will be made when deficiencies are identified through exercises, actual occurrences, or a change in recommended practices as recognized by the Communications Officers or the EMA Director.
- C. The EMA Director will coordinate, publish and distribute this annex and will forward all revisions to the appropriate organizations.
- D. All departments are responsible for developing and maintaining Standard Operating Guidelines (SOGs) and personnel rosters including 24-hour emergency notification telephone numbers.

### IX. AUTHORITIES

- A. Authorities
  - 1. Federal Communications Commission (FCC) Rules and Regulations
- B. References
  - 1. EMA/ARES of Champaign County, Ohio, Amateur Radio Emergency Communications Plan, Revised 5/20/02.
  - 2. State of Ohio Emergency operations Plan, ESF #2 – Communications.

### X. ADDENDA

- A. Tab 1 – EOC Communication Log
- B. Champaign County Communications Frequency, Equipment, & Capabilities information is maintained at the Emergency Operations Center. (This is considered secure information under ORC 149.433 and will only be available on a need-to-know basis.)

### XI. AUTHENTICATION

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Champaign County Sheriff

---

Date

---

City of Urbana Chief of Police

---

Date

---

Champaign County EMA Director

---

Date



Tab 1 – EOC Communications Log, to Annex B (Communications)

EOC Communication Log					
Name / EOC Position _____			Date _____		
Message To	Message From	Detail	Time Sent	Time Received	Need Reply?

## NOTIFICATION & WARNING – ESF# 5

### I. PURPOSE

The purpose of this annex is to describe the process for notification of public officials and responders during EOC activation, and the dissemination of warning information to response agencies/organizations and the general public throughout Champaign County in the event of an emergency.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Many areas of Champaign County have outdoor warning sirens for public warning.
  - a. The make, model, and coverage area of each siren. All sirens are Federal 2001.
  - b. Activation procedures for these sirens are based upon local protocols.
  - c. The warning sirens cannot be simultaneously activated from any single location.
  - d. See Tab 1 to this Annex for a listing of sirens, backup power status, and means of activation.
2. Local media will assist in dissemination of warning to the general public, where possible.
3. Any means of communication necessary will be utilized to notify public officials, EOC staff, and emergency personnel. This could include telephone, radio, cellular phone, pagers, or even sending someone to provide face-to-face notification.
4. All Hazards NOAA Weather Radios are in place in many places of public assembly throughout Champaign County. Please see Tab 2 for a listing of locations receiving the equipment through the Emergency Management Agency.
5. The use of mobile public address systems by emergency response personnel will be required when a quick onset (e.g., hazardous materials spill) emergency occurs.
6. The use of door-to-door notification by emergency response personnel may be used to avoid causing a public panic, or to ensure that all persons received the warning.

#### B. Assumptions

1. Some people who are directly threatened by a hazard may ignore, not hear, or misunderstand the warnings.
2. Champaign County does not currently have the capability to provide disability-specific warnings to accommodate all special-needs populations.
3. In most school districts, only the superintendent's office has an All Hazards Emergency Alert Radio. When a warning is received, that office will notify all other buildings in the district.

### III. CONCEPT OF OPERATIONS

#### A. National Warning Systems:

1. The National Warning System (NAWAS) is a Federal Emergency Management Agency (FEMA) dedicated nationwide party-line telephone warning system operated on a 24-hour basis. It has two National Warning Centers manned continuously by Attack Warning Officers. Dedicated telephone circuits connect the National Warning Centers to FEMA headquarters,

## Annex C (Notification & Warning) to the Champaign County Emergency Operations Plan

ten FEMA regional offices, 346 other federal agencies and military installations in the continental United States and more than 2,200 city and county warning points.

2. The National Weather Service (NWS) of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA) is the government agency responsible for the declaration and dissemination of "Severe Weather Watches and Warnings."
  - a. All-Hazards NOAA Weather Radio stations provide continuous around-the-clock broadcasts of the latest weather information directly from Weather Service Offices.
3. The Emergency Alert System (EAS) has been designed to provide an operational public warning capability to national, state and local governments. It uses the facilities and personnel of the private communication industry on a voluntary basis. The EAS is operated by private industry under appropriate government regulations and in a controlled manner. It consists of broadcast stations licensed by the FCC and participating in the EAS. The state operational area and the local EAS are used to broadcast information on peacetime emergencies. Such use is encouraged, especially for announcing tornado watches and warnings and other natural or manmade disasters.
4. The National Law Enforcement Telecommunications System (NLETS) is an international system of connecting law enforcement agencies via teletype. The system allows message switching and access to a number of databases, allowing federal, state and local law enforcement to access criminal justice information on a national and international level.

### B. State of Ohio Warning Systems:

1. NAWAS - The Director of the Ohio Department of Public Safety is responsible for operating the state-level portion of NAWAS.
2. The Ohio Primary Warning Point is located at the Ohio State Highway Patrol Headquarters in Columbus, Ohio.
  - a. The State alternate Warning Point is located in the State Emergency Operations Center.
  - b. The Law Enforcement Automated Data System - The Ohio LEADS System provides for rapid dissemination of emergency warnings to all Ohio law enforcement agencies with LEADS terminal equipment. LEADS is the state and local access point for use of NLETS.
  - c. The State of Ohio Rain/Snow Monitoring System (STORMS) - The State of Ohio maintains a system of river gauges and data collection tools called the STORMS System. Dissemination of warnings determined necessary through observation of this system is done by the National Weather Service.
  - d. Ohio EMA has established an emergency notification system for communicating with the County EMA Directors. The directors can be reached by telephone, cellular phone, or pager, with follow-up information provided by fax and e-mail.

### C. Local Warning Systems:

1. NAWAS - The Champaign County Warning Point is at the Ohio State Patrol, District #5 Headquarters in Piqua, which will advise the Sheriff's Office.
2. EAS - Champaign County's Emergency Alert System (EAS) equipment is located in the dispatch center at the Sheriff's Office. The following are the local EAS stations that provide continuous public information about emergencies.
  - a. WBLY 1600 AM
  - b. WEEC 100.7 FM
  - c. WKSW 101.7 FM (primary)
  - d. WHIO 1200 AM

- e. WTJC – TV CHANNEL 26
- f. WDTN – TV CHANNEL 2
- g. WHIO – TV CHANNEL 7
- h. WKEF – TV CHANNEL 22

Please refer to Annex D, Emergency Public Information for other information on this topic

3. Sirens - Many areas in Champaign County have outdoor warning sirens.
  - a. The make, model, and coverage area of each siren varies.
  - b. Activation procedures for these sirens are based upon local protocols.
  - c. The warning sirens are simultaneously activated from a single location.
  - d. See Tab 1 to this Annex for a Siren Location Chart listing outdoor warning sirens, backup power status, and means of activation.
4. All-Hazards NOAA Weather Radio – These radios are used to disseminate warnings for severe weather events or potential events, amber alerts, hazardous materials releases, or other disasters.
5. The Champaign County Sheriff may declare the following Snow Alerts in Champaign County.
  - a. Level One: Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously
  - b. Level Two: Roadways are hazardous with blowing and drifting snow. Only those who feel it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
  - c. Level Three: All roads are closed to non-emergency personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer to see if they should report to work. Those traveling on the roadway may be subject to arrest.
6. Radios and pagers – Emergency services radios and pagers are used for notification and warning of emergencies to all response agencies.
7. Local media outlets cooperate by supporting dissemination of emergency information.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

1. Receipt of Warning
  - a. The Champaign County Sheriff's Office is the official 24-hour warning point for Champaign County. The dispatch center will receive warnings regarding severe weather, technological hazards, dam failures, widespread fires, hazardous materials incidents, and other emergencies affecting the county.
  - b. The Sheriff's Office will receive these warnings by telephone, fax, radio, National Warning System (NAWAS), Law Enforcement Automated Data System (LEADS), Emergency Alert System (EAS), All-Hazards NOAA Weather Radio, eyewitness reports, or media contact.
    - 1) The Ohio State Patrol (OSP) is the State of Ohio Warning Point and operates the Ohio portion of the NAWAS.
    - 2) Upon receipt of a NAWAS warning, the OSP District #5 Headquarters in Piqua will notify the Champaign County Sheriff Dispatch. In addition to this notification, all

warnings will be sent over the LEADS to law enforcement agencies in the warning area.

- 3) The LEADS is a teletype system that connects law enforcement agencies in Ohio. It allows text messaging and access to various law enforcement databases. Messages can be sent to a single location, a quadrant, or all terminals in Ohio.
- 4) The Emergency Alert System (EAS) provides for public warning using broadcast media who volunteer to support emergency information dissemination. It can be used to announce tornado watches and warnings, amber alerts, and other natural or man-made disasters.
  - a) Champaign County's EAS system is located in the Sheriff's Office dispatch center.
  - b) The System can be activated under authorization from the Sheriff or the EMA Director.
- 5) All-Hazards NOAA Weather Radio is used to disseminate warnings for severe weather events or potential events, amber alerts, hazardous materials releases, or other disasters.
  - a) The system is activated by the National Weather Service (NWS) upon determination that a watch or warning should be issued, or when an appropriate request is received from a local jurisdiction.
  - b) The NWS Office serving Champaign County is located in Wilmington, Ohio.

2. Dissemination of Warning

- a. Personnel in the Sheriff's Office dispatch center will warn emergency responders and the general public as quickly as possible and by whatever means are most expedient.
  - 1) This could include the use of any or all of the following: emergency pagers, radios, telephone, cellular phone, EAS, All-Hazards NOAA Weather Radio, local media support, activation of sirens, and/or use of cable crawlers, where available.
- b. Government officials, with the possible exception of the EMA Director, will not be contacted directly unless a warning develops into an emergency or disaster.
- c. Warning and notification of hearing impaired or non-English speaking persons will be accomplished by public officials at the local and county levels by the following means:
  - 1) Special foreign language broadcast in conjunction with pre-scripted text over the local radio stations
  - 2) Broadcast messages and pre-scripted text appealing to local officials and area residents to assist in the notification of the hearing impaired
  - 3) Door-to-door or Mobile Public Address notification by emergency service personnel
  - 4) Direct calls to hearing impaired persons; however, there is not currently a reliable means of knowing who needs to receive this type of warning.
    - a) The Champaign County Sheriff's Office maintains a telephone device to support receiving emergency communications from the hearing impaired. This is only effective if the individuals have compatible equipment.

B. Assignment of Responsibilities

1. Champaign County Sheriff's Department

- a. Activate radio controlled warning sirens, by prearranged agreement
- b. Initiate notification of first responders

- c. Coordinate with the Champaign County EMA Director for special warning and notification requirements in emergencies.
- 2. Champaign County Emergency Management Agency
  - a. Disseminate the initial notification to EOC personnel based upon an Emergency Call-Down List in the Emergency Operations Center Standard Operating Guideline (EOC SOG).
  - b. Work with the Public Information Officer (PIO) to distribute necessary warning information to the public.
  - c. Contact local media and foreign language translators for preparation of special warning messages.
- 3. Police Departments
  - a. Provide mobile public address systems and door-to-door notification as needed to warn the public.
  - b. Police departments having control over sirens will activate those warning systems, upon notification of the emergency.
- 4. Fire Departments
  - a. Provide mobile public address systems and door-to-door notification as needed to warn the public.
  - b. Fire departments with sirens will activate those warning systems, upon notification of the emergency and based upon local protocol.
- 5. Other Agencies & Departments
  - a. Develop and maintain internal notification call-down lists.

## **V. DIRECTION AND CONTROL**

### **A. Notification of Emergency Response Personnel & Government Officials -**

When an incident occurs requiring more than the standard jurisdictional response, notification of emergency response personnel and government officials must progress in a timely and organized fashion. The following list provides a guideline for how the process should proceed, although not every agency listed will need to become involved in every incident.

- 1. The Champaign County Sheriff's Office notifies:
  - a. All concerned/involved law enforcement agencies
  - b. All concerned/involved fire/EMS departments
  - c. The Champaign County Emergency Management Agency (initial or confirmation)
  - d. County Commissioners (initial or confirmation)
  - e. The County Coroner
- 2. The Emergency Management Agency notifies:
  - a. Commissioners, Mayors, Township Trustees (initial notification)
  - b. EMA Employees
    - 1) The EMA Director notifies members of the EMA Communications Team, and other amateur radio operators as needed.
  - c. Local Chapter of the American Red Cross

## Annex C (Notification & Warning) to the Champaign County Emergency Operations Plan

- d. Ohio EMA
  - e. The County Sheriff's Office (if the sheriff's office has not made contact with the EMA)
  - f. The County Engineer's Office (initial or confirmation)
  - g. The County Health District
  - h. Champaign County Public Information Officer (PIO)
    - 1) PIO notifies:
      - a) Radio/TV stations
      - b) Newspapers
    - i. The County ODOT Garage
    - j. Neighboring counties that may be affected
    - k. Other agencies and offices as required for support
3. Champaign County Commissioners notify:
- a. The County Auditor
  - b. The County Prosecutor
  - c. The County Job & Family Services Director
  - d. The County School Superintendent
4. Mayors notify:
- a. Council Members
  - b. Public Works and Engineering Departments, as applicable
  - c. City/Village School Authorities, as applicable
5. Local Law Enforcement notifies:
- a. Mayor, other key local officials, as applicable (initial or confirmation)
  - b. Fire Department/s (initial or confirmation)
  - c. Other Law Enforcement agencies, state or local, as applicable (initial or confirmation)
  - d. Internal staff (per established 24-hour recall procedure)
6. Fire Departments notify:
- a. Service/Safety Director, as applicable (notification or confirmation)
  - b. Local law enforcement agencies, as applicable (initial or confirmation)
  - c. EMS, as applicable
  - d. Internal staff (per established 24-hour recall procedures)
  - e. Mayor or other key officials, as applicable (initial or confirmation)
7. Municipal Engineers notify:
- a. Mayor (initial or confirmation)
  - b. Service/Safety Director (initial or confirmation)
  - c. Public Safety Dispatch (initial or confirmation)
  - d. Internal Staff (per established 24-hour recall procedures)

## **VI. CONTINUITY OF GOVERNMENT**

- A. The lines of succession for those charged with notification and warning duties will be maintained within their departmental SOGs.
- B. Refer to Appendix 3, Procedures for the Relocation & Safeguarding of Vital Records in the Basic Plan and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Equipment
  - 1. Most of the equipment for dissemination of warnings in Champaign County is housed and operated by the Champaign County Sheriff's Office.
  - 2. Many private individuals and businesses have equipment in place to receive emergency warnings.
  - 3. See Tab 1 to this Annex, Siren Location Chart, for siren locations within the county.
  - 4. See Tab 2 to this Annex, All-Hazards NOAA Weather Radio Location Chart, for a list of facilities with weather alert radios provided through the EMA Office.
- B. Warning System Tests
  - 1. The county siren system is not tested as a unit. Sirens are tested the first Monday of the month. Sirens are individually tested depending upon local protocol. Many entities participate in Ohio's annual tornado drill as a test of their sirens.
  - 2. The National Weather Service conducts a weekly test of the All-Hazards NOAA Weather Radio each week on Wednesday between 11 AM and 12 Noon, unless there is the threat of severe weather.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Champaign County Sheriff and EMA Director are responsible for reviewing this annex and updating it as necessary.
- B. The EMA Director is responsible for preparing and distributing updates to the county EOP.
- C. All agencies and departments with warning duties are responsible for developing and maintaining departmental SOGs, mutual-aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and equipment inventories.

## **IX. AUTHORITIES AND REFERENCES**

- A. Authorities
  - 1. Ohio Attorney General Opinion 86-023, Snow Emergency Powers
- B. References
  - 1. State of Ohio Emergency Alert System Plan, 9/2003.
  - 2. NAWAS web site: <http://www.fas.org/nuke/guide/usa/c3i/nawas>



**X. ADDENDA**

Appendix 1 – NWS Watch/Warning Matrix

Appendix 2 - Flood Warning System

Tab 1 - Siren Location Chart

Tab 2 – All-Hazards NOAA Weather Radio Location Chart

**XI. AUTHENTICATION**

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Champaign County Sheriff

---

Date

---

City of Urbana Chief of Police

---

Date

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Champaign County EMA Director

---

Date

<b>National Weather Service Watch / Warning Matrix</b>
--

These alerts are issued by the National Weather Service to provide advanced notice of severe weather.

Advisory- An advisory is issued when events are expected to remain below the warning criteria, but still cause significant inconvenience. These alerts are most common in association with snow events.

Watch - Indicates that conditions are favorable and there is a good chance that the event may happen. A watch is a recommendation for planning, preparation, and increased awareness (i.e., to be alert for changing weather, listen for further information, and think about what to do if the danger materializes).

Warning - A warning means that a certain weather event is IMMINENT. Measures should be taken to safeguard life and property IMMEDIATELY.

<b>Flood Warning System</b>
-----------------------------

I. PURPOSE

This tab provides information and procedures for warning should the area be threatened by flood or high water.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. There is no fixed public warning system for flood emergencies in Champaign County.
2. The best means of warning residents of the total county is by commercial radio.
3. The best means of warning residents who are in the specific threatened area(s) is by vehicle patrol and door-to-door.
4. There are no rain gauges in the county on an official EMA-related basis.

B. Assumptions

1. The National Weather Service will issue flood watches, warnings, and advisories as necessary.
2. The local radio stations will broadcast information as released by the weather service and local officials.
3. The Sheriff's patrol and local police will be alert to any high water conditions in their jurisdiction.

III. ASSIGNMENT OF RESPONSIBILITIES

A. Weather Spotters with Rain Gauge:

1. Report rainfall totals to the National Weather Service, per established guidelines.
2. Notify Emergency Management Agency of reported rainfall amounts.

B. Emergency Management (once notified or aware that an area is endangered) will:

1. Establish direct contact with National Weather Service in Wilmington for precise weather forecasts.
2. Remain in contact and provide updates on weather status to officials and/or departments.
3. Keep the local radio station informed and request that the information be broadcast.
4. Prepare the Emergency Operations Center for Activation, if it becomes necessary.

C. Local Fire, EMS, & Law Enforcement personnel will:

1. Drive through the threatened area and advise residents of the situation.
2. Make door-to-door contact with residents, as necessary.
3. Keep the EMA office apprised of developments and/or evacuations.

IV. DEFINITIONS

- A. A flood is a body of water that covers normally dry land.
- B. Flash flooding is flooding that follows the event within a short period of time.

- C. Urban and drainage flooding is a condition that occurs with some thunderstorms when heavy downpours of rain produce more water than sewers or drainage ditches can handle.

**Champaign County Siren Location Chart**

<b>Location</b>	<b>Backup</b>	<b>Means Of Activation</b>
Village of Christiansburg	No Battery Back-up	Radio
Village of St. Paris	No Battery Back-up	Radio
Village of Mechanicsburg	No Battery Back-up	Radio
Village of North Lewisburg	No Battery Back-up	Radio
Village of Mutual	No Battery Back-up	Radio
Village of Woodstock	No Battery Back-up	Radio
City of Urbana (7 throughout the city)	No Battery Back-up	Radio
Millerstown, (Unincorporated)	No Battery Back-up	Radio
Springhills, (Unincorporated)	No Battery Back-up	Radio
Kingscreek, (Unincorporated)	No Battery Back-up	Radio
Terre Haute, (Unincorporated)	No Battery Back-up	Radio
Cable, (Unincorporated)	No Battery Back-up	Radio
Fountain Park, (Unincorporated)	No Battery Back-up	Radio
Catawba Station, (Unincorporated)	No Battery Back-up	Radio
County EOC, (Unincorporated)	No Battery Back-up	Radio
Westville, (Unincorporated)	No Battery Back-up	Radio
Rosewood, (Unincorporated)	No Battery Back-up	Radio
Thackeray, (Unincorporated)	No Battery Back-up	Radio
Middletown, (Unincorporated)	No Battery Back-up	Radio

<b>ALL-HAZARDS NOAA WEATHER RADIO LOCATIONS</b> <b>Champaign County EMA Distribution List</b>	
Madison/Champaign Co. Educational Services	Champaign County Sheriff's Office
_____ City Schools	_____ Police Department
_____ Schools	_____ Police Department
_____ Schools	_____ Police Department
_____ Career Center	_____ Police Department
_____ School	_____ Township Police Department
_____ Schools	Champaign County Engineer's Office
_____	_____
_____	_____
_____ Care Center	_____
_____ Hospital	_____ Industries
Champaign County Board of MRDD	_____ Foods
_____	_____
Champaign County EMA	_____
_____ Township Fire & BMRT Squad	_____
_____ Township Fire & EMS	_____ Community Church Daycare
_____ Fire & EMS	_____ Christian Day School
_____ Fire Department	_____ Daycare
_____ Fire Department	_____ Child Care
_____ Fire Department	_____ Child Care
_____ Fire & EMS	_____ Child Care
_____ Joint Fire Department	_____ Child Care
_____ Township Fire & EMS	_____ Child Care
_____ Fire & EMS	_____ Child Care
_____ Fire & EMS	Champaign County Commissioners Office
_____ Township Fire & EMS	Champaign County Auditors Office
_____ EMS	Champaign County Courthouse
_____ EMS	Champaign County Dept. of Job & Family Services
_____ Ambulance Service	Champaign County Child Support Enforcement
_____ EMS	Champaign County Board of MRDD – Auxiliary Bldg.

## **EMERGENCY PUBLIC INFORMATION – ESF# 15**

### **I. PURPOSE**

This annex provides for the development and distribution of coordinated Emergency Public Information (emergency public information) through official representatives in order to protect the citizens of Champaign County from hazards that may affect the community. It also relieves primary emergency response organizations from the obligation of dealing directly with media and thus facilitates a more effective response to hazards.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. There is one daily newspaper (The Courier) in Champaign County.
2. There are no radio stations or local access cable television companies in the county.
3. Champaign County maintains Emergency Alert System (EAS) equipment that can be used to disseminate emergency information to the public over radio and television stations in this area. The participation of these stations is on a strictly voluntary basis. The EAS is regulated by the “2001 OHIO EAS PLAN” and it will be used by Champaign County only when life safety is at stake.
4. The Champaign County EMA appoints a County Public Information Officer (PIO) to coordinate the release of information to the public during emergencies. The use of a single point of contact for releasing emergency public information, providing status updates about an incident, and answering calls from media will ensure consistent and accurate communication with the public.
5. A Joint Information Center (JIC) will be established as needed and/or during major events. This will be the central location used to provide briefings to all media representatives, and develop coordinated releases of public information among involved agencies.

#### **B. Assumptions**

1. News media resources in the County will provide emergency instructions to residents.
2. It will be necessary to provide continuous public information about an emergency or disaster. The County PIO will coordinate this function which will be accomplished through the use of media briefings, press releases, interviews for broadcasts or newspaper articles, and whatever other means are necessary.
3. Rumor control procedures directed by the County PIO will prevent incorrect information from affecting emergency response activities.

### **III. CONCEPT OF OPERATIONS**

#### **A. Public Information Structure**

1. Champaign County will manage emergency public information through the use of a County Public Information Officer (PIO) in coordination with organizational public information officers, and where appropriate, through the use of a Joint Information Center (JIC).
2. Day-to-Day Operations

## Annex D (Emergency Public Information) to the Champaign County Emergency Operations Plan

- a. During day-to-day responses and routine situations, emergency public information will initiate from the responding agency or the Sheriff's Office.
    - b. The Incident Commander may request support from the County PIO when media presence at the scene requires more time and attention than he/she can afford. This should be done by contacting the EMA Director.
  3. Declared Emergencies or EOC Activations
    - a. Upon activation of the County EOC, or when a local/county declaration has been made, all emergency public information and news releases will be coordinated by the officially designated County Public Information Officer (PIO).
      - 1) Some organizations in Champaign County have assigned a PIO to manage their releases of information.
        - a) The organizational PIOs will continue to present information about their specific activities; however, ALL public information and news releases will be coordinated, reviewed, and approved by the County PIO prior to release to ensure that the messages are consistent and unified.
- B. Rumor Control
1. The County PIO and organizational PIOs should monitor radio and/or television broadcasts whenever possible to detect rumors and incorrect information.
    - a. When false or misleading information is detected, the County PIO shall be notified immediately.
    - b. The County PIO will verify correct information, contact the specific media outlet(s) involved to provide accurate information, and release the accurate information to all media.
  2. Organizations with response and recovery responsibilities will report rumors concerning the emergency to the County PIO who will investigate and confirm the validity of the information and release correct information to the public.
  3. Rumor control hotline numbers may also be established in the Champaign County EOC and/or the JIC so the public can obtain immediate assistance concerning rumors.
- C. Pre-Scripted Messages and Prepared Instructions
1. Pre-scripted messages for use with the EAS and local media are maintained in Appendix 1, Pre-Scripted Emergency Messages, to this Annex. This includes messages for the following:
    - a. Severe Weather
      - 1) Winter Storm, Blizzard, or Ice Storm
      - 2) Tornado
      - 3) Flood
      - 4) Heat or Cold Emergency
    - b. Hazardous Materials Release
  2. Situations will arise where emergency instructions cannot be pre-scripted. Emergency messages will be written as needed for these events. This may include, but not be limited to:
    - a. Civil Disturbances
    - b. Acts of Terrorism



3. Prepared instructions for dissemination to residents of Champaign County during the pre-disaster time period are located in Appendix 3, Disaster Information and Instructions, to this Annex. There are sheets for the following types of incident:
  - a. Hazardous Materials Incidents
  - b. Floods
  - c. Tornadoes
  - d. Winter Storms
  - e. Earthquakes
  - f. Nuclear Attack

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

1. The County PIO is to be appointed to the post by the Emergency Management Agency Director with approval from the County Commissioners.
  - a. The County PIO is the designated spokesperson for Champaign County during declared emergencies or when the EOC is activated.
  - b. This person will serve as the coordinating point for all releases of information during a declared emergency or when the EOC is activated.

##### **B. Assignment of Responsibilities**

1. Champaign County EMA Director
  - a. Appoint the County PIO.
  - b. Review and approve information prepared by the County PIO.
  - c. Develop agreements for emergency public information support.
  - d. Participate in briefings and interviews, as needed.
2. County PIO and his/her staff
  - a. Maintain working relationships with the local media.
  - b. Coordinate with appropriate officials and EOC representatives to collect and prepare emergency public information.
  - c. Review all public information with EMA Director before release.
  - d. Prepare news releases and schedule, prepare for, and present media briefings.
  - e. Make arrangements for executive and response personnel to speak on television and radio and provide interviews to print media outlets.
  - f. Determine, in cooperation with the EMA Director, the need to open a JIC.
    - 1) Function as the Manager of the activated Joint Information Center.
  - g. Provide for rumor control.
  - h. Designate personnel and dedicate phone lines to handle inquiries from the public. Make arrangements to keep these personnel up-to-date on the disaster situation through briefings, fact sheets and news releases.
    - 1) Refer inquiries about injured or missing relatives to the Red Cross representative in the EOC.

- i. Prepare public information and instructions including but not limited to (per incident):
  - 1) Evacuation, including a definition for the population at risk, evacuation routes, types and quantities of items that evacuees should take with them, locations of reception centers/shelters, and safe travel routes for return. (See Annex J, Population Protective Actions, for further information)
  - 2) Prepare instruction that identifies centrally located staging areas and pick-up points, as determined by Incident Command and/or officials in the EOC, for evacuees without private automobiles or other means of transportation.
  - 3) Prepare and disseminate materials for the visually impaired and non-English speaking groups, if appropriate.
- 3. Organizational PIO
  - a. Prepare draft press releases for organizational information concerning the incident.
  - b. Review the releases with the County PIO to maintain a consistent message.
  - c. Disseminate information after making necessary revisions, in cooperation with the County PIO.
  - d. Relocate to the Joint Information Center, when activated.
- 4. EOC members
  - a. Cooperate in the public education process.
  - b. Verify reports received from the field, to the extent possible.
  - c. Assist the PIO in preparing press releases and emergency public information.
  - d. Communications Officer
    - 1) Assist the County PIO by providing telephones/fax equipment for the media at the JIC if it does not interfere with appropriate response/recovery operations.

## **V. DIRECTION AND CONTROL**

### **A. Day-to-Day Operations**

- 1. Organizational PIOs will manage and disseminate public information, as needed, for daily operations.
- 2. Many agencies conduct public education activities throughout the year.
- 3. Emergency public information will initiate from the responding agency or the Sheriff's Office at the onset of an emergency.

### **B. On-Scene Public Information**

- 1. During some incidents it may be necessary to establish media centers on-scene to control access to the scene, the responders, and the victims.
- 2. If on-scene media centers are necessary and the EOC is not activated, the Incident Commander may request assistance of the County PIO by contacting the EMA Director.

### **C. Declared Events or Activated EOC**

- 1. Upon activation of the Champaign County EOC, or a local declaration of emergency, all public information activities are requested to be coordinated by the County PIO.

2. If the situation warrants, a Joint Information Center will be established to coordinate the release of emergency public information and provide updates on the situation to the public and the media.

D. Joint Information Center (JIC)

1. During major emergencies a Joint Information Center (JIC) will be established to handle public information needs on a larger scale than could be effectively managed by a single agency.
  - a. A JIC is a group of communications representatives from agencies and organizations located together and providing public information about a significant, large-scale event.
2. The JIC structure is designed to work for large or medium-sized situations and can expand or contract to meet the needs of the incident.
  - 1) Dissemination of public information will be made from the JIC via news conferences, interviews, and issuing of news releases.
  - 2) This will serve as the single official point of contact for release of information when it is activated.
3. All organizations involved in emergency response and recovery and having requirements to release information to media will cooperate with JIC procedures set up by the Champaign County PIO.
4. The Champaign County PIO manages the activities at the JIC in coordination with the EMA Director in the EOC, and the Incident Command Staff at the site of the emergency.

**VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the County PIO is as follows:
  1. Health District Public Information Officer, per verbal agreement with the Champaign County Health District.
  2. In the absence of the designated County PIO, a substitute or replacement will be selected by the EMA Director.
- B. Refer to Appendix 2, Public Awareness Program - Continuity of Government, to this annex.
- C. Also refer to Appendix 3, Procedures for the Relocation & Safeguarding of Vital Records in the Basic Plan and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Public Education Programs
  1. The response and support agencies (fire departments, law enforcement agencies, emergency medical services, Champaign County Health district, Mercy Hospital, Champaign County American Red Cross Council, and Champaign County EMA) provide classes, speakers, public meetings, school presentations, and seasonal-storm pamphlets as the means of delivering emergency preparedness information to the public.

- a. Materials for these activities come from a variety of sources. Some are developed internally; others come from companies and state or national organizations. Following is a partial list of sources for public education materials:
  - 1) American Red Cross
  - 2) National Weather Service
  - 3) Centers for Disease Control
  - 4) Federal Emergency Management Agency (FEMA)
  - 5) Federal Bureau of Investigation (FBI)
  - 6) Insurance companies
  - 7) Locally developed programs
- b. Disaster Information and Instructions sheets have been prepared for the emergency events that are most likely to occur in Champaign County. These can be duplicated and provided to the public during education programs. See Appendix 3 to this Annex, Disaster Information and Instructions.

**B. Emergency Public Information**

1. Timely dissemination is essential.
2. Copies of all press releases will be maintained on file at the EMA office.
3. When the EOC is activated, the County PIO on duty will record all media contacts made, press releases issued, and any other major PIO functions accomplished during that shift. This information will be available to the EMA Director and the PIO coming on-duty at the end of the shift.
4. At shift changes the incoming PIO will be briefed on activities and needs for the next shift.
5. PIOs from State, Federal and private sector organizations will coordinate information for release to the public. Such information includes but is not limited to health risks related to the hazard, type and availability of assistance, geographic, geological, meteorological and demographic information related to population protection.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The County PIO in cooperation with the County Emergency Management Director is responsible for updating this annex based on deficiencies identified through drills and exercises and changes in government structure and emergency organizations.
- B. The County Emergency Management Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.
- C. The County PIO will coordinate with JIC representatives (industry representatives, media representatives, response organizations, appropriate state and federal organizations and private organizations) for the development of Standard Operating Guidelines (SOG) that detail assigned responsibilities.

**IX. AUTHORITIES AND REFERENCES**

- A. Authorities
  1. Not used, please refer to the Basic Plan.

B. References

1. Joint Information System Handbook, EMI 1988
2. Joint Information Center, Standard Operating Guidelines

**X. ADDENDA**

A. Appendix 1 – Pre-Scripted Emergency Messages

*\*\*The following documents are intended for distribution prior to an emergency!*

B. Appendix 2 – Public Awareness Program - Continuity of Government

C. Appendix 3 – Disaster Information and Instructions -

1. Hazardous Materials Incidents
2. Floods
3. Tornadoes
4. Winter Storms
5. Earthquakes
6. Nuclear Attack

**XI. AUTHENTICATION**

\_\_\_\_\_  
Champaign County Public Information Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County EMA Director

\_\_\_\_\_  
Date

<b>Pre-Scripted Emergency Messages</b>
--

*\*\*See Appendix 3 for additional information and instructions to include with messages\*\**

A. SEVERE WEATHER WARNING

1. BLIZZARD, WINTER STORM, ICE STORM

- a. THE NATIONAL WEATHER SERVICE HAS ISSUED A \_\_\_\_\_ WARNING. THIS MEANS THAT (Blizzard, Winter Storm, or Ice Storm) IS IMMINENT AND WILL OCCUR WITHIN \_\_\_\_\_ (TIME PERIOD). SEEK APPROPRIATE SHELTER.
- b. Optional Additional Information May Include:
  - 1) IF IT IS NOT ABSOLUTELY NECESSARY FOR YOU TO BE OUTSIDE OR TRAVELING ON THE ROADWAYS, PLEASE REMAIN AT HOME FOR YOUR OWN SAFETY.
  - 2) THE CHAMPAIGN COUNTY SHERIFF HAS DECLARED A LEVEL \_\_\_\_\_ SNOW EMERGENCY. THIS MEANS THAT \_\_\_\_\_ (INSERT APPROPRIATE INFORMATION).

2. TORNADO

- 1) THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING. THIS MEANS THAT A TORNADO HAS BEEN SIGHTED OR DETECTED ON RADAR. GO INSIDE IMMEDIATELY AND LISTEN TO LOCAL RADIO FOR FURTHER INFORMATION AND UPDATES. DO NOT REMAIN IN A MOBILE HOME. GO TO YOUR BASEMENT OR CRAWL SPACE OR INTO A MIDDLE ROOM ON THE LOWEST LEVEL OF THE HOUSE. STAY AWAY FROM WINDOWS AND DOORS.

3. FLOOD

- a. THE NATIONAL WEATHER SERVICE HAS ISSUED A FLOOD WARNING FOR LOGAN COUNTY, INCLUDING THE AREAS IN AND AROUND \_\_\_\_\_.
  - 1) NEVER DRIVE THROUGH WATER COVERING A ROADWAY AS YOUR VEHICLE COULD BE SWEEPED AWAY. THE ROAD MAY ALSO BE DAMAGED OR MISSING.
  - 2) NEVER SWIM OR PLAY IN FLOOD WATERS.
  - 3) BE AWARE OF POTENTIAL FLOODING IN RESIDENTIAL AREAS. MOVE VALUABLES TO HIGHER LEVELS OF YOUR HOME
  - 4) CONSIDER EVACUATING IF CONDITIONS WARRANT.

4. HEAT OR COLD EMERGENCY

- a. THE CHAMPAIGN COUNTY HEALTH DISTRICT HAS DECLARED A \_\_\_\_\_ (HEAT OR COLD) EMERGENCY. PLEASE USE EXTREME CAUTION DURING OUTDOOR ACTIVITIES.
  - 1) THESE SEVERE CONDITIONS MAY RESULT IN INJURY OR DEATH, ESPECIALLY FOR CHILDREN AND THE ELDERLY.

2) TEMPORARY SHELTERS HAVE BEEN ESTABLISHED AT \_\_\_\_\_.

B. HAZARDOUS MATERIALS RELEASE

1. AN ACCIDENT AT \_\_\_\_\_  
(LOCATION) HAS CAUSED A RELEASE OF \_\_\_\_\_ (NAME  
OF CHEMICAL – OR – AN UNKNOWN HAZARDOUS MATERIAL).

a. \_\_\_\_\_ (ROAD NAME) IS TEMPORARILY CLOSED WHILE  
EMERGENCY CREWS HANDLE THE SITUATION. PLEASE USE THE  
FOLLOWING ALTERNATE ROUTES UNTIL FURTHER NOTICE:  
\_\_\_\_\_.

b. SHELTER-IN-PLACE IS BEING ADVISED FOR ALL RESIDENTS IN THE AREA  
OF \_\_\_\_\_ (STREET NAMES). GO INSIDE IMMEDIATELY.  
CLOSE ALL WINDOWS AND DOORS. TURN OFF ALL OUTSIDE  
VENTILATION SOURCES, SUCH AS FURNACES, AIR CONDITIONING,  
BATHROOM AND STOVE VENTS. PLACE A DAMP TOWEL OVER LARGE  
GAPS AT OUTSIDE DOORS. DO NOT GO INTO BASEMENTS OR CRAWL  
SPACES. DO NOT OPEN OUTSIDE DOORS UNTIL ADVISED THAT THIS  
ACTION IS NO LONGER NECESSARY. LISTEN TO LOCAL RADIO FOR  
FURTHER INFORMATION AND UPDATES.

c. AN EVACUATION HAS BEEN ORDERED FOR THE AREA OF  
\_\_\_\_\_ (STREET NAMES). PLEASE LEAVE HOMES AND  
BUSINESSES IMMEDIATELY.

1) LEAVE THE AREA USING THE FOLLOWING ROUTES:  
\_\_\_\_\_.

2) THE EVACUATION ORDER IS EXPECTED TO LAST \_\_\_\_\_ (HOURS,  
DAYS). PLEASE TAKE YOUR EMERGENCY SUPPLIES KIT WITH YOU.

3) IF YOU ARE UNABLE TO LEAVE THE AREA WITHOUT ASSISTANCE,  
PLEASE CALL 9-1-1.

<b>Public Awareness Program - Continuity of Government (COG)</b>
--

A. GENERAL INFORMATION

1. Catastrophic disaster events can interrupt, paralyze, and destroy the ability of the federal, state, or local governments to carry out their executive, legislative, and judicial functions. Therefore it is imperative that each level of government build a Continuity of Government capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency that could disrupt government operations and services.
2. The overall purpose of the program is to preserve lawful leadership and authority; prevent unlawful assumption of authority; preserve vital government documents; assure that systems that are necessary are in place prior to the crisis; and assure that government services that are essential to the continued welfare of the public can be delivered during an emergency.

B. WHAT DOES THE COG PROGRAM MEAN TO YOU?

1. It means greater security for you and your family because lawful government, with the protection of democratic rights, will be assured under emergency conditions.
2. It means that during an emergency you shall continue to be provided with the information, direction, and services such as emergency police and fire protection, emergency public information, water, power, shelter, etc. that are normally provided by government.

C. WHAT ARE THE ELEMENTS OF THE COG PROGRAM?

The foundation for the COG program rests on the achievement of a seven-point course of preparedness and planning actions which were outlined in 1969 in Executive Order 11490 as actions for the Federal government. These were re-affirmed under Section 202, Continuity of Essential Functions, in the May 1988 proposed replacement for E.O. 11490. These seven actions which have been adapted for programs of State and local COG include the following:

1. Succession - the process that is established to list the order or line of those entitled to succeed one another under emergency conditions.
2. Pre-delegation of Emergency Authorities - the process that is established to allow specific emergency-related legal authorities to be exercised by the elected or appointed leadership or their designated successors.
3. Emergency Action Steps - those actions that facilitate the ability of government personnel to respond quickly and efficiently to emergencies.
4. Emergency Operating Centers (EOC's) - a central facility from which all emergency efforts can be coordinated and directed.



Appendix 2 – Public Awareness Program – Continuity of Government, to Annex D (Emergency Public Information)

5. Alternate Emergency Operating Center (AEOC) - a facility that can be used to coordinate and direct all government emergency response efforts if the primary EOC facility is not available during emergencies. The facility also houses key government officials that are forced to evacuate from the primary EOC.
  6. Safeguarding Essential Records - the measures that are taken by government to protect those documents that the government must have to continue functioning during emergency conditions and to protect the rights and interests of citizens after the emergency is over.
  7. Protection of Government Resources, Facilities, and Personnel - the measures that are taken to disperse resources, facilities, and personnel in a manner that will facilitate sufficient redundancy to ensure government can continue to function during emergency conditions.
- D. The COG program is of critical importance to all three levels of government: local, state and federal. All three levels of government share the Constitutional responsibility for the preservation of the life and property of the citizenry.

## Disaster Information & Instructions

### Hazardous Materials Incidents

#### A. GENERAL INFORMATION

1. The likelihood of a county suffering a major disaster caused by a chemical accident has escalated because of the increase in everyday use of chemicals by all segments of our population as well as the movement of chemicals by all types of transportation.

#### B. COOPERATION WITH AUTHORITIES

1. Prompt reporting of a chemical accident is every citizen's responsibility. Local authorities, and particularly the emergency services (police, fire, etc.), need factual information upon which to base decisions on how to respond to the accident. For example, they must be able to execute their plan of action for handling the emergency. Authorities must also be able to correctly answer questions from the news media so that erroneous reports are prevented.
2. Do not spread rumors. If a person is a witness but not a casualty, he/she should tell the authorities exactly what they saw. Those who are not witnesses should keep posted via radio or TV but not rush to the scene since this causes serious obstructions to the emergency responders who are attempting to save lives and property. Persons at the scene are needlessly exposing themselves to injury, particularly if chemical reactions take place.

#### C. SUGGESTED HAZARDOUS MATERIALS INSTRUCTIONS

1. Emergency Treatment of Casualties
  - a. A citizen may find himself administering emergency first aid to a victim of a chemical accident or to himself. The treatment described in this section is limited to emergency procedures which anyone can administer. The first-aid measures suggested lean heavily on the use of running water because it is available most anywhere and will remove chemicals by solution, dilution, and mechanical action. These measures cover four of the principal types of chemical threats to people; (1) Inhalation; (2) Skin Exposure; (3) Swallowing; and (4) Eye Exposure.
  - b. Inhalation
    - 1) Remove person(s) to an uncontaminated atmosphere. If the person(s) has been overcome, do not attempt a rescue without the protection of proper respiratory equipment, preferably some form of self-contained breathing apparatus. Remember, a gas mask does not protect against atmospheric oxygen deficiency, nor is it effective in high concentrations (2 percent volume is the usual limit) of chemical vapors. Remember also that even though a self-contained air supply mask is worn, injury can occur through exposed skin surfaces if the air containment is an irritant or can be absorbed through the skin.
    - 2) Have the person(s) lie down and keep him/her warm. If breathing is difficult, a sitting position may be more comfortable. If unconscious, see that his/her

tongue does not fall back and obstruct breathing. If vomiting starts, turn on side or face downward to prevent inhaling vomited material.

- 3) If breathing has stopped, call 9-1-1 immediately, shout for help, and start any effective means of artificial respiration. Continue until breathing is restored or EMS arrives to take charge. Cardio-pulmonary resuscitation is the most effective method now known.
- 4) If breathing becomes difficult or color of the patient becomes blue-grey, check for an obstructed airway. If the airway is clear, oxygen may be given by face mask, but only by someone familiar with the use of the equipment and authorized to do so.
- 5) Call 9-1-1 as soon as possible or send someone to do this. Make sure they know where to go upon arrival.
- 6) Never leave an unconscious person unattended.
- 7) Never attempt to give an unconscious person anything by mouth.

c. Skin Exposure

- 1) Small exposures of the skin should be promptly flooded with water and followed by thorough, gentle scrubbing with soap and water.
- 2) Contaminated clothing should be removed and the underlying skin washed with running water followed by soap and water.
- 3) If large skin or clothing contact occurs, the person(s) should be hurried to the nearest shower and clothing removed while standing in the shower. The skin should be thoroughly washed with water in the shower followed by gentle scrubbing with soap and water.
- 4) Contaminated clothing should not be worn again until laundered.
- 5) A physician should see those cases which show skin effects from the exposure or in whom symptoms of systemic illness appear.

d. Swallowing

- 1) CAUTION: If strong caustic chemicals have been swallowed, vomiting may rupture damaged tissue. Never give an unconscious person anything by mouth.
- 2) Call 9-1-1 immediately.
- 3) Keep the victim lying down and keep them warm and comfortable.

e. Eye Exposure

- 1) Take the victim immediately to the nearest water fountain or other source of clean running water.
- 2) Spread the lids with the fingers and allow the water to flood the eye.
- 3) Roll the eye about so that the water may contact all eye surfaces.
- 4) Continue such emergency washing for 15 minutes.
- 5) Take the victims to a physician or the emergency department as soon as possible after the emergency washing period is completed.

## **Disaster Information & Instructions**

### **Flood**

#### **A. GENERAL INFORMATION AND DEFINITIONS**

1. The National Oceanic and Atmospheric Administration, NOAA, through its Weather Service's River Forecast Centers and River District Offices, issues flood forecasts and warnings when rainfall is enough to cause rivers to overflow their banks and when melting snow may combine with rainfall to produce similar effects.
2. Flood warnings are forecasts of impending floods, and are distributed to the public by radio and television and through local government emergency forces. The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river, and when and where the flooding will begin. Careful preparation and prompt response will reduce property loss and ensure personal safety.
3. Flash flood warnings are the most urgent type of flood warning issued, and are also transmitted to the public over radio, television, and by other signals established by local government to meet local needs.

#### **B. LOCAL GOVERNMENT INSTRUCTION**

1. Area radio and television stations usually broadcast the latest flood information and warnings. Turn to local radio stations for up-to-date information.

#### **C. SUGGESTED FLOOD SAFETY INSTRUCTIONS**

1. Before the flood:
  - a. Find out how many feet your property is above or below possible flood levels so when predicted flood levels are broadcast, you can determine if you may be flooded. This information may be obtained from your Logan County Emergency Management Coordinator. Also ask for the location of the nearest safe area.
  - b. Keep a stock of food which requires little cooking and no refrigeration; electric power may be interrupted.
  - c. Keep a portable radio, emergency cooking equipment, lights, and flashlights in working order.
  - d. Keep first aid and critical medical supplies (prescriptions, insulin, etc.) On hand.
  - e. Keep your automobile fueled; if electric power is cut off, filling stations may not be able to operate pumps for several days.
  - f. Keep materials like sandbags, plywood, plastic sheeting, and lumber handy for emergency waterproofing.
2. When you receive a flood warning:
  - a. Store drinking water in closed, clean containers. Water services may be interrupted.
  - b. If flooding is likely, and time permits, move essential items and furniture to upper floors of your house.
  - c. If forced or advised to leave your home, move to a safe area before access is cut off by flood water.

- d. Cut off all electrical circuits at the fuse panel or disconnect switch. If this is not possible, turn off or disconnect all electrical appliances. Shut off the water service and gas valves in your home.
- 3. During the flood:
  - a. Avoid areas subject to sudden flooding.
  - b. Do not attempt to cross a flowing stream where water is above your knees.
  - c. Do not attempt to drive over a flooded road. You can be stranded and trapped.
  - d. If your vehicle stalls, abandon it immediately and seek higher ground. Many people drown while trying to rescue their car.
- 4. After the flood:
  - a. Do not use fresh food that has come in contact with flood waters.
  - b. Test drinking water for potability; wells should be pumped out and water tested before drinking.
  - c. Do not visit disaster area; your presence will probably hamper rescue and other emergency operations.
  - d. Do not handle live electrical equipment in wet areas; electrical equipment should be checked and dried before returning to service.
  - e. Use flashlights, not lanterns or torches, to examine buildings; flammables may be inside.
  - f. Report broken utility lines to police, fire or other appropriate authorities.
  - g. Stay tuned to local radio or TV stations for advice and instructions on:
    - 1) Where to go to obtain necessary medical care in your area.
    - 2) When to go for emergency assistance such as housing, clothing, food, etc.
    - 3) Ways to help yourself and your community recover from the emergency.

## Disaster Information & Instructions

### Tornado

#### A. GENERAL INFORMATION

1. The tornado is a violent local storm with whirling winds of tremendous speed. It appears as a revolving, funnel-shaped cloud which extends toward the ground from the base of the thundercloud. It varies from gray to black in color. The tornado spins like a top and may sound like the roaring of an airplane or locomotive. These small, short-lived, storms are the most violent of all atmospheric phenomena, and over a small area, the most destructive.
  - a. TORNADO WATCH - means conditions are favorable for tornadoes to develop.
  - b. TORNADO WARNING - means a tornado has actually been sighted or indicated on radar.

#### B. WARNINGS

1. The National Weather Service issues severe weather warnings to the public over radio and TV stations. Sirens and local radio may also be used to notify county residents of a tornado warning.

#### C. SUGGESTED TORNADO SAFETY INSTRUCTIONS

1. Knowing what to do when a tornado is approaching may mean the difference between life and death. If you see any revolving, funnel-shaped clouds on a cloudy day, report them by telephone immediately to the local police department, sheriff's office, or National Weather Service Office. Do not use the phone to get information and advice--depend on radio or TV as indicated above.
2. When a TORNADO WATCH is announced:
  - a. Go to an area where there is sturdy shelter.
  - b. Keep your radio or television on and listen for the latest Weather Service warnings and advisories. If power fails, use a portable battery radio or your car radio.
  - c. Keep watching the sky, especially to the south and southwest.
3. When a TORNADO WARNING is announced:
  - a. Go inside immediately.
    - 1) Your best protection is an underground shelter or cave, or a substantial steel-framed or reinforced concrete building. (If none is available, take refuge in other places as indicated below.)
    - 2) If your home has no basement, take cover under heavy furniture on the ground floor in the central part of the house, or in a small room on the ground floor that is away from outside walls and windows. The bathroom may also be a safe location since the fixtures are firmly connected and can protect you from flying debris. (As a last resort, go outside to a nearby ditch, excavation, culvert or ravine.)

- 3) Do not remain in a trailer, recreational vehicle or mobile home if a tornado is approaching. Take cover elsewhere.
  - b. Doors and windows should be closed to help reduce damage to the building; stay away from them to avoid flying debris.
  - c. If advised that you are likely to be in the path of a tornado, and if time permits, electricity and fuel lines should be shut off.
  - d. If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this--or if you are walking--take cover and lie flat in the nearest depression, such as a ditch.
  - e. SCHOOLS - If the school building is of good steel reinforced construction, stay inside away from the windows and remain near an inside wall on the lower floor if possible
    - 1) AVOID AUDITORIUMS AND GYMNASIUMS with large, unsupported roof spans.
    - 2) In schools that do not have reinforced construction, move school children and teachers to areas providing best available protection within the building if storm shelters are not available.
  - f. FACTORIES AND INDUSTRIAL PLANTS - When possible shut off electrical circuits and fuel lines if tornadoes approach plant. Workers should be moved to sections offering the best possible protection, in accordance with advance plans.
  - g. SHOPPING CENTERS - Go to a designated shelter area (NOT to your parked car).
  - h. OFFICE BUILDINGS - Go to an interior hallway on the lowest floor, or to a designated shelter area. Stay away from windows.
4. After the Passage of the Tornado:
- a. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster, as they may collapse without warning. Also, there may be gas leaks or electrical short circuits.
  - b. Don't take lanterns, torches or lighted cigarettes into buildings that have been damaged by a natural disaster, since there may be leaking gas lines or flammable material present.
  - c. Stay away from fallen or damaged electric wires--they may still be dangerous.
  - d. Check for gas leaks in your home. Do this by smell--don't use matches or candles. If you smell gas: (1) Open all windows and doors; (2) Turn off the main gas valve at the meter; (3) Leave the home immediately; (4) Notify the gas company or the police or fire department; (5) Don't re-enter until you are told that it is safe.
  - e. If any of your electrical appliances are wet, first turn off the main power switch in your house, then unplug the wet appliance. (Caution: Don't do any of these things while you are wet or standing in water.)
  - f. If fuses blow when the electric power is restored, turn off the main power switch immediately and inspect for short circuits in your home wiring, appliances and equipment.
  - g. Check your food and water supplies before using them. Foods that require refrigeration may be spoiled if electric power has been off for some time.

- h. Stay away from disaster areas. Sightseeing could interfere with first aid or rescue work and may be dangerous as well.
- i. Don't drive unless necessary, and if you must, drive with caution. Watch for hazards to yourself and others, and report them to local police or fire departments.
- j. Report broken sewer or water mains to the Water Department.
- k. Stay tuned to local radio or TV stations for advice and instructions of your local government on:
  - 1) Where to go to obtain necessary medical care in your area.
  - 2) Where to go for necessary emergency assistance for housing, clothing, food, etc.
  - 3) Ways to help yourself and your community recover from the emergency.



## **Disaster Information & Instructions**

### **Winter Storm**

#### **A. WARNING RESPONSIBILITY**

1. The National Weather Service is responsible for the timely issuance of weather warnings to the public, including the approach of winter storms.
2. The County Sheriff may declare a snow emergency.

#### **B. DEFINITIONS**

1. Ice Storm - Freezing rain or drizzle is called an ice storm. Moisture falls in liquid form but freezes upon impact. The term “heavy” is used to indicate an ice coating sufficiently heavy to cause significant damage to trees, overhead wires, and similar objects.
2. Snow - “Snow” as a forecast, without a qualifying word such as “occasional” or “intermittent”, means that the fall of snow is of a steady nature and will probably continue for several hours without letup.
3. Heavy Snow Warnings - are issued to the public when a fall of four inches or more is expected in a 12-hour period, or a fall of six inches or more is expected in a 24-hour period. Some variations on these rules may be used in different parts of the country. Where four-inch snowfalls are common, the emphasis on heavy snow is generally associated with six or more inches of snow. In other parts of the country where heavy snow is infrequent, or in metropolitan areas with heavy traffic, a snowfall of two or three inches will justify a heavy snow warning.
4. Snow Flurries - are defined as snow falling for short durations at intermittent periods; however, a snowfall during the flurries may reduce visibilities to an eighth of a mile or less. Accumulations from snow flurries are generally small.
5. Snow Squalls - are brief, intense falls of snow and are comparable to summer rain showers. They are accompanied by gusty surface winds.
6. Blowing and Drifting Snow - generally occur together and result from strong winds and falling snow or loose snow on the ground. “Blowing Snow” is defined as snow lifted from the surface by the wind and blown about to a degree that horizontal visibility is greatly restricted.
7. Blizzards - are the most dramatic and perilous of all winter storms, characterized by low temperatures and by strong winds bearing large amounts of snow. Most of the snow accompanying a blizzard is in the form of fine, powdery particles of snow which are whipped in such great quantities that at times visibility is only a few yards.
8. Blizzard Warning - is issued when winds with speeds of at least 35 mph are accompanied by considerable falling or blowing snow and temperatures of 20 degrees F or lower are expected to prevail for an extended period of time.
9. Severe Blizzard Warning - is issued when blizzards of extreme proportions are expected and indicate wind with speeds of at least 45 mph plus a great density of falling or blowing snow and a temperature of 10 degrees F or lower.
10. Cold-Wave Warning - indicates an expected rapid fall in temperature within a 24-hour period which will require substantially increased protection to agricultural, industrial, commercial, and social activities. The temperature falls and minimum temperatures required to justify cold wave warnings vary with the changing of the season and with

geographic location. Regardless of the month or the section of the country, a cold wave warning is a red flag alert to the public that during a forthcoming forecast period a change to very cold weather will require greater than normal protective measures.

11. Hazardous Driving (Traveler's) Warning - is issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds will make driving difficult.
12. Stockmen's Warning - alerts ranchers and farmers that livestock will require protection from a large accumulation of snow or ice, a rapid drop in temperature, or strong wind.
13. Wind Chill Factor - strong winds combined with low temperatures cause a very rapid cooling of exposed surfaces. Unprotected portions of the body, such as the face or hands, can chill rapidly and should be protected as much as possible from the cold wind. A very strong wind combined with a temperature slightly below freezing can have the same chilling effect as a temperature nearly 50 degrees F lower in a calm atmosphere. Arctic explorers and military experts have developed a term called the "wind chill factor", which states the cooling effect of various wind and temperature combinations. In certain areas, the Weather Service issues this information as the "wind chill index".

#### C. SUGGESTED WINTER STORM SAFETY INSTRUCTIONS

1. Keep ahead of a winter storm by listening to the latest National Weather Service warning and bulletins on radio and television.
2. Check battery powered equipment before the storm arrives. A portable radio or television set maybe your only contact with the world outside the winter storm. Also check emergency cooking facilities and flashlights.
3. Check your supply of heating fuel. Fuel carriers may not be able to move if a winter storm buries your area in snow.
4. Check your food and stock an extra supply. Your supplies should include food that requires no cooking or refrigeration in case of power failure.
5. Prevent fire hazard due to overheated coal - or oil-burning stoves, fireplaces, heaters or furnaces.
6. Stay indoors during storms and cold snaps unless in peak physical condition. If you must go out, avoid over-exertion.
7. Don't kill yourself shoveling snow. It is extremely hard work for anyone in less than prime physical condition, and can bring on a heart attack, a major cause of death during and after winter storms.
8. Make necessary trips for supplies before the storm develops or not at all. Arrange for emergency heat supply in case of power failure. Be sure camp stoves and lanterns are filled.
9. Dress to fit the season - If you spend much time outdoors, wear loose-fitting, lightweight, warm clothing in several layers; layers can be removed to prevent perspiring and subsequent chill. Outer garments should be tightly woven, water repellent, and hooded. The hood should protect much of your face and cover your mouth to ensure warm breathing and protect your lungs from the extremely cold air. Remember that entrapped, insulating air, warmed by body heat, is the best protection against cold. Layers of protective clothing are more effective and efficient than single layers of thick clothing, and mittens, snug at the wrists, are better protection than fingered gloves.
10. Your automobile can be your best friend -- or worst enemy-- during winter storms, depending on your preparations. Get your car "winterized" before the storm begins. Everything on the following list should be taken care of before winter storms strike

your area: ignition system, lubrication, defroster, battery, tight exhaust system, snow tires installed, lights, heater, chains, cooling system, brakes, antifreeze, fuel system, wiper blades, and winter-grade oil.

11. Winter Storm Car Kit - Be equipped for the worst. Carry a winter storm car kit, especially if cross-country travel is anticipated or if you live in the northern states.

- a. The kit should contain blankets or a sleeping bag, matches and candles, empty 3 lb. Coffee can with plastic cover, extra clothing, high-calorie, non-perishable food, compass and road maps, knife, first aid kit, shovel, sack of sand, flashlight or signal light, windshield scraper, booster cables, tow chains, fire extinguisher, axe, etc.

- D. Winter travel by automobile is serious business. Keep these points in mind, especially for severe storms:

1. If the storm exceeds or even tests your limitations, seek available refuge immediately.
2. Plan your travel and select primary and alternate routes.
3. Check latest weather information on your radio.
4. Try not to travel alone; two or three persons are preferable.
5. Travel in convoy with other vehicles, if possible.
6. Always fill gasoline tank before entering open country, even for a short distance.
7. Drive carefully, defensively.

- E. If You Are Trapped in a Vehicle by a Blizzard:

1. Avoid overexertion and exposure. Exertion from attempting to push your car, shoveling heavy drifts, and performing other difficult chores during the strong winds, blinding snow, and bitter cold of a blizzard may cause a heart attack--even for persons in apparently good physical condition.
2. Stay in Your Vehicle. Do not attempt to walk out of a blizzard. Disorientation comes quickly in blowing and drifting snow. Being lost in open country during a blizzard is almost certain death.
3. Don't Panic.
4. Keep fresh air in your car. Freezing wet snow and wind-driven snow can completely seal the passenger compartment.
5. Melt snow to make drinking water. Do not eat snow or ice as they will quickly lower your body temperature.
6. Beware the gentle killers: Carbon monoxide and oxygen starvation. Run the motor and heater sparingly, and only with the downwind window open for ventilation.
7. Exercise by clapping hands and moving arms and legs vigorously from time to time, and do not stay in one position for long.
8. Turn on dome light at night, to make the vehicle visible to work crews.
9. Keep Watch. Do not permit all occupants of car to sleep at once.

- F. Livestock - Blizzards take a terrible toll in livestock. For both humane and economic reasons, stockmen should take necessary precautions in advance of severe winter storms.

1. Move livestock, especially young livestock, into sheltered areas (frequently called "shelter belts") properly oriented and laid out. These provide better protection for range cattle than shed-type shelters, which may cause cattle to overcrowd, with consequent overheating and respiratory disorders.

2. Haul extra feed to feeding areas before the storm arrives. Storm duration is the largest determinant of livestock losses; if the storm lasts more than 48 hours, emergency feed methods are required. Range cattle are hardy and can survive extreme winter weather providing they have some non-confining type of shelter from the wind and are able to feed at frequent intervals.
3. Autopsies of cattle killed by winter storms have shown the cause of death to be dehydration, not cold or suffocation. Because cattle cannot lick enough snow to satisfy their thirst, stockmen are advised to use heaters in water tanks to provide livestock with water and feed after prolonged exposure to winter storm conditions.

## **Disaster Information & Instructions**

### **Earthquake**

#### **A. GENERAL INFORMATION**

1. An earthquake is the shaking or trembling of the crust of the earth, caused by underground volcanic forces or by breaking and shifting of rock beneath the surface. In recent years considerable progress has been made toward developing the science of earthquake predictions, but the ability to make precise predictions of earthquakes does not yet exist.
2. The actual movement of the earth, frightening as it is, seldom is a direct cause of death or injury. The earth does not yawn open, gulp down a neighborhood, and slam shut. The earth movement, however, can cause buildings and other structures to shake or collapse. Most casualties result from falling objects and debris, splintering glass, and fires.

#### **B. SUGGESTED EARTHQUAKE SAFETY INSTRUCTIONS**

1. During an earthquake:
  - a. Keep calm. Don't run or panic.
  - b. Stay where you are. If outdoors, stay outdoors. If indoors, stay indoors. Most injuries occur as people are entering or leaving buildings.
  - c. If the earthquake strikes when you are indoors, take cover under a desk, table, bench, or against inside walls or doorways. Stay away from glass, windows, and outside doors.
  - d. Don't use candles, matches, or other open flames either during or after the tremor. Douse all fires.
  - e. If the earthquake catches you outside, move away from buildings and utility wires. Once in the open, stay there until the shaking stops.
  - f. Don't run through or near buildings. The greatest danger from falling debris is just outside doorways and close to outer walls.
  - g. If you are in a moving car, stop as quickly as safety permits, but stay in the vehicle. Avoid stopping near or under buildings, overpasses, and utility wires. When you drive on, watch for hazards created by the earthquake, such as fallen objects, downed electric wires, or broken or undermined roadways.
2. After an earthquake:
  - a. Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
  - b. Check utility lines and appliances for damage. If you smell gas, open windows and shut off the main gas valve. Then leave the building and report gas leakage to authorities. Don't re-enter the building until a utility official says it is safe.
  - c. If water pipes are damaged, shut off the supply at the main valve. Emergency water may be obtained from such sources as hot water tanks, toilet tanks, and melted ice cubes.
  - d. Check to see that sewage lines are intact before flushing toilets.
  - e. If electrical wiring is shorting out, shut off current at the main box.

Appendix 3 – Disaster Information & Instructions, to Annex D (Emergency Public Information)

- f. Check chimneys for cracks and damage. Unnoticed damage could lead to a fire. The initial check should be made from a distance. Approach chimneys with great caution.
- g. Be prepared for additional earthquake shocks.
- h. Stay out of severely damaged buildings. Aftershocks can cause a collapse.
- i. Stay off the telephone, except to report an emergency. Turn on your radio or television to get the latest emergency information.
- j. Don't go sightseeing. Respond to requests for assistance from police, fire fighting and relief organizations, but do not go into damaged areas unless your assistance has been requested.

## **Disaster Information & Instructions**

### **Nuclear Attack**

#### **A. General Information**

1. The first step in preparing for a possible nuclear attack is to understand the hazards you would face if an attack should come.
2. When a nuclear bomb or missile explodes, the main effects produced are intense light (flash), heat, blast and radiation. The strength of these effects depends on the size and type of the weapon; how far away the explosion is; the weather conditions (sunny or rainy, windy or still); the terrain (whether the ground is flat or hilly); and the height of the explosion (high in the air or near the ground).
3. In a nuclear attack, people near a nuclear explosion would be killed or seriously injured by the blast, heat, or initial nuclear radiation. People a few miles away would be endangered by the blast, heat and fires. A high percentage of people in the lighter damage areas would probably survive those hazards, but they could be further endangered by radioactive fallout.

#### **B. Fallout**

1. When a nuclear weapon explodes near the ground, great quantities of pulverized earth and other debris are sucked up into the nuclear cloud. There are radioactive gases produced by the explosion condensed on this debris, producing radioactive fallout particles which give off invisible gamma rays similar to x-rays.
2. Generally, the first 24-hours after fallout begins to settle would be the most dangerous period to a community's residents. The heavier particles falling during that time would still be highly radioactive and give off strong rays. The lighter particles falling later would have lost much of their radiation high in the atmosphere.
3. It is important to understand that fallout is not a mysterious, invisible or unrecognizable substance that strikes without warning. Fallout particles range in size from those like grains of sand, which can be seen easily, to very small particles that appear as fine dust.
4. The distribution of fallout particles after a nuclear attack would depend on wind currents, weather conditions, and other factors. No area in the United States could be sure of NOT getting fallout, and it is probable that some fallout particles would be deposited on most of the country.
5. Areas close to a nuclear explosion might receive fallout within 15-20 minutes, but it might take 5 - 10 hours or more for the particles to drift down on a community 100 or 200 miles away.

#### **C. Radiation Sickness Caused by Fallout**

1. Fallout arriving within a few hours after a nuclear explosion is highly radioactive. If it collects on the skin in large enough quantities, it can cause burns.
2. Gamma radiation is the most dangerous kind of fallout radiation because it can penetrate the entire body and cause cell damage to the organs, blood and bones. Enough gamma radiation damage to your body can cause illness or death.
3. People exposed to fallout radiation do NOT become radioactive and thereby dangerous to other people. Radiation sickness is not contagious or infectious, and one person cannot "catch it" from another person.

D. Protection from Fallout

1. There are three major factors involved in protecting yourself from fallout: time, distance, and shielding.
2. Time - Fallout radiation decays fairly rapidly. As time passes, radioactivity in fallout loses its strength. In most cases, the radiation level would decrease enough to permit people to leave the shelter within a few days for short periods of time. Even in communities that receive heavy accumulations of fallout particles, people soon might be able to leave shelter for minutes or a few hours at a time in order to perform emergency tasks. In most places, it is unlikely that full time shelter occupancy would be required for more than a week or two. However, unusual weather conditions or an extended period of attack could require a longer shelter stay.
3. Distance - The more distance between you and the fallout particles, the less radiation you will receive.
4. Shielding - The more dense materials between you and the fallout particles, the better. Materials such as concrete, bricks, and earth will absorb many of the gamma rays and keep them from reaching you.

E. The Standard Warning Signal

1. The standard signal that has been adopted in most communities is:
2. THE ATTENTION OR ALERT SIGNAL - This is used by some local governments to get the attention of citizens in a time of threatened or impending natural disaster, or some other peacetime emergency. The signal itself is a 3 to 5 minute steady blast on sirens, whistles, horns, or other devices. In most places, the Attention or Alert Signal means that the local government wants to broadcast important information on radio or television concerning a peacetime disaster.
  - a. If you should hear the Attention or Alert Signal, turn on a radio or TV set, tune it to any local station, and follow the official instructions being broadcast.

F. Evacuation

1. If an international crisis should threaten to result in a nuclear attack, people living in areas more likely to be nuclear targets may be advised to move temporarily.
2. These areas are generally considered to be areas with significant military, industrial or economic importance. The designation of such an area does not constitute a prediction that the area will be attacked, but only indicates the potential for attack. The safer areas are outlying small towns and rural areas.
3. Logan County is not considered to be in the evacuation area, but rather would probably be a receiving county for evacuees.

G. Shelters

1. To protect themselves from the radiation given off by fallout particles, people in affected areas would have to stay in shelters from two or three days to as long as two weeks. By necessity, many people will take refuge in their homes.
2. To shelter against fallout, a building does not need to be a special type of structure or underground bunker. It can be any space, provided the walls and roof are thick and dense enough to absorb the rays given off by the fallout particles outside.
3. During Civil Defense days a system of public shelters was established. Most of the shelters were marked with yellow and black fallout shelter signs. This system is no longer active, although some of the marking signs are still on buildings in the community. It is not advisable to leave your home to go to these areas as they are no longer used for public sheltering.



4. If your home basement-or one corner of it- is below ground level, your best and easiest action would be to prepare a permanent type family shelter there. If you have basic carpentry or masonry skills, you probably could buy the necessary shielding material and do the work yourself in a short time.
5. Many materials are suitable for fallout shelter construction, some offering more shielding protection than others. Varying thicknesses of bagged sand, gravel or earth; bricks; concrete blocks, and wood are all acceptable materials which are easily accessible to most people.
6. If you have no basement or would prefer a shelter separate from the house, an outside fallout shelter can be built either above or below ground.

#### H. Improving Fallout Shelter

1. If an enemy attack should occur and you have made no advance shelter preparations, you still might be able to improvise a shelter either inside or near your home or in the open. In an emergency, radio broadcasts will tell you whether you have time to improvise a shelter or should take cover immediately.
2. An improvised shelter probably would not give you as much protection as a permanent or pre-planned family shelter, but any protection is better than none and might save your life.
3. The best place to improvise a shelter would be in a basement or other underground area.

#### I. Shielding Material Needed

1. To improvise a shelter you would need shielding materials such as concrete blocks, bricks, sand or earth. Other things could also be used as shielding material or to support shielding material, such as:
  - a. House doors that have been taken off their hinges (especially heavy outside doors).
  - b. Dressers and chests (fill the drawers with sand or earth after they are placed in position, so they won't be too heavy to carry and won't collapse while being carried).
  - c. Trunks, boxes and cartons (fill them with sand or earth after they are placed in position).
  - d. Tables and bookcases
  - e. Books, magazines and stacks of firewood or lumber.
  - f. Flagstones from outside walks or patios.

#### J. Improvising a Basement Shelter

1. Set up a large, sturdy table or workbench in the corner of your basement that is most below ground level.
2. On the table, pile as much shielding material as it will hold without collapsing. Put as much shielding material around the table as possible.
3. When family members are "inside the shelter" - that is, under the table - block the opening with other shielding material.
4. If a large table or workbench is not available, or if more shelter space is needed, place furniture or large appliances in a corner of the basement to serve as the walls of the shelter. As a ceiling, use doors from the house that have been taken off hinges. Pile as much shielding material on top of the doors as they will support. Stack other shielding material around the walls of the shelter.

5. When all persons are inside the shelter, block the opening with shielding material.

K. Using a Storm Cellar for Fallout Protection

1. A below ground storm cellar can be used as an improvised fallout shelter, but additional shielding material may be needed to provide adequate protection from fallout radiation.
2. If the existing roof of the storm cellar is made of wood or other light material, it should be covered with one foot or more of earth or an equivalent thickness of other shielding material for overhead shielding from fallout. Greater thickness of the shielding materials will lower the danger of radiation exposure in the shelter. More posts or braces may be needed to support the extra weight.
3. After the roof has been shielded, better protection can be provided by blocking the entrance way with 8 inch concrete blocks or an equivalent thickness of sandbags, bricks, earth or other shielding material after all occupants are inside the shelter.

L. Living in a Shelter

1. People in shelters to escape fallout radiation after a nuclear attack might have to stay there—at least part of the time—for up to two weeks.
2. During this time they would need certain supplies and equipment in order to stay alive and well and to cope with emergency situations that might occur in their shelters.
3. To augment the supplies of food and water you should plan to take the following with you:
  - a. Drinkable liquids (water, fruit and vegetable juices, etc.) and ready-to-eat food.
  - b. Special medicines or food required by members of your family, such as insulin, heart medication, dietetic foods or baby needs.
  - c. A blanket for each family member.
  - d. A battery-powered radio, flashlight, extra batteries for each, and writing materials for taking notes or information given over the radio.
  - e. Non-prescription medications, basic first aid items such as bandages, antiseptics, thermometer, baking soda, petroleum jelly, and medications for headaches, waste elimination problems and respiratory symptoms.
  - f. Drinking cups and plastic jugs of water.
  - g. Other items you may wish to stock are: cooking and eating utensils, can opener, clothing, bedding, fire extinguishers, general equipment and tools, miscellaneous items such as matches, candles, and personal convenience items.

## **LAW ENFORCEMENT – ESF #13**

### **I. PURPOSE**

The purpose of the annex is to provide for the execution of assigned tasks through the coordination of various law enforcement agencies within Champaign County during an emergency.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. During statewide and county-level emergencies, all law enforcement agencies expand their operations to provide increased protection for their respective jurisdictions (or the county as a whole) as required by conditions.
2. In addition to the Champaign County Sheriff's Office, there are one municipal police departments, and two village Police Departments.
3. Champaign County could experience civil unrest in the form of rioting, school shootings, and/or extremist activities. Police agencies in Champaign County have varying levels of training for responses to such incidents.

#### **B. Assumptions**

1. Emergencies may occur, totally or in part, in a village or city. Responsibility for law enforcement functions will remain with the police agency having jurisdiction.
2. Activities of all local law enforcement agencies will increase significantly during emergency operations.
3. Additional law enforcement resources may be needed in an emergency.
4. Other local, state, and federal law enforcement organizations may assist at the request of local authorities.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. Emergency law enforcement is an expansion of normal functions and responsibilities.
2. Law Enforcement mutual aid is furnished through a network of back-up agency cooperation. Support actions are provided upon request and based on available personnel, equipment, and specializations.
  - a. The Ohio Revised Code Section 311.07(B) provides the Sheriff with the authority to request mutual aid from other law enforcement agencies without the use of written mutual aid agreements.
    - 1) The Champaign County Sheriff will provide assistance to local jurisdictional law enforcement agencies upon request, when resources permit.
  - b. Law enforcement agencies in Champaign County have a written mutual-aid agreement.
    - 1) Local jurisdictional law enforcement agencies will provide assistance to the Sheriff or other committed law enforcement agencies upon request, when resources permit.
  - c. Personnel deployed as mutual aid resources may be assigned by the law enforcement liaison(s) in the EOC when there are multiple requests for limited numbers of officers.

## Annex E (Law Enforcement) to the Champaign County Emergency Operations Plan

- 1) Mutual aid forces will function under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated.
  - 2) Auxiliary and volunteer forces will also work under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated.
  - 3) Supporting military forces will work under the direct supervision of their superiors and will assist the chief law enforcement official of the jurisdiction to which they are sent.
3. All law enforcement agencies will retain responsibility and authority for/within their own jurisdiction.
  4. All emergencies, to include those involving injuries, will be met according to established operating guidelines as long as possible.
  5. The maintenance of law and order and the protection of lives and property are among the primary objectives of each law enforcement agency.
- B. Deploying Personnel
1. The sheriff, or an individual community police chief, has the authority to mobilize any portion of his command at any time deemed necessary.
  2. The Sheriff's Office acts as a central dispatch point for all village law-enforcement agencies within Champaign County.
  3. The City of Urbana Police Department operates its own dispatch center.
  4. Auxiliary personnel or officers can be used in an augmenting capacity for agencies that have such a force.
- C. Reporting Information
1. In the event that officers are the recipients of inquiries pertaining to missing persons, casualties, etc., all queries will be processed in accordance with local Standard Operating Guidelines (SOGs).
  2. Inquiries will be processed by the law enforcement agency with jurisdiction in coordination with the American Red Cross representative at the EOC for a final determination or information release.
- D. Prisoners
1. Prisoners will be transported to or jailed in other facilities as outlined in plans and procedures on file with the County Sheriff.
  2. If prisoners cannot be moved, the Sheriff will initiate protective actions to insulate them from the effects of a hazard.
  3. In the event that prisoners must be moved or housed, but there is no access to an alternate jail facility, a temporary field detention facility could be used.
    - a. The Champaign County Sheriff's Office Policies and Procedures Documents contain a plan for establishment of such a facility.
- E. Evacuation
1. In the event of an evacuation order for a portion of the population of the county, the Sheriff's Office will assist local law enforcement agencies and response groups with the warning and movement to shelters of individuals and families within the area to be evacuated.
  2. Shelter locations will be designated in safe areas by the Red Cross, upon notification by the agency or departments recommending the evacuation.
  3. Additional information can be found in Annex J, Population Protective Actions; Annex K, Shelter/Mass Care.

F. Traffic Control

1. Traffic control is a law enforcement issue in any emergency, but escalates in major disasters. Relatives and /or the curious will converge on the area and may hinder response efforts.
2. Major traffic will be re-routed around a damaged area, and a continuous flow of traffic maintained if possible.
3. When evacuation routes are determined, manned (or barricaded) traffic control points will be established along these routes to assist evacuees and to maintain a continuous flow of traffic toward reception centers and/or shelters.

G. Security

1. Security at the scene of an incident will be provided by law enforcement in coordination with the Incident Commander.
2. Primary security will be provided at reception centers, shelters, and feeding facilities as resources permit.
3. Security will be provided by the Sheriff's Office at the Emergency Operations Center, including the press center. Security will also be provided at other key facilities, as need is identified, and personnel are available.
4. The disaster area will be secured by establishing road blocks and setting up barricades at selected locations. Road blocks on major roads will be manned continuously.
5. Access to the disaster area will be limited. Emergency response and other authorized personnel will be required to show identification or travel in a recognized official emergency vehicle before being admitted to the area.
  - a. Others will be admitted only with approval of the Incident Commander, or other officer in authority.
6. Law Enforcement Personnel shall patrol evacuated areas to protect against looting.
  - a. Major businesses and industries within an evacuated area should also consider the use of private security to guard against looting.

H. Critical Incident Stress Debriefing

1. It is the policy of county, municipal, and village law enforcement agencies in Champaign County to offer and encourage attendance of responders at critical incident stress debriefing (CISD) sessions after an emergency.
  - a. The Champaign County Emergency Management Agency maintains a current list and contact information for CISD teams that can be contacted to conduct these sessions. This list is in the Resource Directory.

I. Search and Rescue

1. Search and Rescue functions are performed by different response organizations depending upon the specifics of each situation.
2. Law Enforcement agencies usually take the lead in searches for:
  - a. Missing persons (possibly in coordination with fire and EMS personnel)
  - b. Fugitives
3. Most rescue functions will be handled by fire and EMS personnel.
4. Some incidents may require the use of specialized search and rescue teams.

J. Civil Unrest

1. Law Enforcement agencies may request assistance as needed using standard procedures.

2. In certain situations of civil unrest, additional resources are available with the Ohio National Guard when coordinated through the Ohio Emergency Management Agency
3. Most law enforcement officers have been issued protective clothing in the form of riot helmets and other PPE for such incidents.
4. Protection of by-standers and property is a primary consideration.
5. Most law enforcement agencies have written guidelines dealing with civil disorder and mass arrest situations.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. The Champaign County Sheriff's Office**

1. Maintain law and order
2. Coordinate all law enforcement activities in the county
3. Provide for traffic control and monitor impediments to traffic flow
4. Provide security for key facilities (EOC, courthouse, jail, etc.)
5. Provide 24-hour communications and warning
6. Limit access into controlled areas
7. Provide a hostage negotiator when needed
8. Support evacuation efforts. See Annex J, Evacuation for details
9. Collection of evidence if the emergency is also designated as a crime scene
10. Advise support agencies regarding road access and law enforcement activities within the county
11. Coordinate use of signs, barricades, etc. with the County Engineer for perimeter traffic control
12. Coordinate use of Ohio National Guard personnel

##### **B. Local Law Enforcement**

1. Maintain law and order
2. Provide traffic and crowd control
3. Provide security and limit access to controlled areas
4. Provide communications
5. Provide or arrange for a hostage negotiator as needed
6. Assist in warning and evacuation
7. Collection of evidence if the emergency is also designated as a crime scene
8. Assist other law enforcement agencies

##### **C. Champaign County Prosecutor**

1. Provide guidance to law enforcement on legal requirements, legal procedures etc. during emergencies

##### **D. County Engineer and Township Road Crews**

1. Position and/or provide traffic control devices, such as barricades, covers and lights as requested
2. Provide personnel as available

E. Ohio National Guard

1. Support local law enforcement agencies, when requested

**V. DIRECTION AND CONTROL**

- A. The County Sheriff has authority for law enforcement activities within the county and direct responsibility for such in areas of the county that are not covered by another police agency.
- B. Local Police agencies have authority and responsibility within their respective jurisdictions.
- C. All law enforcement agencies are responsible for coordinating emergency law enforcement activities.
- D. Routine law enforcement activities will be conducted according to standard operating guidelines from usual locations when possible.
- E. EOC Liaison
  1. Agencies are represented in the Champaign County Emergency Operations Center by a liaison. Law Enforcement may require two liaisons in some situations.
    - a. The Champaign County Sheriff will serve, or designate one representative to serve, as a liaison to the EOC.
    - b. The City of Urbana Police Department, or other local police agency, may also need to designate one liaison to the EOC.
  2. Law Enforcement liaison(s) to the EOC will assist in securing resources and setting priorities, along with coordinating activities between the various agencies.
    - a. Coordination between law enforcement units will be managed through the law enforcement officer in charge of each agency.

**VI. CONTINUITY OF GOVERNMENT**

- A. The lines of succession for the Law Enforcement Liaison(s) to the EOC shall be as follows:
  1. Champaign County Sheriff
    - a. Chief Deputy
  2. Local Police Chief
    - a. Lieutenant
    - b. Sergeant
- B. Protection of Vital Records

All records essential to the continuation of government and law enforcement functions will be secured and protected. Refer to Appendix 3, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan.
- C. Protection of Government Resources

Refer to Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel, in Annex N, Resource Management.

**VII. ADMINISTRATION AND LOGISTICS**

- A. General

## Annex E (Law Enforcement) to the Champaign County Emergency Operations Plan

1. Emergency authority granted to law enforcement officials will be as described in the Ohio Revised Code 311.07.
2. Each law enforcement agency in Champaign County maintains current maps and notification/recall rosters.

### B. Logistical Support

1. Logistical support for food, water, emergency power, lighting, fuel, etc., for law enforcement response personnel will be coordinated through the law enforcement liaison within the activated EOC.
2. Resource lists are maintained by each law enforcement agency within the county.
3. The Champaign County EMA maintains a resource manual and may provide additional sources for needed support.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Champaign County Sheriff and the City of Urbana Police Chief are co-signers of this annex. They are responsible for coordinating with the Emergency Management Director for the review and update of this annex, including submitting new/updated information with all necessary changes and revisions.
- B. Revisions will be made when deficiencies are identified through exercises, actual occurrences, or a change in recommended practices as recognized by the chief executives of the law enforcement agencies in Champaign County or the EMA Director.
- C. The EMA Director will coordinate, publish and distribute this annex and will forward all revisions to the appropriate organizations.
- D. All involved agencies are responsible for developing and maintaining standard operating guidelines (SOGs), mutual aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and resource inventories.

## IX. AUTHORITIES AND REFERENCES

### A. Authorities

311.07 Ohio Revised Code- General Powers and Duties of Sheriff

### B. References

Champaign County Sheriff's Office Standard Operating Guidelines

## X. ADDENDA

None



**XI. AUTHENTICATION**

_____ Champaign County Sheriff	_____ Date
_____ Village of St. Paris Police Chief	_____ Date
_____ Village of Mechanicsburg Police Chief	_____ Date
_____ City of Urbana Police Chief	_____ Date
_____ Champaign County EMA Director	_____ Date

FIRE AND RESCUE – ESF #4
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## **I. PURPOSE**

This annex establishes the policy for fire and rescue operations when coordinating response during emergencies in Champaign County.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. There are 9 fire departments in Champaign County, one of which is a full-time paid department with the remainder being a mix of part-time and volunteer staffs.
2. Ohio law mandates the use of the Incident Command System. The first arriving fire unit will assess the situation and implement components of ICS as needed.
3. The Incident Commander (IC) manages organizational resources and response personnel at the scene of an emergency.
4. The IC will coordinate its activities with the fire representative in the Champaign County EOC, when it is activated.

### **B. Assumptions**

1. Champaign County Fire personnel and equipment will be able to handle most emergencies through the use of existing mutual aid agreements.
2. If local agencies and mutual aid cannot handle the needed response, the Incident Commander will contact Columbus Fire Department and request support through The Ohio Fire Chiefs Association Emergency Response Plan.
3. Additional support can be obtained from the state and federal government through the Champaign County EOC.

## **III. CONCEPT OF OPERATIONS**

### **A. Incident Command**

1. Use of an Incident Management System is required by Ohio Administrative Code Section 4123:1-21-07 for all emergency operations. Ohio has adopted the Wild-land Fire Model of the Incident Command System as its basis for incident management.

### **B. Response Overview**

1. During emergencies, fire departments may be called upon to perform the tasks that they perform in day-to-day operations as well as additional tasks. Operations will have to be coordinated with other emergency response organizations.
2. Responders on scene and other agencies having a response role will communicate through the use of radio or other means necessary as described in their agency SOGs.
3. Search and Rescue - Search and rescue functions are performed by different response organizations depending upon the specifics of each situation.
  - a. Search - Fire service personnel will usually take the lead in searches of:

- 1) Collapsed or damaged buildings
  - 2) Areas devastated by disasters (man-made or natural)
  - 3) Contaminated or unsafe areas
  - 4) Fire service personnel will support searches for missing or endangered persons, which will generally be directed by law enforcement.
- b. Rescue – Fire departments bear the primary responsibility for conducting rescue operations. Departments should provide for the capability of rescue operations, whether conducted on their own, or through mutual aid support. Most departments have some equipment, although each one is unique in inventory and training. Following are some items used in rescue operations:
- 1) Airbags
  - 2) Rescue tools, such as: hydraulic cutters, spreaders, and rams
  - 3) Cribbing and shoring materials, and jacks
  - 4) Saws, torches, and other cutting devices
  - 5) Thermal Imaging Cameras
  - 6) Scene lighting
  - 7) Portable Global Positioning System (GPS)
- c. Specialized Search and Rescue Teams - Some incidents may require the use of specialized teams and equipment. These may include, but not be limited to:
- 1) Rope Rescue – There is one organized team for conducting rope rescue operations in the county. Other departments have some equipment and training in this area.
  - 2) Water Rescue & Dive Team – There is no organized team for conducting water rescue and dive activities. Some departments have boats and/or cold water/ice rescue equipment.
  - 3) Confined Space/Trench Rescue – There is one official team for confined space rescue in Champaign County, although some equipment exists.
  - 4) Heavy Equipment Rescue – There is no team for heavy rescue in Champaign County. The EMA Office maintains a resource list with contact information for companies that can provide this type of equipment.
  - 5) Urban Search and Rescue (USAR) - Ohio has several USAR teams located around the state. These teams may provide assistance during declared emergencies. A request must be submitted through the Champaign County EMA Office to Ohio EMA.
4. Decontamination procedures for hazardous material events are addressed in the Annex Q - Hazardous Materials.
5. Scene Stabilization – During major emergencies the fire service may require support from outside entities to assist in stabilizing a disaster site. This may include, but not be limited to:
- a. Public Works/Highway Department support to clear access to the incident scene and provide heavy equipment as requested
  - b. Emergency Medical Service support for triage, treatment, and transportation of victims
  - c. Law Enforcement support for scene security and perimeter enforcement

6. Upon request from the chief of a Fire, EMS, or Law Enforcement agency the Champaign County EMA will arrange Critical Incident Stress Debriefing (CISD).

C. Planning Overview

1. Each fire department in Champaign County is responsible to have developed standard operating guidelines and training that addresses fire fighting practices, techniques, incident command.
  - a. The following items should be addressed in organizational Standard Operating Guidelines:
    - 1) Fire suppression
    - 2) Victim rescue
    - 3) Hot zone / evacuation area
    - 4) Warm zone / safety buffer area
    - 5) Activating staging areas
    - 6) Confined space rescue
    - 7) Heavy equipment rescue
    - 8) River rescue
  - b. Several agencies have specialized training in rescue for specific hazards including fighting chemical fires, rope rescue, and water rescue. They have developed SOGs to address these additional capabilities.
  - c. Fire Department plans should allow them to expand to incorporate outside response and support organizations when local abilities are limited or exhausted.
2. County planning efforts will require input from a fire service representative. The President of (or their designee) the Champaign County Firefighters Association will be the primary fire service contact for Emergency Management planning and project work.
  - a. If the President is unable to attend daytime meetings, the EMA Director will contact another member of the Association to assist in these efforts.
    - 1) In the event that an alternate contact is necessary, the President and Association membership will be notified of who is selected.
  - b. Results of these efforts will be reported to the Champaign County Firefighters Association.
3. Hazard specific annexes in the Champaign County EOP address specific responsibilities for fire departments. These include but are not limited to the following:
  - a. Annex Q - Hazardous Materials
  - b. Annex P - Terrorism

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. The Chief Executive Officers are charged with ensuring the people of their jurisdiction have fire protection.
2. Many jurisdictions in Champaign County have their own fire department; however some are served through a contract with a neighboring area. See Tab 1, for a listing of Champaign County Fire Departments.

3. Fire departments operate under a para-military structure. They are lead by officers including a Chief, Assistant-Chief (s), Captains and Lieutenants.
4. The Champaign County Firefighters Association provides a means for the various departments to come together and receive information on developing programs, discuss issues, and coordinate support of countywide activities (such as the County Fair).

B. Assignment of Responsibilities

1. General Fire Service Responsibilities

- a. The Fire Chief of each organization, or his/her designee shall:
  - 1) Establish and maintain Standard Operating Guidelines.
  - 2) Cooperate in the development and update of the countywide mutual aid agreement.
  - 3) Ensure that departmental equipment and training are maintained according to standards established by the Ohio Administrative Code and The State Fire Marshall's Office.

2. On-Scene Fire Service Responsibilities

- a. First Fire Department on the Scene/Incident Commander
  - 1) Activate the Incident Command System as required
  - 2) Direct firefighting and rescue operations
  - 3) Prioritize the assignment of personnel and equipment to emergency sites
  - 4) Activate mutual aid as needed
  - 5) Designate staging areas for equipment and personnel
  - 6) Assign a liaison for fire and rescue to the activated EOC
  - 7) Establish and maintain ongoing communications to the Champaign County EOC
  - 8) Request investigative personnel as needed
- b. Fire Departments providing mutual aid
  - 1) Support the Incident Command System as required.
  - 2) Support firefighting and rescue operations
  - 3) Provide personnel and equipment to emergency sites.

3. Support Agency Responsibilities

- a. Law Enforcement within the jurisdiction
  - 1) Provide traffic control and security for firefighting and rescue operations as needed.
  - 2) Support investigative and evidence collection efforts as necessary
- b. Champaign County Emergency Management Agency
  - 1) Support firefighting and rescue operations through EOC activation
  - 2) Coordinate requests for state and federal assistance
  - 3) Coordinate resource support for the response, as requested

## V. DIRECTION AND CONTROL

- A. Fire service organizations are responsible for operations within their respective jurisdiction. Routine operations will be handled by standard procedures.
  - 1. Incident Command will be established to coordinate the response to emergencies. Standard incident command practices may need to be adapted to accommodate the distinct needs of the situation. This can be done by using either of the following variations of incident command:
    - a. Area Command may be used when an incident is not site specific, not immediately identifiable, is geographically dispersed, and evolves over time. This may be particularly useful during public health emergencies and certain natural disasters.
    - b. Unified Command may be used in incidents involving multiple jurisdictions or response agencies. This provides a coordinated management team for larger scale incidents when more than one agency has authority and responsibility for an event.
  - 2. The first fire chief, or senior fire official, at the scene of the emergency will implement the Incident Command System (ICS) and will serve as the Incident Commander (IC) unless he/she designates an alternate IC.
    - a. During civil emergencies (riots and terrorist incidents) law enforcement officials for the affected jurisdiction will set up Incident Command.
  - 3. An incident command post will be established in an area near the response, but located at a safe distance. Command posts will be identified by a green flashing light during hours of darkness and a green flag during daylight hours, or through a radio call.
  - 4. The Incident Command System has considerable internal flexibility and can grow or shrink to meet different needs. The organization of ICS is built around the following five major management activities all or part of which may be activated by the Incident Commander.
    - a. Command - Command sets objectives and priorities and has overall responsibility at the site of the incident or event.
    - b. Operations - This ICS activity conducts and develops tactical objectives and directs resources.
    - c. Planning - The planning element of ICS develops the Action Plan to accomplish the objectives, collects and evaluates information and maintains the status of resources.
    - d. Logistics - Logistics provides support to meet incident needs and provides resources and all other services needed to support the incident.
    - e. Finance and Administration - This element of ICS monitors costs related to the incident, provides accounting, procurement, time recording and cost analysis.
  - 5. A Safety Officer is assigned by the Incident Commander at the initiation of each incident. He serves on the Command Staff within the Incident Command Structure and recommends measures for assuring personnel safety. He or his staff also address the following:
    - a. Anticipation of hazardous or unsafe situations
    - b. Advising responders on safety procedures
    - c. Halting unsafe operations

- d. Directing assistance for responders suffering heat stress, dehydration, and fatigue. The safety officer will coordinate with EMS to monitor stress and fatigue of responders.
    - e. Providing a system of accountability for on-scene personnel operating in/around the immediate hazard area.
  - 6. Incident Command will conduct an initial damage assessment and use the information to make protective action decisions and establish response priorities.
    - a. Information from the assessment will be provided to the Champaign County EOC, when activated.
  - 7. Incident command will constantly monitor the emergency scene in order to apply the most effective response and recovery efforts.
  - 8. During certain incidents or major emergencies, the Incident Commander or his designee may notify the Champaign County Emergency Management Director of the activation of ICS and maintain communications with Champaign County EMA as needed to update the status of the emergency.
    - a. During response to an EPA reportable hazardous materials release the Local Emergency Planning Committee (LEPC) must be notified of the release within 30 minutes. In Champaign County, the EMA Director serves as the emergency coordinator for the LEPC and is the point of contact.
  - 9. The Incident Commander, either personally or through his/her command staff, will determine the need and usage, or lack thereof, for unaffiliated individual volunteers or volunteer groups who arrive unexpectedly at the scene.
- B. ICS/EOC Coordination
  - 1. Incident commanders will relay regular reports to the EOC.
  - 2. The EOC will support Incident/Unified Command through planning, responses to resource requests, and other efforts as agreed.
  - 3. State and/or Federal officials needing to function at the scene will report to the Incident Commander for a situation briefing and integration of their response into the Incident Action Plan.
- C. EOC
  - 1. The Incident Commander will send a representative to the EOC upon its activation. The EOC Fire Representative will advise decision makers and act as a liaison between fire organizations and EOC representatives for material and personnel support.
  - 2. If the EOC has not been activated, the Incident Commander may request activation by contacting the Champaign County Emergency Management Director.
  - 3. The Incident Commander may request additional resources or support by contacting the activated EOC.
    - a. These requests may be made when local assets have been exhausted, become limited, or do not exist for that capability.
    - b. This includes planned for State, Federal, or private support.
  - 4. The IC will relay reports on the status of the emergency to include the number of casualties, injuries, extent of damage, potential for evacuation, radiation/chemical exposure levels and support requirements to the EOC. Future effects of a disaster will be monitored by the IC staff.

D. On-Scene Command

1. The internal resources of all departments will be managed through individual departmental procedures and policies.
2. In the event of the activation of mutual aid, the IC will establish a chain of command to integrate and manage fire and rescue resources from other responding jurisdictions.

**VI. CONTINUITY OF GOVERNMENT**

A. Line of Succession

1. Fire Response
  - a. Fire Chief
  - b. Highest Ranking Fire Official
  - c. Fire Official Designated to Serve
2. EOC Fire Representative
  - a. As designated by the Incident Commander

B. Relocation and Safeguarding of Vital Records

1. Refer to Appendix 3, Procedures for the Relocation of Vital Records in the Basic Plan and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel, in Annex N, Resource Management.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Reports and records of fire service activities during an emergency/disaster will be collected and maintained by the individual Fire Departments.
  1. Copies of these records will be provided to the EMA Office upon request following declared emergencies for the purpose of complete recordkeeping and possible reimbursements.
- B. Mutual Aid Agreements between fire and related organizations are maintained by the fire departments.
  1. Mutual Aid will be activated in accordance with procedures set down in the agreements between the fire/rescue organizations.
- C. Each fire service organization in Champaign County maintains up-to-date internal personnel notification and recall rosters.
- D. Each fire/rescue organization is responsible for arranging necessary support of their response for food, water, fuel and emergency power.
  1. Requests for support can be directed to the local Red Cross Chapter, or the EMA office.
  2. During declared events, these items can be coordinated through the EOC.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The President of the Champaign County Firefighter's Association, or his/her designated alternate contact, is responsible for coordinating with the Emergency Management



Director for the review and update of this annex, including submittal of new/updated information for necessary changes and revisions.

1. Updates will be made when deficiencies are identified through exercises, actual occurrences, or a change in recommended practices as recognized by the chief executives of the fire service agencies in Champaign County or the EMA Director.
  2. When revisions are proposed, they will be provided to the Fire Chiefs in Champaign County for review and comment before final publication.
- B. The EMA Director will coordinate, publish and distribute this annex and will forward all revisions to the appropriate organizations.
- C. All fire departments are responsible for developing and maintaining Standard Operating Guidelines (SOGs), mutual aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and resource inventories.

## **IX. AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. The State Fire Marshall's
2. Ohio Administrative Code 4123:1-21 – Fire Department Occupational Safety and Health

### **B. References**

1. National Fire Protection Association (NFPA) 1500 - Fire Department Occupational Safety and Health
2. Ohio Fire Academy Incident Command System Training
3. Ohio Fire Chief's Association – Ohio Fire Service Emergency Response Plan

## **X. ADDENDA**

- A. Tab 1 – Champaign County Fire Department Matrix

## **XI. AUTHENTICATION**

\_\_\_\_\_  
Signature: Champaign County Firefighter's  
Association, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Champaign County EMA Director

\_\_\_\_\_  
Date

Annex F, Tab 1 – Champaign County Fire Department Matrix

<b>Dept. #</b>	<b>Fire Department/District</b>	<b>Status</b>	<b>Location</b>
1	Adams Rosewood Fire Department	Volunteer	Rosewood
2	Box 13 Fire Associates (Auxiliary)	Volunteer	Urbana
3	Catawba-Pleasant Township Fire Department	Volunteer	Catawba
4	Christiansburg Fire Company(private)	Volunteer	Christiansburg
5	German Township Fire Department	Volunteer	Station #78 Springfield Station #57 Tremont City
6	JSP Fire District	Volunteer	St. Paris
7	Mechanicsburg Fire Department	Volunteer	Mechanicsburg
8	Moorefield Township Fire Department	Volunteer	Springfield
9	Northeast Champaign County Fire District	Volunteer	North Lewisburg
10	West Liberty Fire Department	Volunteer	West Liberty
11	Urbana Fire Fighters Local 1823	Volunteer	Urbana
12	Urbana Fire Division	Paid	Urbana
13			

<b>ENGINEERING &amp; PUBLIC WORKS – ESF #3</b>
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## **I. PURPOSE**

The purpose of this annex is to outline duties and responsibilities of the engineering, utility and public work segments of the county in the event of a major emergency.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Disasters could cause any or all of the following disruptions to public works functions: roads and bridges damaged or blocked by debris, downed power lines, disruptions to communications, wastewater discharges, broken water mains, and ruptured underground storage tanks.
2. Structures affected by a hazard may require reinforcement, demolition, inspections, or isolation to ensure safety. All agencies or utilities with responsibilities in this plan will conduct inspections of their lines and equipment, as needed, prior to allowing the general public to return to the impacted area.
3. Debris removal and hauling from urban, rural, and industrial sites are common emergency activities following many emergencies.
4. The Office of the Champaign County Engineer is located at 428 Beech Street Urbana, OH. The City of Urbana engineering department is located at 217 S. Main Street, Urbana, OH.
5. The following city, villages and townships have sanitation departments:
  - a. City Of Urbana
  - b. Village of Mechanicsburg
  - c. Village of Saint Paris
  - d. Village of North Lewisburg
  - e. Village of Christiansburg
6. The following city, villages and townships have engineering and/or street departments:
  - a. Engineering Departments: Engineering services are performed by the Champaign County Engineer and the City of Urbana Engineer.
  - b. Water Departments: City of Urbana provides water services for the City of Urbana. The City of Urbana provides sanitation services for the City of Urbana.
  - c. Village of Mechanicsburg
  - d. Village of Saint Paris
  - e. Village of North Lewisburg
  - f. Village of Christiansburg
  - g. Adams Township
  - h. Concord Township
  - i. Goshen Township
  - j. Harrison Township
  - k. Jackson Township

## Annex G – (Engineering & Public Works) to the Champaign County Emergency Operations Plan

- I. Johnson Township
  - m. Mad River Township
  - n. Rush Township
  - o. Salem Township
  - p. Union Township
  - q. Urbana Township
  - r. Wayne Township
- 7. The following state-level departments have offices/facilities in Champaign County and may assist, within their jurisdictional capabilities.
  - a. The Ohio Department of Transportation (Garage) is located at South Edgewood, Urbana, Ohio.
  - b. The Ohio Department of Natural Resources (ODNR), located at 2040 Morse Road, Columbus, Ohio.
- 8. The following electric utility carriers service Champaign County:
  - a. DP&L
  - b. Pioneer Rural Electric
- 9. The following gas utility carrier services Champaign County:
  - a. Columbia Gas Company, (HQ at Smithfield PA)
- 10. The following telephone companies service Champaign County:
  - a. AT&T
  - b. CT Communications
  - c. SBC
  - d. Verizon
  - e. ALLTAL
  - f. Windstream
  - g. Sprint (Embarq Corp.)
- 11. The following pipeline companies have underground pipelines running through Champaign County:
  - a. BP Oil, Buckeye Pipeline Company
  - b. Columbia Gas Transmission
  - c. DP&L
- B. Assumptions
  - 1. Engineering and public works equipment and personnel will be available during disasters.
    - a. Equipment in the immediate disaster area may be damaged or inaccessible.
    - b. Resources may have to be deployed from outside the affected area in order to ensure an effective response.
  - 2. Local departments may not have sufficient resources to cope with a major disaster.
    - a. In the event of a large incident, assistance from state and federal agencies may be required.

- b. Local contractors may provide additional resources to backup engineering and public works recovery efforts.
- 3. Public utilities may be partially or fully inoperable following an emergency.
  - a. Life-saving and human health issues will have priority in engineering, public works, and utility missions.

### **III. CONCEPT OF OPERATIONS**

#### **A. Overview**

- 1. The Champaign County Engineer may activate mutual aid with adjacent counties when additional emergency resources are needed.
  - 2. When state, federal, or private resources arrive in Champaign County to assist in engineering and public works, the Champaign County Engineer and/or the City of Urbana Engineer will act as their local contact depending upon the location of the activity.
  - 3. Repair and restoration needs of local roads, bridges, and culverts will be identified, prioritized, and coordinated by the entity responsible for completing the work according to the Engineer's prioritization of roads.
    - a. The County Engineer's Office and jurisdictional street departments will provide priority service to clearing of debris, snow, and ice from roadways in order to provide safe routes for emergency services and access to shelters, as necessary.
    - b. Road-closures and establishing alternate routes may be necessary while emergency crews are repairing the structure or removing debris.
- B. The prioritization for restoring electrical power following an emergency is based upon a standard called Priority Customers and follows this order.
- 1. Restoring live wires that are down
  - 2. Restoring electricity to the largest number of residents possible
  - 3. Restoring power to hospitals
  - 4. Restoring power to fire stations and law enforcement
  - 5. Restoring power to other utilities
  - 6. Addressing specific problems at individual residences

### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

- 1. Champaign County
  - a. The County Engineer will be the overall coordinator of engineering and public works functions in the event of a major emergency in the county.
  - b. The County Engineer's Office consists of approximately 35 employees.
  - c. The commercial building authority is the Logan, Union, Champaign Regional Planning Commission building inspectors. The Map Room for the county is part of the County Engineer's Office. There is no residential building authority in Champaign County.
- 2. City of Urbana
  - a. The following departments of the City of Urbana are a part of the engineering and public works functions. These offices work under the auspices of the Services Director.
    - 1) The City Engineer's Department
    - 2) The City Water Pollution Department Supervisor

- 3) The City Street Superintendent
- 4) The City Water Department Superintendent
- 3. Townships and Villages
  - a. All townships and villages have at least one employee charged with responsibility for infrastructure maintenance, or contract for such services.
- 4. Private sector sources may be requested to supplement engineering and public works staffs in a large-scale emergency. Due to cost factors, State and Federal resources will be requested first during major disasters.
  - a. All private utilities (carriers) cited above, maintain a staff of emergency service and repair personnel (with incident-specific equipment) for 24-hour restoration of services in emergency situations. In addition, any of these firms will also maintain agreements with competitors, primary and sub-contractors for service restoration assistance. These agreements are established and maintained by individual contractors and corporations and will be enacted only upon a specific (conditional) situation or request.
- B. Assignment of Responsibilities
  - 1. Champaign County Engineer
    - a. Coordinate engineering and public works activities.
    - b. Direct assigned response staff and volunteers in performing emergency functions.
    - c. Identify local private contractors who can provide backup support.
    - d. Develop and maintain resource lists for engineering materials and equipment.
    - e. Develop and maintain SOGs for engineering emergency response functions.
    - f. Participate in the development and execution of emergency exercises.
    - g. Determine the safety of emergency operations facilities, public shelters, and Reception and Care Centers in a post-disaster environment in which those buildings may have been damaged.
    - h. Determine the safety of evacuation routes.
    - i. Serve on, or designate a representative to, Damage Assessment and Debris Management Teams.
    - j. Designate staging areas for engineering equipment.
  - 2. County Engineer's Office
    - a. Repair roads and bridges.
    - b. Remove ice, snow, and debris from roadways.
    - c. Support debris and garbage disposal operations.
    - d. Perform damage assessment operations.
    - e. Provide engineering services and advice.
    - f. Store and provide fuel for emergency vehicles.
    - g. Support heavy equipment rescue needs.
    - h. Maintain contact with the Engineer's liaison at the EOC.
    - i. Update county maps.
    - j. Support traffic control efforts with equipment and personnel.
    - k. Clear blocked water ways and storm drains.

- l. Provide generators as needed for emergency response and recovery operations.
  - m. Inspect and designate hazardous structures.
  - n. Designate staging areas for engineering equipment.
  - o. Identify disposal locations for vegetative debris.
  - p. Provide code officials to inspect or assist in inspections and evaluation of residential structures.
  - q. Assist in large equipment decontamination operations.
  - r. Participate in development and execution of emergency exercises.
3. City of Urbana Safety Services Director
- a. Coordinate engineering and public works activities within the City.
  - b. Direct assigned response staff and volunteers in performing emergency functions.
  - c. Following are the City public works departments reporting to the Services Director and a list of their responsibilities:
    - 1) City Engineer's Department
      - a) Provide engineering services and advice.
      - b) Supervise repair and reconstruction of damaged facilities.
      - c) Determine the safety of evacuation routes (including airstrips/airports).
      - d) Inspect affected structures and identify hazards.
      - e) Train staff and volunteers to perform emergency functions.
    - 2) City Street Department
      - a) Repair and maintain streets.
      - b) Perform damage assessment, as necessary.
      - c) Clear debris in an emergency within limitations.
      - d) Assist in decontamination work within limitations.
      - e) Provide equipment and operators as needed.
      - f) Drain flooded areas.
      - g) Support fire department in decontamination of large equipment.
      - h) Maintain contact with the EOC.
    - 3) Water and Wastewater Departments
      - a) Maintain storm sewers.
      - b) Maintain water pressure.
      - c) Provide potable water.
      - d) Coordinate with Health Department for water testing.
      - e) Decontaminate water system within limitations.
      - f) Assess damages.
      - g) Maintain contact with the EOC.
4. Township Road Crews
- a. Maintain and repair township roads.

- b. Clear debris in an emergency.
  - c. Provide equipment and operators (as available).
  - d. Assess damages.
  - e. Maintain contact with the EOC.
- 5. Sanitation Departments
  - a. Coordinate protection of sewage systems from the effects of emergencies.
  - b. Maintain vital services.
  - c. Obtain additional equipment needed for debris removal.
  - d. Monitor sewage systems during floods and hazardous material releases.
  - e. Provide temporary sanitary facilities as necessary.
- 6. Water Departments
  - a. Coordinate protection of the water supply from the effects of major disasters.
  - b. Determine location and extent of any main breaks.
  - c. Assist other departments with water main breaks.
  - d. Coordinate with utility companies for shutting down water lines and pumping out flooded areas.
  - e. Arrange for potable water supplies until water service is restored.
  - f. Coordinate utility start-up procedures with maintenance personnel and utility companies.
  - g. Coordinate with fire and police officials for needed evacuations.
- 7. All Electric Power Utilities
  - a. Determine extent of a power failure and report information to the County EMA.
  - b. Coordinate for support of emergency power at hospitals, nursing homes, and for individuals with identified emergency power needs.
  - c. Provide security at sites to prevent unauthorized entry.
  - d. Assist with fire prevention related to downed lines.
  - e. Activate in-house emergency response plans.
  - f. Advise the EOC regarding alternate communications and warning systems until power is restored.
  - g. Follow standard prioritization lists for restoration of service.
  - h. Coordinate shut-down and start-up procedures.
- 8. Gas and Pipeline Companies
  - a. Notify fire departments of ruptured lines.
  - b. Determine extent of risk area and coordinate with fire and law enforcement for evacuation if needed.
  - c. Coordinate with other utilities and fire departments in shutting down systems that might present additional hazards.
  - d. Ensure that site is ventilated to disperse accumulations of natural gas.
  - e. Assist emergency forces in erecting barricades.
  - f. Coordinate utility start-up procedures.



- g. Provide security at sites to prevent unauthorized entry.
- C. Engineering, utility and public works personnel are dispatched from their own locations.
  - 1. Dispatch can be moved to the Emergency Operations Center (EOC) if the primary dispatch point is in a hazardous area.

## **V. DIRECTION AND CONTROL**

- A. The County Engineer or his designee will relocate to the Emergency Operations Center, as needed, during an emergency to advise decision makers and coordinate response efforts with utilities, municipal and village departments, state, federal, and volunteer organizations.
  - 1. If the Engineer must be at the site of the emergency, he will appoint a senior employee to represent him at the EOC.
- B. Internal resources of all operating departments will be managed by individual departmental procedures and policies.
- C. Each responding organization will communicate directly with its own field forces, and in turn will keep the Emergency Operations Center informed of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) during emergency operations.

## **VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the County Engineer (who will serve as the primary coordinator for engineering and public works in the EOC) is:
  - 1. The County Engineer
  - 2. Chief Deputy Engineer
  - 3. Succession of authority for water departments, street departments, sanitation departments and utility personnel are contained in organizational SOGs.
  - 4. Refer to Appendix 3, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Additional equipment or services needed to address an emergency by county/municipal responders will be requested through the Public Works liaison in the activated EOC.
  - 2. If the EOC is not activated, requests for additional equipment or services needed to address an emergency will be made to the County Commissioners (for a county agency) or the Chief Executive Officer or other appropriate authority of the jurisdiction.
  - 3. The Champaign County EMA Resource Manual lists equipment and services in the county. The Public Works Liaison will assist organizations in the cooperative use of equipment and personnel.
  - 4. Areas needing assistance in utility restoration, debris removal, flood drainage, sanitation and related areas will be plotted on maps in the EOC and prioritized for response.
  - 5. Engineering, utility, and public works responders will provide information for the After Action Report as requested by the County Emergency Management Director.

6. Requests for mutual-aid assistance from adjacent counties and assistance from the state and federal government for engineering and public works will be made through the Public Works Liaison in the activated EOC.

**B. Logistics**

1. Responders will coordinate the placement of work crews, supply lines, staging areas and emergency command centers.
2. All responding organizations will provide regular reports to the EOC Coordinator on their location, activities and status at the site.
3. Logistical support for the dispatch points, including food, water, emergency power, fuel and lighting will be provided internally by the organizations. Support will be given by the EOC when internal resources are exhausted.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Champaign County Engineer (in cooperation with the organizations listed in this Annex and the County Emergency Management Director) is responsible for updating this annex based on deficiencies identified through drills and exercises and changes in government structure and emergency organizations.
- B. The Champaign County EMA Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.

**IX. AUTHORITIES AND REFERENCES**

**A. Authorities**

1. Ohio Revised Code Chapter 315

**B. References**

1. Not used.

**X. ADDENDA**

- A. Not used.

**XI. AUTHENTICATION**

\_\_\_\_\_  
Champaign County Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Urbana Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County EMA Director

\_\_\_\_\_  
Date

<b>PUBLIC HEALTH – ESF #8</b>
-------------------------------

## **I. PURPOSE**

The purpose of this annex is to provide for public health services during emergency situations. Factors such as disease control, water quality and sanitation are considered.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Complications affecting the health of the community including diseases, sanitation problems, and the contamination of food and water may occur as a result of emergencies.
2. The Champaign Health District is a county-wide Public Health Agency serving all communities. The offices are located 1512 U.S. Highway 68, Suite Q100 in the City of Urbana.

### **B. Assumptions**

1. This annex applies primarily to large-scale disasters which would have an impact on the health of the citizens in Champaign County.
2. Although health problems are associated with disasters, there is an adequate local capability to meet the demands of most situations. When necessary, support will be available from State and Federal Health Agencies.

## **III. CONCEPT OF OPERATIONS**

### **A. General**

1. The Champaign Health District is regulated by local, State and Federal laws. The Champaign County Board of Health appoints the Health Commissioner, and advises and assigns additional responsibilities.
2. The Champaign Health District is responsible for assessing the hazard relating to any existing or anticipated public health threats and the environmental impact of an event.
3. The Champaign Health District will work within the Incident Command or Unified Command structure, covering responsibilities as determined by the type and scope of the event.
4. During emergencies, the Champaign Health District may obtain additional resources from the Regional Medical Response System (RMRS) Region, surrounding counties, the Ohio Department of Health, the American Red Cross, and established listings of volunteers.
5. Please refer to Annex Q - Hazardous Materials for public health response and recovery activities needed for hazardous materials.
6. Response in any emergency will follow established procedures.
7. The Champaign Health District administers a Heat Advisory Plan for protection of the public during extreme temperature conditions. The plan addresses public information, cooling centers, and coordination with utility companies.

- B. The Champaign Health District has three major areas of responsibility:
  - 1. Public Health Nursing
    - a. TB control, Help me Grow & The Bureau of Children with Medical Handicaps, the investigation of communicable disease and control, immunizations, and a wide variety of clinical services.
  - 2. Environmental Health and Sanitation
    - a. Responsibility for inspections of mobile home parks, swimming pools and beaches, food services and vending operations, household sewage disposal systems, water supplies, and schools. This section is responsible for rabies control and investigates nuisance reports.
    - b. Consumer protection, solid waste storage and collection, and mosquito control/surveillance.
  - 3. Vital Statistics
    - a. Responsible for recording births and deaths within Champaign County.
- C. Mobilizing Procedures
  - 1. When an incident occurs, requiring response by health district personnel, the Health Commissioner is notified. An on-call procedure is established and is included as part of the health district's internal Emergency Response Plan.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. Organization
  - 1. The Health Commissioner is the authority responsible for decisions and actions taken during emergency response situations.
  - 2. A management team has been established within the Health District to make decisions in the absence of the Health Commissioner.
- B. Assignment of Responsibilities
  - 1. Health Commissioner
    - a. Provide direction and control for health activities during emergencies.
    - b. Report to or provide a liaison for the county EOC, when activated
    - c. Implement the Public Health Annex when necessary.
    - d. The Champaign County Health Commissioner will coordinate with the PIO in the Champaign County EOC concerning releases made to the public. This could include information on protective actions during a public health emergency.
    - e. Declare limitations on movement, or quarantine, as deemed necessary during a public health emergency, when the Board of Health is inaccessible or cannot meet in a timely manner, per Champaign Health District Resolution # 06-05-62.
  - 2. Champaign Health District
    - a. Declare limitations on movement, or quarantine, as deemed necessary during a public health emergency.
    - b. Will evaluate the potential health risks associated with the hazard and recommend appropriate corrective measures.
    - c. Develop resource plans for health services.

## Annex H (Public Health) to the Champaign County Emergency Operations Plan

- d. Inspect for purity and usability and quality control of vital food stuffs, water, drugs, and other consumables.
  - e. Coordinate with the public works or sanitation departments, as appropriate, to ensure an effective sewage system, and sanitary garbage disposal.
  - f. Establish preventive health services, including the control of communicable diseases.
  - g. Provide epidemiologic surveillance, case investigation, and follow-up.
  - h. Monitor food handling, mass feeding and sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding facilities.
  - i. Ensure adequate sanitary facilities are provided in emergency shelters.
  - j. Implement action to prevent or control vectors such as flies, mosquitoes, rodents, and work with veterinarians to prevent the spread of disease through animals.
  - k. Coordinate with neighboring areas and the Ohio Department of Health on matters requiring assistance from other jurisdictions.
  - l. Coordinate health-related activities among other local public and private response agencies or groups (to include veterinarians).
  - m. Activate Heat Advisory Plan and release appropriate public information.
  - n. Activate mass vaccination/prophylaxis plan as necessary.
  - o. Coordinate operations for general or mass emergency immunizations or quarantine procedures.
  - p. Burial sites that have been unearthed or destroyed due to an emergency will be recovered and replaced either through contracts by the elected heads of affected jurisdictions and/or with state and federal assistance. A review of death certificates will be used to confirm identification.
  - q. The Champaign County Health District has authority for issues involving sick or dead animals.
  - r. Coordinate with the public works or water departments, as appropriate, to ensure an effective water system, and locate potable water sources when needed.
3. Hospital/Regional Health Centers
- a. Maintain liaison with Health officials.
  - b. Provide nursing care, hospitalization, and communications as needed / available.
  - c. Provide liaison to the EOC.
  - d. With the cooperation of the Public Information Office and Red Cross, establish information center to disseminate status of injured, missing and deceased individuals to their families.
  - e. Assist in the establishment of a temporary morgue, if needed.
  - f. Mercy Hospital does not have the ability to determine the radiation exposure levels an individual has received. The Health Center has the capability to treat exposed victims.
  - g. Mercy Hospital has the necessary protective clothing for extremely hazardous materials. They also possess the necessary training, equipment and antidotes to perform tasks in a chemical environment.

4. Red Cross
  - a. Provide nursing staff as available.
  - b. Handle inquiries and inform families on the status of individuals injured or missing due to the disaster.
5. School Systems
  - a. Provide available school facilities for emergency medical clinics and reception and care centers.
6. Ohio Department of Health
  - a. Provide support to the Health District as requested.
  - b. Provide supplies and resources as requested.
  - c. Provide lab services for analysis of samples.
7. Ohio EPA
  - a. Monitor contamination and pollution of public water supplies.
8. Other agencies, departments, and organizations
  - a. Provide support services as available, including but not limited to: transportation, resources, supplies, and personnel.

## **V. DIRECTION AND CONTROL**

- A. EOC Activation
  1. The Health Commissioner, or his/her designee, will report to the County EOC upon its activation to coordinate response efforts for health-related activities, advise decision-makers, and maintain contact with other emergency response groups.
  2. Procedures and policies have been developed for management of Health District resources during emergencies.
  3. Emergency field staff (Sanitarians and Nurses) will report all appropriate information regarding their operations to the EOC.

## **VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the Health District is as follows:
  1. The Champaign County Health Commissioner
  2. Director of Environmental Health Division
  3. Director of Nursing Services

## **VII. ADMINISTRATION AND LOGISTICS**

- A. During an emergency, the Health District will utilize all local resources. If additional assistance is required the Ohio Department of Health will be contacted through the EOC.
- B. A list of laboratories that provide testing for water, food, environmental contaminants and diseases and sources for equipment, chemicals and medications related to health services activities is maintained at the Champaign Health District.
- C. Data related to disease outbreaks will be collected and forwarded to appropriate State and Federal officials.

## Annex H (Public Health) to the Champaign County Emergency Operations Plan

- D. All testing of materials will be accomplished under normal procedures used by the Health Department.
- E. The Health District is developing notification/recall rosters, and maps and charts of Champaign County.
- F. Protect all essential records, such as medical records, immunizations, etc.
- G. Assigned response personnel train annually regarding emergency responsibilities.

### **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Health Commissioner is responsible for coordinating with the County EMA Director for the review and update of this annex, including submitting new/updated information with all necessary changes and revisions.
- B. Updates will be made when deficiencies are identified through exercises, actual occurrences, or changes in governmental structure as recognized by the Health Commissioner and the EMA Director.
- C. The EMA Director will coordinate, publish and distribute this annex and will forward all revisions to the appropriate organizations.
- D. The Champaign Health District has prepared an emergency response plan that details their procedures for disaster response. It is maintained and updated by their staff.
- E. The Champaign Health District has developed mutual-aid agreements and equipment inventories as directed by the Health Commissioner.

### **IX. AUTHORITIES AND REFERENCES**

- A. Authorities
  - 1. State
    - a. ORC 3709 – Health Districts
    - b. Ohio Attorney General Opinion 926 (1949) HD may impose a quarantine
    - c. ORC 3701.56 Law and health enforcement of quarantine orders
  - 2. Local Ordinances
    - a. Champaign County Board of Health Resolution # 2003-03, dated March 2003
- B. References
  - 1. Champaign Health District Emergency Response Plans
  - 2. NW Ohio Regional Emergency Plan
  - 3. CDC Public Health Emergency Response Guide for State, Local, & Tribal Public Health Commissioners

### **X. ADDENDA**

- A. Not used

**XI. AUTHENTICATION**

\_\_\_\_\_  
Champaign Health Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County EMA Director

\_\_\_\_\_  
Date



<b>MEDICAL – ESF# 8</b>
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## **I. PURPOSE**

This annex provides for those necessary actions related to lifesaving, transport, evacuation, treatment of the injured, disposition of the dead, and crisis mental health services during response operations, as a result of a disaster.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. The potential exists for a multiple casualty incident resulting from any natural or man-made disaster, which would stress county emergency medical services.
2. Mercy Hospital is the only hospital in Champaign County.
3. There are 4 nursing homes in Champaign County licensed by the State Department of Health as Intermediate Care Facilities.
4. There are 10 EMS groups, 10 jurisdictional and 0 private, capable of performing field triage and providing transportation of the injured to area hospitals.
5. There is 1 public mental health facility within Champaign County, and a number of private practices, which can provide counseling for the mental health and welfare of Champaign County residents.
6. The Champaign County Coroner can be contacted through the Mercy Hospital or the Sheriff dispatch center.
7. The county morgue is located at Mercy Hospital in Urbana, Ohio.
8. There are 2 Air Medical Transport services that provide coverage for the Champaign County area.
9. Each entity providing medical assistance has developed formal or informal mutual-aid agreements, per their needs, with surrounding areas.

### **B. Assumptions**

1. A large-scale emergency will result in increased demands on hospitals, EMS, and health and medical personnel.
2. Additional assistance for health and medical personnel will be available from neighboring counties, hospitals and the Red Cross.
3. Any hospital, nursing home or other medical facility evacuating patients or residents to other facilities within Champaign County or a neighboring county, will provide the medical records of patients, professional staff, and as many supplies and resources as practical.

## **III. CONCEPT OF OPERATIONS**

### **A. General**

1. Emergency operations are an extension of normal duties.
2. All medical facilities have emergency plans and updated resource lists of personnel and equipment.
3. All emergency service organizations will report appropriate information concerning casualties, damage observations, chemical/radiation exposure, and related information to the EOC.

4. A plan for managing Mass Casualty Incidents (MCI) is located in The Champaign County Mass Casualty Plan.
    - a. In the event that an incident exceeds local and county mass casualty response capabilities, mutual aid support will be requested from surrounding counties with mass casualty trailers.
  5. For information concerning public health activities refer to Annex H – Public Health.
- B. Incident Command System
1. All EMS units will utilize the Incident Command System (ICS) following Medical Director protocols.
  2. Under the ICS, an Incident Commander is designated, which may or may not be the Fire Chief or senior officer on scene. This individual is responsible for everything occurring on site.
    - a. In the event that EMS units are the first to arrive on-scene, command will be established and transferred upon arrival of the first fire unit.
  3. Additional positions may be assigned, such as, EMS Control Officer, EMS Triage Officer, EMS Treatment Officer, and EMS Transport Officer. The severity of the incident and number of injured will affect the organization and assignment of positions.
    - a. The EMS Control Officer is in charge of all EMS related activities and is responsible to the scene commander.
    - b. The Triage Officer is in charge of all triage, tagging and movement into patient collection area and is responsible to the EMS Control Officer.
    - c. The Treatment Officer is in charge of all treatment and re-triage within the patient collection area and is responsible to the EMS Control Officer.
    - d. The Transport Officer is responsible for patient movement from the patient collection area to receiving hospitals and is responsible to EMS Control Officer.
- C. EMS Response
1. EMS units are dispatched through private agencies in the county.
  2. Local Mutual Aid agreements exist for EMS support.
    - a. When the need for EMS mutual aid exceeds the assistance available, the EMS Control Officer should relay this information to the Incident Commander, who can activate the Ohio Fire Chief's Association Ohio Fire Service Emergency Response Plan and request additional EMS resources.
  3. Air Medical Transport and private EMS companies are contacted by the dispatch center at the request of Incident Command.
    - a. Arriving units will be directed to appropriate staging areas and integrated as determined by Incident Command or the EMS Control Officer if one has been appointed.
  4. EMS units receive medical supplies and equipment through the re-stocking program at Mercy Hospital.
    - a. In the event that local supplies are not enough, the hospital maintains agreements with pharmaceutical companies and equipment suppliers for emergency deliveries.
  5. Emergency Treatment Centers and/or Mass Casualty Collection Points will be established as needed.

D. Hospitals

1. Mercy Hospital has developed an Emergency Response Plan for directing internal operations during major emergencies.
2. Emergency call lists are maintained by the hospital in the event that additional staff is needed immediately.
3. Decontamination – Mercy Hospital has equipment and training to conduct mass decontamination operations from outside the hospital facility.
4. During major emergencies the hospital will activate the Hospital Emergency Incident Command System (HEICS) and establish necessary positions to support control of the situation within the hospital.
  - a. This will include communications and triage assistance at the emergency room entrance.
5. Mercy Hospital maintains a response “bubble” of supplies and antibiotics to support treatment of up to 150 persons, with additional supplies for medical personnel, in the event of a biological outbreak.
6. On-Scene Support of Medical Operations
  - a. Mercy Hospital does not generally send personnel to the scene of an incident.
  - b. EMS units receive medical supplies and equipment through the re-stocking program at the hospital.
    - 1) In the event that local supplies are not enough, the hospital maintains agreements with pharmaceutical companies and equipment suppliers for emergency deliveries.
7. Alternate Treatment Facilities
  - a. Plans are complete and in-place to establish the Champaign County Fairgrounds as the alternate treatment site during major emergencies.
  - b. The hospital will divert patients to surrounding medical facilities, according to existing plans and agreements.
  - c. It is not current policy in Champaign County to use nursing homes for emergency treatment or mass casualty collection points.
8. Evacuation of In-Patient Medical Facilities
  - a. The hospital president, or designated representative, will coordinate the evacuation.
  - b. Receiving facilities will be selected according to the ability to receive additional patients.
  - c. Stable patients may be discharged from the hospital, depending on their condition.
  - d. Critical patients are a top priority in evacuation.
  - e. Transportation will be provided by ambulances, school bus, or air ambulance services.
    - 1) Resource and mutual aid agreements are maintained in the event that additional transportation is required.
9. Receiving Additional Patients
  - a. Should a neighboring hospital have to evacuate, that hospital will contact the Mercy Hospital concerning their ability to accept additional patients.
  - b. Patients will be received according to established plans and procedures.
  - c. Utilization of medical staff from another hospital will be decided in accordance with the medical staff guidelines.

- d. A listing of hospitals, nursing homes, care facilities and related organizations appears in the Champaign County EMA Resource Manual. These organizations may support each other by accepting temporary additional residents should one facility be evacuated during an emergency.

E. Mortuary and Coroner

1. In a mass casualty situation, the coroner shall rule when the dead are to be removed from the scene.
2. The Champaign County Coroner will determine the location of a temporary morgue in mass-casualty emergencies.
  - a. Bodies will be identified, and arrangements for interment may be made from this location.
  - b. Coordination with all area funeral homes will be required.
3. If conditions warrant, the Ohio Funeral Director's Association Mortuary Response Team will be requested to assist with mobile morgue and refrigeration operations.
4. The Champaign County Coroner may request support from the Federal Disaster Mortuary Operational Response Team (D-MORT) in severe incidents or when a Federal Disaster is declared.
5. Contact with the activated EOC will be maintained throughout the emergency.
6. The County Coroner is responsible for establishment of procedures for notification of the next of kin.

F. Mental Health Services

1. The Champaign Mental Health, Drug, and Alcohol Service Board (MHDAS Board) is the local governmental planning, monitoring, evaluation and contracting authority for community mental health and drug abuse services for the residents of Champaign County.
2. The contact point for mental health emergency operations will be the All Hazards Coordinator on the MHDAS Board staff.
3. Mental health services will be provided to all victims of a disaster, as needed, by agencies from Champaign County.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. Medical and Public Health Operations are addressed in separate annexes (Annex H - Public Health), but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing adverse health factors of an emergency or disaster.
2. Emergency Medical Operations will be divided into four sections: Emergency Medical Services, Hospitals, Mortuary Services, and Mental Health Services.
  - a. Each area of concern will have a coordinator responsible for implementing that portion of this annex.
  - b. The close coordination between these groups for the health and well-being of the community will be a mutual undertaking.

B. Assignment of Responsibilities

1. Mercy Hospital President or designee:
  - a. Implement the hospital's disaster plan

Annex I (Medical) to the Champaign County Emergency Operations Plan.

- b. Coordinate the transportation of medical resources to the hospital and other areas as required
  - c. Coordinate efforts with area hospitals which may be involved in caring for the ill and/or injured
  - d. Send a liaison to the Emergency Operations Center, when activated
  - e. Maintain a cache of antibiotics for distribution to victims, hospital staff, responders, and their families
2. Mercy Hospital Staff
- a. Provide medical guidance to EMS, and field triage units concerning the treatment and handling of the ill and/or injured
  - b. Establish and maintain field and inter-hospital medical communications
  - c. Meet requests for qualified medical personnel, supplies, and equipment
  - d. Maintain communications with Hospital Liaison in the EOC and provide updated information as available
  - e. Implement mass casualty plans
  - f. Provide emergency treatment and hospital care for disaster victims, including secondary decontamination and isolation where needed
  - g. Support the County Coroner with a temporary morgue
3. Emergency Medical Services (EMS)
- a. Provide personnel for emergency medical assistance at the disaster scene
  - b. Provide first aid/medical supplies for disaster
  - c. Establish and maintain field communications and coordination with other emergency services through Incident or Unified Command structures
  - d. Provide field triage
  - e. Provide emergency medical care by establishing a medical monitoring and emergency treatment station outside of the hazardous area
  - f. Send a liaison to the Emergency Operations Center, when activated
  - g. Coordinate the transportation of casualties to treatment areas, per protocol
4. County Coroner
- a. Coordinate local resources utilized for the collection, identification, and disposition of deceased persons and human tissue
  - b. Select sites to establish temporary morgues, and the personnel to staff them
  - c. Coordinate with search and rescue teams
  - d. Determine the cause of death
  - e. Identify mass-burial sites
  - f. Coordinate with the County PIO to provide emergency information on the number of deaths, morgue operations, etc., as appropriate
  - g. Coordinate services of funeral directors, ambulances, EMS, and other pathologists; the Red Cross for location and notification of relatives; dentists and x-ray technicians for purposes of identification; and police for security, property protection, and evidence collection

5. Mental Health Agencies

- a. Coordinate professional psychological support for victims, families, and emergency response personnel during all phases of the disaster. Including, but not limited to:
  - 1) Crisis intervention
  - 2) Critical Incident Stress Management
  - 3) Group counseling and/or support groups
  - 4) Outreach
  - 5) Mental health education, information and referral
  - 6) Consultation
  - 7) Assessments, including but not limited to mental health and drug and alcohol
  - 8) Psychiatric Care, including prescribed medications
  - 9) Post Traumatic Stress Disorder (PTSD) screenings and referrals
  - 10) Anger management
  - 11) Grief counseling
- b. Coordinate replacement and continuation of medication for identified mental health clients
- c. Provide assistance to special populations identified by the Mental Health Board
- d. Provide a Mental Health Liaison to the EOC, when activated
  - 1) Assist Public Information Officer in development and presentation of Emergency Public Information to minimize disruption and fear among the public
  - 2) Provide mental health assistance and guidance to the EOC staff

6. Red Cross

- a. Provide blood and blood substitutes and/or implement reciprocal agreements for replacement of blood items with the Central Ohio Blood Services of the American Red Cross
- b. Provide nursing support at temporary treatment centers, as requested, and within capability. Support will also be provided at shelter and reception/care centers
- c. Provide assistance in the location and notification of next of kin
- d. Provide assistance for the special needs of the handicapped, elderly, and those children separated from their parents
- e. Train assigned response staff and volunteers for emergency functions

7. Nursing Homes

- a. Care for injured residents
- b. Provide space as available for temporary hospital/medical treatment facility for disaster victims
- c. Reduce the patient population if evacuation is necessary, and continue medical care for those that cannot be evacuated

8. Law Enforcement

- a. Provide traffic control, crowd control, security and law enforcement at disaster site and medical facilities

- b. Assist in search and rescue
  - c. Assist in body identification and transportation
  - d. Provide emergency transport for physicians and medical supplies as requested
- 9. School Systems
  - a. Provide buses and drivers for medical evacuations
  - b. Provide school facilities for shelters and temporary medical treatment facilities
- 10. Volunteer Groups
  - a. Provide food, clothing, sheltering to disaster victims, their families and emergency response workers
  - b. Provide other support services as available

## **V. DIRECTION AND CONTROL**

- A. The area Liaisons will report to the EOC upon its activation. From this location, coordination of medical activities in response to the incident will take place.
- B. The Coroner need not respond to the EOC when activated. He/she need only maintain communications, and provide coordination information to the EOC.
- C. Internal resources of all operating departments will be managed through individual departmental procedures and policies.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of succession for Liaisons from Mercy Hospital, the Coroner (Section 313.06 ORC), EMS, and Mental Health Agencies are as determined by law and in existing internal operating procedures.
- B. Refer to Appendix 3, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan, and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Logistical support for food, water and lighting will be provided for response personnel by their attached organizations and through material support by EOC representatives as necessary.
- B. Mutual Aid
  - 1. A written mutual-aid agreement exists between all EMS units within the county. This agreement is renewed every five years, and was developed by the County Fire Association.
    - a. An inventory listing of all EMS organizations in the county is maintained in the agreement.
  - 2. Assistance from the Ohio Department of Health and/or the Federal Public Health Service may be requested through the County Health Director.
- C. Training & Exercises
  - 1. Mercy Hospital Staff

Annex I (Medical) to the Champaign County Emergency Operations Plan.

- a. Participate in annual drills and training in dealing with contaminated victims. Specialized training is received by designated staff members
  - b. Disaster plans must be exercised yearly.
  - c. Appropriate staff are trained in radiological monitoring, decontamination, and treatment of contaminated injured
2. EMS
  - a. Participate in drills and training as needed to maintain and/or improve skills
  - b. Participate in county exercises, including as a mutual aid responder
  - c. Emergency Medical Technicians must participate in a continuing education program as required by the Ohio EMS Board in order to maintain certification.
3. Mental Health
  - a. Practitioners complete required continuing education programs
  - b. Participate in drills, exercises, and training opportunities, as available
- D. Protective Clothing and Equipment
  1. The hospital staff has the appropriate clothing and equipment, and antidotes to perform assigned tasks in a hazardous chemical or radiological environment.
  2. Monitoring equipment is maintained in accordance with internal operating procedures.
  3. Medical or other facilities which have the capability to decontaminate injured persons are:
    - a. Mercy Hospital
    - b. County EMA
- E. Protection of Records
  1. All medical facilities and groups will protect records deemed essential, such as patient records.
  2. Medical facilities and practitioners will abide by the laws and rules established in the Health Insurance Protection and Portability Act (HIPPA).

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The designated planning representatives of Mercy Hospital, the County EMS Representative, the Coroner, and the Director of the Mental Health Drug & Alcohol Services Agency are responsible for reviewing this annex and submitting changes to the County Emergency Management Director based upon deficiencies identified through exercises, emergencies and/or changes in government structure.
- B. The Champaign County Emergency Management Director will publish and distribute all changes to this annex and forward revisions to all responsible organizations listed in this annex.
- C. The agencies and organizations with responsibilities in this annex are responsible for developing and maintaining departmental SOGs, mutual-aid agreements, personnel rosters including emergency telephone notification numbers and equipment inventories.

**IX. AUTHORITIES AND REFERENCES**

- A. Authorities
  1. Ohio Revised Code 313.06 (Succession of Coroner).



B. References

1. Job Aid Manual, Federal Emergency Management Agency, SM-61.1/August, 1983.

**X. ADDENDA**

Not Used

**XI. AUTHENTICATION**

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Mercy Hospital  
Designated Planning Representative

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Date

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EMS Representative  
Designated Planning Representative

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Date

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Champaign County Coroner  
Designated Planning Representative

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Date

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Mental Health Drug & Alcohol Services  
Designated Planning Representative

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Date

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Emergency Management Agency Director

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Date

## POPULATION PROTECTIVE ACTIONS – ESF#6

### I. PURPOSE

This annex provides for the coordination of population protective actions to be taken by responders in Champaign County in the event of natural, technological, or other hazards. These actions may include sheltering in place and/or evacuation.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Certain incidents will cause the public to be in danger and require the use of protective actions. This includes severe weather, hazardous materials releases, energy emergencies, and other unpredictable hazards.
2. These protective actions may include, but not be limited to, sheltering-in-place or evacuation of an area.
  - a. Shelter-In-Place will many times be the better option during severe weather events, such as a blizzard; hazardous materials releases may also warrant its use, when it could be more dangerous to move people than to keep them inside. This option may also be used in other situations, as determined by the responsible official.
  - b. Evacuations may be required at any time for unpredictable hazards such as earthquakes, tornadoes, hazardous materials releases, bomb threats, or energy emergencies.
3. There are several predetermined areas within Champaign County that may require protective action during specific events. These events include the following:
  - a. Floods
  - b. Class I Dam Failure
    - 1) There is 1 Class 1 Dam (Stroman Lake Dam) in Champaign County. Inundation area maps are in the process of being included in Champaign County's Natural Hazard Mitigation Plan.
  - c. Hazardous Materials - There are several major populated areas within Champaign County that are in close proximity to facilities that use and store hazardous materials.
    - 1) See Annex Q – Hazardous Materials, for more information.
4. Locations of hazardous material incidents on highways or rail lines cannot always be predicted; therefore, evacuation routes for these incidents cannot be predetermined.
5. Some residents will require transportation assistance in an emergency.

#### B. Assumptions

1. Fifty percent or more residents may spontaneously evacuate a threatened jurisdiction before an evacuation order is given if there is advance warning.
2. Some jurisdictions close to the borders of Champaign County may have to be evacuated to shelters in other counties. These evacuations will be done in coordination with law enforcement agencies, fire departments, and the Emergency Management Agency in Champaign County and the destination counties.
  - a. The evacuation of Champaign County residents to an adjacent county will be managed in the same manner.

3. Emergency public information will be released to provide information about sheltering in place and/or to provide evacuees with information about the routes to take to shelters.
4. Some residents will not have their own transportation and arrangements will need to be made.

### III. CONCEPT OF OPERATIONS

#### A. Responders

1. When the incident commander determines that injury or loss of life may be prevented by taking protective action, he/she will determine the appropriate course of action (shelter in place, evacuation, or a combination strategy) and coordinate with law enforcement agencies to start the process.
  - a. When evacuation is necessary, it will be vital to determine safe evacuation routes and establish alternate or detour routes to keep other traffic away from the danger.
2. When ordering any protective action, it will be vital to warn the public of the situation and provide emergency information about actions they are requested to take.
  - a. Methods of notification of the public (radio, TV, public address systems or door-to-door) are addressed in Annex C, Notification & Warning.
  - b. Release of public information should be coordinated from a central point and should include specific instructions for sheltering in place, evacuation routes, shelter locations, and availability of alternate transportation. Annex D, Emergency Public Information, addresses the specifics of this activity.
3. Determine any special needs groups that may not be able to evacuate without assistance
4. Arrange, or request support to arrange, any needed transportation assistance.

#### B. Public

1. Shelter In Place - When shelter in place is the approved course of action to protect the public from a hazard, the following instructions shall be provided:
  - a. Go inside a sturdy structure
  - b. Close all windows and doors
  - c. If chemical hazards are present follow these additional steps:
    - 1) Turn off ventilation systems
    - 2) Place a damp towel over large gaps under doors
    - 3) Do not go into basements or crawl spaces as vapors may collect in low-lying areas.
    - 4) Remain inside until you are advised or the radio announces that it is safe to resume outdoor activities.
  - d. If severe weather is the cause of the sheltering action follow these additional steps:
    - 1) For severe cold, close doors to un-needed rooms to contain heat in used living areas and use layers of clothing to maintain appropriate body temperature
    - 2) For tornado warnings, go to the basement or a room in the middle of your house and listen to local radio for information. Do not stay in a mobile home.
      - a) Residents living in mobile homes should evacuate immediately and go to a sturdy structure.
  - e. Listen to local radio for updates and further instructions

2. Evacuation - When evacuation is the necessary course of action to protect the public from a hazard, the following instructions shall be provided:
  - a. Residents will be asked to leave the area immediately
    - 1) Specific evacuation routes will be given
    - 2) Shelter locations will be announced
  - b. Residents will be advised to take their emergency kit with them
    - 1) This will be followed by a short list of items that will be needed during evacuation. Please refer to Tab 1, Suggested Items for Family Emergency Kit
  - c. Persons needing transportation will be advised to call 9-1-1 so that it can be arranged.
  - d. Other details, specific to the incident, will be released.
  - e. The return of evacuees will be coordinated through local government officials.
- C. Transportation - Most evacuees will leave in their own vehicles.
  1. It is certain that some residents will not have their own transportation. Depending on the emergency, and when it is possible, arrangements will be made for buses to pick up passengers who need transportation at announced assembly points.
    - a. Those who are unable to transport themselves to the assembly points will be advised to call 9-1-1 so that transportation can be arranged, or alternate instructions given.
- D. Rest & Staging Areas
  1. During large-scale evacuations it may be necessary to have evacuees report to a pre-determined staging area to be assigned to shelter locations. Please refer to Tab 2, Rest & Staging Areas, to this Annex for a listing of these areas.
- E. Special Needs Issues
  1. There are special needs populations in Champaign County that will require additional assistance during evacuations.
    - a. The Area Office on Aging, Job and Family Services, the Champaign County Community Action Commission (CAC) and the Champaign County Mental Health Board may provide information concerning locations of persons having special assistance needs in the event of an evacuation.
  2. Nursing homes in Champaign County will require special equipment and capabilities to conduct an evacuation. These concerns are addressed in evacuation plans required from nursing homes by the Ohio Department of Health.
  3. Institutionalized persons – The Champaign County Sheriff's Office maintains a plan for evacuation, including alternate housing arrangements, in the event that the Tri-County Jail would need to be evacuated.
- F. Persons Refusing to Evacuate
  1. When people threatened by a hazard refuse to evacuate, the following measures may be taken based upon the judgment of the incident commander.
    - a. Next of kin may be contacted, if there is time, in order to facilitate the evacuation of the individual(s).
    - b. Forced removal may be required if the person's life is directly threatened by the hazard and there is no other viable alternative.
    - c. A notification may be placed on the domicile stating that there are notified individual(s) still in the residence.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

1. The Ohio Revised Code authorizes township and municipal police and fire departments and the County Sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the Sheriff and the Chiefs of these organizations are empowered to determine the need and order evacuations during emergencies.
  - a. In Champaign County, if time allows, all evacuation orders will be coordinated with the chief executive officer of the affected jurisdiction before they are released to the public.
2. Police of an affected jurisdiction and assisting police departments will provide movement control for the evacuation, and support in notification efforts.
3. Critical workers are responsible for moving essential resources from the area to be evacuated and relocating those essential resources to safe sites outside the evacuated area.

##### **B. Assignment of Responsibilities – The below listed personnel, responsible for the orderly evacuation of an affected area, will include, but is not limited to the following:**

##### **1. Fire and Rescue Services**

- a. Determine appropriate protective action
- b. Initiate notification of response agencies and individuals
- c. Notify the EMA, or an activated EOC, of actions to be taken (shelter in place or evacuation) and request support as needed.
- d. Assist, where possible, in notifying individuals to be evacuated.
- e. Assist in the evacuation of the “special needs” population utilizing available emergency vehicles.
- f. Maintain fire protection in the evacuated area.
- g. Determine when environment is safe for return of evacuees and provide necessary information about actions to be taken upon their return.

##### **2. Law Enforcement**

- a. Support notification of evacuees by the use of Public Address System.
- b. Establish ideal traffic flow patterns on the county’s major highways, in the event of an evacuation.
- c. Establish a perimeter and crowd control around the affected area and set traffic control procedures in motion.
- d. Protect property in the affected area, i.e., prevent looting, vandalism.
- e. Using established mutual-aid contracts, utilize “outside” law enforcement agencies, when needed.
- f. Continue to enforce other lawfully codified ordinances.

##### **3. Emergency Management Agency Director**

- a. Coordinate with the Incident Commander for evacuation support.
- b. Coordinate with localities to identify and list critical industries and workers.
- c. Coordinate relocation into other jurisdictions with executive officers and shelter officials.
- d. Assure appropriate public information is prepared and released.

## Annex J (Population Protective Actions) to the Champaign County Emergency Operations Plan

- e. Request establishment of disaster centers, if appropriate.
  - f. Set up a Joint Public Information Center (JPIC) where press briefings can be provided away from the evacuation site.
  - g. Report and update evacuation information to the elected officials in the affected area(s).
  - h. Notify (and brief) state and federal officials as required.
- 4. Champaign County Engineer/Ohio Department of Transportation
    - a. Coordinate evacuation routes
    - b. Identify alternate transportation and detour routes
    - c. Assist in traffic control of dangerous zones through the placement of road signs and barricades.
  - 5. The Champaign County School Superintendent, or Individual Districts
    - a. Provide buses and drivers for evacuation
    - b. Assist Red Cross and other involved agencies in establishing Reception/Congregate Care Centers or staging areas.
  - 6. Chief Elected Officials
    - a. Provide contact information to the Emergency Operations Center if evacuated.
    - b. Assist in delivering information to the public in coordination with the Public Information Officer, or JPIC.
  - 7. Local Municipalities
    - a. Develop a roster of essential employees who must remain during an evacuation.
    - b. Develop plans for the relocation of essential documents and resources.
    - c. Provide contact information to the Emergency Operations Center
  - 8. National Guard Liaison Officer (Must be requested through the EMA Director)
    - a. Inform the EOC team of evacuation support availability from local military installations and provide liaison after support has been requested by the locality through the Ohio Emergency Management Agency.
    - b. Provide logistics support for evacuation operations when possible.
    - c. Assist in providing security for evacuated area.

## V. DIRECTION AND CONTROL

- A. The Incident Commander is responsible for the Direction and Control of the evacuation at the scene.
- B. If time permits, the Incident Commander will coordinate with the highest-elected officials of an affected jurisdiction before an evacuation order is issued.
- C. The Incident Commander will coordinate with the EOC for material support, release of emergency public information, and briefings to officials.
- D. The EMA Director will work with the transportation coordinator of an individual district, or the Superintendent of Champaign County Schools to obtain the use of school buses and manage requests for additional transportation resources.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of succession for agencies with responsibility for population protective actions are maintained in jurisdictional SOGs.
- B. Refer to Appendix 3, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan and Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Critical industries, businesses and workers identified by county and municipal officials will be notified, by their employers, of their critical status and responsibilities.
  - 2. Champaign County Fire Departments have entered into a county-wide mutual-aid agreement to assure adequate material and personnel support and response in the event of emergencies. Activation of mutual aid will occur according to the procedures listed in the agreements.
  - 3. The Incident Commander, in cooperation with officials from the affected jurisdiction(s), will determine evacuation boundaries for each incident.
- B. Logistics
  - 1. Transportation for Essential Workers
    - a. Transportation for essential workers to and from the risk area(s) will be provided by their respective organizations. Should additional transportation be required, requests will be made through the activated EOC.
  - 2. Impediments to Evacuation
    - a. Potential impediments to evacuation such as physical barriers, time and lack of transportation resources will be addressed on a per incident basis.
      - 1) Overcoming unforeseen impediments is the responsibility of the Incident Commander in cooperation with officials of the affected jurisdiction(s) if the EOC is not activated.
      - 2) The Incident Commander may request assistance in resolving the difficulties if the EOC is activated.
  - 3. Vehicles having mechanical problems during an evacuation will be moved to the side of the road and law enforcement organizations providing movement control on the routes will request transport for stranded evacuees. Evacuees with space available will be encouraged to assist others whose vehicles have broken down. On-scene emergency response personnel may provide transportation using emergency response vehicles, buses, etc.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Each organization having responsibilities in an emergency evacuation will provide feedback to the EMA Director for updates to this Annex and will update their organizational SOGs based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure, and state and federal requirements.
- B. The Champaign County Emergency Management Director is responsible for ensuring that necessary changes and revisions to this annex are made. The EMA Director is responsible for publishing and distributing revisions to this annex.

- C. The County Emergency Management Director will forward plan revisions to all organizations having responsibilities for emergency evacuation activities.

## **IX. AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. Ohio Public Transportation & Safety Rules, Rule # 3301-83-16, as amended.
2. Non-Routine use of school buses, effective October 22, 1984.

### **B. References**

1. Ohio Revised Code (ORC) 733.03, 733.23 (General Powers of Mayors)
2. ORC 737.11 (Duties for Municipal Police and Fire Departments)
3. ORC 311.07 (General Powers and Duties of the Sheriff)
4. Ohio Attorney General's Opinion # 1532
5. Ohio Statewide Allocation Plan - NAPB (Evacuation & Shelter) dated March, 1990

## **X. ADDENDA**

- A. Tab 1 – Suggested Items for Family Emergency Kit

## **XI. AUTHENTICATION**

\_\_\_\_\_  
President,  
Champaign County Firefighters Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County Sheriff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County EMA Director

\_\_\_\_\_  
Date



<b>SUGGESTED ITEMS FOR FAMILY EMERGENCY KIT</b>
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1. **Water**, at least one gallon per person, per day. Amounts for portable kits will vary. Individuals should determine how much they can store outside the home and transport to other locations.
2. **Food**, at least a three-day supply of non-perishable food
3. **Battery-powered radio** and **extra batteries**
4. **Flashlight** and **extra batteries**
5. **First Aid kit**
6. **Whistle** to signal for help
7. **Dust mask** or cotton t-shirt, to help filter the air
8. **Moist towelettes** for sanitation
9. **Wrench** or **pliers** to turn off utilities
10. **Can opener** for food (if kit contains canned food)
11. **Plastic sheeting** and **duct tape** to seal broken windows or protect your belongings
12. **Unique family needs**, such as daily prescription medications, infant formula or diapers, and important family documents
13. **Garbage bags** and **plastic ties** for personal sanitation
14. **Cash, credit or debit cards**
15. **Sturdy shoes** and **extra clothing**
16. **Sleeping bags** and pillows
17. **Comfort items** including games and toys, reading materials, or music selection

<b>SHELTER &amp; MASS CARE - ESF #6</b>
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## **I. PURPOSE**

This annex provides for shelter and mass care for affected populations during emergencies or disasters in Champaign County.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Tornadoes, storms, hazardous material incidents and floods are among the top incidents that could cause emergency sheltering and mass care to be activated in Champaign County.
2. The Champaign County Emergency Management Agency maintains a written agreement with the American Red Cross (ARC) for emergency shelter and mass care services. This agreement is reviewed at least once every four years or earlier as requested by the ARC or Champaign County EMA.
3. The release of certain hazardous materials used at facilities in Champaign County could require special sheltering considerations. Please refer to the Champaign County Hazardous Materials Response Annex (Annex Q) for specific information on this topic.
4. In certain situations, such as flooding or tornadoes, evacuees may be unable to return to their own residence for extended periods and it will be necessary to make arrangements for long-term sheltering.

### **B. Assumptions**

1. If local ARC services are reduced or not available during an emergency, they will request support from the Great Lakes Region (Red Cross Service Area 5).
2. Approximately 80% of evacuees will seek shelter with friends or relatives rather than go to established mass care facilities.

## **III. CONCEPT OF OPERATIONS**

### **A. Overview**

1. Commanders within the fire and law enforcement response organizations may contact the ARC or the EMA to request emergency sheltering activation, coordinate the numbers of persons to be evacuated, and address the requirements for any special-needs sheltering.
2. Plans are in place with the American Red Cross Council in Champaign County for setting up, supplying and operating mass care facilities.
3. Shelter Managers will maintain contact with the ARC Liaison in the Champaign County EOC for purposes of keeping the emergency responders up to date and to receive information about what evacuees should expect when they return home. For example, they need to be informed if their homes require inspections before they can return.
4. The Champaign County Sheriffs Office maintains relocation plans in the event prisoners must be moved during an emergency.
5. Institutions in Champaign County that provide long-term care have shelter provisions addressed in plans developed under the guidance of the Ohio Department of Health.
6. In some hazardous material incidents, the Champaign County Health district and members of Fire Departments will identify, screen, and handle evacuees exposed to contamination. Please refer to Annex Q - Hazardous Materials.

7. In-place sheltering will be used for most hazardous material incidents. Please refer to Annex Q - Hazardous Materials.

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

1. The American Red Cross Council Manager, or his/her designee, will serve as the liaison to the Emergency Operations Center (EOC) when it is activated. He/she shall report to the designated EOC upon notification.

##### **B. Assignment of Responsibility**

###### **1. American Red Cross**

- a. The ARC will assign a liaison to the Emergency Operations Center whenever mass care services are being provided.
- b. Food, water, phones, childcare, cots, blankets and pillows will be available to persons in ARC shelters.
- c. The ARC will provide information on injured and missing persons to the general public. Phone numbers will be announced over the radio and published in the newspapers at the time of the emergency for this service.
- d. The ARC can provide basic first-aid to persons seeking shelter and direct them to medical care if additional assistance is needed.
- e. ARC maintains written procedures used to identify, open, and staff emergency shelters.
- f. ARC will set up Reception Centers in order to register persons needing shelter, assign them to shelters and identify their immediate needs.
- g. Champaign County ARC has an agreement with the Champaign County Humane Society to assist evacuees with domestic pets.
- h. All reasonable efforts to provide a safe and secure environment for shelter residents will be made.

###### **2. Senior Service Agencies**

- a. May provide food, emergency assistance and resources to qualified clients affected by the disaster.

###### **3. Champaign County Board of Mental Retardation and Developmental Disabilities**

- a. Assist clients in finding long-term disaster housing.
- b. Provide specially trained personnel to assist developmentally disabled people in shelters.

###### **4. Champaign County Department of Children's Services**

- a. Assist ARC with childcare as needed in shelters and provide childcare assistance when needed for persons applying for disaster assistance.

###### **5. Job and Family Services Department**

- a. Provide disaster unemployment services for qualified clients.
- b. Provide emergency assistance grants to low income families and the elderly.
- c. Provide assistance in locating long-term disaster housing

###### **6. Mental Health Organizations**

- a. Provide counseling to evacuees and others in emergency shelters as needed.

###### **7. Law Enforcement Agencies**

- a. Will provide security for shelters, when possible.

## **V. DIRECTION AND CONTROL**

- A. The Red Cross Organization will coordinate sheltering and mass care activities with the EMA and will determine the extent of assistance needed from other governmental and non-profit organizations in shelter functions.
- B. Other volunteer organizations can provide support for various functions of mass care and can be coordinated through the Red Cross or the EMA Office:

## **VI. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the Shelter/Mass Care Liaison is:
  - 1. EOC Liaison, Champaign County ARC Council
  - 2. Board member, Champaign County ARC

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Training exercises will be coordinated by the EMA Director in cooperation with the American Red Cross Chapter Manager.
- B. The EMA will assign an amateur radio operator to each shelter to ensure communications between shelters and the EOC.

## **VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Shelter/Mass Care Coordinator is responsible for coordinating with the County Emergency Management Director for the review and update of this annex, including submitting new/updated information with all necessary changes and revisions.
- B. Updates will be made when deficiencies are identified through exercises, actual occurrences, or a change in recommended practices as recognized by the Shelter/Mass Care Coordinator or the EMA Director.
- C. The EMA Director will coordinate, publish and distribute this annex and will forward all revisions to the appropriate organizations.
- D. All involved agencies (Red Cross, Salvation Army, Department of Job and Family Services) are responsible for developing and maintaining standard operating guidelines (SOGs), mutual aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and resource inventories.

## **IX. AUTHORITIES AND REFERENCES**

- A. Authorities
  - 1. Statement of Understanding between FEMA and the American National Red Cross, as amended
  - 2. Statement of Understanding between the State of Ohio and the American National Red Cross, as amended
  - 3. Champaign County American Red Cross and Emergency Management Agency Memorandum of Understanding, June 2002

Annex K (Shelter & Mass Care) to the Champaign County Emergency Operations Plan

B. References

1. Champaign County Council, American Red Cross Disaster Response Plan

**X. ADDENDA**

None

**XI. AUTHENTICATION**

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Champaign County American Red Cross  
Disaster Director

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Date

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Champaign County EMA Director

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Date

## **DAMAGE ASSESSMENT – ESF# 3**

### **I. PURPOSE**

The purpose of this annex is to outline procedures to be followed in the assessment of damages resulting from natural or man-made disasters, enemy attack, or other major incidents. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to those needs.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Most hazardous events which may affect the county have the potential for causing damage.
2. A planned damage assessment procedure is essential for effective response and recovery operations.
3. Early identification of problems affecting the population, the public, and the private sector enables government officials to make prompt and efficient decisions.
4. State and federal assistance to Champaign County following an emergency is dependent upon quick and accurate damage assessment conducted by local authorities.

#### **B. Assumptions**

1. The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid response will have a direct bearing on the ability of the county to recover.
2. Comprehensive damage assessment is necessary to support requests for recovery programs offered at the state and federal levels.
3. An accurate damage assessment will support post-disaster mitigation efforts that could result in building codes and land-use regulations that could reduce much of the structural damage that could result from future disasters.
4. Ohio Emergency Management Agency (Ohio EMA) will provide assistance in developing damage assessment reports to support requests for major disaster declarations.

### **III. CONCEPT OF OPERATIONS**

#### **A. Overview**

1. The County Emergency Management Director should be the primary point of contact for damage assessment in the county. The county EMA office provides all of the accumulated data in a combined summary report to the Ohio Emergency Management Agency (Ohio EMA).
2. Damage assessment covers two broad categories of information: Public damage and private damage.
  - a. Public damage includes:
    - 1) Estimates of damage to government-owned facilities such as public buildings, sewage and water treatment facilities, and other publicly-owned utilities, road, bridges, parks, public schools, etc.
    - 2) Estimates of cost to government's emergency response, i.e., cost of debris removal, police and fire overtime, protective measures taken, etc.

- 3) The impact of the disaster on the public sector, to include:
  - a) Loss of tax base.
  - b) The affected government's annual and maintenance budget (which would reveal that entity's financial ability for recovery).
  - c) Lack of resources available from public sector to meet needs of private sector.
  - d) Economic condition of community-normal or depressed.
  - e) Substantial loss of public-owned utilities to private sector- water, sewage, power which would create hardship on even those residents who sustained minimal or no damage, etc.
- b. Private damage includes:
  - 1) Number of persons dead, injured, or hospitalized.
  - 2) Number of persons evacuated and number sheltered.
  - 3) Number of businesses (including apartment buildings) which have been destroyed, or with major, minor, or affected damages.
  - 4) Number of residences (including mobile homes and apartment residents) which have been destroyed, or with major, minor, or affected damages.
  - 5) Estimate of percentage of insurance coverage. This information may be obtained from Realtors, tax assessors, insurance companies, and lending institutions. Flood insurance information is available from the National Flood Insurance Program (NFIP) or local insurance agents.
  - 6) Agricultural losses. Loss of all buildings, equipment, cropland and livestock of operating farms.
  - 7) The impact to the private sector stricken, including unemployment estimates due to businesses shut down because of disaster; number of stricken on a fixed income; lack of insurance; needs of the elderly; minority problems; general update on unmet needs in the community as a result of the incident.
3. Degree of Structural Loss in damage assessment is defined in the following manner:
  - a. Destroyed – Structure is not repairable; cannot be safely occupied.
  - b. Major Damage - The structural damage is greater than 50% and is such that the resident/business cannot repair the structure in 30 days or less; uninhabitable without major repairs.
  - c. Minor Damage - The structural damage is less than 50% and can be repaired within a 30-day time period.
  - d. Affected - The structural damage does not prevent habitation and repairs needed are minimal; can be accomplished in a relatively short period of time.
  - e. The degree of structural loss, as defined above for damage assessment purposes, is based on actual structural damage, and not on financial capability of the victim to make the repairs.
- B. Initial Assessment
  1. Local government officials will conduct an initial damage assessment using all available sources (fire, police, citizen call-in reports, etc.) as soon as possible following a disaster.

2. This initial report (or Windshield Report) will be submitted to the Ohio EMA within 12 hours of the incident. See Tab 1 to this annex, Initial Damage Assessment Report.

C. Detailed Damage Assessment

1. Subsequent to rescue and damage-limiting operations, a detailed damage assessment must be completed to collect and provide specific information on the severity and magnitude of the disaster to officials at Ohio EMA.
2. Damage assessment reports will be consolidated for unincorporated areas in the county and reported separately for incorporated areas in the county.
3. The detailed report will be forwarded to the state within 36 hours of the incident.
4. Ohio EMA requires the use of specific forms for providing this information. See Tab 2 to this Annex, for the Ohio EMA Damage & Needs Assessment form.
5. Damage assessment (detailed) reports should include:
  - a. Area-rural, urban, or combination
  - b. Debris -- the cost of removing it, does it pose a health hazard, prevent access to homes, businesses, or block roads
  - c. Damage to roads, bridges
  - d. Damage to water-control facilities
  - e. Damage to utilities (public and private, non-profit)
  - f. Damage to public buildings
  - g. Emergency work performed
  - h. Damage to parks and recreational areas
  - i. Death/Injury
  - j. Budget Information
  - k. Nature of threat
  - l. Personal Property--estimate of losses
  - m. Businesses--estimate of losses and unemployment
  - n. Estimate of insurance coverage
  - o. Agricultural--crops, livestock, equipment

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. The Champaign County EMA will serve as the coordinating agency for collection, compilation, and forwarding of all damage assessment information to Ohio EMA.
2. Public damage assessment will be the primary responsibility of the government employees.
  - a. The Champaign County Engineer will serve as the lead agency for conducting public damage assessment, although every jurisdiction is encouraged to survey and report their damage to the Champaign County EMA.
  - b. Damage assessment of county roads, bridges, and culverts will be accomplished by the County Engineer, and assessment to city streets will be by the City Street Department, or City Engineer.



## Annex L (Damage Assessment) to the Champaign County Emergency Operations Plan

- c. Assessment of damages to public utilities will be accomplished by the Department of Public Works. Privately owned utilities will also be assessed by Public Works officials with assistance from the utilities' own employees.
    - d. When necessary, private sector personnel from the fields of engineering, building trades, property assessment, and other related fields will be used to supplement existing team members.
  3. Private damage assessment will be conducted by volunteers of the EMA office and staff and volunteers of the American Red Cross. By written agreement between the agencies, the information will be shared to allow for quicker and more accurate reporting.
    - a. Insurance company adjusters and appraisers are other sources that may assist in collecting or providing damage information.
  4. Agricultural damage assessment will be conducted by the Champaign County Farm Service Agency and the Ohio State University Extension.
    - a. Information will be compiled and forwarded to the EMA office for use in the Ohio EMA Damage & Needs Assessment.
    - b. This information will also be provided to the state through the State Department of Agriculture by the Farm Service Agency.
  5. Personnel conducting damage assessment activities must be trained in order to provide fast and accurate information to the EOC.
    - a. This will be accomplished through participation in the Damage Assessment Course, which will be delivered periodically by Ohio EMA, or through participation in the Red Cross damage assessment training.
    - b. During emergencies, the Ohio EMA Field Liaison located in the Emergency Operations Center may present a short refresher summary to the damage assessment team immediately prior to conducting assessment activities.
- B. Assignment of Responsibilities
  1. EMA Director
    - a. Establish point of contact with officials of affected jurisdictions (Chairman of Board of County Commissioners, Mayor of City or Village, Township Trustees) and determine the approximate area affected
    - b. Alert and activate the damage assessment volunteers
    - c. Assign volunteers to teams and provide briefings on the following:
      - 1) Procedures, checklists, forms
      - 2) Point of contact in affected area
      - 3) Specifics of the disaster
      - 4) Schedule for receiving assessment information
      - 5) Procedure for verifying damage assessment information
    - d. Collection and consolidation of missing persons information and submission to the designated authority
    - e. Coordinate with the Public Information Officer to inform the public of newly discovered hazardous conditions (i.e., roads, bridges, buildings)
    - f. Coordinate with the Debris Management Team to establish the priorities for debris removal and emergency work
    - g. Assist in the collection of damage assessment data

- h. Prepare, or coordinate the preparation of reports to be forwarded to the state.
- 2. Champaign County Engineer
  - a. Serve as the lead agency for conducting public damage assessment
  - b. Support or provide personnel, as available, to conduct assessment of county roads, bridges, and culverts in the damage area
- 3. Champaign County Council – American Red Cross
  - a. Conduct private damage assessment activities
  - b. Provide damage assessment data to EMA for inclusion in Damage & Needs Assessment report
- 4. Law Enforcement and/or Fire Services and/or EMS agencies involved in responding to the disaster are encouraged to report the following information to the Emergency Management Agency as soon as it becomes available.
  - a. Number of fatalities (by name and/or address to avoid reporting duplication)
  - b. Number of injured (by name and/or address to avoid reporting duplication)
  - c. Other pertinent information that may become available to them during their response (evacuations, structural damage)
- 5. A representative from City/County Tax Department/Auditors/Treasurer may be requested, and assigned by the department head, to research and report the following data:
  - a. The value of the stricken public/private properties
  - b. The annual and maintenance budgets of the affected communities and other vital, related, data which may reflect the affected governments inability to financially recover
  - c. If a substantial loss of tax base for the affected community will result from the disaster, data should be provided for inclusion in the Damage & Needs Assessment Report
  - d. General demographic data which reveal considerable needs within the community as a result of the disaster, i.e.,
    - 1) Estimate or actual data of insurance coverage in stricken private/public sites
    - 2) Average income of stricken individuals
    - 3) Unemployment statistics of the affected area in non-disaster periods, and
    - 4) Statistics on unemployment caused as a direct result from the disaster damaging businesses and an estimate of long-range needs for Federal Disaster Unemployment Assistance
    - 5) Minorities, handicapped, and elderly affected and to what degree
    - 6) Numbers of affected on a fixed income and/or supplementary government assistance

## **V. DIRECTION AND CONTROL**

- A. During emergency situations, damage assessment activities will be coordinated from the EOC.
- B. All damage information received by the EOC will be forwarded to the County EOC.
- C. Damage assessment updates will be posted in the EOC.
- D. Champaign County EMA will forward reports to Ohio EMA as close to requested time frames as possible.

- E. If all available local resources are committed including mutual aid and assistance is still required, the Champaign County EMA will coordinate a request for state assistance through the Ohio Emergency Management Agency by following the procedures listed in Appendix 2 to the Basic Plan, Procedures for Requesting State Disaster Assistance.
- F. Requests for Federal assistance are made by the Governor of the State of Ohio upon recommendation from the Ohio EMA Executive Director when the resources of the state are not able to fulfill the needs of the emergency. Refer to Basic Plan, Section VII-A.

## **VI. CONTINUITY OF GOVERNMENT**

- A. In the absence of the EMA Director, the line of succession for the Damage Assessment function is as follows:
  - 1. Champaign County EMA Advisory Board
- B. Refer to Appendix 3, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan, and Appendix 1, Procedures for the Protection of Government Resources, Facilities and Personnel in Annex N, Resource Management.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Reports and Records
  - 1. Windshield Report
    - a. The "Windshield Report" (Tab 1) will be comprised of verbal reports from first responders to the incident. This report must be transmitted to Ohio EMA no later than 12 hours after the incident. Means of transmission are by telephone, radio, messenger, or fax.
  - 2. Preliminary Damage Assessment Form
    - a. Each damage assessment team will collect data in the field using the Preliminary Damage Assessment Form (Tab 2). All reports will be forwarded to the county EMA office.
  - 3. Detailed Damage and Needs Assessment Form (AGN-0035)
    - a. This form (Tab 3) is used by the County Emergency Management Agency to report "firm" damage assessment figures. The information contained in the form will be used by the state in deciding what assistance is needed by the stricken community, and in formulating the Governor's request to the President for a declaration of major disaster.
    - b. To expedite this decision-making process the form should be completed and telephoned, radioed, or faxed into the Ohio Emergency Management Agency within 36 hours of the incident.
    - c. The County EMA should consolidate data for the county agencies and component cities, villages, and townships. Instructions for this form are contained in Tab 3.
- B. Maps
  - 1. Two maps should be prepared. One should show Public damage, and graphically display where the worst damage is located and where minimal damage is located. The second map should address the same for Private damages.
- C. Supporting Procedures
  - 1. Damage assessment record keeping is a vital activity when used as a means of supporting assistance requests and to substantiate and justify additional assistance requests which may develop as recovery actions are conducted.

2. The following will be document activities and expenses:
  - a. Accomplishment and retention of activity logs
  - b. Accomplishment and retention of assessment forms and reports
  - c. Status board
  - d. Retention of assistance requests and declarations
  - e. Detailed accounting of emergency fiscal expenditures

**D. Release of Information**

1. The Public Information Officer will set up an Information Center or a Public Information Hotline, and arrange to have regular briefings to relate damage assessment information to the public.
2. Under Ohio's Sunshine Law, damage assessment data is a public record and will be provided as soon as possible (noting that this function occurs during emergencies) upon request.
  - a. All personal information such as names, telephone numbers, and insurance information shall be redacted from any information released through a public records request.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The EMA Director, Red Cross Council Director, and County Engineer are responsible for review and update of this annex.
- B. Reviews should be conducted following actual incidents or when the State of Ohio releases new guidance for damage assessment.
- C. Updates and revisions will be prepared and distributed through the EMA office.

**IX. AUTHORITIES AND REFERENCES**

**A. Authorities**

Not used. See Item IX.A of the Basic Plan.

**B. References**

1. Ohio EMA Damage Assessment Guide

**X. ADDENDA**

- A. Tab 1 – Windshield Report
- B. Tab 2 – Preliminary Damage Assessment Form
- C. Tab 3 – Detailed Damage and Needs Assessment Form with Instructions

**XI. AUTHENTICATION**

\_\_\_\_\_  
Champaign County Council, American Red Cross, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County EMA Director

\_\_\_\_\_  
Date

**Windshield Report  
(12-Hour Initial Disaster Report)**

What happened: (flood, explosion, hurricane, tornado, fire, etc.) \_\_\_\_\_

When it happened: \_\_\_\_\_

Where it happened: \_\_\_\_\_

Extent of damage or loss: \_\_\_\_\_

\_\_\_\_\_

Best estimate of injured, homeless, fatalities: \_\_\_\_\_

\_\_\_\_\_

Type and extent of assistance required, if known: \_\_\_\_\_

\_\_\_\_\_

Additional remarks pertinent to situation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRELIMINARY DAMAGE ASSESSMENT

DATE: \_\_\_\_\_

CHAMPAIGN COUNTY	NAME OF COMMUNITY AREA				NAME OF ASSESSOR:			PHONE NO.				
LOCATION	IS THIS HOME:	TYPE			STATUS		HABITABILITY				INSURANCE	
STREET ADDRESS, APART #, MH PARK	PRIMARY/ SECONDARY	SINGLE FAMILY	MULTI FAMILY	MOBILE HOME	OWN	RENT	AFFECTED	MINOR	MAJOR	DESTROYED	YES	NO
TOTAL												
COMMENTS:												

**DETAILED DAMAGE AND NEEDS ASSESSMENT**

**SUMMARY INFORMATION**

**Name of Jurisdiction:**                      **Population:**    **County:**                      **Population:**                      **Report Date:**

**CHAMPAIGN**

**Type of Disaster:**                      **Disaster Date:**                      **Area Primarily Affected:**

**Contact:**    **Title:**

**Address:**    **Phone:**

**PUBLIC DAMAGES**

**A. Debris Clearance**

Public Roads and Streets	\$	
Public Property	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

**E. Public Buildings, Facilities, Equipment**

Public Buildings Destroyed	\$
Public Buildings Damaged	\$
Building Contents	\$
Vehicles / Equipment	\$
Insurance Coverage	
<b>Total</b>	<b>\$</b>

**B. Protective Measures**

Emergency Temporary Repairs	\$	
Flood Protection / Sandbagging	\$	
Barricades, Signs	\$	
Security / Search and Rescue	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

**F. Public Utilities (Publicly Owned)**

Water Systems	\$
Water Treatment Plants	\$
Sewage Treatment Plants	\$
Sewers - Length in Feet	0 \$
Other	\$
Insurance Coverage	0.00%
<b>Total</b>	<b>\$</b>

**C. Road Systems**

Roads (miles 2 lane paved)	0.0	\$
Roads (miles 2+lane paved)	0.0	\$
Roads (other)	0.0	\$
Bridges Destroyed	0	\$
Bridges Damaged	0	\$
Culverts Destroyed	0	\$
Culverts Damaged	0	\$
<b>Total</b>	<b>\$</b>	

**G. Parks and Recreational**

Parks	\$
Recreational	\$
Other	\$
Insurance Coverage	0.00%
<b>Total</b>	<b>\$</b>

**D. Water Control Facilities**

Dikes	\$	
Levees	\$	
Dams	\$	
Drainage Channels	\$	
Other	\$	
<b>Total</b>	<b>\$</b>	

**H. Schools and Private Non-Profit Facilities**

Public Schools Destroyed	0	\$
Public Schools Damaged	0	\$
Other Schools Destroyed	0	\$
Other Schools Damaged	0	\$
Private Utility		\$
Other		\$
Insurance Coverage	0.00%	
<b>Total</b>	<b>\$</b>	

<b>GRAND TOTAL</b>	<b>\$</b>
--------------------	-----------



**I. Current Jurisdiction Budget Information**

Annual Budget	\$	Road Budget	\$
Public Works Budget	\$	Date Fiscal Year Begins	

**PRIVATE DAMAGES**

**J. Individual**

Residences Destroyed - Single Family  
 Residences Destroyed - Multi-Family  
 Residences Destroyed - Mobile Home  
 Residences Damaged - Single Family  
 Residences Damaged - Multi-Family  
 Residences Damaged - Mobile Home  
 Residences - Minor Damage  
 Residences - Affected  
 Insurance

0.00%

**Total #**

**K. Business / Industry**

Businesses Destroyed  
 Businesses - Major Damage  
 Businesses - Minor Damage  
 Businesses - Affected  
 Insurance Coverage  
 Number of Employees  
 Days of Unemployment

0.00%

**Total #**

**L. Agriculture**

Farm Buildings Destroyed  
 Farm Buildings Damaged  
 Machinery / Equipment Destroyed  
 Machinery / Equipment Damaged

Crops - Acres Destroyed  
 Crops - Acres Damaged  
 Livestock Destroyed  
 Livestock Injured

**M. Other Information**

Deaths  
 Injuries  
 Hospitalized  
 Evacuated  
 Sheltered  
 Missing

**N. Additional Disaster Information**

If a FLOOD or WINTER STORM:

If FLOOD, Type:

Stream Overflow?  
 Sheet Flow?  
 Sewer Backup?  
 Other?  
 How long under water?  
 Chemical Contamination?  
 What Chemicals?

Quantity – in  
 inches  
 Hours  
 Duration?

**O. Additional Comments:**

**Alternate Contact:**

**Title:**

**Address:**

**Phone:**

<b>DETAILED DAMAGE AND NEEDS ASSESSMENT FORM INSTRUCTIONS</b>
---

The following instructions will assist you in providing the information on the Damage and Needs Assessment Form, AGN-0035, Revised April, 1990. The completion of this form as soon as practical after the disaster has occurred allows for an expeditious decision by higher authorities to determine possible future action by the State and/or Federal government.

It is suggested that where figures are not immediately available, a reasonable estimate of costs be inserted. The information provided on this form gives State officials a broad picture of the impact of the disaster on your community and enables them to identify those programs which may best suit your community's needs.

This data should be reported to the Ohio Emergency Management Agency (Ohio EMA) as soon as possible if your community is seeking assistance from the State or Federal government. You may report the data verbally by calling 614-889-7150, or fax the data to 614-791-0018. The form itself is a worksheet which can be mailed to Ohio EMA at a later date as "hard copy" of previous verbal transactions.

You **MUST** prepare maps showing the locations of the damaged areas referenced on the assessment form for later on-site verification. A copy of the map(s) can be mailed in with the form to Ohio EMA. However, one should be retained at your location in the event a site inspection should occur prior to our receipt of your map in the mail.

One form should be completed for each affected political jurisdiction, to include a separate form for the County as a separate jurisdiction.

### **GENERAL SECTION**

**BLOCK A:** Enter the name and population of the political jurisdiction for which damage estimates are being recorded.

**BLOCK B:** Enter the name and population of the county.

**BLOCK C:** Indicate the type of disaster and the date of occurrence. If it is a flood or winter storm disaster, provide additional information as requested in BLOCK N.

**BLOCK D:** Indicate the area where the damage has occurred.

**BLOCK E:** Provide the name, title, address, and phone number of the person to be contacted should questions arise concerning the data provided.

### **PUBLIC DAMAGE SECTION**

Public damages are those damages to government-owned properties and facilities, and for the purposes of damage assessment, are based on what cost is involved to return those properties to their pre-disaster condition. As indicated below, the term "public damage" also includes those out-of-pocket costs the government incurred in their response to the disaster.

In the event a joint Federal/State preliminary assessment is conducted to determine the need for Federal assistance, additional information concerning public damages is required. You should refer to the **Damage Assessment Guide**, January, 1998, developed and distributed by Ohio EMA for additional guidance.

**BLOCK A: DEBRIS CLEARANCE** - The debris must be a direct result of the disaster. Enter costs incurred/projected for debris removal from public property. Do not include debris removal estimates from private property, unless government forces would normally have a legal responsibility to do so. Include

Tab 2 – Preliminary Damage Assessment, to Annex L (Damage Assessment)

actual and estimated costs to remove debris from public roads and streets within your jurisdiction, even those which may be on the Federal Aid System.

**BLOCK B: PROTECTIVE MEASURES** - Protective measures can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety as a direct result of the disaster. Costs for sandbagging and other flood protective actions, barricades and signs, extra police and fire including overtime pay, emergency stream clearance, health measures, and temporary measures are eligible under this category.

**BLOCK C: ROAD SYSTEMS** - Enter the actual/estimated cost to return the following public property, which may have been damaged or destroyed by this disaster, to its pre-disaster condition: the type and number of miles of roads receiving damage; the number of bridges and culverts destroyed or damaged; damage to rights-of-way, curbs, sidewalks, street lights, and gutters. Indicate whether access problems still exist.

**BLOCK D: WATER CONTROL FACILITIES** - Water control, drainage, and irrigation facilities which received damage due to the disaster are recorded in this block. Include levees, dams/reservoirs, engineered drainage channels, shore protection devices, and irrigation/pumping facilities.

**BLOCK E: PUBLIC BUILDINGS, FACILITIES, AND EQUIPMENT** - Enter the number destroyed or damaged and the estimated cost of repair of any government-owned facility damaged by this disaster. This could also include any government-owned equipment directly damaged by the disaster (not those damaged during the response), replacement of broken windows, and damaged roofs. Complete all categories where damage costs are incurred or projected. Include an estimate of the insurance coverage if possible.

**BLOCK F: PUBLIC UTILITIES** - Enter all costs as appropriate for damages to publicly owned utilities and utility systems. These costs can be both emergency repairs and/or projected costs of permanent replacement, if necessary. Include the estimated insurance coverage.

**BLOCK G: PARKS AND RECREATIONAL** - Enter all costs as appropriate for damages to parks and recreational facilities.

**BLOCK H: SCHOOLS AND PRIVATE NON-PROFIT FACILITIES** - Enter the number of damaged or destroyed schools (public and private) and an estimated or actual cost for repairs and/or the projected costs of permanent replacement. Other non-profit facilities may be included, such as: museums, community shelters (i.e., Senior citizen or homeless), libraries, emergency and medical facilities, private utility and other facilities which provide essential governmental services.

**BLOCK I: COMMUNITY BUDGET INFORMATION** - It is **mandatory** that political jurisdictions affected by the disaster complete this section if they are seeking Federal disaster relief through the State. If a joint Federal/State site assessment is arranged, representatives from the Federal Emergency Management Agency (FEMA) require the jurisdictions to provide hardcopies of this information.

### PRIVATE DAMAGE SECTION

**BLOCK J: INDIVIDUAL** - List the number of structures (primary residences including mobile homes and farmhouses) which were destroyed or received major or minor damage from the disaster. Do not report secondary residences (i.e., vacation homes) in this block. Report them separately under comments.

Please utilize the following definitions in categorizing the type of damage:

**Destroyed:** Totally uninhabitable, beyond repair. If a local ordinance prohibits the issuance of a permit for repairs to a structure damaged beyond a certain degree, that structure should be included in this section.

**Major Damage:** The structural damage is such that the occupant cannot repair the structure within thirty (30) days; uninhabitable without major structural repairs. NOTE: Water above the floor of a mobile home for any significant length of time generally causes major damage, even though some occupants may choose to move back in.

**Minor Damage:** The structural damage can be repaired within a thirty (30) day time period.

These definitions are provided to assist you in assessing damage to private structures and are generally utilized by FEMA during joint Federal/State assessments. Some organizations, such as the Red Cross, do not categorize major/ minor damage in the same way and utilize their own criteria when performing a damage assessment.

**BLOCK K: BUSINESS/INDUSTRY** - Furnish the number of businesses and industries destroyed or with major and minor damage as defined under Block J. You need to supply the percentage of insurance coverage and any significant information concerning the impact of the damage, such as the number of persons unemployed because of the damages and an estimate of the duration of that unemployment.

**BLOCK L: AGRICULTURAL** - The information provided here concerns losses to operating farms. In this block, document the number of service buildings, machinery and equipment, crops, and livestock which were destroyed or received major or minor damage. This information is shared with the Ohio Department of Agriculture.

**BLOCK M: OTHER INFORMATION** - Provide an estimate or actual number of deaths, injuries, and persons hospitalized as a result of the disaster. If you have confirmed the numbers, place a "C" after the figure.

Also enter the number of persons evacuated from their homes and those staying in public shelters. Indicate an estimate of the number of persons who may be isolated by the disaster.

**BLOCK N: ADDITIONAL DISASTER INFORMATION** - This additional information assists FEMA in determining the needs of the community.

### COMMENTS SECTION

Be sure to utilize the Comments Section of this form. Additional information which may substantiate the need for assistance should be provided in this space.

Keep all notes and supporting documentation as a basis for completion of this form. Be sure to refer to the Damage Assessment Guide, January, 1998, for additional information concerning assessment.

## **DEBRIS MANAGEMENT – ESF #3**

### **I. PURPOSE**

The purpose of this annex is to provide for coordination of efforts in the clean-up, removal, and disposal of debris following a major emergency or disaster.

### **II. SITUATION & ASSUMPTIONS**

#### **A. Situation**

1. Debris may be the result of natural, man-made, and technological hazards.
2. Champaign County may experience events which result in large amounts of debris.
3. All communities have unique circumstances that impact types, amounts, and responses to debris; these may include types of local business/industry, land use, size of the community, topography, and economics.
4. Jurisdictions must be prepared to conduct emergency debris removal on their own during the initial phases of an emergency or disaster.
5. Individuals and businesses will be responsible for the removal and disposal of debris on private property.
6. Debris management activities can be a major burden on the time and resources of everyone affected.

#### **B. Assumptions**

1. Extraordinary demands will be placed on public and private resources for debris management following a disaster event.
2. A coordinated effort will be required to effectively collect, remove, and dispose of debris following a disaster.
3. Proper planning and conduct of debris operations will be vital to ensure cost effective and environmentally sound practices are used.
4. During major emergencies financial and/or material assistance from the state or federal government may be required.

### **III. CONCEPT OF OPERATIONS**

#### **A. Debris Management Team**

1. Champaign County will coordinate disaster-related debris management activities through the formation of a Debris Management Team. This team will assemble with the onset of a disaster.
  - a. Team membership includes representation by the following: Champaign County EMA, North Central Ohio Solid Waste District, Champaign County Health district, Champaign County Litter Prevention & Recycling, Champaign Landfill, Ohio EPA, Champaign County Engineer, Champaign County Commissioners, and officials of the affected jurisdictions.
  - b. Representatives with specific expertise and state or federal liaisons may be added as needed.

## Annex M (Debris Management) to the Champaign County Emergency Operations Plan

2. The Debris Management Team will be activated by the EMA Director through the Emergency Operations Center (EOC) as soon as possible following the discovery that an event has generated debris that is hazardous or in large quantities.
  3. The Director of the Champaign County EMA and the Solid Waste District Coordinator (or consultant, as applicable) shall act as Co-Chairs of the Debris Management Team.
    - a. The EMA Director will be responsible for planning and logistics functions.
      - 1) Planning coordination with the team will include prioritization of needed activities and determination of appropriate strategies for collection and disposal.
      - 2) Logistics support will include debris quantity calculations, preparation and submission of requests for state assistance through Ohio EMA, assessments for requests for federal assistance, and provision of needed materials for the conduct of debris collection and disposal. See Tab 1 to this annex, Debris Calculation Worksheet.
    - b. The Solid Waste Coordinator shall serve as the Debris Manager. In this capacity he/she will have responsibility for coordinating the operations and finance areas of debris management activities.
      - 1) Operations coordination will include contacts with each affected jurisdiction and scheduling and coordination of resources conducting debris operations.
      - 2) Finance support will include contacts and negotiations with contractors, contract negotiations, support of and coordination with jurisdiction officials for expenses and scheduling, and documentation of all resources, personnel, materials, and costs for reimbursement purposes.
  4. See Appendix 1 to this annex, Debris Management Fact Sheet, for guidance prepared by Ohio EMA and Ohio EPA on debris management planning and issues.
  5. All required FEMA guidelines will be complied with in the disposal efforts. FEMA's Debris Management Guide (FEMA 325) provides detailed information and is available in the Champaign County Emergency Operations Center (EOC).
  6. Regular meetings will be conducted until operations are complete.
- B. Phased Approach
1. The Champaign County Debris Management Team will address debris issues using a phased approach. Following are the phases as they will be addressed:
    - a. Phase One – Debris clearance to open access for emergency response vehicles and necessary traffic. This may be accomplished by jurisdiction officials due to the immediate nature of the situation.
    - b. Phase Two – Debris issues affecting health and safety. This may include such issues as chemical, sewage, and flood contaminated debris, as well as dangerous limbs and trees, dead animals, and spoiled food.
    - c. Phase Three – Other actions necessary to protect health and safety. This may include, but not be limited to, pest or rodent control activities associated with the presence of debris.
      - 1) \*\*It is important to note that these activities may or may not qualify for reimbursement under a state or federal declaration; however, they may be critical to preventing the spread of disease.
    - d. Phase Four – Remaining debris activities necessary to restore the county to pre-disaster condition.

C. Evaluation of Need

1. At the first debris team meeting the EMA Director will review the extent of the disaster and relate known information about debris. Team members will provide any response and debris information that they have up to the time of the meeting.
2. An assessment of debris issues will be made and items that need to be addressed will be identified.
3. Required actions will be prioritized based on the four phases of debris activities as listed in item B. above.
4. Mutual aid assistance from unaffected jurisdictions and from other counties will be used whenever possible.
  - a. Assistance may be available from surrounding county health districts or solid waste districts.
  - b. Written agreements should be signed to clarify the terms of the assistance. See Appendix 2 to this annex, Sample Mutual Aid Agreement.

D. Environmental Compliance

1. Following a disaster event, compliance with environmental protection laws and regulations is still required.
2. Ohio Environmental Protection Agency (Ohio EPA) and local health district officials will be participating on the Debris Management Team and will be consulted for applicable regulatory requirements.

E. Documentation

1. Documentation of debris management activities is important for potential reimbursement of costs. In addition, documentation is important to record activities performed and authorizations granted, and to develop a historical record for updating plans.
2. Documentation of activities is the responsibility of those performing work as well as those who provide oversight and direction.
3. At a minimum, documentation needs to address the following:
  - a. Labor, equipment, rental fees and material costs
  - b. Mutual-aid agreement expenses
  - c. Use of volunteered resources, including labor
  - d. Administrative expenses
  - e. Disposal costs
  - f. Types of debris collected, amounts of each type, and location of origin
4. Documentation must also meet State and/or FEMA standards in order for reimbursement of expenses to be approved. See Tab 2 to this annex, Debris Ticket Format for Landfill Disposal.

F. Determination of Appropriate Strategy

1. Team members will discuss ideas, including the pros and cons of each, and determine the appropriate course of action for each phase. Solutions will vary based on the type of debris to be addressed and the affected area.
2. Debris types may include:
  - a. Woody and tree material
  - b. Household goods, including furniture, personal belongings, and appliances

- c. Food waste
  - d. Utility poles and wires
  - e. Hazardous materials and infectious waste
  - f. Vehicles and tires
  - g. Building materials
  - h. Animal carcasses
  - i. Silt and mud
3. Means of collection may include:
- a. Use of authorized waste transfer or disposal facilities
  - b. Establishment of alternate or Temporary Debris Storage and Reduction (TDSR) sites
  - c. Direct pickup
  - d. Placement of dumpsters
4. Means of Reduction
- a. Incineration
  - b. Grinding and chipping
  - c. Separation
  - d. Recycling
5. Means of Disposal
- a. Landfill disposal
  - b. Incineration
  - c. Sale or donation of reduced material
  - d. Decontamination and reuse
6. Demolition of a structure may be the only option in certain instances when severe damage has occurred. This will only be recommended after all other options have been explored.
- a. Local building and zoning officers are required to inspect any buildings sustaining major damage.
  - b. The Champaign County Health District may also conduct inspection in certain cases and has the authority to condemn buildings.
  - c. Permits for demolition are issued by the County Building Department.
  - d. Responsibility for all costs and removal of debris from demolition is the responsibility of the property owner.
  - e. When demolition is recommended, contracts and legal guidance will be necessary. See Appendix 7 to this annex, Demolition Checklist.

G. Types of Contracts

1. The following types of contracts may be used in conducting debris management operations.
- a. Time and Material: Under a time and material contract, the contractor is paid on the basis of time spent and resources utilized in accomplishing debris management tasks. The Federal Emergency Management Agency policy requires that the use of time and material contracts be limited to the first 72 work hours following a disaster event. See Appendix 4 to this annex, Sample Time and Materials Contract.



- b. Lump Sum: A lump sum contract establishes a total price using a one item bid from a contractor. It should be used only when a scope of work is clearly defined, with areas of work and quantities of material clearly identified. See Appendix 5 to this annex, Sample Lump Sum Contract. Lump sum contracts can be defined in one of two ways:
    - 1) Area Method, where the scope of work is based on a one time clearance of a specified area, or
    - 2) Pass Method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right of way.
  - c. Unit Price: A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled, and should be used when the scope of work is not well defined. It requires close monitoring of collection, transportation, and disposal to ensure that quantities are accurate. A unit price contract may be complicated by the need to segregate debris for disposal. See Appendix 6 to this annex, Sample Unit Price Contract.
- H. Qualified Contractors
- 1. A list of certified contractors for commercial building is maintained by the Champaign County Engineer. There is no residential building code.
- I. Right-of-Entry/Hold Harmless Agreements
- 1. Disaster response activities may require entering private property to remove debris that is a threat to the health and safety of occupants.
  - 2. Entry onto private property will be made only when absolutely necessary. Agreements will be necessary to protect private and public interests.
  - 3. See Appendix 3, Sample Right-of-Entry/Hold Harmless Agreement.
    - a. The Champaign County Prosecutor will provide legal counsel and review of all proposed legal agreements to be passed by Champaign County Commissioners' resolutions ensuring compliance with the Ohio Revised Code.

#### IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. Debris removal operations will be divided by public and private property.
  - a. Public Property/Rights-of-Way Debris Removal: Debris deposited on public lands including the right-of-way will be the responsibility of local government.
    - 1) In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by government forces.
    - 2) Government forces or volunteers may assist private property owners if necessary to remove event-related debris that poses a health and/or safety threat.
  - b. Private Property Debris Removal: Debris deposited on private property is the responsibility of the property owner.
    - 1) In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by government forces.
      - a) Debris removal schedules will be published through local media outlets and provided to officials in affected jurisdictions for release to private individuals.
      - b) Instructions for separation of debris and steps to follow if assistance is required in getting debris to the curbside will be published with the removal schedules.

- 2) Volunteers or voluntary groups may assist property owners.

B. Assignment of Responsibilities

1. Agencies with primary responsibility for debris management are tasked with attending team meetings as often as practicable, participation in the planning process, and documentation of their actions.
  - a. EMA Director
    - 1) Activate Debris Management Team, as necessary
    - 2) Serve as a co-chair of the team
    - 3) Update the team on disaster situation and known debris issues
    - 4) Prepare and submit debris calculations and requests for assistance from the State of Ohio and FEMA.
    - 5) Provide information to the County PIO for publication and distribution
  - b. Solid Waste Coordinator or Consultant
    - 1) Serve as a co-chair of the team and as the Debris Manager
    - 2) Coordinate contracted workers and government work forces
    - 3) Coordinate debris management plans and activities with affected jurisdictions
    - 4) Ensure that contracts and expenses follow FEMA guidelines
    - 5) Collect and prepare records of financial transactions for reimbursement of debris removal activities
  - c. Champaign County Health District
    - 1) Assist in identification of health issues
    - 2) Inspect and coordinate appropriate actions by restaurants and grocery stores in addressing contaminated or spoiled food
    - 3) Provide monitors for temporary debris storage and reduction sites, as needed
    - 4) Provide information about health risks and safety procedures to the team and to the County PIO for publication and distribution
  - d. Champaign County Engineer
    - 1) Assess debris issues in rights-of-way and on county roads
    - 2) May assist with debris issues on townships and state roads as staffing and equipment permits or allows.
    - 3) Provide debris clearance personnel and equipment, as available
  - e. Champaign County Landfill
    - 1) Relate available options for activities that may be supported by the landfill
    - 2) Provide monitoring for debris shipped to the landfill
    - 3) Coordinate necessary permits and requests with Ohio EPA
  - f. Ohio EPA Representative
    - 1) Coordinate with state and federal agencies, such as EPA and Ohio Historical Preservation Office to ensure compliance with environmental and historic preservation laws/regulations/policies.

- 2) Evaluate and assist in selecting locations for Temporary Debris Storage and Reduction (TDSR) sites
  - 3) Determine appropriate environmental monitoring and ensure compliance with reporting requirements for TDSR sites
  - 4) Assist in securing necessary permits
- g. Officials of Affected Jurisdictions
  - 1) Clear roadways and assess debris to be collected, as possible
  - 2) Coordinate local debris operations through the county strategy
  - 3) Distribute debris separation instructions and collection schedules to residents
  - 4) Maintain proper documentation of local expenses for purposes of reimbursement and historical records
2. Secondary responsibilities apply to the following agencies or individuals. They will possibly have limited involvement in the planning process, but fill a vital role in the overall picture of debris management operations.
  - a. Champaign County Commissioners
    - 1) Authorize necessary expenditures for debris operations
    - 2) Coordinate with PIO to release information to the public
  - b. Champaign County Prosecutor
    - 1) Review insurance information and other assets to ensure benefits and resources are fully utilized
    - 2) Review contracts to ensure compliance with FEMA requirements
    - 3) Review rights-of-way and hold harmless agreements
    - 4) Ensure compliance with historical preservation issues
  - c. Public Information Officer
    - 1) Coordinate with county and local officials to release debris collection information
  - d. Private Citizens
    - 1) Follow guidance provided for separation, drop-off, and/or collection of debris
    - 2) Assist neighbors, as able
    - 3) Report dangerous debris to local law enforcement

## **V. DIRECTION & CONTROL**

### **A. Activation of the Plan**

1. The Debris Management Team will be a component of the Emergency Operations Center (EOC) and will coordinate and manage debris removal operations.
2. The Team will be activated by the EMA Director when EOC staff and/or jurisdictional officials recognize that hazardous or excessive amounts of debris will present a problem.

### **B. Establishment of Debris Removal Priorities**

1. When a debris-generating event occurs there is an immediate need for prioritization of actions.
  - a. The first priority shall include roadways that allow ingress and egress to the critical public facilities such as fire stations, police stations, hospitals, and other critical facilities.

- b. Other essential, but perhaps not critical facilities include schools, municipal buildings, water treatment plants, wastewater treatment plants, power generation units, airports, temporary shelters for disaster victims, etc.
  - c. The county will need to prioritize debris removal from roadways that allow ingress or egress to these facilities.
- C. Environmental Compliance
  - 1. Following a disaster event, compliance with environmental protection laws and regulations is still required.
  - 2. Federal and State Environmental Protection Agencies and local Health districts should be consulted for applicable regulatory requirements.
  - 3. Hazardous waste will be a significant issue in the debris management strategy.
    - a. The county, township, city or village will work closely with Federal and State environmental protection agencies to ensure proper removal and disposal of hazardous waste.
    - b. Procedures for establishing a separate staging area for hazardous waste, to include lining with an impermeable material so chemicals do not leak into the groundwater and soil will need to be developed.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Not used. Refer to Appendix 3 to the Basic Plan, Procedures for the Relocation and Safeguarding of Vital Records

## **VII. ADMINISTRATION & LOGISTICS**

- A. Temporary Debris Storage and Reduction (TDSR) Site
  - 1. Some specific considerations when using these types of sites include:
    - a. Location: Care should be taken in selection of TDSR sites. Land use, proximity to housing, location of the nearest water table and/or public water supply, and other factors that may impact the use of the site should be taken into account.
    - b. Operations: Monitor receipt of debris and verify types of debris (with the location where debris was removed from) were received and are critical functions for successful operation of a TDSR site. Appendix 8 to this document is a sample TDSR site layout.
    - c. Closeout: In order to close out a TDSR site, care should be taken to restore the site to its original condition in an environmentally friendly and timely manner. Included in the attachments to this document is a checklist for site closeout.
  - 2. See Appendix 8, TDSR Checklist, Issues, and Layout, for more information.
- B. Tracking of Resources
  - 1. Procedures for tracking resources are available in the County EOC. Champaign County tracks resources, expenses, and actions taken during disasters.
  - 2. The level of detail in the tracking system will be dependent upon the size and magnitude of the disaster.
- C. Meetings and Briefings
  - 1. Meetings and briefings will be conducted by or through the County EOC. The main purpose of the meetings is to brief EOC staff and media on current and future debris management activities.

2. Debris management staff should participate in all EOC meetings and provide briefings as necessary.

D. Review of Documentation Process

1. Evaluation of when and why decisions were made to perform certain actions is key to the success of future debris operations.
  - a. Examples may include site selection for TDSR sites, debris removal priorities, and demolition of public/private structures.

E. Contract Monitoring

1. In the event that contracts are used for debris removal, monitoring of contractors is a very important issue. The team will designate a person or persons for contract monitoring. Contract monitoring verifies that the following actions are taking place:
  - a. Debris being picked up is a direct result of the disaster
  - b. Trucks hauling debris are fully loaded.
  - c. Debris pick-up areas are being managed properly
  - d. Trucks are sticking to debris routes
  - e. Inspection of temporary storage sites to ensure operations are being carried out according to contract
  - f. Verification of security and control for temporary debris storage and reduction sites

F. State Agency Support

Following is a list of state agencies that may participate in debris removal activities:

1. Ohio Department of Transportation
2. Ohio Environmental Protection Agency – Solid Waste & Orphan Drum Programs
3. Ohio Department of Health – Emergency Response Section
4. Ohio Emergency Management Agency
5. Ohio Department of Natural Resources
6. Ohio Department of Agriculture – Animal or Food Safety Offices
7. Ohio National Guard
8. Ohio Department of Corrections
9. Ohio State Highway Patrol

G. Direct Federal Assistance

Direct federal assistance may be available during certain incidents; however, this applies only to emergency work (debris removal and emergency protective measures) and must meet general FEMA eligibility criteria. Debris activities that are eligible for Direct Federal Assistance include:

1. Debris removal from critical roadways and facilities
2. Debris removal from curbsides or from eligible facilities and hauling to either temporary or permanent sites
3. Identification, design, operation, and closeout of debris management sites
4. Monitoring debris contractor's activities
5. Demolition or removal of disaster damaged structures and facilities in accordance with FEMA regulations and policies

H. Technical Assistance

1. State Technical Assistance is available to local officials for a variety of tasks related to debris planning. The Ohio Environmental Protection Agency, and Ohio Emergency Management Agency, can provide technical assistance in the following areas:
  - a. County debris management plan annex
  - b. Debris management site plans.
  - c. Contract/TDSR checklist.
  - d. Documentation aids (ex. Trip tickets)
2. Federal Technical Assistance
  - a. Federal technical assistance may be available, and applies when a state or county lacks technical knowledge or expertise to accomplish an eligible task. The Federal Emergency Management Agency will then request technical assistance from the appropriate federal agency in the National Response Plan. Eligible technical assistance includes:
    - 1) Assistance in developing an overall debris management plan
    - 2) Assistance in developing Debris Management Site plans
    - 3) Assistance in developing of monitoring plans
    - 4) Assistance in developing contract guidelines
    - 5) Assistance in developing and implementing trip tickets processes
  - b. Agencies that may be assigned missions from the Federal Government
    - 1) Federal Highway Administration
    - 2) United States Department of Agriculture
    - 3) Environmental Protection Agency
    - 4) United States Army Corps of Engineers
    - 5) United States Coast Guard
    - 6) Bureau of Indian Affairs

I. Volunteer Organizations

1. Volunteer organizations may provide assistance for debris removal from private property. There is a wide range of volunteer organizations at the local, state, and federal levels. The following is an incomplete list of organizations:
  - a. American Red Cross
  - b. Catholic Social Services
  - c. Salvation Army
  - d. Voluntary Organizations Active in Disaster (VOAD)
  - e. Mennonite Services
  - f. Civic Clubs
  - g. Student Organizations
  - h. Church Organizations
2. Please refer to the Champaign County EMA Resource Manual for specific contact information.

## **VIII. PLAN DEVELOPMENT & MAINTENANCE**

- A. The Champaign County EMA Director and the Solid Waste Coordinator (in cooperation with the organizations listed in this annex) are responsible for updating this annex based on deficiencies identified through actual events, drills and exercises, and changes in government structure and emergency organizations.
- B. The Champaign County EMA Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.

## **IX. AUTHORITIES AND REFERENCES**

### **A. Authorities**

- 1. 44 CFR (Code of Federal Regulations) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 2. 44 CFR Part 206, Disaster Assistance (subparts G-L pertain to the Public Assistance Program)

### **B. References**

- 1. Debris Management Guide, FEMA 325, April 1999
- 2. Public Assistance Policy Digest, FEMA 321, October 1998
- 3. Public Assistance Guide, FEMA 322, October 1999
- 4. FEMA Debris Management Course (G202)

## **X. ADDENDA**

Appendix 1 – Debris Management Fact Sheet

Appendix 2 – Sample Mutual Aid Agreement

Appendix 3 – Sample Right of Entry Agreement

Appendix 4 – Sample Time & Materials Contract

Appendix 5 – Sample Lump Sum Contract

Appendix 6 – Sample Unit Price Contract

Appendix 7 – Demolition Checklist

Appendix 8 – TDSR Checklist, Issues, and Layout

Tab 1 – Debris Calculation Worksheet

Tab 2 – Debris Ticket Format for Landfill Disposal

**XI. AUTHENTICATION**

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Champaign County Engineer

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Date

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City of Urbana Engineer

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Date

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Champaign County EMA Director

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Date



**DEBRIS FACT SHEET FOR LOCAL OFFICIALS**

Developed by Ohio EPA & Ohio EMA

The information contained within this document is intended to assist local officials responsible for all or a portion of the issues relating to managing debris resulting from a disaster or significant emergency. Removal, reduction, recycling, temporary sites, contracting and disposal data as well as points of contact are included in the following pages.

The Ohio Environmental Protection Agency (EPA) and Ohio Emergency Management Agency (EMA) are two state agencies that have primary response to disasters. Disasters can generate a significant amount of debris and can disrupt local government operations in general. Their roles and day-to-day points of contact are detailed below.

LOCAL GOVERNMENTS

Local Health districts may be able to provide technical assistance regarding debris management and public health issues. Local health districts may also have primary responsibility during a disaster, in the regulatory oversight for proper management of debris. Of particular concern for public health and safety is the management and proper disposal of debris created by a disaster or by demolition, yard waste, household hazardous waste, food stuffs and spoiled food.

Local Solid Waste Management Districts can help with recycling options and may have resources that could support cleanup efforts. For more information on recycling contact the Department of Natural Resources at [www.ohiodnr.com/recycling](http://www.ohiodnr.com/recycling).

OHIO ENVIRONMENTAL PROTECTION AGENCY

Primary responsibility during a disaster is regulatory oversight for proper management of debris. This is accomplished by providing rule interpretations (regulatory requirements), technical assistance/coordination regarding temporary staging, collection, removal and disposal of debris, and resource lists.

[www.epa.state.oh.us/dsiwm](http://www.epa.state.oh.us/dsiwm)

Division of Solid and Infectious Waste Management, Central Office

Phone (614) 644-2621

Fax (614) 728-5315

OHIO EMERGENCY MANAGEMENT AGENCY

Primary responsibility is coordination of state assistance, through County Emergency Management Agency offices, to support the efforts of local officials following disasters and a Governor's Proclamation. The Disaster Recovery Branch administers reimbursement programs for costs associated with local response/recovery actions, including debris operations.

Disaster Recovery Branch

2855 West Dublin Granville Road, Columbus, Ohio 43235

Phone (614) 889-7171 Fax (614) 791-0018

Included within this Debris Management Fact Sheet:

Page 1 - Contact List

Page 2 - Management Options Chart

Page 3 - Temporary Debris Sites

Page 4 - Ohio EPA Resources

Page 5 - Contracting

Pages 6-7 - FEMA Eligibility

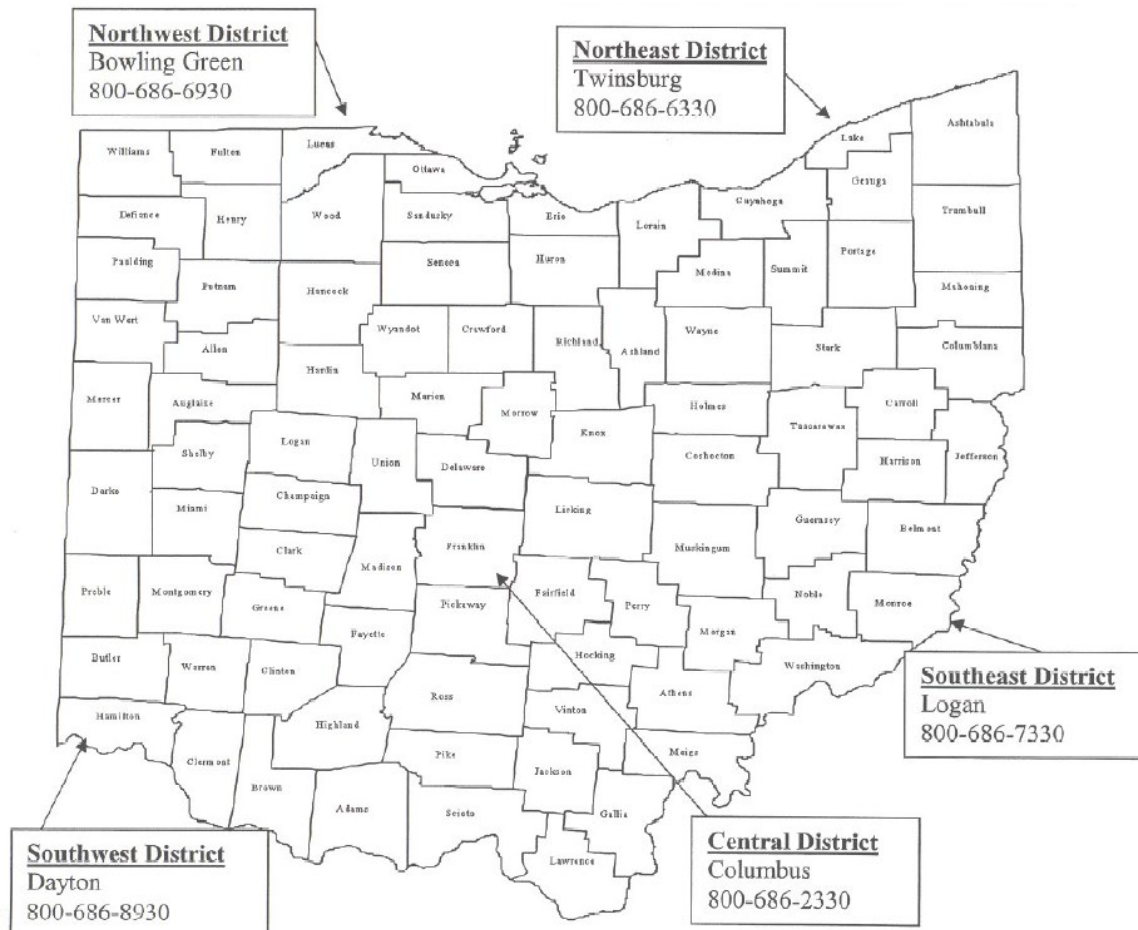
\* The debris means all waste types generated during an event

## Appendix 1 – Debris Management Fact Sheet, to Annex M (Debris Management)

### DEBRIS MANAGEMENT CONTACTS

#### OHIO ENVIRONMENTAL PROTECTION AGENCY

Div. of Solid/Infectious Waste	(614) 644-2621	Hazardous Waste	(614) 644-2917
Public Drinking Water	(614) 644-2752	Burn Permits	(614) 644-2270
Waste Water Treatment	(614) 644-2001	Chemical Spills	(800) 282-9378



### ADDITIONAL CONTACTS

Local Solid Waste Mgmt District (Recycling)	- See Local Listing	Ohio EMA	(877) 644-6362 (Response and Recovery)
Local Department of Health	- See Local Listing	Ohio Historic Preservation	(614) 298-2000 (Environmental/Historic)
Ohio Department of Health (Private Drinking Water)	(614) 466-1390	Attorney General	(800) 282-0515 (Consumer Protection)
Ohio Department of Agriculture (Dead Animals)	(614) 728-6200	ODNR	(614) 265-6565 (Recycling, Floodplain Mgmt.)
U.S. Corp of Engineer (Regulatory-Great Lakes Division)	(513) 684-3002		

## Appendix 1 – Debris Management Fact Sheet, to Annex M (Debris Management)

### Ohio Environmental Protection Agency Management Options for Disaster Related Wastes

Type of Waste	Description of Waste	Management Options
General Solid Waste (aka Municipal Solid Waste)	<p>food, packaging, clothing, appliances, furniture, machinery, electronic equipment, garbage, plastic, paper, bottles, cans, loose carpeting, paper products, scrap tires, street dirt, dead animals</p> <p><b>note regarding sand bags used for controlling flood water:</b> the sand may be emptied from the bags and reused; only the bags (if not reused) are considered solid waste and should be disposed of appropriately</p>	<ul style="list-style-type: none"> <li>* MSW Landfills</li> <li>* MSW Transfer Facilities</li> </ul> <p><b>preferred option for general solid wastes:</b> segregate and recycle materials as much as possible to reduce disposal costs</p> <p><b>scrap tires:</b> take to tire recovery/recycling facility or tire monofill</p> <p><b>dead animals:</b> bury, burn, or render per Dept. of Agriculture guidelines or take to MSW Landfill</p>
Agricultural Waste/ Vegetative Waste (aka solid waste)	vegetative or woody waste, tree limbs, brush, shrubs (does not include buildings, dead animals, or vehicles)	<ul style="list-style-type: none"> <li>* MSW Landfills</li> <li>* MSW Transfer Facilities</li> <li>* Composting Facilities</li> <li>* Controlled Burning (For individuals in declared disaster areas only; local governments must contact local Ohio EPA District Office to receive approval to use air curtain destructors.)</li> </ul> <p><b>preferred option:</b> drying, chipping, grinding, mulching for reuse</p>
Construction & Demolition Debris (C&DD)	<p>brick, stone, mortar, asphalt, lumber, wallboard, glass, roofing, metal, piping, fixtures, electrical wiring, heating equipment, insulation, carpeting attached to structures, railroad ties, utility poles, mobile homes</p> <p>clean, hard fill: C&amp;DD which consists only of reinforced or non-reinforced concrete, asphalt concrete, brick, block, tile, and/or stone which can be reused as construction or fill material</p>	<ul style="list-style-type: none"> <li>* C&amp;DD Landfills</li> <li>* MSW Landfills</li> <li>* MSW Transfer Facilities</li> </ul> <p><b>preferred option:</b> segregate and reuse clean, hard fill as much as possible to reduce disposal costs</p> <p><b>mobile homes:</b> can take to a salvage company or C&amp;DD Landfill</p>
Infectious Waste	sharps (needles, medical related glass, etc), syringes, blood-containing items such as tubing, clothing, bandages, etc.	Contact Local Health Department or Ohio EPA District Offices for guidance.
Hazardous Waste	flammable materials (fuels, gasoline, kerosene, propane tanks, oxygen bottles, etc.), explosives, batteries, common household chemicals, industrial and agricultural chemicals, cleaners, solvents, fertilizers, etc.	Segregate (where practical) and dispose at an approved Hazardous Waste Facility. Contact Ohio EPA District Offices for guidance.

**Variances/Exemptions:** All regulated disposal facilities in Ohio have operational requirements/restrictions regarding the types and volume of waste that can be accepted for disposal. During emergency events, a facility may seek authorization from the Director of the Ohio EPA to temporarily accept different waste streams or an increased volume of waste. Before taking disaster-related debris to a disposal facility, please make sure that the facility may accept the material.

**Stream Cleanup Activities:** Prior to removing debris from streams/waterways, please make sure you have the appropriate authorizations, if necessary (e.g., permits from COE and/or Ohio EPA, permission from private property owners, etc.). Once debris is removed from the streams/waterways, segregate the debris as much as practical, and manage according to the options outlined above.

## TEMPORARY DEBRIS SITES

### **SITE EVALUATION**

#### Site Ownership:

Use public lands to avoid costly leases and trespassing allegations. Use private land only if public sites are unavailable.

#### Site Location:

Consider impact of noise, dust and traffic;

Consider pre-existing site conditions;

Look for good ingress/egress at site(s);

Consider impact on ground water;

#### Consider site size based on:

Expected volume of debris to be collected;

Planned volume reduction methods;

#### Avoid environmentally sensitive areas, such as:

Wetlands;

Rare and critical animals or plant species;

Well fields and surface water supplies;

Historical/archaeological sites;

Sites near residential areas, schools, churches, hospitals and other sensitive are

Perform recordation of site chosen (pictures, videos).

#### Site Operations:

Use portable containers;

Separate types of waste as operations continue;

Monitor site at all times;

Perform on-going volume reduction (on site or removal for disposal/reduction);

Provide nuisance management (dust, noise, etc.);

Provide vector controls (rats, insects, etc);

Provide special handling for hazardous materials;

Provide security (limit access);

Ensure appropriate equipment is available for site operations.

#### Site Closeout:

Remove all remaining debris to authorized locations;

Restore site to pre-use condition;

Perform recordation of site (pictures, videos).

## **CONTRACTING**

### **CONTRACTING OFFICE RESPONSIBILITIES**

1. Determine the type of contracting needed to satisfy specific debris clearance, removal and disposal requirements of an unusual and compelling urgency.
2. Determine if any purchasing and contracting requirements are waived as a result of the disaster and subsequent declarations of emergency (See Ohio Revised Code 125.023).
3. Solicit bids, evaluate offers, award contracts, and issue notices to proceed with all contract assignments, in accordance with county contract authority and policies.
4. Supervise the full acquisition process for service and supply contracts and the oversight of contract actions to ensure conformance to regulatory requirements.
5. Coordinate with the local Dept. of Public Works and Dept. of Solid Waste Management staffs and consult with legal counsel. The contracting office must take care to avoid the solicitation of assistance from the general public and giving the impression that compensation will be provided for such assistance. In general, this would be considered as volunteer actions. In addition, there are a number of other issues involved with such a solicitation, including licensing, bonding, insurance, the potential for the communities to incur liability in the event of injury or death, supervision and certification of work done.

### **TYPES OF DEBRIS CONTRACTS**

1. Time and Materials Contracts may be used for short periods of time immediately after the disaster to mobilize contractors for emergency removal efforts. They must have a dollar ceiling or a not-to-exceed limit for hours (or both), and should be terminated immediately when this limit is reached. The contract should state that (a) the price for equipment applies only when equipment is operating, (b) the hourly rate includes operator, fuel, maintenance, and repair, (c) the community reserves the right to terminate the contract at its convenience, and (d) the community does not guarantee a minimum number of hours.
2. Unit Price Contracts are based on weights (tons) or volume (cubic yards) of debris hauled, and should be used when the scope of work is not well defined. They require close monitoring of pick-up, hauling and dumping to ensure that quantities are accurate. Unit price contracts may be complicated by the need to segregate debris for disposal.
3. Lump Sum Contracts establish the total contract price using a one-item bid from the contractor. They should be used only when the scope of work is clearly defined, with areas of work and quantities of material clearly identified. Lump sum contracts can be defined in one of two ways: Area Method where the scope of work is based on a one-time clearance of a specified area; and Pass Method where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right-of-way.

### **CONTRACT MONITORING**

The debris staff member should monitor the contractor's activities to ensure satisfactory performance. Monitoring includes: verification that all debris picked up is from public property or right-of-way and is a direct result of the disaster; measurement and inspection of trucks to ensure they are fully loaded; on-site inspection of pick-up areas, debris traffic routes, temporary storage sites, and disposal areas; verification that the contractor is working in its assigned contract areas; verification that all debris reduction and disposal sites have access control and security.

Please see the Ohio Revised Code, Sections 125.023 307.86-.92, 153.54, 153.57, 2921.01 and 2921.42 and supplementary rules and local ordinances for additional information pertaining to competitive bidding.

## Appendix 1 – Debris Management Fact Sheet, to Annex M (Debris Management)

### FEMA ELIGIBILITY

Under a Presidential disaster declaration for the State of Ohio, the Federal Emergency Management Agency (FEMA) may provide assistance to state and local governments for costs associated with debris removal operations. (Debris removal operations include collection, pickup, hauling, and disposal at a temporary site, segregation, reduction, and final disposal.) This document provides information on the eligibility of debris removal operations for Public Assistance funding.

**Public / Private Insurance Coverage:** FEMA requires that any and all insurance coverage is invoked and claimed prior to consideration for state or federal reimbursement of expenses. All entities are required to notify their insurance company and determine coverage immediately following an event. Deductibles and expenses over \$1,000 that are not covered by insurance may be reimbursable.

**General Work Eligibility:** Determination of eligibility is a FEMA responsibility. Removal and disposal of debris that is a result of the disaster, and is on public property, is eligible for Federal assistance. Public property includes roads, streets, and publicly-owned facilities. Removal of debris from parks and recreation areas is eligible when it affects public health and safety or limits the use of those facilities.

**Debris Removal from Private Property:** Costs incurred by local governments to remove debris from private property may be reimbursed by FEMA if it is pre-approved by the Federal Disaster Recovery Manager, is a public health and safety hazard, and if the work is performed by an eligible applicant, such as a municipal or county government. The cost of debris removal by private individuals is not eligible under the Public Assistance Program; however, within a specific time period, a private property owner may move disaster-related debris to the curbside for pick-up by an eligible applicant. That time period will be established by FEMA in coordination with the state and local government. (The cost of picking up reconstruction debris is not eligible for FEMA reimbursement.)

**Eligible Costs:** If an applicant uses force account (their own) personnel and equipment, the cost of the equipment and overtime costs for personnel are eligible for federal funding. If an applicant chooses to award a contract(s) for debris operations, the costs of the contracts are also eligible for federal funding. Applicants should exercise judicious care in contracting for debris operations, since by law, FEMA is authorized only to assist with reasonable costs. Reasonable costs are those that are fair and equitable for the type of work performed in the affected area. If desired, FEMA staff will provide technical assistance on this subject prior to contract award.

**Use of Contractors:** If an applicant decides to award contracts for debris removal, FEMA advises the following:

- . Do not allow contractors to make eligibility determinations; they have no authority to do so;
- . Utilize pre-negotiated contracts, if available;
- . Consider using qualified local contractors because of their familiarity with the area;
- . Request copies of references, licenses and financial records from unknown contractors;
- . Document procedures used to obtain contractors;
- . Do not accept contractor-provided contracts without close review. FEMA can provide technical assistance on contracts and contract procedures, if requested to do so by local officials.

***FEMA does not recommend, pre-approve, or certify any debris contractor. FEMA does not certify or credential personnel other than official employees and Technical Assistance Contract personnel assigned to the disaster by FEMA. Only FEMA has the authority to make eligibility determinations.***

**Ineligible contracts:** FEMA will not provide funding for cost-plus-percentage of cost contracts, contracts contingent upon receipt of state or federal disaster assistance funding, or contracts awarded to debarred contractors.

## Appendix 1 – Debris Management Fact Sheet, to Annex M (Debris Management)

**Documentation:** To ensure that processing of federal funding is done as quickly as possible, applicants should keep the following information: debris estimates, procurement information (bid requests, bid tabulations, etc.), contracts, invoices, and monitoring information (load tickets, scale records). If an applicant does debris removal, the payroll and equipment hours must be kept. All records should be maintained in the manner prescribed by the local government with consideration of state and federal record retention guidelines.

**Federal Assistance:** FEMA and the state may provide technical assistance with planning, carrying out and monitoring of debris removal operations. If disaster-related debris removal and disposal operations are beyond the capability of the state and local governments to perform or contract for the work, the state may request direct federal assistance. In such instances, FEMA will give the US. Army Corps of Engineers a mission assignment to prepare, execute, and monitor contracts for debris operations. Applicants in need of technical assistance should contact the State Public Assistance Office, Ohio EMA, by calling (614) 799-3665.

### Ohio Environmental Protection Agency Resources

1. Master Facilities List (licensed in Ohio)
2. Registered Composting Facilities (Ohio)
3. Registered Infectious Waste Transporters (Ohio)
4. Registered Scrap Tire Transporters (Ohio)
5. Emergency Response Contractors
6. Solid Waste Management District Contacts
7. Orphan Drum Program - DERR
8. Ohio EPA Contact List/District Jurisdictions Map
9. Open Burning Regulations – DAPC

Contact the appropriate Ohio EPA division for copies of the above publications or visit the Ohio EPA website at [www.epa.state.oh.us](http://www.epa.state.oh.us)

# 1-4, 6 & 8	Division of Solid and Infectious Waste Mgmt	(614) 644-2621
#5&7	Division of Emergency & Remedial Response	(614) 644-2924
#9	Division of Air Pollution Control	(614) 644-2270

## Appendix 2 – Sample Mutual Aid Agreement, to Annex M (Debris Management)

Mutual Aid Agreement
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THIS AGREEMENT, entered into this \_\_\_ day of \_\_\_\_\_ by the participating parties hereto:

WHEREAS, each of the parties hereto desires to furnish mutual aid to each other in the event of a disaster, for which neither party might have sufficient equipment or personnel to cope, and,

WHEREAS, such a mutual aid agreements are authorized by (Site Statutory Agency).

NOW THEREFORE, the parties do mutually agree as follows:

### ARTICLE I - TERM

This agreement shall commence at 12:01 a.m. on \_\_\_\_\_, and continue through \_\_\_\_\_, subject to the right of each party to terminate sooner as provided herein.

### ARTICLE II - SERVICES

In the event of a disaster that requires aid of equipment and personnel beyond that which each party is able to provide for itself, all parties hereto agree that at the request of any party Hereto the others will loan such equipment and personnel as the respective officials of the lending jurisdiction, in their discretion, shall determine can be reasonably spared at the time without placing their own community in jeopardy.

Since time is of the essence during emergencies as herein referred to, the authority to dispatch equipment and personnel or call for in accordance with the terms and conditions of this agreement shall be delegated specifically to the chief official or acting chief official of the parties hereto.

The lending party shall be responsible for the delivery of said equipment and personnel to the location specified by requesting party.

Upon arrival at said location, the officer in charge of the said equipment and personnel shall report to the officer in charge at the location of the disaster, who shall assume full charge of all operations at a disaster or emergency location.

All equipment and personnel loaned hereunder shall be returned upon demand of the lending party or when released by the requesting party upon the cessation of the emergency.

### ARTICLE III - PAYMENT

No charge shall be assessed for services rendered by any party hereto.

### ARTICLE IV - WAIVER OF CLAIMS

Each party hereto hereby waives all claims against the other for compensation for any loss, damage, personal injury, or death occurring in consequence of the performance of either party, their agents, or employees hereunder.

### ARTICLE V- TERMINATION

This Agreement may be terminated by either party upon at least thirty days prior written notice to the other.



## Appendix 2 – Sample Mutual Aid Agreement, to Annex M (Debris Management)

### **ARTICLE VI - INTEGRATION**

This Agreement contains the entire understanding between the parties, and there are no understandings or representations not set fourth or incorporated by reference herein. No subsequent modifications of this Agreement shall be of any force or effect unless in writing signed by the parties.

### **ARTICLE VII - COMPLIANCE WITH LAWS**

In the performance of this Agreement, each party shall comply with all applicable Federal, State, and Local laws, rules, and regulations.

### **ARTICLE VIII - SIGNATURES OF AGREEING OFFICIALS**

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Official

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Official

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Official

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Official

Appendix 3 – Sample Right of Entry Agreement, to Annex M (Debris Management)

Right of Entry Agreement

I/We \_\_\_\_\_, the owner(s) of the property  
commonly  
Identified as \_\_\_\_\_, \_\_\_\_\_,  
(Street) (City/town)  
\_\_\_\_\_, \_\_\_\_\_, State  
of Ohio  
(Township) (County)

do hereby grant and give freely and without coercion, the right of access and entry to  
said property in the County/City of \_\_\_\_\_, its agencies,  
contractors, and subcontractors thereof, for the purpose of removing and clearing any or  
all storm-generated debris of whatever nature from the above described property.

It is fully understood that this permit is not an obligation to perform debris clearance.  
The undersigned agrees and warrants to hold-harmless the City/County of  
\_\_\_\_\_, State of Ohio, its agencies, contractors, and  
subcontractors, for damage of any type, whatsoever, either to the above described  
property or persons situated thereon and hereby release, discharge, and waive any  
action, either legal or equitable that might arise out of any activities on the above  
described property. The property owner(s) will mark any storm damaged sewer lines,  
water lines, and other utility lines located on the described.

I/We (have \_\_, have not \_\_) (will \_\_, will not \_\_) receive any compensation for debris  
removal from any other sources including Small Business Administration, National  
Resource Conservation Service, private insurance, individual and family grant program  
or any other public assistance program. I will report for this property any insurance  
settlements to me or my family for debris removal that has been performed at  
government expense. For the considerations and purposes set forth herein, I set my  
hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner Telephone Number and Address

## Appendix 4 – Sample Time & Materials Contract, to Annex M (Debris Management)

Time and Materials Contract
-----------------------------

### ARTICLE 1: Agreement Between Parties

This contract is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the city/county of \_\_\_\_\_, hereinafter called the ENTITY and \_\_\_\_\_, hereinafter called the CONTRACTOR.

### ARTICLE 2: Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on \_\_\_\_\_, 20\_\_\_\_, for the removal of debris caused by the sudden natural or man-made disaster of \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

### ARTICLE 3: Schedule of Work

Time is of the essence for this debris removal contract.

Notice to proceed with Work: The work under this contract will commence on \_\_\_\_\_, 20\_\_\_\_. The equipment shall be used for (recommended not to exceed 70) hours, unless the ENTITY initiates additions or deletions by written change order. Based upon unit prices of equipment and labor, no minimum or maximum number of hours is guaranteed.

### ARTICLE 4: Contract Price

The hourly rates for performing the work stipulated in the contract, documents, which have been transposed from the low bidder's bid schedule, are as follows:

Equipment/Machine/Operator	Mobilization/Demobilization Cost	Hourly Rate
----------------------------	----------------------------------	-------------

Manufacturer, Model, and Total unit rate shall be given which includes maintenance, fuel, overhead, profit, and other associated cost with the equipment.

Estimated Cost per unit of material. Only actual invoice amounts will be paid.

Labor man-hours shall include protective clothing, fringe benefits, hand tools, supervision, transportation, and any other costs.

## Appendix 4 – Sample Time & Materials Contract, to Annex M (Debris Management)

### ARTICLE 5:

#### Payment

The ENTITY shall pay the Contractor for mobilization and demobilization if the Notice to Proceed is issued and will pay for only the Time that the equipment and manpower is actually being used in accomplishing the work. The Contractor shall be paid within \_\_ days of the receipt of a pay estimate and verification of work by the inspector.

### ARTICLE 6:

#### Claims

Not Applicable

### ARTICLE 7:

#### Contractor's Obligations

The Contractor shall supervise accomplishment of the work effort directed by labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, liability insurance, taxes, and fees necessary to perform under the terms of the contract.

Caution and care must be exercised by the Contractor not to cause any additional damage to sidewalks, roads, buildings, and other permanent fixtures.

### ARTICLE 8:

#### Insurance and Bonds

The Entity's representative(s) shall furnish all information necessary for commencement of the Work and direct the Work effort. Costs of construction permits, disposal sites and authority approvals will be home borne by the Entity. A representative will be designated by the Entity for inspection the work and answering any on-site questions. This representative shall furnish the Contract daily inspection reports including work accomplished and certification of hours worked.

The Entity shall designate the public and private property areas where the work is to be performed. Copies of complete "Right of Entry" forms, where they are required by State or local law for private property shall be furnished to the contractor by the Entity. The Entity shall hold-harmless and indemnify the Contractor and his employees against any liability for any and all claims, suits, judgments, and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are the result of negligence on the part of the Contractor.

The Entity will terminate the contract for failure to perform or default by the Contractor.

### ARTICLE 9:

#### Insurance and Bonds

The Contractor shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personnel Injury, etc, as deemed necessary by the Entity).

Surety: The Contractor shall deliver so the Entity fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications, general or special conditions of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the costs of which will be included in the base bid.

## Appendix 4 – Sample Time & Materials Contract, to Annex M (Debris Management)

### ARTICLE 10: Contractor Qualifications

The Contractor must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

Entity (County, City, Village, Township)

By \_\_\_\_\_ Seal  
Principal of the firm

by \_\_\_\_\_ Seal  
Contractor

Address \_\_\_\_\_

City & State \_\_\_\_\_

Lump Sum Contract for Debris Removal
--------------------------------------

ARTICLE 1:  
Agreement Between Parties

This contract is made and entered into on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the city/county of \_\_\_\_\_, hereinafter called the ENTITY and \_\_\_\_\_, herein after called the CONTRACTOR.

ARTICLE 2:  
Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on \_\_\_\_\_, 20\_\_, for the removal of debris caused by the sudden natural or manmade disaster of \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

ARTICLE 3:  
Schedule of Work

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The Work under this contract will commence on \_\_\_\_\_, 20\_\_\_\_. Maximum allowable time for completion will be \_\_\_\_\_ calendar days, unless the Entity initiates additions or deletions by written change order. If the Contractor does not complete Work within the allotted time, liquidated damages will be assessed in the amount of \_\_\_\_\_ per day.

ARTICLE 4:  
Contract Price

The lump sum price for performing the work stipulated in the contract document is.  
\$\_\_\_\_\_.

ARTICLE 5:

Payment

The Contractor shall submit certified pay requests for completed work. The Entity shall have 10 Calendar Days to approve or disapprove the pay request. The Entity shall pay the Contractor for his/her performance under the contract within \_\_ days of approval of the pay estimate. On contracts over 30 days in duration, the Entity shall pay the Contractor a pro-rata percentage of the contract amount on a monthly basis, based on the amount of work completed and approved in that month. The Entity will remunerate the Contractor within 30 days of the approved application for payment, after which interest will be added at a rate of \_\_\_\_\_ on each payment. Retainer shall be released upon substantial completion of the work.

Funding for this contract is authorized pursuant to Public Law of the State of Ohio,

And \_\_\_\_\_  
(Local Statute or Ordinance)

ARTICLE 6:

Change Orders

If the scope of work is changed by the Entity, the change in price and contract time will be promptly negotiated by the parties, prior to commencement of work.

ARTICLE 7:

Contractor's Obligations

The Contractor shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, equipment, personnel, taxes, and fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the Entity. The Contractor shall be responsible for the protection of existing utilities, sidewalks, roads, building, and other permanent fixtures. Any unnecessary damage will be repaired at the Contractor's expense.

ARTICLE 8:  
Entity's Obligations

The Entity's representative(s) shall furnish all information, documents, and utility locations, necessary for commencement of Work. Costs of construction permits and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering on-site questions.

The Entity shall designate the public and private property areas where the disaster mitigation work is to be performed. Copies of complete "Right of Entry" forms, where they are required by the State and local law for private property, shall be furnished to the Contractor by the Entity. The Entity shall hold harmless and indemnify the Contractor judgments and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are caused by the gross negligence of the Contractor, his subcontractors or his employees.

ARTICLE 9:  
Claims

If the Contractor wishes to make a claim for additional compensation, for work or materials is not clearly covered in the contract, or not ordered by the Entity as a modification to the contract, he/she shall notify the Entity in writing. The Contractor and the Entity will negotiate the amount of adjustment promptly; however, if no agreement is reached, a binding settlement will be determined by a third party acceptable to both Entity and Contractor under the sections of applicable State law.

ARTICLE 10:  
Insurance and Bonds

The contractor shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal injury, etc. as deemed necessary by the Entity).

Surety: The Contractor shall deliver to the Entity fully executed Performance and Payment Bonds in the amount 100% of the contract amount, if required by the specifications, or general or special conditions of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the cost of which will be included in the base bid.



ARTICLE 11:  
Contractor Qualifications

The Contractor must be duly licensed in the State per statutory requirements.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

By \_\_\_\_\_ Seal  
Contractor

Address \_\_\_\_\_  
City & State \_\_\_\_\_

Entity (County, City, Village, Township)

By \_\_\_\_\_ Seal  
Principal of the Firm

Unit Price Contract for Debris Removal
--

ARTICLE 1:

Agreement Between Parties

This contract is made and entered into on this the \_\_\_\_\_, 20\_\_\_\_, by and between the county of \_\_\_\_\_, hereinafter called the ENTITY and \_\_\_\_\_, hereinafter called the CONTRACTOR.

ARTICLE 2:

Scope of Work

This contract is issued pursuant to the Solicitation and Procurement on \_\_\_\_\_, 20\_\_\_\_, for the removal of debris caused by the sudden natural or man-made-disaster of \_\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_. It is the intent of this contract to provide equipment and manpower to remove all hazards to life and property in the affected communities. Clean up, demolition, and removal will be limited to 1) that which is determined to be in the interest of public safety and 2) that which is considered essential to the economic recovery of the affected area.

ARTICLE 3:

Schedule of Work

Time is of the essence for this debris removal contract.

Notice to proceed with the Work: The work under this contract will commence on \_\_\_\_\_, 20\_\_\_\_. Maximum allowable time for the completion will be \_\_\_\_\_ Calendar days unless the Entity initiates additions or deletions by written charge order. Subsequent changes in cost and completion time will be equitably negotiated by both pursuant to applicable State law. Liquidated damages shall be assessed at \$ \_\_\_\_\_/calendar day for any days over the approved contract amount.

ARTICLE 4:

Contract Price

The unit prices for performing the work stipulated in the contract documents, which have been transposed from the low bidder's bid schedule are as follows:

Quantity	Unit of Measure	Description	Unit Cost	Total
Subtotal			_____	
Cost of Bond			_____	
Grand Total			_____	

\*Debris shall be classified as one of the following units: cubic yards, each, square foot, linear foot, gallon, or an approved unit measure applicable to the specific material to be removed.

ARTICLE 5:

Payment

The Contractor shall submit certified pay request for completed work. The Entity shall have 10 calendar days to approve or disapprove the pay request. The Entity shall pay the Contractor for his performance under the contract within 20 days of approval of the pay estimate. On contracts over 30 days in duration, the Entity shall pay the Contractor a pro-rata percentage of the contract amount on a monthly basis based on the amount of work completed and approved in the month. The Entity will remunerate the Contractor within 30 days of the approved application for payment. After which interest will be added at a rate of \_\_\_\_\_ per annum. Payments shall be subject to a retainage of \_\_\_\_\_ on each payment. Retainage shall be released upon substantial completion of the work.

Funding for this contract is authorized pursuant to Public Law of the State of Ohio, \_\_\_\_\_, and \_\_\_\_\_, local statute or ordinance.

ARTICLE 6:

Claims

If the Contractor wishes to make a claim for additional compensation, for work or materials not clearly covered in the contract, or not ordered by the Entity as a modification to the contract. He/she shall notify the Entity in writing. The Contractor and the Entity will negotiate the amount of adjustment promptly; however, if no agreement is reached a binding settlement will be determined by a third party acceptable to both Entity and Contractor under the auspices of applicable State law.

ARTICLE 7:

Contractors Obligations

The Contractor shall supervise and direct the Work, using skillful labor and proper equipment for all tasks. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, equipment, personnel, taxes, and fees necessary to perform under the terms of the contract.

Any unusual, concealed, or changed conditions are to be immediately reported to the Entity. The Contractor shall be responsible for the protection of existing utilities, sidewalks, roads, buildings, and other permanent fixtures. Any unnecessary damage will be repaired at the Contractor's expense.

ARTICLE 8:

Entity's Obligations

The Entity's representative(s) shall furnish all information, documents, and utility locations for necessary for commencement of Work. Costs of construction permits and authority approvals will be borne by the Entity. A representative will be designated by the Entity for inspecting the work and answering and on-site questions.

The Entity shall designate the public and private property areas where the disaster mitigation work is to be performed. Copies of "Right of Entry" forms, as required by State laws for private property, shall be furnished to the Contractor by the Entity. The Entity shall hold harmless and indemnify the Contractor judgments and awards alleged to have been caused by services rendered under this contract for disaster relief work unless such claims are caused by the gross negligence of the Contractor, his/her subcontractors, or his/her employees.

The Entity will terminate this contract for failure to perform as specified, or for default by the Contractor.

ARTICLE 9:  
Insurance and Bonds

The contractor shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal Injury, etc....as deemed necessary by the Entity).

Surety: The contractor shall deliver to the Entity fully executed Performance and Payment Bonds in the amount of 100% of the contract amount, if required by the specifications, or general or special conditions of the contract. The Entity will reimburse the Contractor for the costs of the bonds, the cost of which will be included in the base bid.

ARTICLE 10:  
Contractor Qualifications

The contractor must be fully licensed in the State of Ohio.

THIS CONTRACT IS DULY SIGNED BY ALL PARTIES HERETO:

by \_\_\_\_\_ Seal  
Contractor

Address \_\_\_\_\_  
City, State \_\_\_\_\_

Entity (City, County, Township, Village, etc.)

by \_\_\_\_\_ Seal  
Principal of the firm

Demolition Checklist
----------------------

### Local Responsibilities Checklist

The following checklist identifies key tasks that local officials should address before a structure is approved for demolition. To expedite the overall effort, many of the tasks can be conducted concurrently.

- \_\_\_\_\_ Provide copies of all ordinances that authorize the local officials to condemn privately owned structures. The authority to condemn privately owned structures would probably have to be accomplished by an ordinance other than one designed or enacted for the demolition of publicly owned structures.
- \_\_\_\_\_ The local officials should coordinate all lands, easements, and rights of way necessary for accomplishing the approved work.
- \_\_\_\_\_ Implement laws that reduce the time it takes to go from condemnation to demolition.
- \_\_\_\_\_ Provide copies of all applicable permits required for demolition of subject structure(s).
- \_\_\_\_\_ Provide copies of pertinent temporary well capping standards.
- \_\_\_\_\_ Coordinate all pertinent site inspections with local, State, and Federal inspection team(s).
- \_\_\_\_\_ Identify household hazardous waste materials prior to demolition.
- \_\_\_\_\_ Notify the owner/and or renter of any and all site inspections.
- \_\_\_\_\_ Verify that all personal property has been removed from public and/or structure(s).
- \_\_\_\_\_ Immediately prior to demolition, verify that the building is unoccupied.
- \_\_\_\_\_ Ensure that the property is properly posted.
- \_\_\_\_\_ Provide a clear, concise and accurate property description and demolition verification.
- \_\_\_\_\_ Include a Public Health official on the demolition inspection team.
- \_\_\_\_\_ The inspection not only should evaluate the structural integrity of the building, but also must demonstrate “imminent and impending peril” to public health and safety.
- \_\_\_\_\_ Segregate all household hazardous waste materials to a permitted facility prior to building demolition.
- \_\_\_\_\_ Provide photographs of the property and verify the address. Provide additional photographs of the property take immediately prior to and following demolition.

## Appendix 7 – Demolition Checklist, to Annex M (Debris Management)

### Private Property Utilities Checklist

The following checklist identifies key tasks that local officials should address before the structure is approved for demolition. To expedite the overall effort, many of the tasks can be conducted concurrently.

- \_\_\_\_\_ Locate, mark, turn off, and disconnect all water and sewer lines.
- \_\_\_\_\_ Locate, mark, turn off, and disconnect electrical, telephone, and cable television services.
- \_\_\_\_\_ Provide executed right of entry agreements that have been signed by the owner and by renter, if rented. Right of entry should indicate any known owner intent to rebuild to ensure foundation and utilities are not damaged.
- \_\_\_\_\_ Use radio, public meetings, and newspaper ads to give notice to property owners and their renters to remove personal property in advance of demolition.
- \_\_\_\_\_ Document the name of the owner on the title, the complete address, and legal description of the property, and the source of this information. Document name of renter, if available.
- \_\_\_\_\_ Ensure property will be vacated by demolition date.
- \_\_\_\_\_ Provide written notice to property owners that clearly and completely describe the structures designated for demolition. Additionally, provide a list that also identifies related structures, trees, shrubs, fences, and other items to remain on the respective property.
- \_\_\_\_\_ Notify mortgagor of record.
- \_\_\_\_\_ Provide the property owner the opportunity to participate in decision on whether the property can be repaired.
- \_\_\_\_\_ Determine the existence and amount of insurance on the property prior to demolition.
- \_\_\_\_\_ Specify procedures to determine when cleanup of the property is completed.

<b>TDSR Checklist, Issues, and Layout</b>
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### **Temporary Debris Storage and Reduction (TDSR) Site Closeout Checklist**

The following is a recommended TDSR site closeout checklist.

- \_\_\_\_\_ Site Number and Location
- \_\_\_\_\_ Date closure complete
- \_\_\_\_\_ Household Hazardous Waste removed
- \_\_\_\_\_ Contractor equipment removed
- \_\_\_\_\_ Contractor petroleum and other toxic spills cleaned up
- \_\_\_\_\_ Ash piles removed
- \_\_\_\_\_ Compare baseline information of the temporary site conditions after the contractor vacates the site.

### **TDSR Closeout Issues**

**Environmental Restoration** Stockpiled debris will be a mix of woody vegetation, construction material, household items, and yard waste. Household hazardous waste and medical wastes should be segregated and removed prior to being stockpiled. Activities done at the temporary debris storage and reduction site will include stockpiling, sorting, recycling, incineration, grinding, and chipping. Incineration operations will occur in air curtain pits and only woody debris will be incinerated. Due to operations occurring contamination from petroleum spills or runoff from incineration and debris piles may occur. Therefore close monitoring of the environmental conditions is a coordinated effort.

**Site Remediation** During the debris removal process and after the material is removed from the debris site; environmental monitoring will need to be conducted. This is to ensure no long-term environmental effects occur. Environmental monitoring is needed for the following areas:

Ash- Monitoring consists of chemical testing to determine suitability of material for landfill placement.

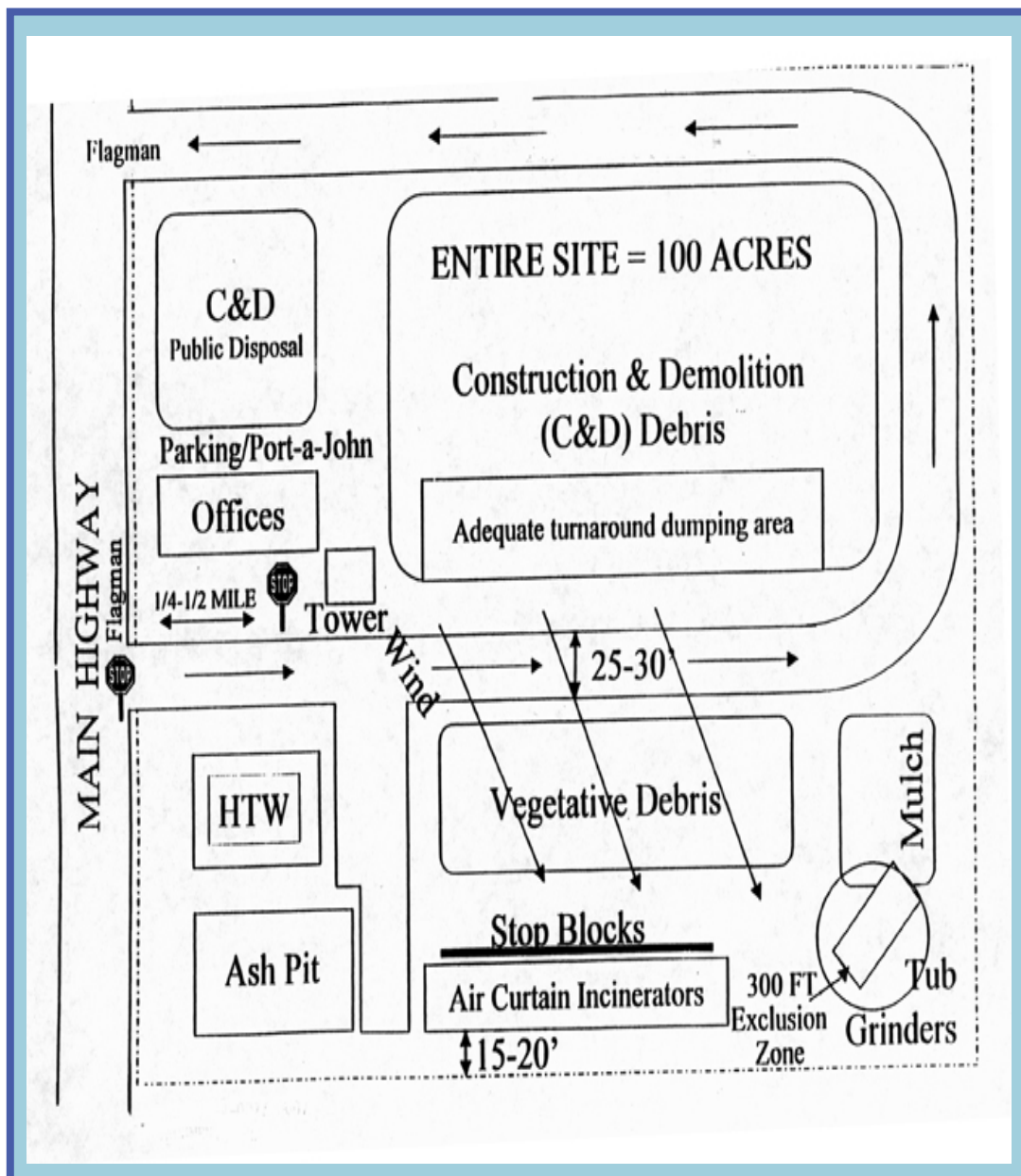
Soils- Monitoring consists of using portable meters to determine if soils are contaminated by volatile hydrocarbons. Contractors do monitoring if there has been a determination that chemicals such as oil or diesel has spilled on site.

Groundwater- Monitoring is done on selected sites to determine effects of rainfall leaching (leaking) through ash areas or stockpile areas.

Develop a checklist for site close out procedures. A sample checklist is included in this document.

### Sample TDSR Layout

The following is a sample layout for a Temporary Debris Storage & Reduction Site.





Tab 1 – Debris Calculation Worksheet, to Annex M (Debris Management)

Damage Class	Quantity	CY of Debris Ea.	Total Debris
Mobile Home (25-30 CY Each)			
Destroyed		30	0
Major		20	0
Minor		10	0
Affected		5	0
Subtotal	0		0
Single Family w/o Basement (25-30 CY Each)			
Destroyed		30	0
Major		20	0
Minor		10	0
Affected		5	0
Subtotal	0		0
Single Family w/ Basement (45-50 CY Each)			
Destroyed		30	0
Major		20	0
Minor		10	0
Affected		5	0
Subtotal	0		0
Multiple Family w/o Basement (55-60 CY Each)			
Destroyed		60	0
Major		40	0
Minor		20	0
Affected		0	0
Subtotal	0		0
Other			
Double Storage Units (10X10)		30	0
Single Storage Units (5X10)		15	0
Inaccessible		20	0
Subtotal	0		0
<b>Total</b>	<b>0</b>		<b>0</b>

**Per FM 5-412:**

For 5T Dump, 42.00 Hrs per 1000CY (Based on 15Min Turnaround)

So 5T Dump, 168 Hrs (4\*42.00 Hrs) per 1000CY (Based on 60 Min Turnaround)

(4945/1000) CY \* 168 Hrs/1000 CY = 0

For 10 Trucks per day\* 8 Hrs per Truck per day 0

Notes:

## ***LOAD TICKET***

No. \_\_\_\_\_

Invoice Date

Sold To: Champaign County EMA  Urbana, Ohio 45840	Ship To: _____ Landfill
---	-------------------------

Driver:	Truck No.	Capacity:	Zone/Sector:
---------	-----------	-----------	--------------

Load Time:	Dump Time:	Description:	Unit:	Load Size:

Signatures: \_\_\_\_\_

Loading Site Monitor

\_\_\_\_\_  
Dump Site Monitor

## RESOURCE MANAGEMENT – ESF #7

### I. PURPOSE

The purpose of this annex is to outline the prompt and effective acquisition, distribution and use of personnel and material resources in the event of an emergency.

### II. SITUATION & ASSUMPTIONS

#### A. Situation

1. Emergency response and recovery activities will create overwhelming resource requirements that may be beyond the capabilities of the jurisdiction.
2. Following a review of Champaign County's Hazard Analysis by the EMA staff, the following factors affecting resource availability and management have been identified:
  - a. In a major emergency certain basic governmental resources will be in high demand and have limited availability:
    - 1) Personnel
    - 2) Buildings and facilities
    - 3) Durable goods and supplies
    - 4) Capital equipment
  - b. Essential goods and services required to respond to an event will vary according to:
    - 1) Locality and pre-disaster needs/use care
    - 2) Demands at the time of disaster
    - 3) Fiscal constraints
    - 4) Seasonal conditions
    - 5) Scale/Type of emergency
  - c. Based on a review of past incidents and exercises, the following problem areas were identified:
    - 1) Procurement
    - 2) Storage
    - 3) Distribution
    - 4) Re-supply
3. The Champaign County EMA Resource Manual identifies and lists specialized equipment, supplies, facilities, personnel, and emergency response organizations and services that are currently available from governmental organizations or that can be contracted from private organizations for a response to Champaign County's defined hazards or any other emergency. The resource manual is maintained at the Champaign County Emergency Management Agency as a secure document.

#### B. Assumptions

1. Local government resources are probably insufficient to meet all of the demands of the emergency response and recovery during major emergencies or disasters.

- a. Most essential supplies, materials, and equipment will be available through established mutual aid agreements, local government, the private sector, or volunteer agencies.
  - b. Certain specific types of resources that are needed by the Fire Service are addressed in Annex F, Section III. Concept of Operations, Item B.
  - c. Mutual aid and emergency resources for Law Enforcement are addressed in Annex E, Section III. Concept of Operations, Item A.
  - d. The Champaign County EMA Resource Manual contains multiple listings for sources of specialized equipment for hazardous materials response, search and rescue, and any other identified resource that may be needed.
2. State and federal assistance will be available in the event that local resources are inadequate to meet needs during declared disasters.

### **III. CONCEPT OF OPERATIONS**

#### **A. General**

1. The Champaign County EMA Director, with assistance from the EOC staff during activations, will serve as the resource manager for emergencies in Champaign County.
2. The Incident Commander is responsible for designating staging area(s) at the site of the emergency.
3. The primary staging area for state and federal resources is located behind the EMA building at 2380 U.S. Hwy 68 in Urbana, Ohio.
  - a. Alternate staging areas will be identified, as needed, in the event that the primary staging area would be involved or unavailable.

#### **B. Procurement**

1. Most response agencies maintain a list of contacts for specific frequently-used resources that they will contact directly for additional equipment, supplies, or support.
2. The Champaign County EMA office or activated EOC provides assistance at the request of response agencies or jurisdictions in obtaining additional resources during response and recovery activities.
  - a. The EMA secures these resources on behalf of the requesting entity and is not responsible to pay for the items obtained.
  - b. Some suppliers may donate their goods or services, however:
    - 1) Local jurisdictions may be required to reimburse suppliers/vendors for material procurements during an emergency.
3. State and local codes provide for the procurement (via emergency allocations, and appropriations) of essential resources in an emergency.
4. The process of securing certain items through requests for donations is addressed in Appendix 2 to this annex, Donations Management.

#### **C. Storage**

1. The County Engineer's Office can provide a secure location for short-term storage of requested equipment and supplies that are received for use in response or recovery activities.
  - a. Alternate arrangements may be necessary in the event that the engineer's facilities are involved in the disaster, or for exceedingly large items.

- b. A list of facilities that could be used for storage is maintained by the EMA office as part of the Resource Manual, which is a secure document under ORC 149.433.
    - c. Final storage decisions will be made based on the location of the incident, the items to be stored, and security needs.
  - 2. Storage and management of donated items is addressed in Appendix 2, Donations Management, to this annex.
- D. Distribution
- 1. Arrangements for distribution of resources ordered directly by the Incident Commander (IC) will be determined and managed by the Incident Commander and his/her designated staff.
  - 2. During major emergencies, resources requested through the Emergency Operations Center will be distributed based on a system of priorities established by the EOC staff to ensure that emergency victims take precedence and resources are utilized in the best possible manner.
  - 3. Distribution of donated goods is addressed in Appendix 2 to this annex, Donations Management.
- E. Re-supply
- 1. In major incidents it may be necessary to re-stock supplies and equipment, and rotate personnel in order to adequately manage the response.
    - a. Supplies and equipment can be re-stocked by the incident commander through established departmental procedures, or by placing a request to the Emergency Operations Center.
    - b. Personnel needed for rotation will have to come from trained agencies with mutual aid agreements, or through requests placed with the Ohio Fire Chiefs Emergency Response Plan or the Emergency Management Assistance Compact (EMAC).

#### **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. Organization
- 1. Provides for the prompt and effective acquisition, distribution, and utilization of human and material resources through normal channels or by request through the EMA Director and/or staff of the activated EOC.
- B. Assignment of Responsibilities
- 1. Emergency Management Director
    - a. Develop and maintain a comprehensive resource manual
    - b. Coordinate with certain resource providers for Letters of Agreement
    - c. Coordinate requests for additional resources
    - d. Serve as the primary point of contact to Ohio EMA for assistance when conditions require
  - 2. Emergency Management Director or Administrative Assistant
    - a. Assume responsibilities of the EMA Director in the event that person is unavailable
    - b. Assist in maintenance of the county resource manual
    - c. Assist in development and maintenance of written agreements relating to resource management
    - d. Will assist in maintenance of records relating to resource expenditures

3. Emergency Operations Center Staff (A responsibility of the EMA Director, when EOC is not activated)
  - a. Know regulations and laws applicable to resource acquisition and management to include procedures for accessing resources from state and federal sources.
  - b. Assist in the following:
    - 1) Identification of alternate sources of supply, fueling points, storage facilities, utilities
    - 2) Identification of priority users and consumers of supplies or resources
    - 3) Establishment of priorities for distribution and assignment of resources
  - c. Assist in the development of procedures for a rationing system (or similar controlling measures) for critical resources.
4. Private Sector (Volunteer and Service Organizations) will cooperatively:
  - a. Provide resource management with current inventories to include personnel, equipment, and materials
  - b. Provide training of available staff for maximum use of resources
  - c. Develop SOG's and internal resource support policies for their organization

## **V. DIRECTION AND CONTROL**

- A. The Champaign County EMA and the EOC representatives will be responsible for coordinating resource management activities during major emergencies and EOC activations.
- B. Coordination of resources in an emergency will occur between the Incident Commander or other requesting organization, and the EOC.
- C. Routine checks of supplies will be incorporated into SOGs, etc., in order to maintain an adequate base for the county.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of Succession
  1. If the EMA Director is unavailable to serve as the resource manager, the lines of succession shall be as designated in Annex A, Direction and Control.
- B. Refer to Appendix 3 (Procedures for the Relocation and Safeguarding of Vital Records) to the Basic Plan and Appendix 1 (Procedures for the Protection of Government Resources, Facilities and Personnel) to this annex.

## **VII. ADMINISTRATION AND LOGISTICS**

- A. Communications
  1. Requests for resource support can be communicated to the EOC by whatever means are available and necessary.
    - a. The EOC will establish and maintain a communications link to the Incident Commander, whenever possible, during emergency situations.

**B. Resources**

1. All known suppliers, vendors, and sub-contractors are included in the Champaign County EMA Resource Manual.
2. Response agencies should have established procedures for securing logistical support items during the initial phases of an emergency.
3. Identified shortfalls in needed resources have been addressed by locating sources to obtain these items from outside the jurisdiction and including them in the Champaign County EMA Resource Manual. This includes:
  - a. Search and Rescue Teams
  - b. Water Supply Companies
  - c. Hazardous Materials Supplies and Clean-up Contractors
  - d. Radiological Response Teams and Additional Equipment
  - e. Bomb Squads
  - f. Outside Transportation Companies
  - g. Critical Incident Stress Debriefing Teams
4. State-Federal Assistance:
  - a. State-level assistance may be available when local resources are exhausted, the county has declared a local emergency, and if the Governor declares the county to be in a state of emergency.
  - b. Federal emergency/disaster assistance may also be available when both local and state resources are depleted, if the President declares a disaster through the Federal Emergency Management Agency (FEMA).

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The EMA Director is responsible for updating and review of this annex based on deficiencies identified through drills and exercises, changes in governmental structure, etc.
- B. The County Emergency Management Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.
- C. Emergency, private, and volunteer organizations maintain Standard Operating Guidelines (SOGs), and listings of their frequently used resources.

**IX. AUTHORITIES AND REFERENCES**

**A. Authorities**

1. Not used. See Section IX.A of the Basic Plan.

**B. References**

1. Not used. See Section IX.B of the Basic Plan.

**X. ADDENDA**

Appendix 1 - Procedures for the Protection of Government Resources, Facilities & Personnel

Appendix 2 – Donations Management

Tab 1 - Major Resource Categories

**XI. AUTHENTICATION**

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Champaign Co. Emergency Management Agency Director

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Date



<p style="text-align: center;"><b>PROCEDURES FOR THE PROTECTION OF GOVERNMENT RESOURCES, FACILITIES AND PERSONNEL</b></p>
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## **I. PURPOSE**

The purpose of this procedure is to ensure the protection of key personnel, facilities, and resources, and to restore government functions during and after emergencies.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

1. Essential government services must continue to be delivered during an emergency.
2. Local government entities must identify critical personnel and equipment, and disperse them to appropriate locations when necessary for protection or to maintain operations.

### **B. Assumptions**

1. Essential personnel, materials, and equipment exist within government agencies and organizations.
2. Relocation may be necessary for protection from natural or man-made events or in order to continue vital services when their location is damaged or inaccessible.

## **III. CONCEPT OF OPERATIONS**

### **A. General**

1. Relocation of government resources, facilities, and personnel will only be undertaken during incidents that threaten the physical location or ability of the entity to provide vital services.

## **IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

1. Each government entity will manage their own relocation to the best of their ability, using other agencies or mutual aid support from neighboring counties as it is available.
  - a. Requests for additional support in moving and re-establishing services can be submitted to the Champaign County EMA Director or through the activated EOC.

### **B. Assignment of Responsibilities**

1. Agency/Department Heads:
  - a. Identify critical equipment and functions that must be protected and/or continued.
    - 1) Identify personnel, specific types and amounts of equipment, and supplies that must be relocated.
  - b. Select viable locations that could be used for relocation and delivery of vital services.
    - 1) Contact facility owner for preliminary agreement for use of the facility.
  - c. Coordinate relocation arrangements with the agency chief responsible for emergency operations planning.

Appendix 1, Procedures for the Protection of Government Resources, Facilities, and Personnel, to Annex N (Resource Management)

- d. Develop dispersal procedures for all emergency support services to include law enforcement, fire and rescue, health and medical, public works, and the Emergency Management Agency.
- e. Make provisions that will allow the government to use private business and industry resources needed to support movement to and operations at relocation sites.
- f. Ensure that those individuals who are responsible for dispersal of the organization's/agency's assets are annually familiarized with their responsibilities.
- g. Participate in periodic exercises to become familiar with emergency roles.

**V. DIRECTION AND CONTROL**

- A. Government entities that determine it is necessary to relocate will notify the EMA Office that they are moving, and provide the following information:
  - 1. Location of temporary facility.
  - 2. Contact information for the alternate facility.
  - 3. Estimated duration of relocation.
  - 4. Any reduction in services expected due to relocation.

**VI. CONTINUITY OF GOVERNMENT**

- A. Lines of Succession
  - 1. If the agency/department head is not available, the lines of succession shall be as designated by the Ohio Revised Code or agency Standard Operating Guidelines.
- B. Preservation of Records
  - 1. Each agency/department is responsible for the preservation of their records.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Communications
  - 1. Agencies are responsible to support their own communications
  - 2. In the event that agency communications are lost or inaccessible, the Champaign County EMA may be able to support or secure alternate communications. See Annex B, Communications
- B. Resources
  - 1. Each branch of government will specify procedures for inventory, storage, maintenance, and replacement of administration and logistical support items during emergencies.
    - a. Assistance with additional resources can be requested by contacting the EMA Director or the activated EOC.
    - b. State and Federal assistance may be available when local resources are exhausted and assistance is required. This will usually follow a state or federal declaration.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Not used. See Section VIII of this Annex.

## **IX. AUTHORITIES AND REFERENCES**

### **A. Authorities**

1. Not used. See Section IX.A of the Basic Plan.

### **B. References**

1. Civil Preparedness Guide for the Development of a State and Local Continuity of Government Capability and Instructor Guide IG 152, CPG 1-10, FEMA, July 27, 1987.

## **X. ADDENDA**

- ### **A.**
1. Not used.

## DONATIONS MANAGEMENT

### I. PURPOSE

The purpose of this appendix is to outline policies and procedures for the management of donations, both solicited and unsolicited, that will be made to assist Champaign County in the response to and recovery from a large-scale emergency.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Emergencies may occur in Champaign County which will cause severe damage and loss of property.
2. Champaign County has formed a Donations Management Team to coordinate the necessary functions surrounding the donation of items.
3. Members of the Donations Management Team will not be able to handle all of the operations alone.
4. In severe situations, augmentation may be required from state sources or volunteer agencies acting in a support role.

#### B. Assumptions

1. Concerned citizens and companies will send donations to assist in the response and recovery effort.
2. Champaign County may solicit donations of cash or specifically needed items, if the situation warrants.
3. The Donations Management Team will seek and train volunteers for specific functions in advance of an emergency. Additional spontaneous volunteers will also be needed to support a large scale operation.

#### C. Explanation of Terms

1. Donations Management Team (DMT). The group of volunteers and public and private workers that are tasked with implementing this plan and coordinating the receipt and distribution of funds and goods that are donated during a disaster.
2. Donations Hotline. A phone line that is designated to receive calls from those wishing to donate time, money, or goods to the response and/or recovery effort.
3. Donations Warehouse. The central or primary location where donated goods are received, inventoried, and distributed.
4. Demobilization. The process of closing the warehouse, including disposition of any remaining items.

### III. CONCEPT OF OPERATIONS

- A. Champaign County will manage donations during major emergencies and disasters using a team concept. The Champaign County Donations Management Team (DMT) will organize, manage,

## Appendix 2, Donations Management, to Annex N (Resource Management)

and coordinate the donations of money, goods, and labor offered by individual citizens, organizations and volunteer groups during the emergency.

### B. Activation

1. The Champaign County Donations Management Team will be activated when deemed necessary by the EMA Director or EOC staff.
2. Team members may request activation based on their observation of need.
3. When a decision is made to activate the DMT, the following will be notified:
  - a. Team Leader
  - b. Function Group Leaders for Administration, Donations, Warehousing and Distribution, and Volunteers
  - c. When an activation strategy is determined local media will be notified that the process is beginning and asked to support public information flow.
4. Staffing of Donations Management functions will be covered by the members of the DMT volunteers initially and will be supplemented with additional volunteers as needed.
5. Communication will be established between the EOC, hotline or call center, and any warehouse locations. This may be done by telephone, or using commercial or amateur radio, as needed.
6. Documentation of all donations activities is critical.
  - a. All calls to the hotline or call center must be recorded on forms provided.
  - b. Volunteers, donor offers, and inventory of items received and dispersed must be maintained. Forms currently exist and work continues to develop a database.
7. Operations binders should be collected from the EOC and taken to any remote locations for use by workers at those sites.

### C. Donated Funds

1. The team will encourage monetary donations due to reduced issues with inventory, storage, and disposal.
2. Individuals and companies wishing to make a monetary contribution will be advised one of two ways, depending on the severity of the incident.
  - a. During localized incidents, donors will receive a listing of local charitable organizations that are supporting disaster relief for our event. Donors may choose which organization they donate to.
  - b. During major disasters donors will be directed to send their donations to the Champaign County Emergency/Disaster Support Fund in care of People's Savings Bank, Monument square in Urbana.
    - 1) The People's Savings Bank has completed paperwork and signature cards on hand to activate the Champaign County Emergency/Disaster Support Fund in the event that this becomes necessary.
    - 2) All members of the DMT are authorized signers on this account; however, two signatures are required to issue a check.

### D. Donated Goods

1. Donated goods may be received for response efforts, or recovery of affected residents.
2. Donated Goods (private sector) must be subject to monitoring to ensure that excessive amounts of unneeded or inappropriate items are not being "dumped" into the jurisdiction. The following donations may be refused:

## Appendix 2, Donations Management, to Annex N (Resource Management)

- a. Large quantities of inappropriate items
    - b. Anything deemed to be dangerous
  3. When items are donated, the DMT will establish a warehouse for storage.
    - a. Transportation of donated items to the warehouse will be the responsibility of the individual or company making the donation.
    - b. Perishable items will only be accepted if proper storage facilities have been established in the county.
      - 1) Deliveries of perishable items that have expired will be refused.
    - c. The DMT will not establish a value on donated items, but will provide a Thank You/Receipt document to those who make donations.
  4. The team will determine the best means of distributing contributions.
    - a. This will include the use of a voucher system through a designated local check-in point.
    - b. During large-scale emergencies a warehouse distribution system may be added.
  5. Donations directed to response efforts will be handled in the following manner:
    - a. Response donations will be managed through a coordinated effort of the EMA office and the Incident Commander.
    - b. These items may be staged or delivered direct to the scene, based on determination of need by the Incident Commander or Unified Command staff.
  6. Unneeded or unacceptable goods may be stored, used for sale at stores operated by voluntary organizations, or disposed.
    - a. The DMT may work with commercial donors to return new, unneeded items in order to reduce their cost of donation.
    - b. As a rule, donations from individuals shall be graciously received; however, during extreme circumstances it may be necessary to decline certain items (such as perishable goods) or large quantities of goods when no adequate storage space exists.
- E. Donated Labor
1. Many individuals and organizations will volunteer to provide assistance during emergencies.
  2. The Champaign County Executive Group will serve as the coordinating body for coordinating known local volunteers and registering unaffiliated volunteers.
  3. During major emergencies, the county may establish a Volunteer Center to complete registrations, provide basic training, and coordinate assignment of the volunteers.
    - a. The Friendly Senior Center has agreed to allow the use of a meeting room for operation of the volunteer center, provided that they are not impacted by the event.
    - b. The Champaign County EOC will provide lists of work to be performed, as determined in cooperation with county officials and response agencies.
    - c. Spontaneous influx of volunteers will be handled with the CC Citizen Corps VRC model.
  4. All donated labor shall be documented, including dates and hours worked, volunteer name and contact information, assignment given, and location. This is necessary in order to claim in-kind credit in the event that a FEMA Public Assistance Declaration is received.
- F. Public Information
1. Upon activation of the Donations Management Team, information will be disseminated to the public through the Champaign County Public Information Officer (PIO), and if necessary through a Public Information Center or Donations Hotline.

## Appendix 2, Donations Management, to Annex N (Resource Management)

- a. Public Information Center or Donations hotlines may be established at the EMA office, if development of the incident allows, or at the OSU Extension offices if separate quarters are required.
    - b. Phone numbers will be assigned and published at the time the center or hotline is established.
  2. Decisions regarding establishment of hotlines or a call center will be made by the Emergency Operations Center in conjunction with DMT representatives.
  3. The PIO will release information and updates to include:
    - a. Call Center or Hotline numbers, if applicable
    - b. Instructions on what to bring and not bring
    - c. Scheduled drop-off sites and times
    - d. How to make monetary donations
    - e. The process being used to distribute donations
    - f. How to register to receive donated items or funds
- G. Coordination with Neighboring Jurisdictions and State Operations
  1. Champaign County will operate a single-county donations program, but will coordinate with donations management operations being conducted in neighboring counties.
  2. Donations offered by other states during presidential emergencies will be coordinated through state donations management in the Ohio EOC to donations management organizations in local jurisdictions.
- H. De-Activation
  1. Donations management operations will begin to scale down based on observations and recommendations of the donations team, team leader, and the EMA director.
  2. Information about the de-activation will be released through local media outlets to give advance notice to those in the public still needing to receive donations.
  3. Upon shutdown of a hotline or call center, answering machine messages will be left to advise callers of donations status.
  4. Remaining items that are reserved for specific persons needing assistance must be removed by a designated date. Any additional remaining items will be offered to local volunteer agencies, recycled, or disposed.
  5. A final walk-through of facilities will be necessary to closeout the facility.
  6. Thank you/receipt letters will be generated by function leaders or their volunteers and sent out through the EMA Office.
  7. Donations management activities will be evaluated during the countywide incident after-action review meeting.

## IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization
  1. Champaign County will manage donations during disasters using a team approach.
    - a. The Donations Management Team is made up of representatives from government agencies, private companies, volunteer organizations, and interested citizens.
    - b. The Team is led by a representative of a volunteer organization.

## Appendix 2, Donations Management, to Annex N (Resource Management)

- c. The Administrative Assistant of the Emergency Management Agency (EMA) will serve as the EMA liaison for the team.
- B. Assignment of Responsibilities
  - 1. Champaign County EMA / EOC
    - a. Request activation of Donations Management Function
    - b. Support phone lines, if available
    - c. Arrange communications support during activation, if necessary
    - d. Provide donations management training for team members
  - 2. EMA Liaison (Administrative Assistant)
    - a. Participate in donations planning efforts
    - b. Coordinate requests between the EOC and DMT
  - 3. DMT Leader
    - a. Develop operations guideline binders with forms and job descriptions
    - b. Contact Function Group Leaders and team members to activate
    - c. Coordinate team activities and decision-making through EOC by working with EMA Liaison
    - d. Supervise or appoint supervisors for Donations Management functions
    - e. Account for the needs of workers conducting donations management operations, including:
      - 1) Provisions for meals and drinks
      - 2) Sanitary facilities
      - 3) Shift changes and periodic breaks
  - 4. DMT Function Group Leaders
    - a. Develop operation guidelines for specific function areas
    - b. Coordinate scheduling of volunteers during activation
    - c. Ensure proper documentation of actions during activation
  - 5. Council Representative
    - a. Participate in donations planning
    - b. Coordinate volunteer registration and assignment during activation
  - 6. Volunteer Workers
    - a. Register and complete assigned duties

## V. DIRECTION AND CONTROL

- A. Not used. See Annex A - Direction & Control, Section V, Item C

## VI. CONTINUITY OF GOVERNMENT

- A. Lines of Succession - Not used. These are volunteer positions that will be filled by the next available volunteer.



B. Preservation of Records

1. Upon completion of donations management activities, all records shall be compiled and reviewed. Final records shall be provided to the Emergency Management Agency for processing and storage with other incident documentation.

**VII. ADMINISTRATION AND LOGISTICS**

- A. Not used. See Annex N – Resource Management, Section VII.

**VIII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. Not used. See Section VIII of the Basic Plan.

**IX. AUTHORITIES AND REFERENCES**

A. Authorities

1. Not used. See Section IX.A of the Basic Plan.

B. References

1. Not used. See Section IX.B of the Basic Plan.

**X. ADDENDA**

Not used.

Tab 1, Major Resource Categories, to Annex N (Resource Management)

### MAJOR RESOURCE CATEGORIES

Following are the major resource categories used in the Champaign County EMA Resource Manual:

Equipment			
Acetylene	Cranes	Hurst	Truck Rentals
Air Bags	Cutting Torches	Hydraulic Jacks	Welding
Aircraft	Construction	Heavy Equipment	Tow Trucks
Backhoe	Command Post	Gas Cylinders / Oxygen	Sweeper
Barricades	Fire Dept. Equipment	Jack Hammer	Wreckers
Batteries	Communications	Heaters	Tankers
Bobcats	Generators	Lighting Units	Graders
Building Wreckers	Marinas / Boats	Nitrogen Cylinders	Refrigeration Service
Bulldozers	Moving Companies	Portable Equipment	Traffic Control Devices
Buses, Standard	Trailers	Portable Water Suppliers	Trucks
Camera, Search	Emergency Lighting	Radiological Emergency Monitoring Equipment	Buses
Cave-In Unit	Forklifts	Refrigerated Trailers	Cones
Cellular Phones	Front End Loaders	Rentals	Diving
Chain Saws	Diking Materials	Rescue Tools	Extricating
Chlorine Patch Kits	Explosives	Saws	
Medical	Chemical Response	Flood Lights	Scrappers
Facilities			
Airport, Tower	Medical	Landfill	Warehouse
Hospital	Meeting Room	Shelter	
Organizations			
Agriculture	Utility	Lumber Companies	Computer Service
Army	Phone Companies	NOAA	Compressed Air
Biological Clean-up	Signs	Street / Sanitation Equipment	Villages
Chemical Spill Cleanup	Quarries	Radiological Emergency Response Team	Lab Chemical Disposal
CISD Teams	Retirement Homes	Sanitation	Public Works
Contractors, Excavating	Red Cross	Salvation Army	Ohio State Offices
EMA	Pest Control	National Guard	Coroner
EMA Communications	Coast Guard Auxiliary	Gas Companies	Wastewater
EMS	Canteen Services	Fire / Water Restoration Companies	Tree Service
Fire	Business Assistance	Electric Companies	Terrorism Resources
Government, Federal	Demolition Companies	K-9 Search Team	Wrecking Companies
Government, Local	Meteorologix	Ice Rescue Team	Waste Disposal
Government, State	Deaf, Hearing Impaired Support	Insurance Agents	Weapons of Mass Destruction
HazMat	Civil Air Patrol	Forester	USDA
Organizations (continued)			

Tab 1, Major Resource Categories, to Annex N (Resource Management)

Law Enforcement	Bomb Squads	Clean Up Contractors	Telephone Companies
Liaison	Locksmiths	Mental Health	Regional Response Team
Media, Newspaper	Plumbing	Radio Communications	Cellular Phones
Media, Radio	Pipelines	Ohio EPA	Cave-In Units
Media, Television	Photographer	Poison Control Center	Hazmat Clean-up Contractors
Medical	Board-up Service	CDC	Southern Baptist Disaster Relief
Resource	Security Companies	Sewer Cleaning	Township Trustees
School	Nursing Homes	Mountain Rescue Teams	Pharmacy
Search and Rescue	Railroad Companies	Rope Rescue Team	Logan County Offices
Veterinarian	Suicide Prevention Service	Meeting Groups	
Volunteer	Collapse Rescue Teams	Gas, L.P.	Water Rescue Team
Water Department	Mass Casualty	Morgues	Thrift Stores
<b>Personnel</b>			
Beekeepers	Four-Wheel Drive Vehicles	Dive Team	Veterans
Coroner	Chemical Response Teams	Meeting Groups	Rescue Teams
Medical	Snowmobiles	Committees	Planning
Volunteers	Foreign Language Interpreters	Judges	Clergy
<b>Supplies</b>			
Air	Chemical Spill Cleanup	Ice	Wood Shavings
Blood Bank	Absorbents	Lime	Compressed Air
Communications	Booms and Pads	Restaurants	Propane
Food	Diesel Fuel	Gravel / Sand	Toilets
Medical	Building Materials	Foam	Sandbags
Water	Cots and Blankets	Gasoline	Soda Ash

AGRICULTURE & ANIMALS – ESF #11
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## **I. PURPOSE**

This annex provides guidelines for dealing with pertinent issues involving plants and animals during a major emergency.

## **II. SITUATION & ASSUMPTIONS**

### **A. Situation**

1. Champaign County citizens own a variety of animals, including pets and livestock.
2. Food and plant production is a major industry in Champaign County.
3. Each emergency situation has the potential to affect the agriculture economy and welfare of animals, which must be considered in all planning and response activities.
4. Specially trained help would be needed to assist with the capture, containment, and treatment of animals whenever necessary.
5. Successful management of animal care during an emergency improves citizen cooperation with evacuation directives, and lessens the chance of disease transmission from animals to humans.
6. Abundant and diverse wildlife populations are found throughout Champaign County.

### **B. Assumptions**

1. In certain events crops may be severely damaged or entirely lost.
2. Pet owners can provide for their pets' basic needs during most emergencies.
3. If homes are damaged in a disaster or people are advised to evacuate, assistance will be needed to secure and care for pets.
  - a. If an emergency overwhelms local officials and veterinarians or exceeds local resources, assistance may be available from the state.
4. Most dairy operations have back-up generator power to maintain the health of their herds.
5. Human-wildlife conflict situations increase as both populations multiply and quality habitat degrades.

## **III. CONCEPT OF OPERATIONS**

### **A. Emergency situations involving agriculture and animals in Champaign County will be divided and managed in three categories:**

1. Crops and Livestock
2. Domestic Animals
3. Wildlife

### **B. Organizations with responsibility for crops, livestock, domestic animals, and wildlife have developed policies, procedures, and directives that delineate their authority and duties for managing specific types of incidents.**

1. This annex will map the areas of responsibility to assist in coordination of the response efforts.

- C. Animal and agriculture events in Champaign County will be managed using the Incident Command System model, as with all other incidents.
- D. Participation in the Emergency Operations Center is expected.
- E. Outside assistance will be required during major emergencies. The Ohio Emergency Operations Plan contains a Livestock Disease Incident Annex that directs assistance and responsibilities of state agencies.
  - 1. Following is a list of some of the agencies that will provide assistance or resources during agriculture or animal related events:
    - a. Ohio Department of Agriculture
    - b. Ohio Department of Health
    - c. Ohio Department of Natural Resources
    - d. Ohio State University Extension
    - e. USDA Animal and Plant Health Inspection Service (APHIS)
    - f. Ohio Emergency Management Agency

#### **IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

##### **A. Organization**

- 1. When an emergency occurs or is identified involving agriculture or animals, any party who first becomes aware of the situation shall notify the Farm Service Agency, OSU Extension, and Champaign County Emergency Management Agency.
- 2. Upon notification, the caller will be asked to meet with the above named agencies and a veterinary representative to discuss the issue and determine the appropriate course of action. Additional notifications will be made as necessary.
- 3. The following is a brief synopsis of organizational roles and the agencies or departments that fill them:
  - a. Local veterinarians are the first line of response to emergencies involving livestock and pets. Veterinarians are required to notify the Ohio Department of Agriculture upon discovery of certain animal diseases.
  - b. Ohio Department Natural Resources Division of Wildlife manages native wildlife within Champaign County.
  - c. Champaign County Farm Service Agency reports disaster occurrences and implements federal emergency programs under United States Department of Agriculture (USDA) authority for crops, livestock, and agricultural structures.
  - d. OSU Extension provides educational assistance and information to the public and other agencies.
  - e. The Champaign County Health district has authority for issues involving sick or dead animals.
  - f. The Champaign County Humane Society is a non-profit organization that has authority for taking protective actions with regard to all domesticated animals, including livestock. The Humane Society operates a shelter for domestic cats and dogs only.
    - 1) The Champaign County Council of the American Red Cross has an agreement with the Champaign County Humane Society to house domestic cats and dogs in the event that an area has to be evacuated.

- g. The Champaign County Dog Warden manages issues involving dogs and may, at his/her discretion, provide other types of support or assistance.
  - h. Champaign County EMA provides planning, coordination, and resource support for emergency response and recovery activities.
- B. Assignment of Responsibilities
  - 1. Champaign County Emergency Management Agency Director
    - a. Activate the Emergency Operations Center and contact appropriate staff, as needed, for managing agriculture and animal emergencies
    - b. Coordinate and support efforts of local officials and veterinarians with state resources to address response and recovery needs of animal and/or agriculture events
    - c. Support resource requests
    - d. Organize emergency management exercises to test response on animal management functions
  - 2. Farm Service Agency (FSA)
    - a. Assess crops, livestock, and agricultural structures for damages from natural and technological disasters
    - b. Issue 24-Hour Flash Report to the Ohio FSA State Office
    - c. Prepare Disaster Assessment Report (DAR) in conjunction with partner agencies, if requested by the governor
    - d. Report issues affecting food processing plants, fertilizer and pesticide storage, and grain storage and processing for the purpose of evaluating need of special response or assistance programs
    - e. Provide leadership and coordination for all USDA emergency programs at the county level
    - f. Provide low interest defense emergency loans for farm operating expenses to promote maximum efficient production of essential food and fiber needed during emergency. These loans may also replace any livestock and/or farm equipment destroyed, damaged, or disposed of as a result of attack or a natural disaster
    - g. Provide farmers with production resources in an emergency when supplies are critically short
    - h. Ensure that the entire food supply chain is maintained
  - 3. Natural Resources Conservation Service
    - a. Provide guidance and response support for conservation structures (i.e.: waterways, culverts, detention basins, etc.) and soil and water movement issues
    - b. Provide technical assistance concerning soil and water conservation
    - c. Promote measures needed to reduce erosion
    - d. Serve on DAR Committee with Farm Service Agency
  - 4. ODNR Division of Wildlife
    - a. Assert authority and control over all matters pertaining to the protection, preservation, propagation, possession, and management of all wild animals regulated by the Division of Wildlife
    - b. Assign a Wildlife Officer to serve as the local contact for the following emergency actions:
      - 1) Wildlife disease

- 2) Nuisance wildlife
  - 3) Wildlife damage of economic significance
  - 4) Wildlife threat to public safety
  - 5) Injured and orphaned wildlife
  - 6) Hazardous materials or other substances affecting wildlife and/or waters of the state
- c. Services available include:
  - 1) Disease testing
  - 2) Pollution investigations
  - 3) Waterfowl Die-off response
  - 4) Euthanize dangerous or diseased wildlife
  - 5) Enforcement of wildlife rules and regulations
5. OSU Extension
  - a. Provide guidance on the most efficient procedures to assure continuity and restoration of agricultural technical information following a disaster
  - b. Provide education and information to residents to protect themselves and/or their livestock from disaster
  - c. Disseminate information on the control and eradication of plant and animal disease to the agriculture community
  - d. Assist public information officer with media releases during emergency situations
  - e. Act as liaison between educational institutions and the public to prepare emergency materials for distribution
  - f. Serve on Disaster Assessment Report Committee with Farm Service Agency and others
6. Champaign County Health district
  - a. Advise on all health issues
  - b. Direct the proper disposal of animal carcasses
  - c. Direct the killing of diseased animals that have attacked people
7. Veterinarians
  - a. Provide advice and expertise for the prevention and control of zoonotic and food-borne diseases.
  - b. Assist in determining sources of medical care for animals during an emergency.
  - c. Notify appropriate authorities of unusual illnesses and deaths of animals.
  - d. Assist in identifying and treating affected animal populations.
8. Champaign County Humane Society
  - a. Assuming care and control of animals belonging to people entering Red Cross shelters.
  - b. Protecting animals as specified in the humane laws.
  - c. Work with public information officer to prepare news releases on animal management operations
9. Champaign County Dog Warden
  - a. Manage emergency issues involving dogs

- b. Assist with transportation of domestic pets to the Humane Society facility during evacuations
- 10. Ohio Livestock Disease Response and Recovery Teams
  - a. Following is a listing of the response teams available upon activation of the Ohio EOP Livestock Disease Incident Annex:
    - 1) Public Information and Rumor Control Team –
    - 2) Surveillance Team –
    - 3) Indemnification/Appraisal Team –
    - 4) Livestock Euthanasia Team –
    - 5) Livestock Disposal Team –
    - 6) Decontamination Team –
    - 7) Veterinary Support Team –
    - 8) Quarantine Team –
    - 9) Law Enforcement Support Team –
    - 10) Recovery Team –

## **V. DIRECTION AND CONTROL**

- A. The Champaign County EMA Director will coordinate response efforts for animal management activities, support resource requests, and maintain contact with other groups.
- B. Officials in the field will report all operations information to the agriculture and animal representative in the EOC.
- C. State and federal resource support will be coordinated through the EOC.

## **VI. CONTINUITY OF GOVERNMENT**

- A. Lines of Succession for each entity involved in agriculture or animal response have been established within their agency or department.
- B. Refer to Appendix 3 (Procedures for the Relocation and Safeguarding of Vital Records) to the Basic Plan and Appendix 1 (Procedures for the Protection of Government Resources, Facilities and Personnel) to Annex N, Resource Management.

## **VII. ADMINISTRATION & LOGISTICS**

- A. Standard operating guidelines should be developed and updated by each entity as necessary.
- B. Reports and records of animal management activities during an emergency are collected and maintained by each involved entity. Copies of these records should be provided to the Champaign County Emergency Management Agency for compilation with other records of the emergency.
- C. Mutual aid shall be activated in accordance with procedures set down in the agreements among the various entities.
- D. The Incident Command System (ICS) is utilized to coordinate animal management operations during an emergency.
- E. Every effort is made to reunite animals with their owners. In the event that animals cannot be



reclaimed by their owners in a reasonable time period, a foster / adoption procedure is utilized when necessary. Written agreements must be used to protect the rights of the original animal owners.

#### **VIII. PLAN DEVELOPMENT & MAINTENANCE**

- A. Updates to this annex shall be made based upon deficiencies detected by emergencies, exercises, and changes in government structure and emergency organization.
- B. The primary response agencies are responsible to submit proposed changes to the Champaign County Emergency Management Agency director for review and possible incorporation into the EOP.
- C. The Champaign County Emergency Management Agency director prepares, coordinates, publishes and distributes necessary changes to the EOP.

#### **IX. AUTHORITIES & REFERENCES**

- A. Authorities
  - 1. Ohio Revised Code 941.02 – Ohio Dept. of Agriculture
  - 2. Ohio Revised Code 3701.14 – Ohio Dept. of Health
  - 3. Ohio Revised code 3767.16 – County Health Board & Commissioner
  - 4. Ohio Revised Code 1501.04 and 1531.08 Ohio Division of Wildlife
  - 5. Ohio Revised Code 1717.05 and .08 – County Humane Society Powers
  - 6. Ohio Revised Code 2927.21 – Local Enforcement Agencies
  - 7. Ohio Revised Code 955.51 – County Dog Warden
- B. References
  - 1. Ohio Emergency Operations Plan Livestock Disease Incident Annex
  - 2. United States Department of Agriculture Emergency Operations Handbook
  - 3. Emergency Preparedness and Response Guide, American Veterinary Medical Assn.
  - 4. Red Cross Directive, April 10, 1996, "Animals in American Red Cross Disaster or Evacuation Shelters"

#### **X. ADDENDA**

- 1. Not used.

**AUTHENTICATION**

\_\_\_\_\_  
Farm Service Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSU Extension

\_\_\_\_\_  
Date

\_\_\_\_\_  
Veterinary Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Champaign County EMA Director

\_\_\_\_\_  
Date

**The Terrorism Annex (P), Hazmat Annex (Q) and the Radiological Annex (R) have been classified as a Secure Records in accordance with Ohio Revised Code Section 149.433.**

The Champaign County Emergency Operations Plan – Terrorism, Hazmat and Radiological Annexes are considered Secure Records due to the detailed information they contain regarding the county's plans and ability to respond to a terrorist incident.

Emergency response personnel with a need to know will receive the annexes to view and use as required. Requests by other parties may be directed to the Champaign County Emergency Management Agency for consideration.

The Champaign County Emergency Management Agency reserves the right to refuse review for any reason and may not disclose the reason for refusal.