



STARK COUNTY EMERGENCY MANAGEMENT AGENCY

EMERGENCY OPERATIONS PLAN (EOP)

Revised February 2020

Stark County Emergency Operations Plan

Basic Plan

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I. STARK COUNTY EMERGENCY OPERATIONS PLAN

PROMULGATION STATEMENT

This Board of Stark County Commissioners recognizes that preparedness to respond to the effects of a disaster includes many diverse but interrelated elements. Each element must be woven into an integrated emergency management system involving all departments of local government and private support agencies, including individual citizens.

Disasters necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to address emergency response. Many lives can be lost in the confusion and disorganization that accompanies an unforeseen. Therefore, failure to develop an integrated emergency preparedness plan encourages salvage type activities instead of an effective coordinated response and recovery operation.

Planning for population protection must be a cooperative effort to mitigate or minimize the effects of natural, technological, hazardous materials, civil, and/or attack related disasters, protect lives and property; and restore the stricken area to its pre-disaster status with a minimum of social and economic disruption.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county elected officials and department heads, specifying their roles during an emergency or disaster situation. It is developed pursuant to Ohio Revised Code Sections 5502 et. sec. and 3750 et. sec., the Resolutions/Ordinances of Stark County's cities, villages and townships (copies of which are on file in the Emergency Management Office) and the Resolution by the Stark County Commissioners assigning emergency responsibilities.


September 16, 2020
(Date)



Richard Regula
President - Board of Stark County Commissioners



Bill Smith
Stark County Commissioner


Janet Weir Creighton
Stark County Commissioner

Resolution

Distribution

Stark County Commissioners

EMA
File

Adopted September 16, 2020

Subject A Resolution approving the Stark County Emergency Operations Plan and authorize the signing of the Base Plan Promulgation Statement.

Commissioner Smith moved for the adoption of the following Resolution which was seconded by Commissioner Creighton:

Whereas, The Board of Stark County Commissioners is requested to adopt the 2020 Stark County Emergency Operations Plan and authorize the signing of the Base Plan Promulgation Statement.

Whereas, this plan is developed pursuant to Ohio Revised Code Sections 5502 & 3750, and is a statement of policy regarding emergency management and assigning of tasks and responsibilities during an emergency or disaster situation.

Now Therefore Be It Resolved, that The Board is requested to adopt and authorize the signing of the Stark County Emergency Operations Plan.

Upon roll call the vote resulted as follows:

Mr. Smith - yes Mrs. Creighton - yes Mr. Regula - yes

C-E-R-T-I-F-I-C-A-T-E

I, the undersigned, hereby certify the foregoing to be a true and correct record of the Resolution adopted by the Board.

Richard Flory

Record of Change

2020

Change	Date of Change	Page	Change Made	Made By
Correction	2/1/2020	4	Corrected ORC 5502.271	
Update	2/1/2020	5	Census Date	
Change	2/1/2020	7	Updated to 4 common phases of emergency management	
Update	2/1/2020	9	Add Planner to call down	
Update	2/1/2020	13	Add EOC Guide to list of documents	
Update	2/1/2020	17	Moved Facilitate Hazmat from Heath to Fire	
Update	2/1/2020	21	Updated Coroner responsibilities	
Change	2/1/2020	22	Changed Executive Group to Multiagency Coordination Group (MAC)	
Update	2/1/2020	29-33	Updated Authorities to current documents (dates & names)	
Change	2/1/2020	30	Removed Nuclear Attack	
Change	2/1/2020	2-2	Added MARCS radio system to the section	
Change	2/1/2020	2-2	Added County IT and Local phone and internet providers as agencies	
Change	2/1/2020	2-2	Updated Purpose	
Update	2/1/2020	2-7	Updated SBC to AT&T	
Change	2/1/2020	2-3	Added Stark County IT Department and Business Recovery Plan to this section	
Change	2/1/2020	2-6	Added Stark County IT Department and Business Recovery Plan to this section	
Update	2/1/2020	3-6	Updated heath department role with potable water	
Update	2/1/2020	4-2	Changed ARC to current chapter structure	
Update	2/1/2020	5-3	Updated alternate EOC sites	
Change	2/1/2020	5-17	Added WebEOC as tool	
Change	2/1/2020	6-3	Updated EMA to co-lead with ARC	
Change	2/1/2020	6-12	Changed Transportation section to match current process	

Update	2/1/2020	6-17	Updated section to reflect use of WENS for citizens	
Update	2/1/2020	6-20	Updated to current ARC guidance documentation.	
Update	2/1/2020	7-6	Changed ARC from coordinate to support donations management	
Update	2/1/2020	8-2	Updated agencies	
Update	2/1/2020	8-10	Updated Stark County Health Department to Current address	
Update	2/1/2020	10-1	Updated section to current Hazmat Plan	
Change	2/1/2020	11-1	Added Social Media to section	
Change	2/1/2020	11-2	Added Supporting Agency PIOs to support roles	
Change	2/1/2020	11-9	Removed EAS activation guidance	
Change	2/1/2020	12-2	Removed mention of Recovery Function Annex	
This does not include simple formatting changes				

II. INTRODUCTION

A. Stark County Emergency Operations Plan

1. Chapter 5502.271 of the Ohio Revised Code requires the development of the Stark County Emergency Operations Plan (EOP) and lists the responsibilities and authority of the Stark County Emergency Management Agency. The Stark County EOP corresponds with the Emergency Support Functions (ESFs) in the Ohio EOP and the National Response Plan (NRP) as well as the National Incident Management System (NIMS). It establishes a framework through which Stark County and its political subdivisions respond to and recover from disasters that affect the health, safety and welfare of the citizens of Stark County.
2. The Stark County EOP is based upon Emergency Support Functions (ESFs) which are headed by lead agencies in coordination with support agencies that are selected based upon their authorities, knowledge, resources and capabilities. The Emergency Support Function is the primary mechanism through which assistance at the local level is managed during emergencies.
3. Stark County assistance will be provided to affected political subdivisions under the direction/coordination of the Stark County Emergency Management Agency Director, on behalf of the Stark County Board of Commissioners.
4. This plan will be activated by appropriate local authorities and/or the Stark County EMA Director in the event of any imminent or actual hazard occurrence.

B. Purpose

1. Ensure prompt and efficient emergency response and recovery.
2. Utilize systems, and resources to preserve the health, safety and welfare of persons affected by the emergency.
3. Provide for the rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.

C. Scope

1. Establishes a concept of operations spanning the emergency from the initial response through the post disaster recovery.
2. Defines interagency coordination to facilitate delivery of local, state and federal assistance.
3. Assigns specific functional responsibilities to appropriate government departments, private sector groups and volunteer organizations.

III. SITUATION

A. Geography

Stark County is located in the northeast quadrant of Ohio. Canton, the county seat, is located at 40 degrees, 47 minutes, 39 seconds North Latitude and 81 degrees, 22 minutes, 33 seconds West Longitude. Stark County has five (5) cities, seventeen (17) townships and twenty-two (22) villages. Stark County is bounded on the north by Summit and Portage Counties, on the east by Mahoning and Columbiana Counties, on the south by Carroll and Tuscarawas Counties; and on the west by Holmes and Wayne Counties. The county covers 575.2 square miles. Elevations range from 1,360 feet above mean sea level one-mile northeast of the village of Paris to 880 feet above mean sea level in or near the Tuscarawas River in Bethlehem Township. The 2018 Census Bureau estimates Stark County contains a population of 374,273.

B. Hazards

Stark County and its political subdivisions are vulnerable to the many hazards identified in the State of Ohio Hazards Analysis and in the Stark County Hazard Identification and Risk Analysis found on the Stark EMA web page.

C. Hazard specific appendices

1. Hazard specific appendices may be included in each Emergency Support Function relevant to the subject being addressed or they may appear as separate appendices to the EOP for complex, all-encompassing hazards.
2. These hazard specific appendices provide context unique to the particular hazard beyond the emergency support functions listed as supplements to this base plan.

IV. ASSUMPTIONS

A. Capabilities

The county and its political subdivisions have capabilities/resources, which, if effectively used in the event of an emergency or disaster affecting the area, will maximize preservation of life and property. These capabilities include personnel, equipment, supplies, and the skills of public and private agencies and groups.

B. Capability Meetings

The Stark County Emergency Management Agency meets regularly and on an on-going basis with groups such as the Stark County Emergency Healthcare Planning Committee, Stark County Fire Chief's Association, Stark County Police Chief's Association, Stark County Township Trustees Association, and various volunteer groups to coordinate Emergency Management.

C. Activation

1. This plan will be activated by appropriate local authorities and/or the Stark County EMA Director in the event of any imminent or actual hazard occurrence.
2. The Stark County Emergency Management Agency Director may activate this plan as deemed necessary to ensure a readiness posture of local departments and agencies

D. Emergency Response

The severity and magnitude of an emergency will dictate if local-level responders can effectively address the emergency or if requests for aid from volunteer organizations, private enterprises, mutual aid organizations or state and federal agencies are required.

E. Occurrence of Emergencies

Emergencies may occur after the county has been alerted or they may occur with little or no warning. Some emergencies are seasonal in nature and/or may have a short or long duration.

F. Emergency Awareness

Representatives of the Stark County Emergency Management Agency are aware of the potential for emergencies or major disasters. In the event of such an occurrence they and all emergency responders, will fulfill their responsibilities in accordance with the Ohio Revised Code requirements.

G. Functions

Response activities are grouped into functions and typically occur in most emergencies affecting Stark County. The Stark County EOP is based upon Emergency Support Functions (ESFs) which are headed by lead agencies in coordination with support agencies that are selected based upon their authorities, knowledge, resources and capabilities. The Emergency Support Function is the primary mechanism through which assistance at the local level is managed during emergencies.

H. Plan availability

The plan is available on the Stark EMA web page.

I. Identification of personnel

Organizations tasked with emergency responsibilities have identified personnel and resources and developed internal procedures to ensure compliance with the Stark County EOP.

J. Exercises and Internal SOPs

Organizations listed in the Stark County EOP exercise and regularly update internal SOPs and call-down lists.

K. Communication Capability

Communications capabilities are available to provide a coordinated countywide response.

V. CONCEPT OF OPERATIONS

A. Phases of Emergency Management

1. Emergency management is carried out within four distinct phases: prevention, mitigation, preparedness, response, and recovery. The scope of this plan includes response and recovery responsibilities for Stark County. Each is addressed in all Emergency Support Functions found in this plan.

a) Mitigation:

Actions taken before or after an emergency to eliminate or reduce the long-term risk to human life and property from natural, technological, and civil hazards.

b) Preparedness:

Pre-emergency activities that assure designated organizations will effectively respond to emergencies. Emergency management for preparedness involves four primary activities:

(a) Training

(b) Exercising

(c) Planning

(d) Resource identification and acquisition.

c) Response:

Includes the actions taken during or directly after an emergency to save lives, to minimize damage to property and enhance the effectiveness of recovery.

d) Recovery:

Post-emergency, short-term activities that return infrastructure systems at the site of an emergency to minimum operating

standards and long-term activities designed to return the site to normal conditions.

2. Mitigation, preparedness, response and recovery are typically shown to follow one another in a circular motion. However, it is important to note the phases of emergency management are not mutually exclusive and can occur simultaneously.
3. The four phases are addressed in each Emergency Support Function of this plan to include the essence of planned arrangements for each time frame.

B. Emergency Activation

1. Emergencies may require the immediate activation of the Stark County EOP or EOC (example: a tornado or terrorist incident) or they may require ongoing monitoring as they increase in intensity (example: a flood or winter storm). The Stark County Emergency Management Agency has developed a graduated program of response that ensures the level of local response corresponds to the emergency identified as the Crisis Action System, or CAS.
2. Jurisdictional Mayors, Trustees, Fire Chiefs, Police Chiefs and Health Commissioners or their designees will inform the Stark County Emergency Management Agency when emergencies or disasters occur. Upon notification the Emergency Management Agency personnel will initiate a three-phase graduated program of response known as the Crisis Action System (CAS). CAS ensures that the level of response corresponds to the situation.

a) CAS ONE (1): Incident assessment.

(1) The Emergency Management Agency personnel notify the Stark County Board of Commissioners and/or the County Administrator and begin the process of coordinating with other local jurisdictions and/or state agencies to assess an incident.

(2) During CAS-1 the following personnel may report to the Stark County Emergency Operations Center to initiate the assessment:

(a) Emergency Management Agency Director

(b) Emergency Management Agency Deputy Director

(c) Emergency Management Agency
Secretary/Receptionist

(d) Planner

(e) Local Emergency Planning Committee (LEPC) Director

(3) Information gathered at CAS-1 may be distributed to response community by situation reports typically via input in

WebEOC and e-mail. Information distributed to the general public may be sent through media outlets, EAS and social media.

(4) Information is gathered and the event is monitored in cooperation with the affected jurisdiction(s). Depending upon the situation, CAS-1 is either brought to closure or elevated to CAS-2.

b) CAS TWO (2): Partial activation of the Emergency Operations Center.

(1) An Emergency Management Agency liaison may be sent to the emergency or disaster site to further evaluate the situation, provide information concerning the on-going incident and/or assess the needs of the jurisdiction(s).

(2) Stark EMA personnel notify the Ohio EMA that state involvement or assistance may be required.

(3) Resources deemed necessary by the Incident Commander(s) will be notified and pre-positioned.

(4) If state assistance is required the local jurisdiction(s) and the Stark County Board of Commissioners will declare an emergency, adopt emergency resolutions and forward them to the Ohio Emergency Management Agency WITHIN THE FIRST THIRTY-SIX (36) HOURS OF THE INCIDENT.

(5) If state assistance is not needed, local response activities will continue to conclusion, or the situation will be elevated to CAS-3.

(6) During CAS-2, the following personnel may report to the Stark County Emergency Operations Center, as needed:

(a) Those listed in CAS-1

(b) Emergency Communications (Ham) Radio representative

(c) Stark County Sheriff or Sheriff's representative

(d) President, or Vice President, or Secretary of the Stark County Fire Chiefs' Association

(e) President, or Vice President, or Secretary of the Stark County Police Chiefs' Association

(f) Red Cross representative

(g) Health Department Commissioner

(h) Hospital Coordinator

(i) Others as deemed necessary

c) CAS THREE (3): Consists of Full Activation of the Emergency Operations Center (EOC), including 24-hour staffing of the EOC.

(1) Situation assessment continues.

(2) Emergency declarations and Resolutions may be passed and response requests from the local jurisdiction(s) and the Stark County Board of Commissioners submitted to the Ohio Emergency Management Agency (OEMA).

(3) During CAS-3 the following personnel may report to the Stark County Emergency Operations Center, as needed:

(a) Those named in CAS-2

(b) Public Information Officer

(c) Stark County Commissioners and/or the County Administrator

(d) Township Association representative

(e) County Coroner or representative

(f) County Prosecuting Attorney or representative

(g) County Building Inspector

(h) Jobs and Family Services representative

(i) County Information Technology/Telephone Technician

(j) County Geographic Information System (GIS) Representative

(k) Electric Company representative

(l) Natural Gas Company representative

(m) Field Liaisons from the Ohio Emergency Management Agency

(n) Representatives from other state agencies

C. Inter-jurisdictional Relationships

1. The Chief Executive Officers of each jurisdiction within Stark County are ultimately responsible for protecting lives and property in an emergency or a disaster situation within their jurisdictions.
2. 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 county-wide agency supporting the operation through augmentation of personnel, equipment and materials.
3. Should there be an occurrence that affects two or more jurisdictions within the county, emergency operations will take place under each jurisdiction's direction and control with the county-wide agency coordinating the operation and managing resources for the affected areas.
4. Should there be an occurrence outside of municipalities, the Township Trustees will assume direction and control with the county-wide agency supporting the operation through augmentation of personnel, equipment and materials.
5. The Chief Executive Officers of affected County jurisdictions (i.e., villages, cities, townships and county) may exercise all necessary local emergency authority for response by issuing an Emergency Proclamation. (See Tab C to the Basic Plan.)
6. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained by following the procedures listed in Tab E to the Basic Plan, Procedures for Requesting State Disaster Assistance.
7. Requests for Federal assistance are made by local government by coordinating requests through the Ohio Emergency Management Agency and appropriate state departments.

D. Impact of changing conditions

1. Activation of Mutual Aid
 - a) This plan is based on the concept that initial emergency management (response) will, to the maximum extent possible, be executed by appropriate local authorities. Mutual aid agreements between supporting organizations will be implemented as specified within written agreements and/or memoranda of understanding.
 - b) The Stark County Emergency Management Agency Director maintains a listing of voluntary organizations, such as the Red Cross, that may provide assistance during an emergency.
 - c) Assistance from State and Federal organizations will be coordinated through the appropriate state department listed on the Alert Roster on file

with the Stark County Director. State and Federal assistance must be requested through the local emergency management agency.

2. Proclamation of a county emergency

a) The local chief executives, being ultimately responsible for protecting lives and property in an emergency or disaster situation, are authorized by local resolutions/ordinances to declare a Proclamation of Emergency.

3. Requests for State Assistance

a) Local heads of government within Stark County, including the Stark County Commissioners, may issue local or county declarations of emergency. These declarations will be coordinated with and copies will be provided to the Stark County Emergency Management Agency Director or his designee.

b) If state assistance is required, the local head of government issuing the emergency request will coordinate with the Stark County Emergency Management Agency Director in order to collect the necessary information to request state assistance through to the Ohio Emergency Management Agency.

E. Other Plans and Standing Operating Procedures (SOPs)

1. The Stark County EOP is one of many documents used to manage the emergency response construct in Stark County. All 37 political subdivisions have signed off on the EOP as the guiding document for emergency and disaster response

2. Other documents used to guide emergency management activities in Stark County include:

- a) Stark County Multi-Jurisdictional All-Hazard Mitigation Plan
- b) Stark County Public Health Emergency Response Plan
- c) The Stark County HAZMAT Team SOP's
- d) The Stark County Weapons of Mass Destruction/Bioterrorism Plan
- e) Stark Mass Casualty Incident Plan (MCI)
- f) Stark County Emergency Resource Manual
- g) Stark County Emergency Operations Center Handbook
- h) State of Ohio Emergency Operations Plan
- i) National Response Framework

VI. ASSIGNMENT OF RESPONSIBILITIES

A. General

Most departments/agencies of government have emergency functions in addition to their normal, day-to-day duties, but these emergency functions usually parallel or complement normal functions. Each department/agency is responsible for developing and maintaining its own emergency management procedures. Specific primary and support functions are listed below under Responsibilities and overlap with those in each Emergency Support Function.

B. Organization

1. The Stark County Emergency Management Agency is established in accordance with the Ohio Revised Code and organized on a county-wide basis considered to serve the total county in a manner most suited to carry out the emergency management and preparedness functions therein.

a) Under the countywide agreement:

(1) The Board of Stark County Commissioners creates funds, maintains and operates The Stark County Emergency Management Agency.

(2) The primary responsibilities of the Board of Stark County commissioners is to:

(a) Select the Director of the Emergency Management Agency.

(b) Approve the Basic Emergency Operations Plan.

(c) Establish a standard policy for county-wide emergency operations.

(d) Provide for planning and emergency management coordination.

- b) Each municipality has a council/manager form of government and the charter of each provides the basis for the organization within each entity.
- c) The council/commissioner of each municipality is the policy group and is responsible for all local laws and governing regulations/policies.
- d) The city mayor/village manager of each municipality ensures that emergency planning, activities, and resources are coordinated with the countywide agency.
- e) The departments of each municipality compose the operations group and ensure that policy and activities are implemented consistent with the countywide emergency operations plan.

C. Responsibilities

1. Stark County EMA

- a) Primary:
 - (1) Makes policy decisions for integrated emergency management.
 - (2) Plans for all-hazards comprehensive emergency management.
 - (3) Coordinates all phases of integrated emergency management.
 - (4) Directs and controls includes emergency operating center operations
 - (5) Provides communications support
 - (6) Provides resource management, includes disaster assistance.
 - (7) Assists with augmentation of personnel.
 - (8) Assists with radiological protection.
 - (9) Assists with search and rescue (aerial).
 - (10) Identifies resources available for special needs groups, both human and material, including instructional material for these groups whose primary language is not English.

b) Support:

- (1) Prepare Warnings
- (2) Coordinates HAZMAT response
- (3) Facilitate Public Information and Education

2. Law Enforcement

a) Primary:

- (1) Maintain law and order
- (2) Evacuate and traffic control
- (3) Control restricted areas
- (4) Protection of vital facilities
- (5) Provide communications assistance

b) Support:

- (1) Direction and control (includes emergency operating center operations)
- (2) Assists with radiological protection
- (3) Assists with hazardous materials response
- (4) Assists with warning preparation
- (5) Performs search and rescue
- (6) Conducts damage assessment.

3. Fire Service:

a) Primary:

- (1) Performs fire control and rescue
- (2) Provides emergency medical
- (3) Performs fire code enforcement
- (4) Facilitates and performs hazardous materials response
- (5) Performs search and rescue

(6) Performs evacuation

b) Support:

- (1) Assists with direction and control
- (2) Assists with radiological protection
- (3) Assists with communications
- (4) Assists with providing warning
- (5) Assists with damage assessment

4. Emergency Medical Services

a) Primary

- (1) On-scene medical support
- (2) Triage
- (3) Mass Casualty Support

b) Support

- (1) Assist with rescue
- (2) Assist with mortuary services
- (3) Assist with warning
- (4) Assist with communications

5. Health and Medical Service

a) Primary:

- (1) Facilitates public health programs
- (2) Facilitates food and drink inspection
- (3) Facilitates sanitation inspection and enforcement
- (4) Facilitates HAZMAT at medical facilities
- (5) Facilitates disease control
- (6) Coordinate Volunteer Reception Center

b) Support:

- (1) Assist with direction and control
- (2) Assist with EOC operations
- (3) Assist with vector control
- (4) Assist with damage assessment
- (5) Assist with mortuary

6. Social Services

a) Primary:

- (1) Personal welfare programs of all kinds including special needs of handicapped and elderly.
- (2) Assist shelter operations
- (3) Assist reception and care

b) Support:

- (1) Assist with direction and control
- (2) Assist with mortuary Services
- (3) Assist with mental health service
- (4) Assist with coordination of EOC operations resources for special needs groups and individuals

7. Public Works

a) Primary:

- (1) Coordinates water/sewer (sanitary and storm) service
- (2) Coordinates debris and garbage removal
- (3) Coordinates public utilities
- (4) Coordinates street/road/bridge construction and maintenance
- (5) Coordinates fuel storage and fuel re-supply augmentation (personnel and equipment)
- (6) Coordinates building code regulations

b) Support:

- (1) Assist with damage assessment
- (2) Assist shelter operations (e.g., expedient construction and inspection, supplies) Radiological Protection (e.g., decontamination supplies)
- (3) Assist with EOC operations
- (4) Assist with restoration of privately-owned public utility service
- (5) Assist with HAZMAT
- (6) Assist with evacuation
- (7) Assist with traffic control

8. County Auditor/Purchasing Department

a) Support

- (1) Support EOC operations
- (2) Support and maintain complete personnel/purchasing records
- (3) Support resource procurement
- (4) Support issuing building permits
- (5) Support damage assessment

9. County Prosecuting Attorney

a) Support:

- (1) Legal assistance in all comprehensive emergency management matters.
- (2) Support enforcement of building codes.
- (3) Assist with public information releases.
- (4) Assist with rumor control
- (5) Support EOC operations

10. Agricultural Service

a) Support:

- (1) Agriculture Stabilization & Conservation Service(USDA) Damage Assessment
- (2) Support resource management
- (3) Support EOC operations

11. American Red Cross

a) Primary:

- (1) Provide shelter operations

b) Support:

- (1) Mass care services (e.g., temporary housing, food, clothing, household goods).
- (2) Support health and medical services (e.g., first aid, blood, counseling)
- (3) Support damage assessment (for individual needs)
- (4) Support EOC operation
- (5) Support reception and care
- (6) Support public information

12. Salvation Army

a) Support:

- (1) Support mass care service (e.g., clothing, food, religious services)
- (2) Support shelter operations
- (3) Support EOC operations
- (4) Support reception and care
- (5) Support public information

13. Ohio EMA

a) Support:

- (1) Assist with damage assessment
- (2) Assist with human services
- (3) Assist with law enforcement (through Ohio National Guard)
- (4) Assist with health and medical services
- (5) Assist with resources (equipment, personnel, etc.)
- (6) Assist with Presidential emergency/disaster declaration assistance
- (7) Liaison with other state and federal agencies
- (8) Assist with HAZMAT

14. Public Utilities

a) Primary:

- (1) Maintenance and restoration of essential services.
- (2) Maintenance and restoration of secondary services.
- (3) Assist other utility companies in restoring services.

15. Mortuary Services/Coroner

a) Primary:

- (1) Fatality identification
- (2) Establish temporary morgues
- (3) Autopsy (determining cause of death)

b) Support

- (1) Assist with management of fatalities
- (2) Assist in investigations
- (3) Assist with mass casualty incidents
- (4) Assist with Family Assistance Center

16. Multiagency Coordination Group (MAC Group)

Depending upon the nature of the emergency, an executive group of decision makers (mayors, township trustees and county commissioners) may be formed in the Stark County EOC to coordinated decisions about emergency response and recovery.

D. Reporting Locations

Organizations reporting to the Stark County EOC, the site of the disaster, or other locations for response and recovery operations, are responsible for the following:

1. SOPs

Develop and regularly update internal Standard Operating Procedures (SOPs) that detail how responsibilities in the Stark County EOP and related emergency responsibilities will be addressed by each organization.

2. Resources

Develop and regularly update internal resource listings of equipment, supplies, and services that would be used by the organization during emergencies. Ensure that emergency resources are operational and available.

3. Liaisons

Identify an emergency liaison for each organization responsible for coordinating with organizations in the Stark County EOC, with federal and state personnel, and local organizations throughout response and recovery. Ensure that sufficient liaisons are identified for 24-hour operations at the EOC and at the site of the emergency as needed. Maintain listings of these personnel and phone numbers where they can be reached on a 24-hour basis.

4. Reports

Provide regular briefings at the Stark County EOC or to persons at the Stark County EOC (by WebEOC, ICS 214, phone etc.) of on-going and projected activities and maintain contact with field personnel.

VII. DIRECTION AND CONTROL

A. General

1. Local chief executives are responsible for supporting policy making, coordination and direction and control over all emergency management activities within Stark County. If more than one political subdivision is affected, the Stark County EMA Director will coordinate the operation and manage the resources for the affected areas.

2. The EOC Executive Group will assume direction and control of emergency activities at the primary and/or alternate EOC. They will also provide support to facilities used for disaster response and recovery operations, such as disaster field offices and disaster application/assistance centers.

3. Emergency Support Function #5, Direction and Control, to this plan describes the EOC facilities, staffing pattern, procedures and support requirements necessary to carry out this function.

VIII. CONTINUITY OF GOVERNMENT

A. General

1. The possibility that emergency and disaster occurrences could result in disruption of government functions necessitate that all levels of government and their departments develop and maintain measures to ensure continuity of government.

2. Each department of Stark County government, and each city, village, and township and their departments have taken or will take, action to:

a) Pre-designate lines of succession

b) Pre-delegate authorities for the successors to key personnel

c) Make provisions for the preservation of records

d) Develop plans and procedures for the relocation of essential departments

e) Specify procedures to deploy essential personnel, equipment, and supplies to maximize their survival.

3. Each jurisdiction will include this information in its emergency operations plan.

4. This function is also covered in separate paragraphs of most Emergency Support Functions to this plan.

5. The line of succession for Stark County Government will be in accordance with Ohio Revised Code (ORC) 305.03(D) and a 1987 County Commissioners Resolution, which lists the following elected public officials, in priority, who will temporarily assume the position(s) of Chief Operating Officer (CEO) and/or a member(s) of the Board of County Commissioners until such time as the statutory procedures are followed to fill the vacancy (ies).

a) Vice President of the Board

b) Third Board Member

c) The Stark County Coroner

d) The Stark County Sheriff

e) The Stark County Engineer

6. Lines of succession for other local chief executives will be determined pursuant to the enabling statutes of the Ohio Revised Code.

7. The staff of the Stark 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.

a) Small Business Administration Loans (SBA)

b) Federal Individual Assistance (IA)

c) State Individual Assistance (SIA)

d) Public Assistance (PA)

e) Individual and Family Grants (IFG)

f) Welfare

g) Unemployment

B. Preservation of Records

1. Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is further the responsibility of all local government officials to ensure that all records are secure and protected from elements of damage or destruction.

2. Elected officials shall ensure that all legal documents of a public and private nature recorded by the designated official (i.e., clerks, assessors, tax collectors) be protected and preserved in accordance with State law. (Such as ordinances, resolutions, proclamations, minutes of meetings, deeds and tax records.)

3. During emergencies the Stark 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.

4. Logistical concerns involved with the procurement of emergency equipment, supplies and services are addressed in Emergency Support Function # 7 Resource

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

IX. ADMINISTRATION AND LOGISTICS

A. Emergency Authority

Applicable laws are cited in Section IX, Authorities and References.

B. Agreements and Understandings

In the event that the county's resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions, higher levels of government and other agencies in accordance with existing or emergency-negotiated mutual aid agreements and understandings. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

C. Logistics

1. Requests for material support will be coordinated with the Chief Executive Officer of the affected jurisdiction and presented to the Stark County Emergency Management Director.
2. The Stark County Emergency Management Director will present the request to the Executive Committee and the Executive Committee will approve or deny the expenditure.
3. If the expenditure is denied it is up to the legislative authorities in the affected jurisdiction to approve or deny the expenditure.

D. Reports, Records and Documentation

1. Required documentation will be submitted to the appropriate authorities in accordance with individual annexes.
2. Each participating department/agency should submit an after-action report to the EMA Director within 30 days after the termination of emergency response activities.
3. Records of expenditures and obligations in emergency operations must be maintained by local governments and agencies employing their own bookkeeping procedures. Emphasis must be placed on meeting applicable audit requirements.

E. Individual Disaster Assistance

All individual disaster assistance will be provided in accordance with policies and procedures set forth in state and federal guidelines.

F. Access and Functional Needs Groups

Handicapped, elderly and the mobility impaired will be assisted by family, friends and neighbors to the extent possible. If special assistance is necessary during a disaster, requests for such assistance will be coordinated with appropriate supporting agencies and organizations.

G. Consumer Protection

Consumer protection complaints pertaining to alleged unfair or illegal business practices will be referred to the County Prosecutor's Office and/or the State Attorney General's Consumer Protection Division.

H. Duplication of Benefits

No person, business concern, or other entity will receive assistance with respect to any loss for which he or she has received financial assistance under any other program offer or received insurance or other compensation.

I. Use of Local Firms

When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given (to the extent feasible and practicable) to those organizations, firms and individuals residing or doing business primarily in the affected areas.

J. Emergency Operations Center

1. The Stark County EOC is the primary site for the coordination of all emergency operations in the county. (See Emergency Support Function 5, Direction and Control.)
2. During emergency operations, local chief executives may authorize emergency expenditures.

K. Legal Issues

Any legal questions/issues that cannot be clarified by the use of The Ohio Revised Code should be referred to the County Prosecutor's Office.

L. Mitigation Program

Each Emergency Support Function identifies mitigation steps. There is a mitigation plan for Stark County located on the Stark EMA web page.

X. PLAN DEVELOPMENT AND MAINTENENCE

1. The Stark County Emergency Management Agency has the overall responsibility for emergency planning, coordination of state and local resources including the responding agencies and organizations in the conduct of disaster operations.
2. Authorities of supporting organizations and agencies are responsible for maintaining internal plans, SOPs, employee notification rosters including 24 hour phone numbers for emergency notification, and resource data to ensure prompt and effective response to emergencies.
3. In order for this plan to be effective, its contents must be known and understood by those who are responsible for its implementation. The County EMA Director will brief the appropriate officials concerning their roles and responsibilities in emergency management and in this plan.
4. The County EMA Director will maintain, update, and distribute changes to this plan as required based on deficiencies identified through drills, critiques following actual disasters, exercises, and changes in local government structure. Responsible officials of involved organizations and agencies may recommend revisions at any time and provide recommendations periodically as to changes of available resources, which would bear on the provisions of this plan and its implementation.
5. The Chief elected officials within the county and its political subdivisions will be responsible for ensuring that an annual review of this plan is conducted by all officials involved. Any portion of this plan implemented during an actual emergency occurrence will be reviewed at the termination of the emergency response activities. The EMA Director will coordinate all review and revision efforts.
6. This plan will be implemented by appropriate local authorities and/or the Stark County EMA Director in the event of any imminent or actual hazard occurrence.
7. This plan shall stand approved upon the concurrence (signatures) from the Stark County Commissioners.
8. This plan applies to all agencies, boards, commissions and departments assigned emergency responsibilities and to all elements of local government.
9. For training purposes and exercises, the County EMA Director may activate this plan as deemed necessary to ensure a readiness posture of local departments and agencies.
10. The Director of The Stark County Emergency Management Agency is responsible for ensuring that necessary changes to the Stark County EOP are prepared, coordinated, published and distributed. Revisions will be forwarded to all responsible organizations for acceptance before the final version is printed.

11. Officials from Stark County attend training courses (on an ongoing basis) presented by both the Stark County Emergency Management Agency, and The Ohio Emergency Agency.

12. The Director of The Stark County Emergency Management Agency is responsible for implementing, on an ongoing basis, additional standards, guidelines, and compliance protocols for all aspects of The NIMS provided by The Secretary of Homeland Security through the NIMS Integration Center.

13. It is the duty of The Director of The Stark County Emergency Management Agency to ensure implementation of the NIMS throughout all phases of Emergency Management; Mitigation, Preparedness, Response, and Recovery.

A. Drills and Exercises

Drills and exercises will be conducted as follows:

1. Orientation Seminars

Orientation seminars will be conducted as needed for training of individuals who have responsibilities within this plan.

2. Table Top Exercises

Tabletop exercises will be conducted as necessary.

3. Functional Exercises

Functional exercises will be conducted regularly for communications personnel. All others will be held as required.

4. Full-Scale Exercises

A full-scale exercise involving the county EMA and emergency response elements of the county will be held in conjunction with local hospitals at least once every year.

XI. AUTHORITIES

A. Federal

1. “The Robert T. Stafford Disaster Relief and Emergency Assistance Act”, as amended, 42 U.S.C Section 5121.
2. Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA)
3. Executive Order 12656, Assignment of Federal Emergency Responsibilities
4. Homeland Security Presidential Directive (HSPD)-5, 2004, President George W. Bush
5. Homeland Security Presidential Directive/HSPD-8, National Preparedness, 2003
6. National Incident Management System (NIMS), March 2017 Department of Homeland Security
7. National Response Framework (NRF). 2019, Department of Homeland Security
8. Uniform Administrative Requirements for Grants and Cooperative Agreements to state and Local Governments, 44 CFR Parts 13 and 206.

B. State

State of Ohio Constitution, Article II, Section 42 -Power of the Governor to act for the citizens in the event of attack or other disaster. Ohio Emergency Operations Plan, as amended.

Ohio Revised Code

<u>Section</u>	<u>Application</u>
107.01 et seq.	Powers, duties and functions of the Governor
161.01 - .29	Continuity of Government
305.09	Filling vacancies in elected county government positions
305.12	Powers and duties of county commissioners

307.31	Powers and duties of county engineer
311.07	Powers and duties of county sheriff
313.06	Powers and duties of county coroner
315.08	Powers and duties of county engineer
329.01	Powers and duties of county department of job and family services
733.03	Powers and duties of mayors of cities
733.23	Powers and duties of mayors of villages
737.11	Powers and duties of police and fire departments
3701.01., .03.,04 and .13	Powers and duties of state health department
3709.06, .22	Powers and duties of county health departments
3750	Emergency Planning Community Right to Know
4905.81	Pre-notification for hazardous materials
5101.01.,02	Powers and duties of Department of job and family services.
5502	Emergency Management Agency as amended

C. Local

1. Countywide Agreement of Stark County by Resolution adopted by the Board of Stark County Commissioners on 11 February 1982 and companion Ordinances and Resolutions adopted by cities, townships, and villages of Stark County.
2. Stark County Standing Resolution declaring a Plan for General State of Emergency, dated May 10, 1988.
3. Emergency and Disaster Resolutions adopted by the Board of Stark County Commissioners as needed.
4. Mutual Aid agreements by and between the thirty-six (36) political subdivisions are on file in the offices of those entities.

XII. REFERENCES

A. Federal

1. National Response Framework (NRF). October 2019, Department of Homeland Security
2. National Incident Management System (NIMS), October 2017 Department of Homeland Security
3. Homeland Security Presidential Directive (HSPD)-5, 2004, President George W. Bush
4. Developing and Maintaining Emergency Operations Plans. CPG 101 v. 2 2010, Federal Emergency Management Agency
5. Individual Assistance Program Policy Guide, September 2016, Federal Emergency Management Agency.

B. State

1. State of Ohio Emergency Operations Plan, 2018.
2. State of Ohio Enhanced Mitigation Plan. 2014
3. Ohio Radiological Emergency Preparedness Plan

C. Local

1. Tornado Safety Campaign Information Packet
2. Winter Storm Safety Campaign Information Packet
3. Canton, Massillon & Alliance Chapters of the American Red Cross Chapter Plan dated 1989.

4. Stark County Resource Manual constantly updated.
5. Stark County Crisis Relocation Plan.

XIII. TABS

Terms and Acronyms

Emergency Proclamation

Hazards Analysis

Procedures for Requesting State Disaster Assistance

Procedures for the Relocating & Safeguarding of Vital Records

Stark County Emergency Operations Plan

XIV. TAB A: Terms and Acronyms

Stark County EMA/NIMS – GLOSSARY OF KEY TERMS AND ACRONYMS

For the purposes of the Stark County EOP, in accordance with the NIMS, the following terms, definitions, and acronyms apply:

Agency:

A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative:

A person assigned by a primary, assisting, or cooperating state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command):

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment:

The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments:

Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant:

Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency:

An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources:

Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch:

The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command:

A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In:

The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief:

The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command:

The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff:

In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture:

A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit:

An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency:

An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate:

To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy:

A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch:

The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division:

The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency:

Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOC's):

The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC's may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan:

The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information:

Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider:

Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as *Emergency Responder*.

Evacuation:

Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event:

A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal:

Of or pertaining to the Federal Government of the United States of America.

Function:

Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff:

A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group:

Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See [Division](#).)

Hazard:

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident:

An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan:

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may

also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP):

The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS):

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. 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 during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC):

The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT):

The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives:

Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action:

The actions taken by those responders first to arrive at an incident site.

Initial Response:

Resources initially committed to an incident.

Intelligence Officer:

The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC):

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS):

Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction:

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison:

A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer:

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

Local Government:

A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics:

Providing resources and other services to support incident management.

Logistics Section:

The section responsible for providing facilities, services, and material support for the incident.

Major Disaster:

As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption,

landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective:

A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation:

The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization:

The process and procedures used by all organizations-state, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity:

A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems:

Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOC's), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident:

An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement:

Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National:

Of a nationwide character, including the state, local, and tribal aspects of governance and policy.

National Disaster Medical System:

A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System:

A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework:

A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization:

An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period:

The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section:

The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability:

The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting:

A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section:

Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness:

The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations:

The groups and fora that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention:

Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector:

Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes:

Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer:

A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management:

The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification:

This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area:

This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAP's, supplies and equipment, feeding, and bed down.

Recovery:

The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan:

A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources:

Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management:

Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for,

respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.

Resources Unit:

Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response:

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

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.

Section:

The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control:

The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area:

Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State:

When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic:

Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team:

A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy:

The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies:

Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force:

Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance:

Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism:

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat:

An indication of possible violence, harm, or danger.

Tools:

Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal:

Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act

(85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type:

A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command:

A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See [*Area Command.*](#))

Unified Command:

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit:

The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command:

The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Volunteer:

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

ACRONYMS

ALS - Advanced Life Support

DOC - Department Operations Center

EMAC - Emergency Management Assistance Compact

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

ESF - Emergency Support Function

FOG - Field Operations Guide

GIS - Geographic Information System

HAZMAT - Hazardous Material

HSPD-5 - Homeland Security Presidential Directive-5

IAP - Incident Action Plan

IC - Incident Commander

ICP - Incident Command Post

ICS - Incident Command System

IC or UC - Incident Command or Unified Command

IMT - Incident Management Team

JIS - Joint Information System

JIC - Joint Information Center

LNO - Liaison Officer

NDMS - National Disaster Medical System

NGO - Nongovernmental Organization

NIMS - National Incident Management System

NRF - National Response Framework

POLREP - Pollution Report

PIO - Public Information Officer

PVO - Private Voluntary Organizations

R&D - Research and Development

RESTAT - Resources Status

ROSS - Resource Ordering and Status System

SCEOP - Stark County Emergency Operations Plan

SDO - Standards Development Organizations

SITREP - Situation Report

SO - Safety Officer

SOP - Standard Operating Procedure

UC - Unified Command

US&R - Urban Search and Rescue

Stark County Emergency Operations Plan

XV. TAB B: Emergency Proclamation

Stark County, Ohio
_____, 20_____

RESOLUTION

Whereas, Stark County, Ohio has been or is immediately threatened by a (natural/man-made/technological hazard and/or nuclear or conventional attack) and:

Whereas, a state of emergency has been declared by the county commissioners of Stark County and/or the Governor of the State of Ohio and/or President of the United States;

Now, therefore, we, the Stark 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 that 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 Stark 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 Stark 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 state and local emergency laws, regulations, and directives.

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

All response personnel will direct their communications and requests for assistance and new operations directly to the Emergency Operations Center.

In witness, whereof, we have hereunto set our hand this _____ day of _____, 20_____

President, Stark County Commissioners

Stark County Commissioner

Stark County Commissioner

Stark County Emergency Operations Plan

XVI. TAB C: Hazards Identification and Risk Assessment (HIRA) Summary

I. Purpose

The purpose of the HIRA is to be a useful tool for Stark County EMA partners to discuss hazards and vulnerability. The HIRA does not provide policy or action-based recommendations to manage hazards. This document is one element of a comprehensive emergency management program that incorporates prevention, mitigation, preparedness, response and recovery. Mitigation plans, the Stark County Emergency Operations Plan as well as standard operating procedures round-out a comprehensive program to manage hazards.

For the purpose of the HIRA, we use the ORC explanation of hazard. The ORC 5502.21 states a hazard means “any actual or imminent threat to the survival or overall health, safety, or welfare of the civilian population that is caused by any natural, human-made or technological event.

II. Scope

This table on the next page is a summary of the Stark County Hazard Identification and Risk Assessment (HIRA). The full document can be found on the Stark County Emergency Management webpage.

Stark County Hazard Summary (Ranked by factor/values)

HAZARD TYPE	ANALYSIS FACTORS	HISTORICAL OCCURRENCES	MAGNITUDE	PROBILITY	WARNING TIME	DEMOGRAPHIC FACTOR	FISCAL EFFECTS	DURATION	RESPONSE/RECOVERY	TOTAL
NATURAL Hazards										
	Floods	4	4	6	1	8	6	3	8	40
	Tornado/Severe Storms	5	3	8	2	8	4	1	8	39
	Subsidence/Landslides	1/3	1/1	4/4	2/3	2/2	4/4	3/3	6/8	23/28
	Winter Storms	3	4	2	1	4	4	3	4	25
	Drought	1	4	2	1	2	2	2	6	20
	Earthquake/Seismic Activity	2	2	2	4	2	2	1	4	19
	Wildfires	2	1	4	1	2	2	3	2	17
	Epidemic	1	2	2	1	4	2	4	2	16
	Infestations	3	2	4	1	2	4	4	4	24
TECHNOLOGICAL:										
	Hazardous Material/Solid Waste Disposal	5	1	4	4	4	4	1	4	27/23
	Transportation Incidents	2	1	4	4	6	4	2	2	25
	Dam Failure	2	1	4	1	2	4	3	2	19
	Radiological Incidents	3	1	2	3	2	2	1	4	18
	Department of Energy Facilities	1	1	2	3	2	2	1	6	18
HUMAN-CAUSED HAZARDS:										
	Civil Disturbances	1	2	4	2	6	4	3	4	26
	Terrorism (CBRNE)	2	2	4	4	4	2	1	2	21
	Active Shooter	2	1	2	4	4	4	1	2	20

**Stark County Emergency Operations Plan
Stark County Basic Plan**

XVII. TAB D: Guideline for the Relocation and Safeguarding of Vital Records

I. PURPOSE

- A. 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

- 1. 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

Mitigation activities may include, but are not limited to:

- a. Designate alternate location sites depending upon the various hazards facing the jurisdiction.
- b. Evaluate alternate 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

Preparedness activities may include, but are not limited to:

- a. Each government institution must develop procedures illustrating how it will relocate records to safe areas.

3. Response

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 safekeeping.
- d. Relocate records to appropriate location.

4. Recovery

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

- 1. 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 each government office is as follows:

- 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 disaster 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.
- 7. Safeguard vital computer information and records.

V. 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.

VI. 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 Procedures maintained in each government office.

VII. 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 includes specific methods for assigning personnel during an emergency, and details assigned responsibilities, which support this activity.

VIII. PLAN DEVELOPMENT AND MAINTENANCE.

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

IX. AUTHORITIES AND REFERENCES

- A. Authorities

Not used. See IX. of the Basic Plan.
- B. References

Not used. See IX. of the Basic Plan.

VITAL RECORDS

GOVERNMENT - EXECUTIVE, LEGISLATIVE AND JUDICIAL:

- 1. Constitutions
- 2. Charters

3. Statues & Ordinances
4. Court Records
5. Official Proceedings
6. Other Legal Records
7. Financial Records
8. Other Records, as deemed necessary

DEPARTMENT/AGENCIES/OFFICES:

1. Utility System Maps
2. Locations of Emergency Supplies & Equipment
3. Emergency Operations Plans & Procedures
4. Lists of Succession
5. Lists of Regular & Auxiliary Personnel
6. Vital Statistics Records
7. Land and Tax Records
8. License Registers
9. Papers of Incorporation
10. Other Records, as deemed necessary

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.

XVIII. TAB E: Procedures for Requesting State Disaster Assistance

All available local resources must be committed prior to determining if state assistance is required! Requests can be made without a local/county declaration.

Requesting State Assistance

When requesting state assistance, please provide the information below to the 24/7 Ohio EMA Watch Office at:

614-799-6500 or emawatch@dps.ohio.gov

Some resources (water, EAS requests, etc...) will require additional, more specific information that will be shared with the requestor by the Watch Officer once initial request has been made.

Information to Provide When Requesting State Assistance:

- Name, title and contact information of individual making request
- A description of the incident driving the request, to include:
 - Estimated or known geographic extent
 - Estimated or known size and extent of population impacted
 - Estimated or known critical infrastructure impacts
 - Current and projected County EOC staff
- A description of how local/county resource are currently engaged and working towards a resolution
- A description of how local/county resources are currently engaged and working towards a resolution
- A description of the gap the state is being asked to fill
- When and where the solution is determined to be needed locally, and for how long it will be needed

A. LIST OF EMERGENCY SUPPORT FUNCTIONS

ESF #1 Transportation
ESF # 2 Communication
ESF #3 Engineering
ESF #4 Firefighting
ESF #5 Direction and Control
ESF #6 Mass Care
ESF #7 Resource Support
ESF #8 Health and Medical
ESF #9 Law Enforcement
ESF #10 Hazardous Material
ESF #11 Public Information/Media Affairs
ESF #12 Damage Assessment
ESF #13 Corrections Facility/ Prison Support Plan
ESF #14 Community Recovery and Mitigation
ESF #15 Emergency Public Information and External Affairs

Stark County Emergency Operations Plan

Emergency Support Function #1

Transportation

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Stark County Emergency Operations Plan

Emergency Support Function #1

Transportation

Primary Agency: City, Village, County and Township Engineering or Street Departments

Support Agencies: Stark County Emergency Management Office
Stark Area Regional Transit Authority
Ohio Department of Transportation (ODOT)
Division of Forestry, ODNR, Civilian Conservation Corps (CCC)
The Ohio Army National Guard
Local Contractors

I. INTRODUCTION

A. Purpose

ESF #1 addresses the following areas of concerns for the transportation function for Stark County during emergencies:

1. Assessing damage to, restoring, and maintaining land, air and water transportation routes during emergencies in coordination with governmental and private organizations as required.
2. Transportation of personnel, materials, goods, and services to emergency sites.

II. SITUATION

1. Hazards that affect Stark County or any of its political subdivisions may damage transportation infrastructure and can hamper the movement of emergency personnel and delay the delivery of vital resources. Disasters will reduce the availability of many local resources and require the transportation of resources to the affected area.
2. This plan is based on the concept that initial (response) will, to the maximum extent possible, be executed by appropriate local authorities. Mutual aid agreements between supporting organizations will be implemented as specified within written agreements and/or memoranda of understanding.
3. Assistance from State and Federal organizations will be coordinated through Stark County Emergency Management Office.

III. ASSUMPTIONS

1. Disaster responses addressing transportation systems may be difficult to coordinate immediately following an emergency since routes may be blocked by traffic, debris and/or damage.
2. Repair of access routes will permit a sustained flow of emergency relief although localized distribution patterns may be disrupted for a significant period.
3. The requirement for transportation capacity during the immediate lifesaving response phase at the site of the disaster may exceed the availability of local assets.
4. The Chief Executive Officers of affected County jurisdictions (i.e., villages, cities, townships and county) may exercise all necessary local emergency authority for response by issuing an Emergency Proclamation.
5. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained by following the procedures listed in Tab E to the Basic Plan, Procedures for Requesting State Disaster Assistance.

IV. CONCEPT OF OPERATIONS

A. Overview

1. The City, Village, and Township Engineering or Street Departments are the lead agencies for ESF #1. Liaisons from these agencies will staff the Stark County Emergency Operations Center (EOC) and coordinate with appropriate support organizations to answer the needs of affected communities. These needs may include the following:
 - a. Damage assessment of transportation infrastructure.
 - b. Transportation route repair.
 - c. Hauling materials.
 - d. Repairing slips and slides.
 - e. Debris clearance from transportation routes.
 - f. Repairing damage to bridges and culverts.

B. Mitigation

1. Train personnel in emergency procedures.

2. Develop mutual aid agreements with neighboring jurisdictions for engineering support.
3. Develop and update maps of city streets, water and sewer lines and utility service areas.
4. Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
5. Prepare and assist Stark County's EMA Director in updating the Stark County Resource Manual, which identifies source, location and availability of earthmoving equipment, dump trucks, road graders, fuels, etc. that could be used to support disaster response and recovery.

C. Preparedness

1. Ensure that debris removal equipment is in good repair and that barrier and road block materials are available.
2. Train response staff and volunteers to perform emergency functions.
3. Maintain notification and recall rosters that include a communications system to implement call down for personnel assigned to response teams, dispatch points and the EOC.

D. Response

1. Provide Engineering, Utility, and Public Works Coordinator to the EOC, who will advise decision makers and coordinate response efforts among departments and agencies.
2. Maintain communications between EOC and engineering, utility, and public works personnel at site.
3. Clear debris and open roads for traffic.
4. Determine the safety of evacuation routes, airports, airstrips and bridges.
5. Contact private contractors for additional assistance, as necessary (coordinate contractual obligation with Emergency Management Director).
6. Barricade damage areas.
7. Develop a system for tracking resources deployed for disaster response.

E. Recovery

1. Support cleanup and recovery operations during disaster events.
2. Provide damage estimates as requested by the Stark County Emergency Management Director.
3. Support decontamination activities.
4. Drain flooded areas.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Stark 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 Department consists of 138 staff members. If additional personnel are needed, private contractors will be employed.

2. Cities

- a. The five cities in Stark County (Alliance, Canton, Louisville, North Canton, and Massillon) have their own Engineering, Street, Sanitation, and Water Departments. Each is responsible for their own disaster planning and responses. As a part of the county-wide Emergency Management program they are committed to supporting the county when requested.

3. Townships

- a. The seventeen townships each have their own Road Departments. Each is responsible for their own disaster planning and responses. As a part of the county-wide Emergency Management program they are committed to supporting the county when requested.

4. Villages

- a. The fifteen villages have their own Road Departments or rely on the County Engineer for support.

5. Private contractors and volunteers will be used to supplement engineering and public works staffs in a large-scale emergency.

B. Assignment of Responsibilities

1. Engineering and Public Works Coordinator

- a. Coordinate engineering and public works activities.
- b. Train assigned response staff and volunteer augments to perform emergency functions.
- c. Identify local private contractors who can provide backup support.
- d. Develop and maintain resources lists.
- e. Develop and maintain SOPs for engineering emergency response functions.
- f. Determine the safety of evacuation routes (including airstrips/airports).

2. County Engineer's Department

- a. Repair roads and bridges.
- b. Maintain debris and garbage disposal operations.
- c. Perform damage assessment operations.
- d. Provide engineering services and advice.
- e. Assist with materials, supplies and equipment in decontamination operations.
- f. Store and provide fuel for emergency vehicles.
- g. Maintain contact with the Emergency Operations Center.
- h. Update county map.
- i. Clear debris in an emergency.
- j. Place barricades where necessary.
- k. Drain flooded areas.

3. Alliance, Canton, Louisville, North Canton, and Massillon City Street Departments;

- a. Repair and maintain streets.
- b. Perform damage assessment.
- c. Clear debris in an emergency.
- d. Assist in decontamination work.
- e. Provide equipment and operators as needed.
- f. Drain flooded areas.
- g. Maintain contact with 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 Emergency Operations Center.

5. Stark County Emergency Management Office

- a. Coordinate State and Federal assistance.
- b. Provide emergency operations center (EOC).

6. Ohio Department of Transportation (ODOT)

ODOT will assist with snow removal on state routes and with debris removal at rock fall sites along state routes (within their jurisdiction).

7. Division of Forestry, ODNR, Civilian Conservation Corps (CCC)

The CCC will assist in removal of fallen and damaged trees, and clearing blocked drainage ditches and creeks.

8. The Ohio Army National Guard

May provided heavy equipment for debris removal and helicopter support for aerial surveillance and damage assessment. *State assistance must be requested and approved before the National Guard can be used.*

9. Private Contractors

May provide additional support during emergencies for engineering/utility and public works activities.

10. Stark Area Regional Transit Authority

Transportation of personnel.

VI. DIRECTION AND CONTROL

1. The Stark County Civil Engineer will relocate (or send a representative capable of making decisions in his stead) to the Emergency Operations Center during an emergency to advise decision makers and coordinate response efforts with utilities, municipal and village departments, state, federal, and volunteer organizations. If the Engineer must be at the site of the emergency, he will appoint an employee to represent him at the EOC.
2. Internal resources of all operating departments will be managed by individual departmental procedures and policies.
3. 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.

VII. CONTINUITY OF GOVERNMENT

1. The line of succession for the County Civil Engineer who will serve as the primary coordinator for engineering, utility and public works in the EOC is:
 - a. Chief Engineer
 - b. Operations Engineer
 - c. Highway Engineer
 - d. Succession of authority for water department, street department, sanitation department and utility personnel are contained in SOPs for those organizations.

VIII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Additional equipment or services needed to address the emergency by county/municipal responders will be requested through the Engineering, Utility and Public Works Coordinator in the activated EOC.
2. If the EOC is not activated, requests will be made to the County Commissioners.
3. The Stark County Resource Manual lists equipment and services in the county. The Engineering, Utility and Public Works Coordinator 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 and prioritized 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 Stark County Emergency Management Director.
6. Requests for mutual-aid assistance from adjacent counties and assistance from the state and federal government for engineering, utility and public works will be made through the County Engineer in the activated EOC.

B. Logistics

1. Responders will coordinate with each other for 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.

Stark County Emergency Operations Plan

Emergency Support Function #2

Communications

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Stark County Emergency Operations Plan

Emergency Support Function #2

Communications

PRIMARY AGENCY: Stark County Emergency Management Office
Primary Support: County IT Department

SUPPORT AGENCIES: HAM Radio Clubs
Stark County Sheriff's Office
Stark County Dispatch Center
Regional Emergency Dispatch Center
Local T.V. & Radio Stations
Local phone and internet providers
Ohio State MARCS

I. INTRODUCTION

A. Purpose

The purpose of ESF#2 is to coordinate with telecommunications and information technology industries. Work with the restoration and repair of telecommunications infrastructure employed by Stark County, Ohio's in the event of a large-scale emergency in the county.

II. SITUATION

- A. Disasters affect the ability to communicate by damaging and overloading systems and equipment, overwhelming staff and creating conditions that prevent the expedient repair to existing communications systems or transport of new equipment into the affected area. County-level communications are vital in order to protect life and property and restore the affected area to pre-disaster conditions.
- B. The county communications center is located at the Stark County Safety Building, 4500 Atlantic Blvd., N.E. Canton, Ohio 44705.
- C. The Sheriff's Dispatch Center is the emergency communications center for Stark County.

III. ASSUMPTIONS

- A. Emergencies may require communications capabilities beyond the normal capacities of equipment of local government.

- B. Disasters or emergency situations may cause a disruption in normal telecommunication (phone, internet) systems.
- C. The Radio Amateur Civil Emergency Service (RACES) and the Amateur Radio Emergency Service will provide personnel and equipment support to the Stark County EOC throughout the emergency.

IV. CONCEPT OF OPERATIONS

- A. The Stark County Communications Officer and communications personnel from RACES and ARES will report to the Stark County EOC upon notification of activation. They will secure and make operable communications equipment and supplies necessary to carry out required emergency activities.
- B. Stark County IT will be contacted to enact the County IT Business Recovery Plan if there are disruptions to EOC phones and internet.
- C. ICS personnel and other on-scene responders will coordinate with the Stark County EOC by radio through the Sheriff's Dispatch Office and by cell phone directly to the EOC.
- D. Internal procedures for managing communications between on-scene personnel are addressed in organizational SOPs.
- E. The Stark County Sheriff's Department will coordinate with all local agencies involved in the communications function to address shortfalls of equipment and personnel including requesting state support through the EOC.
- F. When required by the emergency, the American Red Cross will coordinate with ARES and RACES to set up communications between shelters and the EOC.
- G. Procedures used by the 911 Dispatch Center are developed and maintained by the Stark County Communications Director.

H. Notification

- 1. The Stark County EMA Director will be notified by the Sheriff's Department that a major emergency situation has occurred/is imminent.
- 2. The EMA Director will notify the Executive Committee members to apprise them of the situation. Notification of local chief executives will be made by the Director of Stark County EMA.

3. At the time the decision to activate the EOC is made, notification to all EOC representatives will be accomplished as follows:
 - a. STARK COUNTY LAW ENFORCEMENT/FIRE DEPARTMENT NOTIFIES:
 1. EMA Director
 - b. EMA Director will follow the CAS level system outlined in the Basic Plan.
 - c. Stark County IT Department for assistance with telecommunication (phones, IT) systems.

I. Emergency Communications Activation

1. Upon arrival at the EOC, the EMA Director and staff will prepare the EOC for operations.
2. The Communications Officer will take actions to secure and make operable such communications equipment and supplies as are necessary to carry out their assigned duties.
3. Stark County IT Department and Commercial telephone companies will be contacted by the Director to install additional lines should they be needed upon activation.

I. Emergency Communications Center

1. The purpose of the Emergency Communications Center is to provide both primary and backup communications support for the EOC.
2. The ECC is capable of being operated continuously for the duration of the emergency. Maximum staffing will be maintained during periods of full activation of the EOC. Communications staff will work 12-hour shifts.
3. Primary communications with the EOC will be conducted by telephone whenever possible. If telephones are inoperable, information will be relayed by radio, or as a last resort by runner. Amateur radios will be utilized to provide back-up communications to disaster sites and shelters, lodging and feeding facilities. Stark County IT Department will be contacted to enact the IT Business Recovery Plan to get telephone systems operational.

4. Radio Operators for the various communications equipment will be supplied by the departments/agencies or amateur radio operators communicating on that equipment.

J. Alternate ECC

1. The alternate emergency communications center is the Stark County Sheriff's Command Post. It is a motor home equipped to house personnel and to transmit and receive on most of the active public safety channels in the county. It will be made available to the Emergency Operations Center on an as needed basis.

K. Phases of Emergency Management

1. Mitigation

- a. Procedures for emergency communications in Stark County are maintained within local departments respectively.
 1. Procurement of additional equipment
 2. Systems integration (networking)
 3. Communications operator training
- b. Formulation of plans for additional improvement to the communications systems.
- c. Coordination of communication capabilities with surrounding counties and State EOC.
- d. Development of radio repair capability under emergency conditions.

2. Preparedness

- a. Maintenance of SOPs for EOC operations.
- b. Test and maintain communications equipment on a regularly scheduled basis.
- c. Arrange training programs for all communications staff including volunteers and repair personnel.
- d. Identify potential sources of additional equipment and supplies.

- e. Stark County IT Department maintains the Business Recovery Manual to bring critical county telecommunication (telephones, computers, network) systems back on-line if an event occurs.

3. Response

- a. Activation of the EOC.
- b. Implementation of emergency communications procedures.
- c. Activate backup communications capabilities, as necessary.
- d. Utilize EOC forms for the recording of all incoming radio transmissions.
- e. Insure 24-hour communications capability for the duration of the emergency.

4. Recovery

- a. Maintenance of emergency communications systems for the duration of the emergency period.
- b. The Communications Officer will release the communications staff at the end of the emergency with the approval of the Director but he will ensure the staff can be recalled on short notice to address emergency needs.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. During large-scale emergencies, communications personnel will coordinate response efforts and assist other agencies/departments to the extent possible with the provision of communications capabilities.
- 2. The EOC Communications Officer is appointed by the Sheriff of Stark County and during non-emergency periods, serves as a dispatcher for the Stark County Sheriff's Department.

B. Assignment of Responsibilities

1. Radio Operators

- a. Radio operators, while operating their equipment in the EOC, will remain under direct control of their own agency/department/office

or organization, but work under the direction of Communications Officer.

- b. Provide communications in an emergency.
- c. Maintain EOC Communications Log.
- d. Handle messages according to EOC Standard Operating Procedures.

2. Stark County Emergency Management Office

- a. Coordinate emergency communications.
- b. Prepare EOC for operations.
- c. Acquire additional telephone lines as needed.
- d. Emergency notification to all EOC representatives.

V. DIRECTION AND CONTROL

- A. The Stark County EMA Communications Officer will coordinate emergency communications through the facilities at the Stark County EOC.
- B. The Stark County EMA Communications Officer through the EOC will coordinate communications activities with local incident command posts.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Stark County EMA Communications Officer is as follows:
 - 1. Deputy Communications Officer
 - 2. Amateur Radio designee (by EMA Director)

VII. ADMINISTRATION AND LOGISTICS

A. Communications Capabilities

(The Sheriff's Department can communicate with or monitor the following):

- 1. Communicate with all Sheriff's Department vehicles
- 2. Monitor all Fire Departments within the county

3. Ohio State Patrol (OSP) LEERN and LEADS System: Sheriff monitors OSP channels.

B. EOC Communications

1. Telephones

- a. Standard telephone service will be jointly provided by **AT&T** which will provide the wiring and networking matrix from the Emergency Operations Center to the telephone company central office and private vendors who will provide the instruments and other devices. Twenty-five (25) lines will be activated in the EOC during emergencies and/or disasters.
- b. **AT&T** will be contacted by the EMA Director to install additional lines should they be needed upon EOC activation.
- c. Stark County EMA uses a combination of VOIP Telephones (all administrative phones) and traditional telephone systems (the 25 EOC phones). Two satellite phones and two WPS enabled cell phones (Verizon) are also available. If a disruption or modifications need to be made during an event, the Stark County IT Department will be contacted.

2. Radios

- a. Base Radio Communications are installed at Stark County Sheriff's Department.
- b. Radios are installed in the Sheriff's Department mobile units.
- c. Hand held units are available to Sheriff's Department employees.
- d. A 100-Watt Base Radio Transmitter is available in the EOC.
- e. Mobile radios configured to work as "base stations" are located in the EOC.
- f. There is a short-wave transmitter receiver in the EOC for communications with the Ohio Emergency Management Agency.
- g. There is an EAS link to the LP-1 station in the EOC.
- h. The Canton Amateur Radio Club owns and maintains radio transmitter receivers in the EOC. They also own and maintain equipment in the EOC which permits them to communicate with a computer and keyboard over their radio frequencies.
- i. The following agencies/departments have/may set-up radios in the EOC upon its activation:
 1. State EMA
 2. County Fire Services
 3. County Engineer
 4. Red Cross
 5. EPA

- 6. Ohio National Guard
 - 7. RACES
- j. Responding agencies will communicate with the EOC via their own radios whenever possible.
 - k. State EOC and adjacent county EOC's will be contacted by telephone whenever possible. If phones are inoperable, information will be relayed by the MARCS System.
 - l. Radio Communications between the EOC and the field will be a network supplied by police/fire responders. Radio communications between the shelters and the EOC will be arranged by amateur radio operators and the Red Cross, when needed.
 - m. Each EOC staff member will be requested to leave an emergency contact number at the security desk upon exiting the EOC to insure expeditious recall if warranted.
 - n. The Stark County IT Department maintains the network and internet capabilities of the Stark County including the EMA/EOC.

3. Other communications systems available to the EOC

- a. Ohio State Multi-Agency Radio Communications System (MARCS)
- b. Law Enforcement Automated Data System (LEADS). (through the Stark County Sheriff's Department)
- c. NOAA Weather Radio System. (through Weather Service Office Akron-Canton Airport)
- d. Hospital Emergency Assistance Radio (HEAR) (through the Stark County Sheriff's Department)
- e. Facsimile at (330-430-3826)
- f. Cable Television Interrupt system (dial up)

C. Training and Exercises

- 1. Radio operators of emergency response organizations/ agencies are trained by their respective departments.
- 2. Emergency communications personnel will participate in a full-scale disaster response exercise every two years and in orientation, tabletop or functional exercises as necessary.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. All departments/organizations within the county providing emergency communications are responsible for reviewing this annex on an annual basis commencing one year from the approval date of this document, and submitting new/updated information to the Stark County EMA Director.

- B. All department/organizations within the county providing emergency communications are responsible for developing and maintaining communications SOPs, mutual-aid agreements, personnel rosters, including 24-hour emergency telephone numbers and communications equipment inventories.

Stark County Emergency Operations Plan

Emergency Support Function #3

Engineering and Public Works

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Stark County Emergency Operations Plan

Emergency Support Function #3

Engineering and Public Works

Primary Agency: County Engineer's Department

Support Agencies: Stark County Emergency Management Office
Alliance, Canton, Louisville, Canal Fulton, North Canton, and
Massillon City Street Departments
Township Road Crews
Sanitation Departments
Alliance, Canton, Canal Fulton, Louisville, North Canton,
Massillon City (Ohio Water Company) Water Departments
American Electric Power and Ohio Edison electric companies
Dominion and Columbia Gas companies
Alliance, Canton, Louisville, North Canton, Canal Fulton,
Massillon City and Stark County Sanitary Sewer Departments.

I. INTRODUCTION

A. Purpose

1. The purpose of ESF #3 is to outline duties and responsibilities of engineering, utility and public work segments of the county in the event of a major emergency.
2. Agencies included in ESF #3 may be involved in the following emergency activities that assist Local governments in response and recovery efforts.
 - a. Damage assessment
 - b. Provision of technical advice
 - c. Demolition and stabilization projects
 - d. Inspections
 - e. Evaluations
 - f. Contracting
 - g. Reconnaissance
 - h. Emergency repairs
 - i. Temporary and permanent construction
 - j. Debris removal
 - k. Public works/engineering emergency supply and services.

II. SITUATION

- A. Disasters cause property damage to homes, public buildings and other facilities. Those structures may require reinforcement, demolition or isolation to insure safety. Public utilities may be partially or fully inoperable following disasters.
- B. This plan is based on the concept that initial emergency management (response) will, to the maximum extent possible, be executed by appropriate local authorities. Mutual aid agreements between supporting organizations will be implemented as specified within written agreements and/or memoranda of understanding.
- C. Assistance from State and Federal organizations will be coordinated through Stark County Emergency Management Office.
- D. A variety of energy, public works and utility problems may be created as a result of an emergency including flooded/icy roads, debris interfering with response and recovery efforts, downed power lines, wastewater discharges, contaminated drinking water supply and ruptured underground storage tanks.

III. ASSUMPTIONS

- A. All engineering and public works equipment and personnel would be available to cope with any anticipated disaster.
- B. Without assistance, the engineering & public works departments may not have sufficient resources to cope with a disaster.
- C. Local contractors have enough resources to backup engineering and public works recovery efforts in any foreseen disaster situation.
- D. Rapid damage assessment of the disaster area will be necessary to determine potential workload.
- E. The Chief Executive Officers of affected County jurisdictions (i.e., villages, cities, townships and county) may exercise all necessary local emergency authority for response by issuing an Emergency Proclamation.
- F. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained by following the procedures listed in Tab E to the Basic Plan, Procedures for Requesting State Disaster Assistance.

IV. CONCEPT OF OPERATIONS

A. Overview

1. The Stark County Emergency Management Agency will notify elements of ESF #3 when public works and engineering capabilities are required for county assessment, response and recovery activities during emergencies. Full or partial activation of ESF #3 will depend upon the requirements for response and recovery,
2. Personnel from ESF #3 Primary and Support Agencies are prepared to staff the County EOC on a twenty-four-hour basis and provide personnel and equipment as applicable for emergency response and recovery activities at the disaster site.
3. Additional public works and engineering services and equipment may be contracted for on an emergency basis when required for response and recovery operations.
4. Each ESF #3 organization is responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies.
5. The pre-positioning of ESF #3 resources may take place depending upon the nature of the hazard.
6. The prioritization for restoring electrical power following an emergency is based upon a standard call Priority Customers and follows this order.
 - a. Restoring live wires that are down
 - b. Restoring electricity to the largest number of residents possible
 - c. Restoring power to hospitals
 - d. Restoring power to fire stations and law enforcement
 - e. Restoring power to other utilities
 - f. Addressing specific problems at individual residences

B. Mitigation

1. Train personnel in emergency procedures.
2. Develop laws that protect the integrity of gas, electric and water supplies.
3. Identify vulnerability in electric, gas, water, maintenance and disposal systems and develop remedies.

4. Develop mutual aid agreements with neighboring jurisdictions for engineering support.
5. Develop and update maps of city streets, water and sewer lines and utility service areas.
6. Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
7. Prepare and assist Stark County's EMA Director in updating the Stark County Resource Manual, which identifies source, location and availability of earthmoving equipment, dump trucks, road graders, fuels, etc. that could be used to support disaster response and recovery.
8. Participate in emergency exercises.
9. Work with planning commission to ensure that new constructions do not increase hazard threat.
10. Work with legislative bodies to improve building codes.

C. Preparedness

1. Ensure that debris removal equipment is in good repair and that barrier and road block materials are available.
2. Ensure that storm sewers are in good repair.
3. Review and update all utility and public works maps of jurisdiction.
4. Develop prioritized listing for restoration of utilities.
5. Train response staff and volunteers to perform emergency functions.
6. Maintain notification and recall rosters that include a communications system to implement call down for personnel assigned to response teams, dispatch points and the EOC.

D. Response

1. Provide Engineering, Utility, and Public Works Coordinator to the EOC, who will advise decision makers and coordinate response efforts among departments and agencies.
2. Prioritize detection and repair of leaking gas lines.

3. Restore utilities to critical and essential facilities.
4. Provide back-up electrical power to the EOC as requested by the Stark County Emergency Management Coordinator.
5. Coordinate with the State of Ohio for the provision of potable water.
6. Maintain communications between EOC and engineering, utility, and public works personnel at site.
7. Coordinate with water and sewer departments, the Health Department and the EPA to ensure the integrity of water supplies and sewage systems from the effects of hazardous materials.
8. Provide sanitation services throughout emergency.
9. Contact private contractors for additional assistance, as necessary (coordinate contractual obligation with Emergency Management Coordinator).
10. Support emergency communications until telephone service is restored.
11. Provide emergency repair of water and sewer systems. Assist in search and rescue operations, as directed.
12. Inspect emergency facilities, public shelters and reception centers before they are used by the public after an earthquake.
13. Develop a system for tracking resources deployed for disaster response.

E. Recovery

1. Support cleanup and recovery operations during disaster events.
2. Provide damage estimates as requested by the Stark County Emergency Management Coordinator.
3. Support decontamination activities.
4. Coordinate utility repair with public and private providers and the PUCO.
5. Inspect, designate and demolish hazardous structures.
6. Drain flooded areas.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Stark 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 Department consists of 138 staff members. If additional personnel are needed, private contractors will be employed.

2. Cities

The five cities in Stark County (Alliance, Canton, Louisville, North Canton, and Massillon) have their own Engineering, Street, Sanitation, and Water Departments). Each are responsible for their own disaster planning and responses. As a part of the county-wide emergency management program they are committed to supporting the county when requested.

3. Townships

The seventeen townships each have their own Road Departments. Each are responsible for their own disaster planning and responses. As a part of the county-wide emergency management program they are committed to supporting the county when requested.

4. Villages

The fifteen villages have their own Road Departments or rely on the County Engineer for support.

5. Private contractors and volunteers will be used to supplement engineering and public works staffs in a large-scale emergency.
6. AT&T and Verizon Telephone, telephone companies, Dominion and Columbia Gas Companies and American Electric Power (AEP) and FirstEnergy electric companies have emergency repair crews available 24-hours a day for restoration of services.

B. Assignment of Responsibilities

1. Engineering and Public Works Coordinator

- a. Coordinate engineering and public works activities.
- b. Train assigned response staff and volunteer augments to perform emergency functions.
- c. Identify local private contractors who can provide backup support.
- d. Develop and maintain resources lists.
- e. Develop and maintain SOPs for engineering emergency response functions.
- f. Determine the safety of evacuation routes (including airstrips/airports).
- g. Participate in development and execution of emergency exercises.
- h. Train assigned response staff and volunteer augments to perform emergency functions.
- i. Participate in development and execution of emergency exercises.
- j. Determine the safety of emergency operations facilities, public shelters, and Reception and Care Centers.

2. County Engineer's Department

- a. Provide back-up electrical power to the Emergency Operations Center.
- b. Maintain debris and garbage disposal operations.
- c. Perform damage assessment operations.
- d. Provide engineering services and advice.
- e. Assist with materials, supplies and equipment in decontamination operations.
- f. Store and provide fuel for emergency vehicles.
- g. Maintain contact with the Emergency Operations Center.
- h. Update county map.
- i. Clear debris in an emergency.
- j. Place barricades where necessary.
- k. Drain flooded areas.
- l. Participate in development and execution of emergency exercises.
- m. Protect the water supply and sewage system from the effects of hazardous material incidents.
- n. Inspect, designate, and demolish hazardous structures.

3. Alliance, Canton, Canal Fulton, Louisville, North Canton, and Massillon City Street Departments;

- a. Repair and maintain streets.
- b. Perform damage assessment.
- c. Clear debris in an emergency.
- d. Assist in decontamination work.
- e. Provide equipment and operators as needed.

- f. Drain flooded areas.
- g. Maintain contact with 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 Emergency Operations Center.

5. Sanitation Departments

- a. Maintain scheduled pick-up service.
- b. Obtain additional equipment if needed for debris removal.
- c. Provide temporary sanitary facilities as necessary.

6. Alliance, Canal Fulton, Canton, Louisville, North Canton, Massillon City (Ohio Water Company) Water Departments

- a. Determine location and extent of any main breaks.
- b. Coordinate with other departments of any main breaks.
- c. Coordinate with utility companies for shutting down water lines and pumping out flooded areas.
- d. Coordinate utility start-up procedures with maintenance personnel and utility companies.
- e. Coordinate with fire and police officials for evacuation at the site.

7. American Electric Power (AEP) and First Energy electric companies

- a. Determine extent of power failure and report information to the Stark County Emergency Management Coordinator.
- b. Coordinate for support of emergency power at hospitals, rest homes and for individuals identified with emergency power needs.
- c. Prevent unauthorized entry at the site.
- d. Assist with fire prevention related to downed lines.
- e. Activate in-house emergency response actions.
- f. Advise EOC to rely on alternate communications and warning systems until power is restored.
- g. Follow prioritization list for restoration of service.
- h. Coordinate shut-down and start-up procedures.

8. Dominion and Columbia Gas 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.
9. Alliance, Canal Fulton, Canton, Louisville, North Canton, Massillon City and Stark County Sanitary Sewer Departments.
- a. Maintain storm sewers.
 - b. Maintain water pressure.
 - c. Coordinate with Health Department for water testing.
 - d. Assess damages.
 - e. Arrange for portable toilets and potable water supplies until water service is restored.
 - f. Maintain contact with EOC.

VI. DIRECTION AND CONTROL

- A. The Stark County Civil Engineer will relocate (or send a representative capable of making decisions in his stead) to the Emergency Operations Center during an emergency to advise decision makers and coordinate response efforts with utilities, municipal and village departments, state, federal, and volunteer organizations. If the Engineer must be at the site of the emergency, he will appoint an 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.
- D. Dispatch points for engineering, utility and public works personnel are located at the addresses listed in The Stark Resource Manual. In major emergencies, dispatch points can be moved to the EOC if the primary dispatch point is in a hazardous area. Contact the Stark County Communications Officer for additional radios if required during the emergency.

VII. CONTINUITY OF GOVERNMENT

- A. The line of succession for the County Civil Engineer who will serve as the primary Coordinator for engineering, utility and public works in the EOC is: (Titles Only)

1. Chief Engineer
2. Operations Engineer
3. Highway Engineer
4. Succession of authority for water department, street department, sanitation department and utility personnel are contained in SOPs for those organizations.

VIII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Additional equipment or services needed to address the emergency by county/municipal responders will be requested through the Engineering, Utility and Public Works Coordinator in the activated EOC.
2. If the EOC is not activated, requests will be made to the County Commissioners.
3. The Stark County Resource Manual lists equipment and services in the county. The Engineering, Utility and Public Works Coordinator 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 Stark County Emergency Management Coordinator.
6. Requests for mutual-aid assistance from adjacent counties and assistance from the state and federal government for engineering, utility and public works will be made through the County Engineer in the activated EOC.

B. Logistics

1. Responders will coordinate with each other for 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.

Stark County Emergency Operations Plan

Emergency Support Function #4

Firefighting

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Stark County Emergency Operations Plan

Emergency Support Function #4

Firefighting

PRIMARY: First Fire Department on the Scene
On-Scene Commander

SUPPORT:

Alliance City Fire Department
Beach City Village Fire Department
Bethlehem Township Fire Department
Brewster Village Fire Department
Canton Fulton City Fire Department
Canton City Fire Department
Canton Township Fire Department
East Sparta Village Fire Department
Greentown Fire Department
Hartville Village Fire Department
Jackson Township Fire Department
Lawrence Township Fire Department
Lexington Township Fire Department
Louisville City Fire Department
Magnolia Village Fire Department

Marlboro Township Fire Department
Massillon City Fire Department
Minerva Village Fire Department
Navarre Village Fire Department
Nimishillen Township Fire Department
North Canton City Fire Department
North Lawrence Fire Department
Osnaburg Township Fire Department
Perry Township Fire Department
Plain Township Fire Department
Robertsville Village Fire Department
Sandy Township Fire Department
Uniontown Fire Department
Washington Township Fire Department
Wilmot Village Fire Department

Alliance City Police Department
Beach City Village Police Department
Brewster Village Police Department
Canal Fulton City Police Department
Canton City Police Department
East Canton Village Police Department
Hartville Village Police Department
Hills & Dales Village Police
Jackson Township Police Department
Lawrence Township Police Department
Louisville City Police Department

Magnolia Village Police Department
Marlboro Township Police Department
Massillon City Police Department
Minerva Village Police Department
Navarre Village Police Department
North Canton City Police Department
Perry Township Police Department
Stark County Sheriff's Department
Uniontown Village Police Department
Waynesburg Village Police Department
Wilmot Village Police Department

Stark County Hazardous Materials Emergency Response Team
Jurisdictional road or street departments
Stark County Engineer
Stark County Emergency Management Agency
American Red Cross – Stark & Muskingum Lakes Chapter

I. PURPOSE

1. The firefighting and rescue function, ESF#4, describes the capabilities and agreed upon stipulations for coordinating on-site response.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The fire fighting and rescue personnel establish an Incident Command Center (ICC) and function according to the Incident Command System (ICS) when needed to address emergencies.
2. The ICC manages organizational resources and response personnel at the scene of the emergency.
3. ICC coordinates its activities with counterparts in the Stark County Emergency Operations Center
4. There are thirty (34) fire departments in Stark County; six (6) municipal and twenty-four (24) volunteer departments with a mix of part paid and part volunteer and four (4) departments that are private fire companies that contract with their communities.

B. Assumptions

1. Existing fire personnel and equipment will be able to handle most emergencies through the use of existing mutual aid agreements.
2. When local jurisdictions have exhausted all of their resources, and an emergency declaration has been executed, state and federal resources may be made available through the Stark County Emergency Management Agency.

III. CONCEPT OF OPERATIONS

A. 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 in addition to reporting activities to personnel with the Incident Command System (ICS).
2. Each fire department in Stark County has standard operating procedures and training that addresses fire fighting practices, techniques, incident command

and rescue for specific hazards including fighting chemical fires and water rescue during a flood. In addition, there are also hazard specific plans that support the Stark County Emergency Operations Plan (EOP) that address hazard-specific responsibilities for the fire departments. These plans include the following.

- a. Stark County Hazardous Materials Response Plan
 - b. Stark County Weapons of Mass Destruction/Bio-Terrorism Annex
3. The following procedures are addressed by each fire department in Stark County in their organizational Standard Operating Procedures:
 - Fire suppression
 - Victim rescue
 - Hot/Evacuation Area
 - Warm/Safety Buffer zones
 - Activating staging areas
 - Confined space rescue
 - Heavy equipment rescue
 - River rescue
 - Dive teams
4. Arrangements which allows them to expand to incorporate outside response and support organizations when local abilities are limited or exhausted. When necessary, incident command can be expanded to a unified command structure which provides a coordinated management team for multi-jurisdictional and/or multi-agency incidents.
5. Incident Command will provide an initial damage assessment to the Stark County Emergency Management Agency and also use the information to make protective action decisions and establish response priorities.
6. Incident command will constantly monitor the emergency scene in order to apply the most effective response and recovery efforts.
7. A Safety Officer is assigned by the Incident Commander at the initiation of each incident in Stark County. He serves on the Command Staff within the Incident Command Structure and recommends measures for assuring personnel safety. He or his staff also addresses 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, fluid retention and mental fatigue.
 - e. Providing a system of accountability for on-scene personnel operating in/around the immediate hazard area.

- f. Providing safety procedures that account for personnel as they enter and leave the hazard zones.
- 8. Decontamination procedures for hazardous material events are addressed in the Stark County Hazardous Materials Response Plan.
- 9. The Mental Health Board of Stark County provides Critical Incident Stress Debriefing (CISD) which all fire fighting and search and rescue personnel are required to attend following an emergency or at other times as directed by the fire chiefs of the departments.
- 10. Cooperate in the development and update of the countywide mutual aid agreement.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. First Fire Department on the Scene/On-Scene 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. Provide fire protection in public shelters.
- 5. Assign a fire and rescue liaison officer to the activated EOC
- 6. Establish and maintain ongoing communications with the Stark County EOC
- 7. Activate mutual aid as needed
- 8. Designate staging areas for equipment and personnel

B. Other Fire Departments for the jurisdiction

- 1. Support the Incident Command System as required.
- 2. Support firefighting and rescue operations
- 3. Prioritize the assignment to personnel and equipment to emergency sites.
- 4. Provide fire protection in public shelters.

C. Law Enforcement within the jurisdiction

Provide traffic control and security for firefighting and rescue operations as needed.

D. Stark County Hazardous Materials Emergency Response Team

1. Support and assist the Incident Commander in resolving biological, nuclear, incendiary, chemical and explosive incidents.
2. Support and assist the Incident Commander in resolving confined space incidents.

E. Jurisdictional road or street departments and Stark County Engineer

Support the Incident Commander by providing public works types of equipment, supplies and vehicles.

F. Stark County Emergency Management Agency

Support firefighting and rescue operations through EOC activation, coordination of local assistance and requests for state and federal assistance as needed.

G. American Red Cross – Stark & Muskingum Lakes Chapter, Salvation Army

1. Support the Incident Commander by establishing reception and care or sheltering facilities when needed.
2. Support response personnel with food and refreshments.

Stark County Emergency Operations Plan

Emergency Support Function #5

Direction and Control

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Stark County Emergency Operations Plan

Emergency Support Function #5

Direction and Control

Primary Agency: Stark County Emergency Management Office

Support Agencies: Stark County Board of Commissioners
Ohio Emergency Management Agency (OEMA)
Federal Emergency Management Agency (FEMA)

I. INTRODUCTION

A. Purpose

1. The purpose of ESF #5 is to establish a standardized method for the chief executives and key personnel respond to and recover from the threat and/or occurrence of a disaster and to provide county-wide information and guidance to each Stark County jurisdiction and its residents.

II. SITUATION

- A. Stark County has a designated Emergency Operations Center (EOC) located in the Stark County Safety Building, 4500 Atlantic Blvd., N.E. Canton, Ohio 44705. This is the Primary EOC for the county.
- B. Stark County has also designated the following as Alternate Emergency Operations Centers located in Canton City Hall, 223 - 3rd Street South West in Canton, the Regional Emergency Dispatch Center, 5735 Wales Avenue North West, Jackson Township Safety Center 7383 Fulton Dr NW, Massillon, Alliance City Hall at 470 East Market Street, in Alliance in Eastern Stark County and the Akron Canton Airport 5400 Lauby Rd Canton.
- C. The EOC and the Alternate EOCs are established for the purpose of providing centralized direction and control for local government emergency operations. The Primary EOC is also used day-to-day by the Emergency Management Agency staff.
- D. Mutual aid for the support of direction and control functions is addressed by agreements between the Stark County Emergency Management Agency Directors and Emergency Management Directors in adjacent counties.

- E. In the event one of the Alternate EOCs are activated, direction and control authority will be transferred to that location and response personnel will be notified of the change. EOC representatives will transport themselves to the Alternate EOC or they will be transported by emergency vehicles if circumstances make this necessary.
- F. The operational capability of the primary and alternate EOCs includes, but is not limited to: radio & telephone communications, emergency power generators, fuel and fuel supplies, lavatories, limited kitchen facilities and other support materials, supplies and equipment.

III. ASSUMPTIONS

- A. The Primary EOC or one or more of the Alternate EOCs will be activated and deactivated at the order of the Board of Stark County Commissioners and/or the Stark County Emergency Management Agency Directors upon the occurrence or threat of an occurrence of a major disaster or emergency.
- B. Stark County's Primary EOC is adequate for coordinating county-wide emergency operations.
- C. Sufficient procedures have been developed to direct and control disaster operations.
- D. Upon its activation, the EOC, in coordination with the Incident Command Center (or Command Post) at the site, will be the point of contact for all operating responders both within and without the county.
- E. Emergency Operations for all levels of government will be carried out according to plans and standard operating procedures.
- F. EOC Activation
 - 1. In an emergency situation requiring the establishment of an Incident Command Post, a partial EOC activation may take place. Full activation may be called for when two or more jurisdictions are involved. The Director of the Stark County Emergency Management Agency will monitor all emergencies and determine the need for additional actions. The alerting of key officials may be ordered by the Director of Stark County Emergency Management Agency (SCEMA) and implemented by the SCEMA communications officer/Sheriff's dispatcher.
 - a. The Stark County EOC may be activated when:
 - 1. Any portion, or all, of the county is threatened by natural or man-made hazards.

2. A period of international tension exists that requires increased readiness actions.
 3. A post-incident situation exists in more than a single local entity within the county.
 4. Any of the intra-county political subdivisions indicate that a local post-incident situation exists that exceeds the response and recovery capabilities of the local entity where the incident occurred.
 5. There is an emergency or natural disaster situation that affects the entire county or when an attack-related situation exists.
2. Actions to be taken by the county emergency management staff and county level responders during increased readiness operations are described in the Stark County EOC SOP.
 3. Activities at the EOC will be terminated based upon the judgment of the Director in coordination with chief executives of the affected localities.
 4. All scheduling, whether partially staffed or fully staffed, will be on a twenty-four hour, two-shift basis.
 5. Standard Operating Procedures will be observed by all represented organizations throughout the response phase of an emergency.
 6. The Stark County Emergency Management Agency Director will be in charge of the EOC.
 7. Verbal and/or written reports will be submitted by the SCEMA Director to State of Ohio Emergency Management Agency personnel in order to provide current information to facilitate response. These reports may include both threats and/or post-incident occurrences and could be either natural, technological, civil, or attack-related. The information included in each report would document actions that:
 - a. Assure state and federal levels are informed of incidents posing threats to life, property and the environment.
 - b. Request an emergency or disaster declaration if needed.

IV. CONCEPT OF OPERATIONS

A. General

1. The EOC is the central point for coordinating the operational, logistical and administrative support needs of the response personnel at the disaster site, in public utilities, at the EOC and at the various dispatch points. Within the EOC, local decision makers direct and coordinate the emergency activities. The EOC staff gathers and disseminates situation reports and information for the local decision makers and other units of local, state and federal governments. Through this process, resources can be utilized without duplication of effort and operations can be more efficient. The EOC is the central coordinating point for obtaining, analyzing, evaluating, reporting and recording disaster-related information.
2. The decision to activate the Primary EOC or transfer operations to or from an Alternate EOC is made by the Board of Stark County Commissioners and/or the Stark County Emergency Management Agency Director.
3. Executive heads of local departments are responsible for conducting emergency functions assigned by the Board of Stark County Commissioners. They will determine the number of personnel needed to carry out emergency operations in the EOC.
4. Internal EOC operational procedures will be the responsibility of the Emergency Management Agency Director.
5. When the Primary EOC and/or Alternate EOCs are not activated, an Incident Command Post established at or near the scene will be used to provide direction and control for the emergency or disaster operations.

B. Mitigation

1. Emergency Operations Center with a County Director.
2. A complete hazard analysis and identification for the county.
3. Upgrading of communications capabilities.
4. Development of EOC training programs.

C. Preparedness

1. Prepare plans and operating procedures for the EOC, including support materials such as displays, message forms, record and report forms, etc. (see Tabs to this annex).
2. Conduct exercises to test the readiness capabilities of the EOC and provide experience in EOC operations to responders.
3. Train EOC personnel on the use of all internal forms and procedures.
4. Review and update the Stark County Resource Manual.
5. Determine internal staffing needs and designate personnel to fulfil EOC staffing requirements.
6. Regularly testing equipment, including generators.
7. Preparing EOC information packets.

D. Response

1. Activation of the EOC as required.
 - a. Alert EOC Representatives.
 - b. Install radios.
 - c. Check equipment and supplies.
 - d. Distribute EOC information packets.
2. Coordinate all EOC operations.
3. Establish contact with the State EOC, neighboring counties, and other jurisdictions as necessary.
4. Hold staff briefings for all EOC representatives.
5. Provide security for the EOC.
6. Provide bedding, washroom facilities, food and other necessities to the EOC representatives and staff.
7. Should the situation exceed the capability of the county and its political subdivisions, a request to the Governor through the Ohio Emergency Management Agency (OEMA) to declare a state of emergency will be made and the specific types of assistance required will be identified.

E. Recovery

1. Hold initial meeting to determine recovery needs.
2. Make assignments for each recovery function.
3. Prepare damage assessment reports.
4. Request and apply for disaster assistance as necessary.
5. Critique operations.
6. Return EOCs to pre-emergency conditions.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The activated Stark County EOC is organized into four groups;
Executive, Communications, Operations and Administrative.
 - a. **The Multiagency Coordination Group (MAC Group)** consists of the Board of Stark County Commissioners, the county Administrator, the county Emergency Management Agency Director, and participating mayors or other elected officials of affected jurisdictions. Responsibilities of this group are *policy development coordination of EOC operations, coordination with the Incident Commander, and management of overall emergency response and recovery efforts.*
 - b. **The Communications Group** consists of the communications officer, radio operators from supporting agencies, RACES members, CB operators, PBX operator, telephone call directors, message controller, journal clerk and messengers. Responsibilities of this group include: *radio and telephone communications between field forces and the EOC, other jurisdictions and the State EOC.*
 - c. **The Operations Group** consists of the Operations Officer, department/agency heads or their representatives who will coordinate the implementation of assigned emergency functions. Each functional area manager is responsible for directing and

coordinating the personnel and resources of his/her respective area. Operations include the Damage Assessment section.

2. The following functional area coordinators are a part of the Operations Group; Law Enforcement, Fire and Rescue, Engineering and Public Works, Health and Medical, Sheltering, Damage Assessment, Radiological Protection and Resource Management.
3. **The Administrative Group** consists of the administrative officer, message runners, typists, loggers and other EOC support staff.

B. Assignment of Responsibilities

1. Stark County EMA (Staff)

- a. Staff and operate the EOC
- b. Provide support personnel and services.
- c. Coordinate response and recovery activities.
- d. Begin and maintain a significant events log recording all significant emergency events, request for assistance, and casualty information, and property damage, size of affected area, evacuations, sheltering activities, and health concerns.
- e. Provide copies of the latest available significant events log to EOC representatives on a regular basis and as updated.

2. Chief Executive Officers of Affected Jurisdictions will:

- a. Formulate, review and approve policy and operational guidelines affecting their jurisdictions;
- b. As necessary, appropriate and authorize expenditure of funds, approve contracts and authorize distribution of equipment, materials, and supplies for disaster purposes.
- c. Coordinate information given to the public via the Public Information Officer;
- d. Coordinate with Stark County Emergency Management Agency throughout the course of the disaster/emergency for status reports and assistance;
- e. Maintain liaison and coordination with elected officials from political subdivisions that are included within this plan for the use of personnel and equipment in responding to the disaster;
- f. Issue a proclamation declaring an emergency or disaster;
- g. Request a disaster or emergency declaration from the Governor;
- h. Assign and make available for duty the employees, property or equipment of the county or political jurisdiction;
- i. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster;

- j. Assist the Stark County Emergency Management Director with damage assessment documentation; Coordinate with the Board of Commissioners for their affirmative approval of disaster relief actions;
- k. Authorize that protective action guidelines be implemented based on recommendations from regulating agencies.

3. Stark County Emergency Management Agency Director

- a. Maintain EOC in a constant state of readiness;
- b. Provide a timely activation and recall of key officials and EOC staff;
- c. Open, manage and coordinate activities within the Primary and Alternate Emergency Operations Centers;
- d. At the direction of the Chief Executives, forward a disaster declaration request to the State for assistance;
- e. Conduct EOC staff briefings at least hourly;
- f. Forward Initial Disaster Reports and damage and injury assessment information to the State. Insure that the damage assessment reports are compiled;(See Recovery Function Annex, Damage Assessment)
- g. Insure that all available information is supplied to the Emergency Operations Center staff. Maps, status boards, etc. will be in position at all times providing for the collection and display of operational information in the EOC;
- h. Maintain liaison and coordination with the State, adjacent jurisdictions and local municipalities that are included within the scope of emergency management for Stark County;
- i. Insure that security is provided for the EOC facility;
- j. Coordinate the logistical aspects of the EOC operation. Auxiliary power is provided. Food will have to be provided at the time of activation. Logistical support for food, water, lighting, fuel, etc. to support the EOC staff and personnel.
- k. Insure that Standard Operating Procedures of each agency/department are retained in the EOC as well as a complete inventory of current county resources;
- l. Insure that mutual aid and other written agreements with voluntary organizations and other Federal, State, and local organizations are on file and will be maintained, reviewed and updated.
- m. Advise senior decision makers on the emergency situation and recommend actions to protect the public.
- n. Assure that the EOC operations are coordinated among all responding organizations.

4. Municipal Chief Executive(s):

- a. Coordinate with Incident Command/EOC for evacuation.
- b. Coordinate the actions of all municipal disaster relief forces in conjunction with the information and coordination received through the County Emergency Operations Center.
- c. If the disaster occurs solely within the confines of the municipality and the Chief Executive Officer deems it beyond the control of the municipality, he/she may request State assistance or a declaration of a state of disaster through the county.

5. Law Enforcement Officials:

- a. Provide security for the EOC.
- b. Provide transportation for EOC damage assessment teams and staff, if necessary.
- c. Control traffic in the vicinity of the EOC.
- d. Provide back-up communications for the EOC through mobile units.
- e. Provide direction and control for law enforcement activities.

6. Fire and Rescue Officials:

- a. Survey EOC and supporting facilities for fire safety.
- b. Maintain contact with fire/rescue personnel in the affected jurisdictions.
- c. Provide back-up communications for the EOC through mobile units.
- d. Provide the Emergency Management Agency with written reports on: fire control, rescue, casualties, damage estimates, emergency site operations, victim treatment and transportation.
- e. Inform other jurisdictions of existing situations and advise on actions to be taken.

7. Engineering and Public Works

- a. Maintain contact with engineering/public works personnel in the affected jurisdictions.
- b. Provide Emergency Management Agency with written reports on: physical barrier placement, gas line breaks, electrical service outages, public building damage, water service, pipeline breaks, debris clearance, road and bridge conditions.
- c. Informing other jurisdictions of existing situations and advise actions to be taken.

8. Communications Officials:

- a. Determine EOC radio & telephone communications needs.

- b. Arrange for adequate equipment to meet those needs.
- c. Provide trained operators for communications needs.
- d. Maintain record of radio frequencies and call signs to contact various departments, EOCs in neighboring counties, and higher levels of government.
- e. Insure that the EOC can communicate with mobile units of the various departments of local government.
- f. Provide direction and control for all communications activities.

9. Health and Medical Officials:

- a. Maintain contact with the medical facilities in the county and relay pertinent information to the EOC officials.
- b. Provide written reports on: medical facilities, medical support facilities, distribution of medical personnel, health hazards, facilities inspection, shelter & congregate care, public health advisories, medical supplies, distribution of medical support personnel, food and water inspection.

10. Sheltering and Mass Care Officials:

- a. Assist in the provision of food and potable water.
- b. Provide direction and control for all sheltering and mass care activities.

11. Evacuation Officials:

- a. Provide direction and control for all evacuation activities.

12. Radiological Protection Officials:

- a. Collect information on levels of radiation in the field operations and sheltering facilities.
- b. Receive reports of all hazardous materials threats.
- c. Analyze, plot and determine time of arrival of fallout in a nuclear related incident.
- d. Keep all jurisdictions informed of radiation status.
- e. Prepare reports and transmit upward to the State.
- f. Radiological defense officers, recorders, analysts and plotters will staff the EOC during radiological emergencies.

13. Damage Assessment Officials:

- a. Coordinate with other EOC representatives in the assessment and compilation of disaster-related damages.

- b. Receive damage reports from all political entities.
- c. Compile damage reports.
- d. Estimate amount of damage by political entity. Report damage upward to the State.
- e. Damage to be assessed will include number of private residences damaged, number of private residences destroyed, number of public buildings damaged, number of public buildings destroyed, number of people injured, number of people killed, and estimates of uninsured damage.

14. Administrative Group:

- a. Records and plots information on maps, status boards, and display charts in the EOC Operations Room based upon record of significant events log.
- b. Provides EOC support staff who serves as loggers, message runners and typists.

15. Resource Management Official:

- a. Provide direction and control of resources.
- b. Assist other agencies/departments in the procurement of necessary resources for disaster resource and recovery activities.
- c. Receive, catalog, sort and distribute donated goods and services.

16. Public Information Officer:

- a. Direct overall activities for the release of public information.
- b. Activate Joint Public Information Center (JPIC).
- c. Review all public information instructions and situation reports to prevent duplication or conflict of releases.
- d. Act as liaison between all public officials and the media.
- e. Monitor media reports relating to the incident and inform Executive Group of inaccuracies.

VI. DIRECTION AND CONTROL

A. Incident Command/EOC Coordination

- 1. Incident Command will be established at the site of the emergency by the organization having jurisdiction at the scene. The Incident Commander is the highest-ranking official of the organization having jurisdiction at the site. The Incident Commander is responsible for appointing a Liaison Officer who will act as liaison between the EOC and the Incident Command Center or Command Post.

2. The Incident Commander will establish and identify the on-scene command post.
 3. When the incident requires activation of the Emergency Operations Center (EOC), direction and control will be through the combined capability of the EOC and the Incident Command Post. The exchange of critical information between facilities such as requests for support and key decisions will enable first response efforts and support operations to be synchronized.
 4. The EOC will be the contact point to request and receive additional resources (Federal, State).
 5. Incident Command will relay regular reports to the Fire and/or Law Enforcement Coordinators at the EOC. The coordinators will provide regular reports to the Executive Group in the EOC and material and personnel support for responders.
 6. The ICS 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: sets objectives and priorities and has overall responsibility at the site of the incident or event.
 - b. Operations: conducts and develops tactical objectives and directs resources.
 - c. Planning: develops the Action Plan to accomplish the objectives, collects and evaluates information and maintains the status of resources.
 - d. Logistics: provides support to meet incident needs and provides resources and all other services needed to support the incident.
 - e. Finance and Administration: monitors costs related to the incident, provides accounting, procurement, time recording and cost analysis.
 - f. Safety: provides briefings on known incident hazards, develops accountability measures for on-scene personnel, manages overall on-scene safety.
 7. The ultimate responsibility for the safety of all individuals at an emergency scene rests with the IC. The IC must be aware of the status of operations and be prepared to alter, suspend, or terminate those operations that are identified as unsafe or dangerous.
- B. The Executive Group in the activated EOC will coordinate with the highest elected officials of the affected jurisdictions and with the Incident

Commander in order to provide direction and control during an emergency or disaster.

- C. The EOC will ordinarily be fully activated and Executive Group will assume control of emergency operations during any emergency situation of such magnitude as to require widespread mobilization of elements of local government other than those principally involved in emergency services on a day-to-day basis.
- D. The county's Emergency Management Agency Director will coordinate EOC operations including notification of EOC representatives, conducting briefings for staff and key officials, and maintaining contact with the Ohio Emergency Management Agency and neighboring counties. Upon the arrival of state and federal officials, coordination with these officials will take place within the county EOC.
- E. The Executive Group will coordinate with the Incident Commander for direction and control, approve all public information releases, direct protective actions, approve emergency expenditures and request a disaster declaration from the Governor.
- F. State and/or Federal Officials arriving at the site of the emergency or at the County EOC will assume direction and control activities *only at the request of local executives and the Incident Commander*.
- G. During an emergency, the Board of Stark County Commissioners may delegate authority to the Emergency Management Agency Director or other official(s). Special emergency authority will terminate at the end of the emergency response or short-term recovery phase.
- H. The Operations Group will develop procedures to coordinate the operational and logistical support for response personnel who are not in the EOC.
- I. The Operations Group will develop procedures to protect EOC personnel from environmental threats such as radiation, air purity, water potability etc.

VII. CONTINUITY OF GOVERNMENT

A. Succession of Command

- 1. The line of succession for Stark County Government will be in accordance with a Resolution passed by the Board of Stark County Commissioners on the 3rd day of December, in the year of 1987, which lists the following elected public officials, in priority, who will temporarily assume the position(s) of Chief Operating Officer (CEO)

and/or a member(s) of the Board of County Commissioners until such time as a statutory procedures are followed to fill the vacancy(ies).

- a. Vice President of the Board
- b. Third Board Member
- c. The Stark County Coroner
- d. The County Administrator
- e. The Stark County Sheriff

- 2. The line of succession to each department head is in accordance to the operating procedures established by each department and has been designated in each ESF.
- 3. Each staff member shall be responsible for notifying his/her replacement in the line of succession.
- 4. EOC staffing, on a 24-hour-a-day basis, will be accomplished in two shifts consisting of 12 hours each.
- 5. Successors to emergency authority will terminate their activities when advised by the President of the Board of Stark County Commissioners or his/her designated person that the emergency operations are complete.

B. Preservation of important records and measures to ensure continued operation and reconstitution is necessary for local government during and after catastrophic disasters or national security emergencies. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., City Clerk, Auditor) be protected and preserved in accordance with applicable state and local laws(i.e., ordinances, resolutions, minutes of meetings, land deeds, and tax records).

VIII. ADMINISTRATION AND LOGISTICS

A. EOC Forms & Records

- 1. The primary system that the Stark County EOC will use for forms and records is WebEOC.
- 2. If paper is used; Message forms will be used to record all information coming into the EOC via telephone or radio (Tab B).

3. Each individual sending and/or receiving messages will maintain an individual message log and record every message sent or received (for documentation later).
4. Messages will then be transmitted via message runner to the master message logger who will record every message on the Master Message Log.
5. After being recorded on the Master Message Log, each message will be routed to the EOC Message Controller who will determine the appropriate response person.
6. The message will then be transmitted via a message runner to the appropriate work station for action and information.
7. The Initial Disaster Report will be completed as soon as possible after the emergency and the information transmitted to the Ohio Emergency Management Agency.

B. During the operation of the EOC, the staff shall:

1. Manage the county governmental resources and determine where each will be used and assigned, implementing resource controls.
2. Protect resources such as personal equipment during disaster situations and equipment during disaster situations.
3. Provide for the identification and use of resources for special or critical facilities, including radiological laboratories.
4. Maintain accurate and adequate records to document any costs that may be incurred from public/private sources and those that were used in responding to, or recovering from any day-to-day operations.
5. Retain all records and reports until all operations are completed and the obligations and accounts have been closed.
6. Provide operational and logistical support needs of response personnel directed by, but not located in the EOC or Alternate EOCs.

C. Disaster Effects Reporting and Acknowledgement/Authentication of Information Received in the EOC.

1. When reports of damages or injuries are received in the EOC or at an emergency services dispatch point, emergency response personnel

(e.g., fire and rescue, law enforcement etc.) will be deployed to the site to verify reports and provide assistance.

2. Radio and Telephone Communications personnel acknowledge and authenticate reports by recording incoming information on message forms and logging each message on a log sheet.
3. When information received is unclear or questionable, the original transmitter of such information will be contacted by radio or telephone for clarification of the information.

D. EOC Security

1. All individuals requiring access to the EOC will be required to enter through designated entrances.
2. The officer on duty may request identification before allowing access to the EOC.
3. The officer on duty will request each authorized person entering the EOC to sign the registration log to maintain a record of who is in the EOC at all times.
4. Media representatives and other visitors will only be allowed access to the EOC upon the approval of the Board of Stark County Commissioners or the Emergency Management Agency Director.
5. Each EOC staff participant will be requested to sign-out on the registration log and record an emergency call-back telephone number to insure their expeditious recall to the EOC in the event conditions worsen, or to resume their shift to relief their replacements.

E. Fiscal Procedures and Administrative Authorities

1. Fiscal procedures followed during emergency operations are the vouch system, the same as is utilized on a day-to-day basis for routine business.
2. Vouchers must be approved by the County Administrator, the County Auditor, or the Board of Stark County Commissioners.

F. Alternate EOCs

1. In the event it is not practical to open the Primary EOC, or the Primary EOC is not functional due to damage, inaccessibility or evacuation, an alternate EOC, as listed in Section II-B of this ESF, will be activated. The established activation, manning and staffing procedures developed for the operation of the Primary EOC will be utilized.
2. The Alternate EOCs, listed in Section II-B of this ESF, contain sufficient area for the executive, operations, communications and administrative groups to function.
3. The Alternate EOCs, as listed in Section II-B of this ESF, serve as the day- to-day dispatch centers for the city of Canton, Canton Township, the city of Massillon, and the fire administration centers for the city of Alliance and Jackson Township. Adequate inter-agency communications exist within these facilities. Communications to other agencies must be supplemented through the Stark County Sheriff's Communications vehicle that has extensive radio communications capabilities and amateur radio operators.

X. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Stark County Emergency Management Agency Director is responsible for reviewing and updating this ESF on an as needed basis and commencing to affected organizations for the approval date of this document.
- B. The EMA Director is responsible for maintaining an emergency notification roster with 24-hour telephone numbers for EOC representatives, developing an EOC activation checklist/SOP and an inventory of all EMA equipment.
- C. Organizations with direction and control responsibilities are responsible for maintaining current Standard Operating Procedures (SOPs) which detail how assigned responsibilities will be performed to support the plan implementation.

XI. TABS

Tab A EOC Layout

See EOC Handbook for further details

Tab B Message Form

See EOC Handbook for further details

Tab C Sign-in Log

See EOC Handbook for further details

**Stark County Emergency Operations Plan
Emergency Support Function #5
Direction and Control
Tab D Initial Disaster Report**

INITIAL DISASTER REPORT

- 1. What happened:**

- 2. When it happened:**

- 3. Where it happened:**

- 4. Extent of damage or loss:**

- 5. Best estimate of injured, homeless, fatalities:**

- 6. Type and extent of assistance required, if known:**

- 7. Additional remarks pertinent to situation:**

**Stark County Emergency Operations Plan
Emergency Support Function #5
Direction and Control
Tab E Significant Event Log**

STARK COUNTY SIGNIFICANT EVENTS LOG

INCLUDE ALL INFORMATION RELATED TO CASUALTIES, HEALTH CONCERNS, PROPERTY DAMAGE, FIRE STATUS, SIZE OF RISK AREA, SCOPE OF HAZARD, NUMBER OF EVACUEES, RADIATION/HAZARDOUS MATERIAL(S) EXPOSURE/DOSE AND OTHER RELATED INFORMATION.

NUMBER	DATE	TIME	EVENT
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Stark County Emergency Operations Plan

Emergency Support Function #5

Direction and Control

Tab F EOC Activation Checklist

EOC ACTIVATION CHECKLIST

Whenever two or more political jurisdictions are involved in a major emergency or disaster the Stark County Emergency Operations Center (EOC), or one of the Alternate EOCs will be opened and activated.

- _____ Notify EOC representatives and first-shift assignees, as required.
- _____ Activate operations phones, and request additional trunks or lines as required.
- _____ Assign security to EOC entrance.
- _____ Review EOC Operating Procedures
- _____ Assign EOC staff and brief them on assignments.
- _____ Distribute stationary supplies to staff.
- _____ Check radios, scanners, copiers, computers, printers, and other equipment.
- _____ Inspect generator, fuel supply, antennas, food, water, and stock.
- _____ Activate Joint Public Information Center.
- _____ Begin recording Significant Events Log.
- _____ Notify Ohio Emergency Management Agency

Stark County Emergency Operations Plan

Emergency Support Function #5

Direction and Control

Tab G EOC Deactivation Checklist

EOC DEACTIVATION CHECKLIST

As it becomes evident that the disaster or emergency is de-escalating and there is no longer a need for full activation of the Emergency Operations Center (EOC), personnel no longer needed will be dismissed.

<u>TASK</u>	<u>RESPONSIBILITY</u>
_____ Release EOC representatives	Commissioners
_____ Disconnect unnecessary phones and office	Communications
_____ Test equipment for damage and usage and requisition, repair and re-supply as needed.	EMA Director
_____ Store furniture and bedding.	General Services
_____ Clean and store displays.	EMA Director
_____ Disconnect and store communications equipment	Communications Officer
_____ Inventory and store supplies	EMA Director
_____ Replenish supplies	EMA Director
_____ Determine expenses and submit for reimbursement	EMA Director
_____ Arrange for updating plans and SOPs and correcting deficiencies	EMA Director
_____ Prepare After-Action Report	EMA Director

Stark County Emergency Operations Plan

Emergency Support Function #5

Direction and Control

Tab H After Action Reports

STARK COUNTY AFTER ACTION REPORT INSTRUCTIONS

The "After Action Report" format is to be employed by all committed or supporting agencies acting in an assistance role during an emergency.

A. It is essential that all agencies compile and maintain a systematic means of recording the activities of management and staff alike in order to assure:

1. A means of determining the sequence of causative events and corrective actions.
2. A means of determining responsibility, or liability in the event of suits, judgments and other court actions arising from an emergency.
3. A means of furnishing other supporting agencies with substantiating documentation should the need arise.

B. The following are primary items to be addressed in the "After Action Report". Supporting documentation should be maintained by the Stark County Emergency Management Agency Director.

1. General

A description of the emergency, locations, sites, times, dates and jurisdictions.

2. Operations

a. Strength - include a description of personnel committed from a given agency:

	DATE	AGENCY
NUMBER(s)		
Administrative		
Clerical		
Managerial		
Other		
TOTAL		

- b. An operations summary - including all significant events on a time-phase basis:
 - 1) Planning - Preparation
 - 2) Alerting - Warning
 - 3) Operations - Response
 - 4) Post operations - Recovery
- c. Communications - operations - means and equipment.
- d. Training - Prior and subsequent to the emergency. Indicate in what specialized areas.

3. Administration

- a. Public information and education activities, if any.
- b. Special affairs, problems.
- c. Internal morale and discipline problems.
- d. Losses, casualties.

4. Supplies and Equipment

- a. Special supplies or equipment used, requested or anticipated.
- b. Value of same, if applicable.

5. Problems

- a. Personnel
- b. Information, Planning, etc.
- c. Operations
- d. Organization
- e. Training
- f. Supplies and equipment
- g. Communications
- h. Other

6. Lessons learned and/or recommendations for future incidents.

Stark County Emergency Operations Plan

Emergency Support Function #6

Mass Care

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Stark County Emergency Operations Plan

Emergency Support Function #6

Mass Care

Primary Agency: Co-Lead: American Red Cross and Stark County Emergency Management Agency

Support Agencies: Department of Job & Family Services
Salvation Army
Health and Medical Organizations
Local Law Enforcement
Local Fire Officials
Public Works Departments
Military Support
Stark County School Superintendent
Stark County Mental Health & Addiction Recovery

I. INTRODUCTION

A. Purpose

1. This Emergency Support Function provides for a coordinated evacuation of the population of Stark County in the event of natural, technological, or civil hazards.
2. This Emergency Support Function provides for the protection of the population from the effects of hazards through the identification of shelters and minimal guidance for the upgrading and stocking of such shelters. It provides for the execution of assigned emergency tasks through the coordination of the various social service agencies.

II. SITUATION

- A. In accordance with NAPB guidelines and the Ohio Statewide Allocation Plan - NAPB (Evacuation & Shelter), Stark County has 12 area(s) associated with a potential blast overpressure of 2.0 psi or more. Residents living within 2.0 psi radii must be evacuated.
- B. There are 3 populated areas within Stark County that are in close proximity to hazardous materials production/storage facilities. The residents in these areas may have to be evacuated in the event of a hazardous materials incident. Maps and evacuation routes of these locations are part of the Stark County Hazardous Materials

Emergency Management Plan. Locations of hazardous material incidents on highways or rail lines cannot be predicted; therefore, evacuation routes for these incidents cannot be predetermined

- C. Evacuations may also be required at any time for unpredictable hazards such as earthquakes, tornadoes or energy emergencies.
- D. There are 13 flood plains in Stark County that affect populated areas. In addition there are 6 Class I dams in Stark County that could flood populated areas downstream if they fail.
- E. Stark County is located within the 50 mile ingestion zone of Beaver Valley Nuclear Power Station.
- F. 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. In Stark County, when time allows, all evacuation orders will be coordinated with the chief executive officer of the affected jurisdiction before they are released to the public.
- G. Ohio Attorney General's Opinion #1532 states that county or municipal civil defense officials have the authority to evacuate persons from an area under their jurisdiction in order to minimize the effects upon the civil population of an attack or other disaster.
- H. Many types of emergencies could occur which would require activation of the Shelter/Mass Care Organization. The sheltering, feeding and meeting of personal needs of individuals coping with snow, ice, windstorms, tornadoes, utility failure, fire and explosion, hazardous material spills and enemy attack may well require more personnel and resources than normally available.

III. ASSUMPTIONS

- A. Experience has shown that under local emergency conditions, a high percentage (50% or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters.
- B. The evacuation of Stark County residents to an adjacent county will be done in coordination with the Emergency Management Director and Red Cross Representative of the hosting county.
- C. According to the Highway Capacity Manual referenced in FEMA CPG 2-15, the following capacities for an ideal evacuation movement are: a) 1,200 vehicles per

hour per lane in two-lane undivided rural roads, b) 2,000 vehicles per hour per lane in multi-lane rural highways with two or more lanes in each direction and c) 2,400 vehicles per hour per lane in multi-lane divided freeways or expressways with limited access.

- D. Emergency public information will be released to evacuees telling them the routes to take to shelters.
- E. Evacuees without vehicles will be transported by SARTA busses or school buses (depending on availability). Assembly points where evacuees may board buses will be announced by radio and/or bull horns in the affected areas. Assembly points in the event of nuclear attack are predetermined.
- F. Due to number of evacuees seeking shelter with friends or relatives rather than go to established shelters the Shelter/Mass Care Emergency Management does not have to plan for the sheltering and feeding of the entire affected community in such circumstances. The Shelter Team must decide how many shelter spaces to provide, based on the population involved.

IV. CONCEPT OF OPERATIONS

A. General

1. Ultimate responsibility for sheltering evacuated citizens rests with local government.
2. Red Cross officials are directly responsible for organizing shelter services in cooperation with the Department of Job & Family Services and the County EMA.
3. Nationally, the Red Cross has been designated as the agency to operate shelter facilities during natural disasters.
4. Shelter officials will coordinate with EOC officials in order to provide protective actions necessary to limit the exposure of sheltered residents to gamma radiation and hazardous materials while in the shelters.
5. Other non-profit or governmental agencies in the county including the County Department of Human Services, the County Mental Health Department and the Salvation Army, and others, may assist in shelter operations.

B. Notification and Warning of the General Public

1. When people are advised to evacuate, instructions on appropriate reception centers and/or shelter/mass care feeding facilities will be disseminated by the County EMA through:
 - a. Emergency public information broadcasts over local radio/TV stations, and the National Weather Service Radio.
 - b. Door-to-door notification by emergency services personnel working in the area to be evacuated.
 - c. Neighborhood-by-neighborhood announcements from emergency vehicles with public address systems.

C. Reception Centers

1. The purpose of a reception center is to register evacuees and assign them to specific shelter/mass feeding locations.
2. Upon arrival at reception centers, evacuees will:
 - a. Be monitored for contamination if radiological hazardous materials are involved in the incident. If the vehicle and/or occupants are found to be contaminated they will be directed to the nearest decontamination point.
 - b. Complete Red Cross registration form and be directed to assigned shelter/mass feeding locations.
3. The Red Cross provides management staff for reception centers, mass feeding facilities and shelters.
4. Pertinent evacuee information will be provided to evacuees from the Public Information Officer through the Red Cross.

D. Designation of Shelters

1. In peacetime shelters will be designated by the Red Cross using facilities for which signed agreements are on file within the Red Cross.
 - b. Specific shelters have been designated.
 - c. Evacuees will be assigned to shelters by the American Red Cross based upon the safe location of the structure and the living facilities available at the shelter.
 - d. Evacuees with access to recreational vehicles will, whenever possible, be accommodated at campground facilities within the area.
 - e. Shelters nearest but external to the hazard area will be reserved for housing essential workers and their families.

2. In the event of a nuclear attack situation, shelters offering protection from radiological fallout will be designated from the National Facility Survey (NFS) printout on file at the County EMA office.
 - b. In the event that the above mentioned shelters should prove to be insufficient to house the required number of evacuees, upgradeable facilities identified in the NFS will be designated.
 - c. In the event that shelters providing protection from radiological fallout would prove to be inadequate, instructions on the development of expedient fallout shelters will be provided to the general public through all available media outlets.
2. Administrators of hospitals, mental health facilities, nursing homes and similar special needs organizations, to include local law enforcement agencies will cooperate with the County EMA in designating alternate safe locations if evacuation and sheltering is necessary.

E. Mass Feeding

The American Red Cross is primarily responsible for mass feeding operations. ARC regulations and procedures entitled Emergency Services-Mass Feeding will govern mass feeding operations. Mass feeding facilities will be established and identified.

F. Crisis Marking of Shelters

The local chapter of the ARC has signs made up and stored at the ARC Office. Upon shelter activation, signs will be displayed outside the shelter for easy identification by evacuees.

G. Crisis Shelter Stocking

1. Additional bedding and some food supplies may be on hand at local schools and churches. Deficits will be made up through agreements on file at the local ARC Office.
2. In the event of nuclear attack relocation, each relocating family from the risk area will be instructed to bring sufficient bedding and clothes for the immediate family, special medicines, and food for at least the first three days.
3. The risk area will share the responsibility for resource supply when requirements in host areas exceed capabilities.

H. Radiological Instruments Kits

In order to maintain contamination-free shelters and prevent the exposure of personnel within the jurisdiction, radiological monitoring kits are located at the Stark County EOC. This equipment will be transported to necessary locations at the time a radiological incident occurs.

I. Mitigation

1. Identify areas that may require evacuations.
2. Determine hazard vulnerabilities of the county.
3. Discourage development, particularly residential, in flood plains and other hazardous areas.
4. Develop emergency public information messages for areas where the risk population and the evacuation routes can be predetermined.
5. Prepare and execute agreements with building owners to guarantee access to facilities during emergencies.
6. Task individuals in police, fire and the sheriff's department and elected officials in municipal and county governments to develop SOPs detailing their assigned responsibilities in the event of an emergency evacuation to include development of prisoner evacuation SOPs.
7. Include procedures for evacuation assistance in mutual-aid agreements.
8. In cooperation with municipal and county government and private industry, determine the critical industries/organizations in Stark County and the critical workers necessary to provide services during an emergency. List these industries and workers and prepare security passes for their use to gain access to an evacuated area.
9. Prepare and execute agreements with restaurants, fast food chains, grocery stores for the provision of emergency mass feeding.
10. Develop a public information program to make citizens aware of availability and locations of shelters.

J. Preparedness

1. Yearly review and update of shelter resource lists.
2. Notification of and coordination with agencies and organizations identified in Shelter/Mass Care list about possible need for services and facilities.

3. Preparation of plans and SOPs for shelters.
4. Preparation of Shelter Management Kits.
5. Provision of training for managers, staffs and radiological personnel for shelters.
6. In cooperation with county and municipal school superintendents, develop listing and location of school buses and 24-hour number.
7. Identify special needs population groups (handicapped, senior citizens, daycare centers) who may require special assistance during evacuation. Advise fire and rescue forces to maintain files of the special needs groups in their jurisdictions.
8. Notify law enforcement organizations in Stark County of need to develop prisoner evacuations SOPs.

K. Response

1. Evaluate the need for an evacuation and coordinate with the appropriate officials in the affected jurisdiction if time is sufficient.
2. Notify hospitals, nursing homes, schools, day care centers, retirement communities and other special needs facilities to activate emergency plans/SOPs and assist them as needed.
3. Notify law enforcement organizations in affected areas to activate emergency SOPs and evacuate prisoners.
4. Systematically notify residents in affected area to assure notification. List addresses notified and mark homes with chalk or tape to prevent duplication of efforts.
5. Provide traffic control for evacuating population.
6. Provide crowd control at the site.
7. Provide public information for evacuees.
8. Maintain liaison with EOC representatives by radio from the Incident Command Center at the scene.
9. Coordinate with Emergency Medical Services (EMS) for medical, transportation and related support for the handicapped and elderly during the evacuation emergency.

10. Notify School Superintendents and/or bus company official of additional vehicle needs and routes.
11. Provide security for evacuated area.
12. Designate and maintain staging areas outside the hazard area for continual resource and personnel support.
13. Provide passes to critical workers with assignments within the evacuated areas.
14. Selection of shelters in accordance with:
 - a. Hazard vulnerability considerations.
 - b. Locations in relation to evacuation routes.
 - c. Services available in facilities.
15. Evacuees are assigned according to the capacities and fixtures (bathrooms, showers, kitchens, etc.) available at the shelters.
16. Open and staff shelters.
17. Coordinate with EOC staff to insure that:
 - a. Communications are established.
 - b. Routes to shelters are marked.
 - c. Appropriate traffic control systems are established.
18. Distribution of Shelter Kits and supplies as necessary.
19. Display shelter identification signs at shelter locations.
20. Make public announcements about shelter availability and locations through PIO.
21. Maintain records of financial expenditures and shelter supply use.
22. If necessary, coordinate with EOC for radiological support of shelters.

L. Recovery

1. Keep shelters operational as long as necessary.
2. Arrange for return of evacuees to home.
3. Deactivate unnecessary shelters.

4. Clean and return shelters to original condition.
5. Define the need for more shelters and supplies. Exhausted supplies should be replaced.
6. Monitor area in cooperation with other response organizations and review findings in order to determine when the environment is safe. Ensure that any hazardous material plume has sufficiently dissipated.
7. Coordinate the order to return with chief executive officers of the affected jurisdiction. Designate return routes and provide appropriate public information to evacuees.
8. Coordinate with utility providers for resumption of services.
9. Provide barriers to keep sightseers away from area.
10. Maintain listing of expended resources and man hours.

V. ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Shelter/Mass Care Emergency Management will relocate to the EOC upon its activation. All aspects of activating, staffing and running shelters will be coordinated through this individual.
2. Evacuation Policy
 - a. The highest level officer of the first responding fire department on the scene of an emergency is the Incident Commander until relieved of the duty by the fire chief of the affected jurisdiction. The Incident Commander coordinates with the CEOs of affected jurisdiction before an evacuation order is given.
 - b. The Incident Commander will appoint an Evacuation Emergency Management to the activated Stark County Emergency Operations Center, who will act as liaison between the site and the EOC.
 - c. The Evacuation Emergency Management will be responsible for obtaining and documenting the resources needed for response and will brief the Executive Group in the EOC. In addition the Evacuation Emergency Management will insure the safety of evacuation routes following a devastating event.
 - d. Police of the affected jurisdiction and mutual-aid police departments will provide movement control for the evacuation and support fire departments in notification efforts.

- e. 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.

3. Transportation Policy

- a. The Superintendent of Stark County Educational Service Center (ESC) and Director of the Stark County Regional Transit Authority (SARTA) will coordinate available public and school bus transportation.
- b. The Director of SARTA will work to provide a listing of available privately-owned buses.
- c. EMS squads, ambulance services, handicapped transportation services cooperate with the Transportation Emergency Management to provide listings of ambulances, vans and other vehicles that can be used to evacuate the handicapped and infirmed.
- d. Buses will pick up passengers who do not own automobiles at announced assembly points.
- e. Most evacuees will evacuate in their own vehicles. The American Red Cross, in cooperation with local authorities at the shelter sites, will designate parking areas. Vehicle security will be provided by the jurisdiction's law enforcement officers or their designated volunteer forces.

B. Assignment of Responsibilities

1. Shelter/Mass Care Emergency Management

- a. Appoint Shelter Managers.
- b. Review shelter listings annually.
- c. Ensure training of shelter managers (the American Red Cross can provide assistance).
- d. Review supply procedures for shelters.
- e. Establish public information and education programs in conjunction with ARC.
- f. Activate and deactivate shelters, as needed.
- g. Provide communication capabilities.
- h. Arrange with local health, mental health, and social service agencies to provide support personnel.
- i. Develop a policy concerning pet care at shelter facilities.
- j. Designate support staff as needed.
- k. Develop/review plans for Shelter/Mass Care, to include tracking procedures.

2. Department of Job and Family Services

- a. Assist the ARC by providing staff to operate and manage shelters.
- b. Administer the food stamp program for qualified applicants.
- c. Provide emergency assistance to qualified applicants.
- d. Administer Aid for Dependent Children (ADC) program for qualified applicants.
- e. Administer Medicaid Program for qualified applicants.

3. American Red Cross

- a. Identify shelter sites.
- b. Arrange for public/private sector organizations to staff shelters.
- c. Activate/staff/stock shelters.
- d. Provide shelter marking signs.
- e. Coordinate shelter use.
- f. Manage reception and care teams.
- g. Provide for mass feeding.
- h. Coordinate with applicable agencies/departments to provide support services.
 - 1. Counseling.
 - 2. Health and medical attention.
 - 3. Supplies and resources.
- i. Provide mobile canteen services.
- j. Work with County EMA in the development of public education/information groups regarding sheltering/mass care.
- k. Provide first aid/nursing services for sheltered individuals.
- l. Conduct blood donor/blood mobile programs.

4. Salvation Army

- a. Assist the ARC in the provision of staff to operate shelters.
- b. Provide mobile canteen services for disaster victims/emergency workers.
- c. Provide emergency clothing to victims.
- d. Provide disaster counseling to victims.

5. County Emergency Management Agency

- a. Update and maintain current National Facility Survey printout.
- b. Arrange for training of radiological monitors for shelters.
- c. Assist the ARC in the development of public information and education programs regarding sheltering/mass care.

6. Health and Medical Organizations

- a. Provide medical teams to shelter locations for ill/injured sheltered individuals.
- b. Distribute exposure-inhibiting drugs, vaccines, and other preventatives as necessary.
- c. Provide Emergency Medical Services units for emergency transport to hospitals and other medical facilities. Provide hospital services for the critically ill/injured.
- d. Deploy triage/medical teams to incident area.
- e. Perform water sample testing to insure potable water supply.
- f. Provide health related information on health/medical related issues.
- g. Provide hospital services for the critically ill/injured.

7. Shelter Managers

- a. Staff and operate shelters.
- b. Provide individual and family support services at shelter sites.
- c. Develop registration, tracking and inquiry procedures.

8. Local Law Enforcement Officials

- a. Provide security and law enforcement for shelters.
- b. Provide alternate communications for shelters through their mobile units.
- c. Provide traffic control during movement to shelters.
- d. Assist private suppliers in delivering shelter supplies.
- e. Provide movement control for evacuation.
- f. Coordinate law enforcement activities with EOC.
- g. Provide security in evacuated areas.
- h. Support fire departments in providing notification to evacuees.
- i. Establish perimeter and crowd control.
- j. Assist in public information.

9. Local Fire Officials

- a. Survey shelter sites for fire safety.
- b. Advise about fire security during operations.
- c. Train selected evacuees to serve on shelter fire suppression teams.
- d. Designate an Incident Commander at the scene and provide direction and control at scene of evacuation in coordination with CEOs of the jurisdiction.
- e. Notify Transportation Emergency Management of need for buses.
- f. Provide liaison (Evacuation Emergency Management) to EOC for coordination of material/personnel support.
- g. Notify individuals to be evacuated.
- h. Determine when environment is safe for return of evacuees.

10. Public Works Department

- a. Inspect shelter sites for service ability, or structural soundness (i.e. after an earthquake).
- b. Maintain water supplies and sanitary facilities at shelter sites during emergencies.
- c. Direct crisis upgrading of shelters.

11. Military Support

- a. Inform EOC team of evacuation support availability from local military installations and provide liaison after support has been requested by the locality.
- b. Coordinate use of shelter facilities on military properties.
- c. Provide logistics support for evacuation operations when possible.
- d. Assist law enforcement in providing security for evacuated area.

12. Stark County School Superintendent

- a. Provide buses for evacuation, as requested by the EOC/Incident Commander.
- b. Assist Red Cross in establishing reception centers.
- c. Provide listing of private transportation resources.

13. 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.

14. Activated Multiagency Coordination (MAC) Group of Stark County EMA.

- a. Coordinate with Incident Commander for evacuation support.
- b. Develop in-depth evacuation plans and SOPs in cooperation with response organizations.
- c. Coordinate with localities to identify and list critical industries and workers.
- d. Coordinate relocation into other jurisdictions with executive officers and shelter officials.
- e. Assure appropriate public information is prepared and released.
- f. Establish disaster centers if appropriate.
- g. Set up a joint public information office where press briefings can be provided away from the site of the evacuation.
- h. Notify and brief state and federal officials as required.

VI. DIRECTION AND CONTROL

- A. During the preparedness and mitigation phases of emergency management, the local Emergency Management Emergency Management is responsible for initiating shelter plan development with the local Red Cross organization.
- B. The Red Cross Organizations will coordinate their sheltering activities with EMA and will determine the extent of assistance needed from other governmental and non-profit organizations with respect to the shelter functions.
- C. The Incident Commander is responsible for Direction and Control of the evacuation at the scene.
- D. The Incident Commander will coordinate with the highest-elected officials of the affected jurisdiction before an evacuation or return order is issued, if time permits.
- E. The Incident Commander will coordinate with the Evacuation Emergency Management in the EOC for material support, release of emergency public information, and briefings to officials, including recommendations to evacuees returning home.
- F. The Transportation Emergency Management directs the use of school buses and coordinates requests for additional transportation resources with the Evacuation Emergency Management in the EOC.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the Shelter/Mass Care Emergency Management

- 1. The Executive Director of the Stark & Muskingum Lakes Chapter
- 2. The Regional Disaster Director, Northeast Ohio Region

B. Protection of Vital Records

- 1. Refer to Tab F of the Basic Plan.

C. The following succession of authority designates positions to ensure continuous leadership, authority and responsibility in emergency positions:

- 1. Incident Commander
 - g. Next senior official to Incident Commander
 - h. Second senior official
- 2. Evacuation Emergency Management
 - g. Fire official appointed by Incident Commander.

- h. Relief for official appointed by Incident Commander.
- 3. County Transportation Emergency Management
 - a. Stark County Superintendent of Schools
 - b. Assistant County Superintendent of Schools

VIII. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Stark County Emergency Management Director in cooperation with police, fire and governmental officials of the jurisdictions represented in the Stark (Countywide) Agreement for emergency management, will administer the policies necessary to fulfill the responsibilities listed in this Emergency Support Function.
2. Critical industries, businesses and workers identified by county and municipal officials will be notified of their critical status and responsibilities and directed to develop SOPs detailing their emergency assignments.
3. Stark 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.
4. The Stark County Emergency Management Agency makes available a website for residents to self-register to a county wide Emergency Notification System to receive emergency notifications during an event. The site also allows those with functional and access needs to identify themselves as needing assistance during evacuations or disaster events. It is the responsibility of the residents to register with the Stark County Emergency Notification System and provide the needed information.
5. Evacuation sites and routes for preplanned risk areas appear as tabs to this annex. The Incident Commander in cooperation with officials from the affected jurisdiction(s) will determine evacuation boundaries for areas that are not predetermined.
6. All training will be arranged by the Emergency Management Emergency Management in cooperation with the Red Cross.
7. Material support will be planned for by the Emergency Management Emergency Management and the Shelter/Mass Care Emergency Management.

8. Shelter Managers are responsible for developing their shelters. These SOPs will be approved by the Shelter/Mass Care Emergency Management before they are used.

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 Transportation Emergency Management in the activated EOC or through the Incident Commander if the EOC is not activated.
2. Impediments to Evacuation.
 - a. Potential impediments to evacuation such as physical barriers, time and lack of transportation resources will be addressed in hazard specific appendices and organizational SOPs.
 - b. 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.
 - c. If the EOC is activated, the Incident Commander will request assistance in resolving the difficulties through the Evacuation Emergency Management.
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 transport stranded evacuees.
4. Shelter Managers are responsible for completing the following documents: Shelter Inventory Form, and Shelter Log.
5. The Communications Officer will maintain a record of the telephone numbers of the shelters.
6. Plans for fixed and/or mobile radio communications between the shelters and the EOC will be maintained by the Communications Officer as needed.
7. Information on the food supplies, water, sanitary facilities, clothing, bedding and related shelter supplies will be maintained by the Shelter/Mass Care Emergency Management.
8. The Shelter/Mass Care Emergency Management should be assigned the responsibility to acquire and store the following forms for future use:

- a. Registration forms.
- b. Shelter Occupancy Reports.
- c. Shelter Site Survey Reports.
- d. Site Use Agreement Forms.
- e. Event Log forms.
- f. Meal, supply use and expenditure reports.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Sheltering

1. The Stark County Emergency Management Agency is responsible for reviewing this annex with all necessary changes and revisions. Changes will be made when deficiencies are identified through drills, exercises, and actual occurrences.
2. All involved agencies (American Red Cross, Salvation Army, Department of Job & Family Services) are responsible for developing and maintaining departmental SOPs, mutual aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and resource inventories.

B. Evacuation

1. The Stark County Emergency Management Director is responsible for coordinating with the appropriate municipal, county and state-level organizations in order to make necessary changes and revisions to this Emergency Support Function. The EMA Director is responsible for publishing and distributing revisions to this Emergency Support Function.
2. The Stark County Emergency Management Director will forward plan revisions to all organizations having responsibilities for emergency evacuation activities.
3. Each organization having responsibilities for emergency evacuation will update this Emergency Support Function and organizational SOPs based upon experience in emergencies, deficiencies identified through drills and exercises, changes in organizational structure and state and federal requirements.
4. Law enforcement, fire officials, EMS personnel and any other emergency response workers who may be involved in an evacuation may submit new/updated information to the Emergency Management Emergency Management for incorporation into this Emergency Support Function.
5. All emergency response forces who may participate in an evacuation effort are responsible for developing and maintaining departmental SOPs, mutual aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and equipment inventories.

- C. The EMA Director will coordinate, publish and distribute this Emergency Support Function and will forward all revisions to the appropriate organizations.

X. AUTHORITIES

A. Department of Job & Family Services

1. Public Law 91-606, Disaster Relief Act of 1970
2. Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended.
3. Ohio Revised Code
 - a. Chapter 5101
 - b. Chapter 327
4. Ohio Administrative Code
Chapter 5101, Sections 1-19
5. Ohio Department of Human Services
974 Public Assistance Manual

B. American Red Cross

1. Public Law 4, January 5, 1905
2. Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended.
3. Statement of Understanding between the Federal Emergency Management Agency and the American National Red Cross, January 22, 1982.
4. Statement of Understanding between the State of Ohio and the American National Red Cross, March, 1983.
5. Red Cross Emergency Management Regulations and Procedures are specified in the Disaster Cycle Services Handbooks.

C. Salvation Army

1. Charter of May 12, 1899 (Amended April 26, 1957)
2. Statement of Understanding between the Salvation Army and the American National Red Cross, October 18, 1984.

D. Ohio Public Transportation & Safety Rules

1. Rule #3301-83-16, as amended. Non-Routine Use of School Buses effective October 22, 1984.

XI. TABS

Stark County Emergency Operations Plan

Emergency Support Function #6 Mass Care

Tab A Evacuation Planning Checklist

EVACUATION PLANNING CHECKLIST

1. Have you identified your political boundaries and risk populations? (.5 psi and above - plan for 100% evacuation of 2 psi areas.)
2. Have you selected in-place sheltering within the county or will you be forced to evacuate to surrounding jurisdictions?
3. How will you group your evacuees?
 - a. How do they know where to go?
 - b. Group by geographic or zip codes or what?
4. Critical worker force (10% of your risk area residents - this includes their families).
 - a. I.D.?
 - b. Shelters?
 - c. Instructions?
 - d. Feeding?
 - e. Reentry?
5. Identification of special needs population (handicapped, elderly and institutionalized, non-English speaking, transients)?
6. Specific allocation to host counties? (1:1 desired - consider host availability of fallout shelter space).
7. What is your stay-behind policy (5%-20%)?
8. Transportation?
 - a. Autos
 - b. Buses; schools, inter-city, tour
 - c. Railways
 - d. Airways
 - identify requirements
 - assembly areas
 - resources

9. Traffic control considerations

- a. Capacity planning factor
- b. Traffic control points
- c. Movement
- d. Access control
- e. Use of staging areas
- f. Rest areas

10. Redistribution of resources

- a. Food
- b. Medical
- c. Equipment
- d. Fire, Emergency Medical, Law Enforcement, RADEF, Public Works, etc.
- e. Fuel

Stark County Emergency Operations Plan

Emergency Support Function #7

Resource Support

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Stark County Emergency Operations Plan

Emergency Support Function #7

Resource Support

Primary Agency: Stark County Emergency Management Agency

Support Agencies: American Red Cross
Ohio Volunteers Organizations Active in Disaster (VOAD)
Medical Reserve Corps (MRC)

I. INTRODUCTION

A. Purpose

1. The purpose of ESF #7 is to provide prompt and effective acquisition, distribution, and use of personnel and material resources for essential purposes in the event of an emergency.

II. SITUATION

- A. Considering the overwhelming demands placed on local government in developing and executing a response to a major disaster, complete and detailed identification as well as effective utilization of available resources is paramount. Local government seldom, if ever, possesses the necessary resources to handle a major disaster, thus resource management becomes one of the limiting factors in the effective response by local agencies. No degree of effective, planning, training and exercising will result in successful operations if the essential resources, i.e., personnel, materials and supplies are not available at the time and place required.
- B. Essential services, supplies, material and equipment likely to be needed in emergency operations will vary with the type and magnitude of the disaster, geographic location, time of year, and any number of variables. Emergency resource management planning must take all factors into consideration, developing a capability for the worst case scenario.
- C. Emergency response and recovery often create overwhelming resources requirements that are beyond the capabilities of the jurisdiction.
- D. The Stark County Emergency Resource Manual identifies and lists equipment, supplies and services that are available from governmental organizations or can be contracted from private organizations in the event of an emergency. The resource manual is maintained at the Stark County Emergency Management Agency.

III. ASSUMPTIONS

- A. Local government owned and controlled resources are probably insufficient to meet the demands of the emergency response and recovery elements.
- B. State and local codes provide for the procurement via emergency allocations, appropriations, etc. of essential resources in time of a declared emergency.
- C. Essential supplies, personnel, material and equipment are available from other governmental resources, private business and industry, and volunteer agencies.
- D. The private sector has the capability through its day-to-day economic pursuits to provide expertise for continued handling and distribution of their respective resources in time of emergency.
- E. The elected officials of a specific jurisdiction, acting in concert with various administrative and operative agencies, has not only the ability to determine the need for economic and resource controls but also to enforce them pursuant to applicable statutory acts.
- F. State and federal agencies have resources available for use by local jurisdictions; however, specific procedures have been established to access these resources.
- G. Resources acquired and/or used by a jurisdiction during an emergency may require payment upon termination of the emergency activity.
- H. Mutual aid will be available to cover some resource shortfalls.

IV. CONCEPT OF OPERATIONS

A. *General*

- 4. Resources and support activities during natural, technological or war-related emergencies will usually be associated with the periods and phases indicated below. Detailed operational concepts and emergency response actions associated with various types of emergencies should be provided through hazard specific planning. Listing of local suppliers/providers of resources, support services, etc., must be developed at the local government level, and maintained by the designated Resource Management Coordinator.

d. Pre-Emergency or Pre-Event Phase This period is divided into two phases:

- 1. NORMAL PREPAREDNESS PHASE:** Emphasis to be placed on preparing supporting plans, SOPs (Standard Operating Procedures) and resource listings detailing availability, location, and disposition of

resources in an emergency. Procedures for coordination and communication channels with governmental agencies and private sector elements that normally provide commodities and services.

2. INCREASED READINESS PHASE: Could begin upon receipt of an earthquake prediction, forecast of a flood, notification of a potential winter storm or a rapidly deteriorating international situation which could possibly lead to nuclear confrontation. Increased readiness actions include reviewing and updating plans, SOPs and resource information, and assuring that personnel, facilities and equipment are operationally ready and available for emergency use. Identification of any special resources likely to be required, based on the forecast event, and location of possible sources for these resources. If evacuation is possible, preparations must be made to reconfigure distribution systems (food, fuel, shelter, etc.)

e. Emergency or Onset Phase This period is divided into four phases as follows:

- 1. PRE-IMPACT PHASE:** Most actions accomplished during this phase could be precautionary and centered on taking appropriate counter-measures to protect property and save lives should the jurisdiction be impacted by an event such as a slow-rising flood, a health endangering hazardous materials incident, or nuclear attack. If evacuation is ordered, busses and other transportation must be organized and used to relocate the population at risk. Transportation must also be organized to provide for the delivery of supplies to the relocation areas and to sustain the resident and relocated populations.
- 2. IMPACT IMMEDIATE PHASE:** Actions to be concentrated on the health, safety and well-being of the populace at risk as a result of the impact of the event, e.g., major earthquake, flash flood, dam failure, hazardous materials incident, large explosion, or a nuclear attack. Priority activities will include restoring essential services and assessing damage.
- 3. SUSTAINED EMERGENCY PHASE:** As early lifesaving and property-protecting actions continue, attention can be given to sustaining populations in both hazard and reception areas, and the continued delivery of essential services, equipment and supplies.
- 4. POST EMERGENCY OR POST EVENT PHASE:** Priorities for resource management during this period will be focused on

continuing to provide essential services and assisting in recovery operations.

B. Donations Management

1. The Red Cross in Stark County and VOAD will assist in organizing, managing, and coordinating the donations of goods and labor offered by individual citizens, organizations and volunteer groups during the emergency.
2. The Red Cross in Stark County and VOAD will coordinate with the Stark County Resource Manager in order to set up toll-free hotlines and create donations databases in the EOC.
3. The Red Cross will deliver or provide in-kind contributions to emergency victims to include issuing press release about the process.
4. Individuals and companies wishing to donate cash contributions will be directed to a listing of volunteer organizations assisting emergency victims that accept these contributions.
5. Unneeded or unacceptable goods may be stored, used for sale at stores operated by voluntary organizations or disposed.
6. 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.

C. Mitigation

1. Understand existing regulations and laws.
2. Develop written agreements.
3. Identify the Resource Management Planning Team.
4. Develop and update the directory of personnel skills, equipment and facility resources.
5. Identify essential facilities.
6. Develop and maintain up-to-date directory of key personnel.
7. Develop a Resource Management Plan.
8. Provide for preservation of records.

9. Develop procedures for a rationing system.

D. Preparedness

1. Review and update plans, SOPs and resource information.
2. Identify special resources required.
3. Reconfigure distribution systems for food, water, fuel, shelter, etc.

E. Response

1. Organize transportation for relocation of the population if evacuation is required.
2. Organize transportation for delivery of supplies to the relocation areas.

F. Recovery

1. Sustain population in hazard and reception areas by continuing delivery of essential services, equipment and supplies.
2. Assist in recovery operations.

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The function of providing for the prompt and effective acquisition, distribution and utilization of human and material resources for essential purposes in the event of an emergency will be conducted by the Resource Management Team. This team will procure and allocate essential resources; oversee the distribution of food and other essential supplies; procure and allocate required transportation resources; maintain water, electrical, sanitation, and other utility systems and services; provide supplies for mass care facilities, multi-purpose staging areas and medical facilities; establish control over the use of resources in a manner compatible with Emergency Resources Management Plans.

B. Assignment of Responsibilities

1. Emergency Management Director

- a. It is the responsibility of the EMA Director to assure that a Resource Manual is developed and that resource management takes place.
- b. Retain the County Resource document/directory in the Emergency Operations Center with other pertinent information for activation.

- c. Coordinate with emergency organizations, and private and volunteer groups for development of Standard Operating Procedures.
- d. Update, revise, prepare and distribute changes and revisions to this Emergency Support Function to the appropriate organizations.
- e. Request additional resources through the EMA Directors of neighboring counties. Contact the State for assistance when local resources are exhausted and assistance is mandatory.

2. Resource Management Coordinator

- a. Activate the Resource Management Team when appropriate.
- b. Maintain the resources document/directory.
- c. Maintain all written agreements pertaining to resource management.
- d. Maintain the Resource Management Plan, Standard Operating Procedures (SOPs), and other specific written procedures.
- e. Maintain an up-to-date directory of key personnel contact points.
- f. Maintain necessary records of all resources which were required or utilized.

3. The Resource Management Team

- a. Understand existing regulations and laws as they apply to resource acquisition and management. Become familiar with various state laws, local policies, regulations and authorities governing resource management at the local and state level. Understand procedures for accessing resources from state and federal sources.
- b. Develop and update on a regular basis the resources document/directory of personnel skills, equipment and facility resources needed and available for emergency operations.
- c. Develop written agreements with neighboring jurisdictions, private sector organizations such as transportation companies, utility companies, business and industry, and any other private sector agencies, institutions and organizations; volunteer groups reflecting the availability, utilization and reimbursement for essential resources.
- d. Develop a Resource Management Plan.
- e. Identify essential facilities such as EOC's, hospitals, communication centers, utility facilities, radiological laboratories, etc.) and essential users (e.g., law enforcement, fire services, etc.) and develop policies for priority distribution of needed resources.
- f. Develop up-to-date directory of key personnel contact points to facilitate timely deployment of vital resources in an emergency.
- g. Provide for preservation of records reflecting resources acquired or utilized during emergency operations, cost or price paid, services contracted, etc.
- h. Develop written procedures for rationing system to facilitate implementation of consumer rationing or other controlling and conservation measures for critical resources in short supply or likely to be in short supply.

- i. Establish long-range planning effort as part of the overall Resource Management Team responsibility. Tendency for most emergency management personnel is to operate on a day-to-day basis, especially in instances where the events have been short-lived in past history. The Resource Management Team must assume the emergency will be extended and assistance from outside sources will be minimal, at best.

4. Emergency Organizations, Volunteer Groups, and Private Sector Organizations

- a. Provide the Resource Management Team with current, updated inventories of resources to include personnel, equipment, and materials.
- b. Plan for and train adequate personnel for maximum use of resources.
- c. Develop, with coordination of the Emergency Management Director, Standard Operational Procedures.
- d. Coordinate donation management for the jurisdiction.

VI. DIRECTION AND CONTROL

The Multiagency Coordination (MAC) Group of Stark County EMA and the Resource Management Coordinator will be responsible for coordinating resource management activities. The major responsibility is to identify available sources from which needed resources can be obtained during an emergency situation. Coordination of these resources during emergencies will be handled from the EOC. Routine checks of supplies will be made in order to maintain an accurate list of supplies.

VII. CONTINUITY OF GOVERNMENT

- A. Lines of Succession If the Resource Management Coordinator is not available, the following personnel will take his position (Executive Group):

1. Deputy Coordinator
2. Administration Secretary

- B. Refer to Tab 6, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan, and Tab 3, Procedures for the Protection of Government Resources, Facilities and Personnel in this annex.

VIII. ADMINISTRATION AND LOGISTICS

A. Communications

1. The resource management network of communications is a primary responsibility of the EOC and should be effectively functional during an emergency situation.

B. Resources

1. All suppliers of foods, materials, and equipment are on file in the Stark County Resource document/directory.
2. Assistance will be requested by activating in place Mutual-Aid Agreements with neighboring jurisdictions, private sector organizations, and volunteer groups.
3. Each department of county government, and each city, village, and township and their departments will specify procedures for inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.
4. The organizing, managing, coordinating, and channeling of donations and services of individual citizens, volunteer groups, private sector organizations and others not included in the formal response structure, must be carefully monitored. Due to donor response being sometimes overly generous during emergencies, an excess of certain resources and shortages of needed items may occur. Standard Operating Procedures should include methods of receiving and managing donations and services.
5. The identification of special or critical resources required for radiological and chemical analysis, environmental assessment, biological sampling, plume movement tracking, and contamination surveys, i.e., radiological protection equipment inventory, radiological health services, hazardous materials inventory, hazardous materials response, hazardous waste removal, laboratories, local radiological monitors, dosimeters, etc., is included in the Stark County Resource document/directory.
6. Requests for resources from military installations, governmental and private organizations in neighboring counties will be made through the EMA Directors of those counties.
7. State assistance is available when local resources are exhausted or when state assistance is mandatory to protect the lives and welfare of the population.
8. Presidential emergency/disaster assistance is available when all local and state resources are exhausted and federal assistance is required.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Director in cooperation with the Resource Management Team is responsible for updating this annex based on deficiencies identified through drills and exercises and changes in government structure and emergency organizations.
- B. The Stark County Emergency Management Director will prepare, coordinate, publish and distribute necessary changes and revisions to this Emergency Support Function.
- C. The Stark County Emergency Management Director will forward all changes to appropriate organizations.
- D. The Stark County Emergency Management Director will coordinate with emergency organizations, and private and volunteer organizations for the development of Standard Operating Procedures (SOPs) that detail assigned responsibilities.

X. TABS

- A. Procedures for the Protection of Government Resources, Facilities, Personnel of Stark County

Stark County Emergency Operations Plan

Emergency Support Function #7

Resource Support

Tab A

Procedures for the Protection of Government Resources, Facilities, Personnel of Stark County

I. PURPOSE

The purpose of this procedure is to ensure the protection of key personnel, facilities, and resources and restore government functions during and after emergencies.

II. SITUATION & ASSUMPTIONS

A. Situation

In order to ensure that essential government services can be delivered during and emergency, local government institutions must identify personnel, specific types and amounts of equipment and disperse this material to the appropriate locations.

B. Assumptions

1. Essential supplies, personnel, material and equipment are available from State and Federal agencies, and private business and industry.
2. State and Federal agencies have available resources.

III. CONCEPT OF OPERATIONS

A. General

Not used.

B. Phases of Emergency Management

1. Mitigation

Mitigation activities may include, but are not limited to:

- a. Develop written agreements with business and industry concerning the use of private resources.
- b. Develop detailed dispersal procedures.

2. Preparedness

Preparedness activities may include, but are not limited to:

- a. Identify dispersal locations.
- b. Participate in periodic exercises.

3. Response

Response activities may include, but are not limited to:

- a. Identify specific personnel, equipment and supplies to be dispersed.
- b. Make arrangements for protecting families of essential workers.
- c. Coordinate dispersal operations.

4. Recovery

Recovery activities may include, but are not limited to:

- a. Provide support by delivering essential government services.
- b. Assist in recovery operations.

IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The following areas have been designated as dispersal centers for essential government personnel, equipment, and supplies:

- 1. Stark County Fairgrounds
- 2. McKinley High School
- 3. Massillon High School
- 4. Alliance High School

B. Assignment of Responsibilities

1. Responsibilities of agency/department chiefs with emergency responsibilities are as follows:
 - a. Identify personnel, specific types and amounts of assigned equipment and supplies that must be dispersed.
 - b. Select viable dispersal location(s) for essential personnel, equipment, and supplies.
 - c. Coordinate dispersal arrangements with the agency chief responsible for emergency operations planning.
 - d. Develop detailed dispersal procedures for all emergency support services to include law enforcement, fire and rescue, health and medical, public works, and the Emergency Preparedness Agency.
 - e. Make arrangements for protecting the family members of essential personnel who may be required to relocate.
 - f. Ensure that those individuals who are responsible for dispersal of the organization's/agency's assets are annually familiarized with their responsibilities.
 - g. Make provisions that will allow the government to use private business and industry resources needed to support movement to and operations at government dispersal sites.
 - h. Participate in periodic exercises to become familiar with emergency roles.

V. DIRECTION & CONTROL

The agency/department chiefs of all executive, legislative and judicial branches of local government will be responsible for coordinating government resource management activities.

VI. CONTINUITY OF GOVERNMENT

A. Lines of Succession

If the agency/department chief is not available, lines of succession as designated by each agency/department Standard Operating Procedures will be utilized.

B. Preservation of Records

Each agency/department is responsible for the preservation of records.

VII. ADMINISTRATION & LOGISTICS

A. Communications.

Communication resources are the primary responsibility of each agency/department.

B. Resources

1. Each branch of government will specify procedures for inventory, storage, maintenance, and replacement of administration and logistical support items during emergency conditions.
2. Government dispersal sites have been identified for the dispersion of essential personnel, equipment and supplies.
3. Assistance will be requested by activating written agreements with private sector organizations.
4. State and Federal assistance is available when local resources are exhausted and assistance is required.

Stark County Emergency Operations Plan

Emergency Support Function #8

Health and Medical

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Stark County Emergency Operations Plan

Emergency Support Function #8

Health and Medical

Primary Agency: Stark County Health Department

Support Agencies: Alliance City Health Department
Alliance Community Hospital
American Red Cross
Aultman Hospital
Canton City Health Department
Local Schools
Massillon City Health Department
Mercy Medical Center
Ohio Department of Health
Ohio Environmental Protection Agency
Stark County Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. The purpose of this plan is to design and manage an appropriate, timely and integrated response to a significant incident affecting the public health in Stark County.

II. SITUATION

- A. The responsibility of the four local health departments is to control communicable disease and to protect the health and welfare of the people in the community.
- A. The four local health departments in Stark County May Perform the following duties within their jurisdiction:

1. Public Health Nursing

- a. Involves investigation of communicable diseases and control, immunization, community & school nursing services and a wide variety of clinical services relevant to the jurisdiction.

2. Environmental Health and Sanitation

- a. Programs supported by the State law or regulation. Responsible for inspections of mobile home parks, swimming pools and beaches, food services and vending operations, household sewage disposal systems, schools, and private water supplies. This section is responsible for rabies control and investigates other nuisance reports.
- b. Local Programs These programs are authorized by local resolutions or at the direction of the Board of Health.

3. Vital Statistics

- a. Each local health district is responsible for registering births and deaths, and issuing burial permits within their jurisdiction.

III. ASSUMPTIONS

There are four health jurisdictions in Stark County authorized to address public health emergencies in their jurisdiction. Local actions by the public health system to respond to public health disasters would be coordinated using this plan.

- A. This plan applies primarily to disasters that would have a significant impact on the health of the citizens in Stark County that would require the coordination of more than one agency.
- B. Outside assistance would complement and not supplant Stark County Public Health Emergency Response Plan.
- C. Although health problems are associated with disasters, there is an adequate local capability to meet the demands of most situations. When necessary, support may be available from State and Federal Health Agencies.
- D. Each local health jurisdiction has the authority to initiate community containment procedures and other limitations of movement to manage a public health emergency.
- E. Mutual Aid will be integrated between the health departments under section 5502.41 of the Ohio Revised Code or any other Mutual Aid Agreements that may be in effect.

IV. CONCEPT OF OPERATIONS

A. Overview

1. The Health Departments in Stark County will activate the Public Health Emergency Response Plan and its annexes as needed with an official notification to each of the other departments. *(See SOG for Notification and Activation of the Stark County Emergency Response Plan)*.
2. Local, State, and Federal laws regulate the Health Departments in Stark County. The Board of Health for each department appoints its Health Commissioner, and advises and assigns additional responsibilities.
3. The Health Commissioners are responsible for assessing the hazards relating to any existing or anticipated public health threats that impact the community.
4. Response in any emergency will follow basic response functions as outlined and required by NIMS (See Annex 6).

V. ASSIGNMENT OF RESPONSIBILITIES

A. Assignment of Responsibilities

1. Local Health Jurisdiction

- a. Evaluate the potential health risks associated with the hazard and recommend appropriate correctional measures.
- b. Inspect for purity, usability and quality control of vital foodstuffs, water, and other consumables.
- c. Coordinate with the water, public works or sanitation departments, as appropriate, to ensure the availability of potable water, an effective sewage system, and sanitary removal and disposal of solid waste and other debris.
- d. Establish preventive health services, including controlling the spread of communicable diseases and initiating limitations of movement.
- e. Provide epidemiological surveillance, case investigation, and appropriate follow-up services for communicable disease.
- f. Monitor food handling and sanitation services in emergency facilities and assembly places.
- g. Assess/Assure adequate sanitary facilities are provided in emergency shelters through inspection and consultation.
- h. Establish and staff telephone hotline.
- i. Develop emergency public health information literature, pre-scripted media releases and pre-event media release packages.
- j. Establish Joint Information Center (JIC) with a Public Information Officer (PIO).

- k. Communicate with relevant public health partners and other stakeholders.
- l. Develop Standard Operating Guidelines (SOG) and emergency operation protocols.
- m. Maintain vital records and vital statistics.
- n. Implement and monitor the Points of Dispensing (POD) Annex
- o. Provide an agency representative to report to a hospital emergency operations center if requested by the hospital or deemed necessary as part of a response plan.
- p. Initiate and work within the Incident Command Structure as defined in the NIMS document and the Stark County Public Health Emergency Response Plan.
- q. The Stark County Health Department will activate, upon request of the EMA or other health jurisdiction or the Federal Government, the Medical Reserve Corps (MRC)
- r. The Stark County Health Department will activate, upon the request of the EMA or other health jurisdiction, a Volunteer Reception Center (VRC) at a pre-designated site. The VRC will be staffed by trained volunteers

2. County Hospitals

- a. Maintain communications and information sharing with Public Health Departments through the Public Health Agency Representative
- b. Provide medical care, hospitalization, and communications as needed and available.
- c. Maintain a list of public health emergency related patients and their conditions for public health use.
- d. Coordinate with public health systems to support community services and needs.
- e. Support other hospitals as able according to County & Regional Memorandum of Understandings (MOU's).
- f. Work within the Stark County Emergency Healthcare Planning Committee in accordance with established MOU's and medical care protocols.
- g. Provide epidemiological surveillance, case investigation, and appropriate follow-up services as well as disseminate information to appropriate agencies.
- h. Initiate and work within the Incident Command Structure as defined in the NIMS document and the Stark County Public Health Emergency Response Plan.
- i. Upon approval/permission granted by ODH, hospitals may expand beyond licensed bed capacity. (See Annex 7 – Surge Capacity)
- j. Hospital Emergency Department Physician will initiate deployment of hospital Chempacks per state protocol.

3. Stark County Emergency Management Agency

- a. Liaison with Ohio Emergency Management Agency and other state resources.
- b. Facilitate with declaration of a State of Emergency as needed.
- c. Provide coordination of community needs through activation of the County EOC and integration with established ESF's (Emergency Service Functions) and Annexes.
- d. Work within the Incident Command Structure as defined in the NIMS document and the Stark County Public Health Emergency Response Plan.

4. American Red Cross

- a. Provide rehabilitation services at various locations which may include: Incident Command Posts, Emergency Operation Centers, morgue (or temporary morgues), emergency facilities and assembly places.
- b. Sheltering and/or feeding those displaced by evacuation or left outside of a declared quarantine area.
- c. Public information dissemination as coordinated through the Joint Information Center.
- d. Provide welfare inquiry assistance.
- e. Provide additional blood products and biomedical products to local hospitals as able

5. Public School Systems

Provide school facilities and resources as able and according to MOU's.

6. SARTA

Provide mass transportation, temporary mobile shelter and resources as available

7. State Health Department

- a. Provide technical support to the Health Departments as requested and available
- b. Provide supplies and resources as requested and available
- c. Provide laboratory support.

8. Ohio EPA

- a. Monitor contamination and pollution of public water supplies
- b. Provide technical support to the Health Departments as requested.

9. Mental Health Board/Mental Community Health System

Crisis Intervention and Recovery Center (CIRC)

- a. In conjunction with the Public Information Officer, provide public health information.
- b. Provide consultation services to the Incident Command Structure
- c. Perform Crisis Intervention services at various locations, as required by event.
- d. Family support services (including death notification)
- e. Assist in providing mental health services for responders.
- f. Provide ongoing support to those receiving mental health services.
- g. Provide ongoing support to those currently receiving mental health services
- h. Work within the Incident Command Structure as defined in the NIMS document and the Stark County Public Health Emergency Response Plan.

Mental/Behavioral Health Organization

- a. Mitigation of long-term emotional and behavioral effects of a public health emergency

10. Law Enforcement

- a. Law enforcement shall respond to and assist with any emergency or declared disaster within the law enforcement agency jurisdiction. Those responses for aid outside of agency jurisdiction shall be dictated by established mutual aid agreements or request for such assistance as approved by the executive director (Chief) of such agencies. Such response shall be in accordance with established procedures and protocols.
- b. Law enforcement in its role as first responders shall respond to the scene, evaluate the scene, render aid, and provide an initial appraisal.
- c. Law enforcement will initiate and work within the Incident Command Structure as defined in the NIMS document and the Stark County Public Health Emergency Response Plan.
- d. Law enforcement shall assist with perimeter control, scene protection, first aid, law enforcement, and investigation of the incident.

- e. Law enforcement shall assist with the evacuation or shelter-in place of persons or areas affected by the incident should such a decision be made by the Incident Commander.
- f. Law enforcement shall assist with command post security, mass clinic sites, morgue sites, etc.
- g. Law enforcement shall assist with communications coordination with other law enforcement agencies, first responders, and other emergency services responders.
- h. Law enforcement shall assist with the coordination of special transportation needs or request for medical supplies or medical personnel.
- i. Law enforcement shall assist with egress routes, or escorts of outside jurisdictional assets as requested.
- j. Law enforcement shall assist with the initial response of military civil support teams.
- k. Law enforcement shall assist with federal law enforcement response.

11. Fire and EMS

- a. Provide first responder actions as necessary to any incident requiring Fire &/or EMS intervention.
- b. Initiate and work within the Incident Command System as defined in the NIMS document and the Stark County Public Health Emergency Response Plan.
- c. Jurisdictional Incident Commander will serve as activation point for the Ohio Fire Chief's Emergency Response Plan.
- d. Jurisdictional Incident Commander will serve as activation point for the Stark County HAZMAT Team.
- e. Jurisdictional Incident Commander will initiate deployment of EMS Chempacks per state protocol.
- f. Provide command and control incident management overhead teams as requested or needed in compliance with NIMS standards.
- g. Implement the START (Simple Triage and Rapid Treatment) System for patient care at the scene of a mass casualty incident.
- h. Will serve as an agency representative or in unified command for those incidents that do not have fire service jurisdictional authority.

VI. CONTINUITY OF LEADERSHIP

- A. Succession of Leadership
 - 1. Alliance City Health Department
 - a. Health Commissioner
 - b. Director of Nursing
 - c. Sanitarian
 - 2. Canton City Health Department

- a. Health Commissioner
 - b. Director of Environmental Health
 - c. Director of Nursing
- 3. Massillon City Health Department
 - a. Health Commissioner
 - b. Director of Nursing
 - c. Sanitarian
- 4. Stark County Health Department
 - a. Health Commissioner
 - b. Director of Administration and Support Services
 - c. Director of Environmental Health
 - d. Director of Nursing

B. Assembly Places

An Assembly Place is a location for staff to meet immediately following an event that has made the original health department building unusable. This location allows for management to assess the situation. Management will then determine and direct the staff to a facility that they will be able to maintain operations and continue business according to their *Alternate Facilities* identified in the COOP Annex.

Each Health Department has designated a primary and secondary assembly location as follows:

- 1. Alliance City Health Department
 - a. Health Department Building
537 E. Market
Alliance, Ohio 44601
 - b. Alliance Area Senior Center
602 W. Vine St.
Alliance, Ohio 44601
- 2. Canton City Health Department
 - a. Canton Civic Center
1101 Market Ave. N.
Canton, Ohio 44702
 - b. Goodwill Campus
408 Ninth Street, SW
Canton, OH 44707
- 3. Massillon City Health Department
 - a. Massillon City Health Department Building
111 Tremont Ave. SW
Massillon, Ohio 44646

- b. Massillon Recreation Center
505 North Erie Street
Massillon, Ohio 44647

- 4. Stark County Health Department
 - a. Stark County Health Department Building
7235 Whipple Ave NW.
 - b. Jackson Township Safety Building
7383 Fulton Drive NW
Massillon, Ohio 44646

Identification: Each health department employee is issued a health department ID badge. Vehicles will be identified by markings on the vehicle or by placards.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. By the end of June of every year, the Steering Committee as described in the initial Stark County PHEP grant application will approve the revised plan submitted by the Stark Public Health Emergency Response Planning Committee. This plan will be reviewed with information gathered from tabletop exercises, actual events, and other information.
- B. A final copy of the approved plan will be provided to the Stark County Public Health Emergency Response Planning Committee.
- C. A master copy will be maintained by the Planning Coordinator
- D. This plan along with the annexes and Standard Operating Guidelines (SOGs) will be located on the Ohio Public Health Communication System (OPHCS).

X. COMMUNICATION

A. Local Health Department Availability 24/7

Each local health department has either a recorded message describing non-business hours contact procedures, or has their phones answered during non-business hours as described below:

1. Alliance City Health Department

Callers are directed to contact the police department during non-business hours. The police dispatcher then contacts the health department through the department call down list that is programmed into their computer system.

2. Canton City Health Department

The Canton Communications Center (a centralized dispatch center) answers all non-business hour calls to the health department. The dispatcher then contacts the health department using a duty pager.

3. Massillon City Health Department

Non-business hour calls answered by an answering machine that refers the caller to the Health Commissioner's after hour's phone number.

4. Stark County Health Department

Non-business hour calls are either answered by an answering service or directly by the designated on-call staff. Appropriate department personnel are then contacted by way of cell phones.

B. Local Health Department Contacts 24/7 (See Annex 1)

Call down list and procedures

Each Health Department in Stark County has an internal call-down procedure incorporated into this plan as a Standard Operating Guideline (SOG).

C. Health Alert Network (See Annex 2)

The Health Alert Network (HAN) is a communication system designed to provide information and alerts rapidly to appropriate people and agencies in Stark County. This network will enable the health departments to contact others in a fast and easy method. The HAN Coordinator will maintain current contact information.

D. Public Information Plan (See Separate Public Information and Joint Information Annex)

1. The goal of the Public Information Plan is to provide timely, accurate, and standard information during a time of public health emergency.
2. Those agencies utilizing the Stark County Public Health Emergency Response Plan recognize the Public Information Officer (PIO), as established under NIMS, to be the manager of public information regarding the emergency incident.
3. The PIO will serve to coordinate and disseminate public information regarding the incident. Some incident information, due to security reasons, may be restricted from the public.
4. All reasonable efforts will be employed by responding agencies to maintain the Public Information Plan.

XI. COMMAND AND CONTROL

Command and Control is established through a coordinated response based on ICS Planning, as defined by NIMS. The ICS Plan represents a fully developed response plan. The actual Incident Action Plan will be developed by command as the situation dictates. ICS is the model for command, control, and coordination.

XII. EDUCATION/TRAINING

- A. Education & training public health issues and the PHERP will be provided as needed/requested to community agencies and public health staff.
- B. Drills and exercises will be conducted periodically to assess the level of preparedness. All drills and exercises will be coordinated through the use of an HSEEP Multi Year Training and Exercise Plan. When at all possible health department exercises will be coordinated with partnering agencies including hospitals, MRC, EMA, and the LEPC. *(See Multiyear Training and Exercise Annex)*

XIII. FUNCTIONAL ANNEXES

Functional Annexes are not attached to this Document

- A. Local Health Department Contacts Annex
- B. Stark Health Alert Network Annex
- C. Basic Response Functions Annex
- D. Pharmacy Annex
- E. Command and Control/ICS Annex
- F. Hospital Surge Capacity Annex
- G. Stark County Communicable Disease Response Annex
- H. POD Annex
- I. COOP Annex
- J. Excessive Temperature and Utility Disruption Annex
- K. Antiviral/SNS Distribution Annex
- L. MultiYear Training and Exercise Annex
- M. Stark County Public Health and Healthcare Tactical Interoperable Communications Annex
- N. Functional Needs Annex
- O. Public Information & Joint Information Center Annex
- P. Public Health Hazard Analysis Annex
- Q. Volunteer Annex
- R. Legal Annex
- S. Additional SOGs include:
 - i. Call-Down List
 - ii. Notification and Activation
 - iii. Sending HAN Messages
 - iv. MARCS
 - v. Release of HAN
 - vi. OPHCS

- vii. Cell Phone & Pager
- viii. VoIP
- ix. Alternate Care Sites
- x. Bridgit
- xi. Public Health Call Center

XIV. PLAN DEVELOPMENT AND MAINTENANCE

- A. By the end of June of every year, the Steering Committee as described in the initial Stark County PHEP grant application will approve the revised plan submitted by the Stark Public Health Emergency Response Planning Committee. This plan will be reviewed with information gathered from tabletop exercises, actual events, and other information.
- B. A final copy of the approved plan will be provided to the Stark County Public Health Emergency Response Planning Committee.
- C. A master copy will be maintained by the Planning Coordinator
- D. This plan along with the annexes and Standard Operating Guidelines (SOGs) will be located on the Ohio Public Health Communication System (OPHCS)..

Stark County Emergency Operations Plan

Emergency Support Function #9

Law Enforcement

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Stark County Emergency Operations Plan

Emergency Support Function #9

Law Enforcement

Primary Agency: Stark County Sheriff's Office:

Support Agencies: Local law enforcement
County Engineer and Township Road Crews
Ohio National Guard

Alliance City Police Department
Beach City Village Police Department
Brewster Village Police Department
Canal Fulton City Police Department
Canton City Police Department
East Canton Village Police Department
Hartville Village Police Department
Hills & Dales Village Police
Jackson Township Police Department
Lawrence Township Police Department
Louisville City Police Department

Magnolia Village Police Department
Marlboro Township Police Department
Massillon City Police Department
Minerva Village Police Department
Navarre Village Police Department
North Canton City Police Department
Perry Township Police Department
Stark County Sheriff's Department
Uniontown Village Police Department
Waynesburg Village Police Department
Wilmot Village Police Department

I. INTRODUCTION

A. Purpose

1. The purpose of ESF #9 is to provide for the execution of assigned emergency tasks through the coordination of the various law enforcement agencies.

II. SITUATION

- A. During emergencies, law enforcement must expand their operations to provide the increased protection required by disaster conditions.
- B. The Stark County Sheriff's Department is located at 4500 Atlantic Blvd
Canton, Ohio 44705
- C. A listing of Stark County police organizations is located in Stark County Resource Manual.

- D. State and federal law enforcement organizations may assist at the request of local authorities.

III. ASSUMPTIONS

- A. Activities of local law enforcement agencies will increase significantly during emergency operations.
- B. Mutual Aid may provide additional resources and services needed in an emergency.
- C. If local and county capabilities are overtaxed, support can be obtained from federal and/or state law enforcement agencies.

IV. CONCEPT OF OPERATIONS

A. Overview

1. Emergency law enforcement will be an expansion of normal functions and responsibilities.
2. Each law enforcement agency or department will retain responsibility and authority within their own jurisdictions.
3. All emergencies will be handled according to day-to-day operations as long as possible.
4. The maintenance of law and order and the protection of lives and property will be the objective of each law enforcement agency.
5. With the fire service, law enforcement personnel are first-line responders to all routine or emergency situations.

B. Deploying Personnel

1. On-duty deputies are notified of emergencies by dispatcher. Each law enforcement headquarters serves as the dispatch point for its personnel and resources.
2. Off-duty and auxiliary deputies are notified by telephone and/or pagers.
3. Vehicles are provided to full-time deputies and may be obtained by auxiliary deputies upon reporting to the Sheriff, as available.
4. The Sheriff's Department dispatches for a majority of township police departments, fire departments, and EMS units.

5. Mutual Aid Agreements with local law enforcement agencies, and those in surrounding counties, are both verbal and in writing.

6. Call down is implemented according to the written SOPs.

C. Reporting Information

1. Information concerning damage assessment, evacuation status, and so on will be forwarded to the Sheriff's dispatcher at the Sheriff's Communication Center.

2. If the EOC is activated, this information will be forwarded to appropriate agencies and/or organizations.

3. Inquiries concerning individuals injured or missing and casualties will be handled by the Red Cross.

D. Prisoners

1. Prisoners will be transported and jailed in surrounding jurisdictions or other facilities as outlined in plans and procedures on file with the County Sheriff.

2. If prisoners cannot be moved, the Sheriff/Police Chief will initiate protective actions to insulate them from the effects of a hazard.

E. Evacuation

1. In the event of an evacuation 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 department recommending the evacuation.

3. Additional information can be found in Emergency Support Function #6.

F. Traffic Control

1. Traffic control is a major problem in any emergency, but escalates in major disasters. Relatives and/or friends of persons involved in the incident and the curious will converge on the area and may hinder response effort.

2. Major traffic will be re-routed around the damaged area, and a continuous flow of traffic maintained, to the extent possible.
3. When evacuation routes are determined, access roads will be 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 will be provided at reception centers, shelters, and feeding facilities as resources permit.
2. Security will be provided by the Sheriff's Department at the Emergency Operations Center, including the press center. Security will also be provided at other key facilities, as need is identified, and personnel is available.
3. 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.
4. 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. Others will be admitted only with approval of the Incident Commander, or other person in authority.
5. Law Enforcement Personnel shall patrol the evacuated area to protect against looting. Unauthorized persons found in the area will be placed under arrest. Major businesses and industries within the evacuated area should also consider the use of private security to guard against looting.

H. Mitigation

1. Review, coordinate and prepare mutual-aid agreements.
2. Determine areas vulnerable to sabotage, hostage and terrorist threats.
3. Provide information determined above to PIO for training, planning and public information purposes.
4. Identify resources, i.e., vehicles, equipment, etc. available for police service function.

5. Review and update plans and SOPs.

I. Preparedness

1. Assist in preparing plans and SOPs for the police departments that lack specific emergency guidelines.
2. Prepare plans for traffic control during an evacuation.
3. Provide education and training to personnel from other agencies that may assist in traffic control during an evacuation.
4. Train response staff and volunteers to perform assigned emergency functions.
5. Coordinate with the Fire Services Coordinator, Emergency Management Coordinator, and Shelter Coordinator on evacuation movement.
6. Determine probable traffic control points on evacuation routes.

J. Response

1. Report status at the site to EOC representatives to include evacuation status, casualties, damage observations and related information.
2. Provide mobile units for warning.
3. Coordinate EOC staff operations in law enforcement activities.
4. Provide security and traffic control for EOC.
5. Ensure that essential police records are protected from the hazard.
6. Provide security to shelter and key facilities.
7. Patrol evacuated and disaster areas.
8. Provide food, water, emergency power, fuel and other material support to dispatch center and response personnel.
9. Provide backup communications for shelter operations.
10. Provide traffic and crowd control.
11. Control access to restricted areas.

12. Maintain records.
13. Provide Radiological support, as appropriate, especially for traffic control.
14. In the event of suspected terrorist activity and/or sabotage, contact the Federal Bureau of Investigation.

K. Recovery

1. Support cleanup/recovery operations.
2. Phase down when directed by Executive Group.
3. Release any auxiliary forces and volunteers.
4. Assist in damage assessment.
5. Assist in return of evacuees to homes.

V. ASSIGNMENT OF RESPONSIBILITIES

A. Assignment of Responsibilities

1. Stark County Sheriff's Office:

- a. Maintain law and order.
- b. Coordinate all law enforcement activities in the county.
- c. Provide for traffic control and monitor impediments to traffic flow.
- d. Provide security for key facilities (EOC, jail, etc.).
- e. Provide 24-hour communications and warning.
- f. Limit access into controlled area.
- g. May provide personnel for damage assessment.
- h. Advise support agencies regarding road access and law enforcement activities within the county.
- i. Coordinate use of signs, barricades, etc. with the County Engineer for perimeter control.
- j. Coordinate use of Ohio National Guard personnel.

2. Local law enforcement:

- a. Maintain law and order.
- b. Provide traffic and crowd control.
- c. Provide security and limit access to controlled areas.
- d. Provide communications.

- e. Assist in warning.
- f. Assist other law enforcement agencies.

3. County Engineer and Township Road Crews:

- a. Position and/or provide traffic control devices, such as barricades, covers, and lights, as requested.
- b. Provide personnel as available.

4. Ohio National Guard:

Support local law enforcement agencies, when requested.

VI. DIRECTION AND CONTROL

- A. The County Sheriff is responsible for coordinating emergency law enforcement activities within the county. Police agencies will have the authority and responsibility within their respective jurisdictions. The Sheriff, or a designated representative, will serve as the law enforcement coordinator in the EOC. Routine law enforcement procedures will be followed where feasible. The establishment of priorities and coordination between law enforcement units will be affected through the EOC. State and Federal support will be requested through the EOC, but only after local resources have been expended or deployed.
- B. Local governments are responsible for coordinating law enforcement activities within other jurisdictions.
- C. The Sheriff or his representative will serve as the Law Enforcement Coordinator within the EOC.
- D. Routine law enforcement activities will be conducted according to standard operating procedures from usual locations when possible. The EOC Law Enforcement Coordinator will set priorities for resources and coordinate activities of the various forces.
- E. Mutual aid forces will function under the supervision of their supervisors. Coordination of their use will be directed by the chief law enforcement official at the EOC in the jurisdiction in which they are operating.
- F. Auxiliary and volunteer forces will work under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated. Certified officers shall be armed and have arrest powers.

- G. 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.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the Law Enforcement Coordinator shall be as follows: (Titles Only)

- 1. Sheriff
- 2. Inspector
- 3. Operations Captain

B. Protection of Vital Records

- 1. All records essential to the continuation of government and law enforcement functions will be secured and protected. Refer to Tab F, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan.

VIII. ADMINISTRATION AND LOGISTICS

A. General

- 1. Emergency authority granted to law enforcement officials will be as described in the Ohio Revised Code.
- 2. The Stark County Sheriff's Department maintains current maps and charts and current notification/recall rosters, which are implemented during emergencies.

B. Mutual-Aid Agreements

- 1. Mutual-aid agreements existing between law enforcement agencies within the county and with surrounding counties are either verbal or written.

C. Logistical Support

- 1. Logistical support for food, water, emergency power and lighting, fuel, etc., for response personnel will be coordinated through the law enforcement coordinator within the activated EOC.
- 2. Resource lists will be developed and maintained by each law enforcement agency within the county.
- 3. Develop a system to track resources deployed for disaster response.

D. Training

1. Auxiliary, or interim personnel, will be recruited through existing law enforcement channels on an "as needed" basis from county residents possessing previous public safety or military training background.
2. Training for law enforcement personnel is provided by the Ohio Police Officer Training Academy (OPOTA), and also by in-house training sessions.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. Law enforcement organizations in Stark County have countywide mutual aid. Mutual aid can be activated by any of the participating law enforcement organizations. State aid can be requested in accordance with Tab 2 of the Basic Plan. Aid from the State Bureau of Criminal Identification and from the Federal Bureau of Investigation is requested through designated county law enforcement channels.
- B. The County Sheriff and police chiefs of Stark County are responsible for developing SOPs that address in detail the assigned responsibilities to be performed during emergencies.
- C. The Stark County Sheriff is responsible for making changes to this annex based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Stark County Emergency Management Director will publish, distribute and forwarded all revisions to this annex to all organizations with implementation responsibilities.

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ESF-10 RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	October 2018		No Change	SCLEPC
2	June 2019		Formatting	SCEMA
3	October 2019		Contacts/EHS Facilities	SCLEPC

ESF-10 Record(s) of Distribution

COPY #	Department/ Organization	Date Distributed
	<i>Primary Record of Distribution maintained on Base EOP unless otherwise noted and/or applicable.</i>	

Hazardous Materials Response Plan

Primary Agency(s):	Local Jurisdictional Fire Department(s)
Support Agency(s):	Stark County Hazardous Materials Response Team Stark County Emergency Management Agency Stark County LEPC Law Enforcement / Stark County Sheriff's Office Local Health Department Local Water Department American Red Cross (ARC) Facility Owners and Operators State Agencies Federal Agencies

INTRODUCTION

Stark County ESF #10 addresses the documented existence of large amounts of hazardous materials and extremely hazardous materials stored in and/or transported through Stark County on a daily basis. This provides the potential for a release of a hazardous substance into the air, land, or water at any given time, which could impact the citizens living in the County. The goal is to assist local responders in saving lives and protecting property from a hazardous materials release by developing the following plan to help mitigate the effects of, prepare for, respond to and recover from, an emergency caused by a hazardous materials or extremely hazardous materials release within Stark County.

The operational aspects of this plan describe actions taken by the responders and their Incident Commander (IC), the Program Director for the LEPC, the EMA Director, or the Deputy Director, and other persons as needed as an emergency escalates in scope and impact.

The Stark County LEPC recognizes the need for good communication, cooperation and interaction between private industry and government. The interaction is essential in order to assess the risk to both citizens and private and governmental infrastructure regarding the use of hazardous substances which are necessary to produce goods as used in society today. That recognition is one of the primary reasons for the development of this plan.

As ESF - 10 is a part of the County EOP, this plan may be activated by the EMA Director, Deputy Director, and the LEPC Director.

The County EOC may be activated by the request of an IC or at the direction of the EMA Director, Deputy Director or LEPC Director.

SITUATION

Fixed Site Risks

Stark County has 131 EHS facilities as well as 160 HS facilities reporting in the County in 2016. Facilities have reported 18 releases this year at fixed sites.

Akron Canton Airport

Due to runway extensions, a portion of the airport is now within the boundary of Stark County. The airport is an HS site due to the storage of large quantities of fuel, but does not file Tier II reports with Stark County LEPC as the storage location is not within the county borders.

Additional hazards are associated with the airport and air transport of hazardous substances in that Federal regulations do not require aircraft to be labeled as containing hazardous substances as surface transportation vehicles are required to be placarded externally.

Transportation Risks

Stark County has a total of 251 miles of state roads that pass through the County. Stark County has the following routes which are commonly used for EHS and non-EHS transportation to and from fixed facilities within the County: Interstate 77, State Routes 21, 30, 43, 44, 62, 93, 153, 171, 172, 173, 183, 225, 236, 241, 250, 297, 619, 687 and 800. The County has experienced 2 railway and 5 roadway incidents this year on its transportation routes.

Railroads

Transportation of HS & EHSs by rail is recognized in this document. However the transportation of ethanol by rail has presented a new level of hazard to the community. “Unit Trains” – the transport of one million gallons or more of ethanol on a single train. Unit Trains travel the rails in Stark County routinely. Several derailments of ethanol cars have emphasized the need for additional training for first responders. The LEPC is working with representatives of the railroad industry to facilitate this training.

Railroad Owners/Operators

Wheeling and Lake Erie
Norfolk and Sothorn
Ohio Central
RJ Coreman

Intermodal Facility in Navarre

The Intermodal facility has become the site for trans-loading of petroleum condensate (or wet gas) from numerous oil fields south of Stark County. This highly flammable product is shipped to the intermodal by highway tanker and loaded into railcar tankers. Though the trans-loading is conducted exclusively inside the rail yard property, a YMCA is located within 500 feet west of the center of the yard. Additionally there are 2 facilities that use significant amounts of anhydrous ammonia located approximately 1,200 feet north of the yard.

Pipeline Risks

The County currently has 7 companies that have pipelines traversing, starting, or stopping within its borders. These pipelines carry petroleum on a regular basis. The County has experienced no reported incidents during the past year that involved pipelines. In 2014, 2 pipeline companies submitted plans to PHMSA to install large diameter (approximately 42”), high pressure pipelines which will traverse central Ohio and go up into Michigan. The exact location and routing of these pipelines has not been officially approved though tentative plans have a dual 42” line going through southern Stark County and the other line(s) is set to go through the northern portion of the county. Rover expected to begin construction of the two 40” pipelines in 2016. Nexus Pipeline is still facing court challenges. Marathon pipeline (16”) is being constructed from the bulk plant in East Sparta to the refinery. In addition, Kinder Morgan is investigating development of the UTOPIA pipeline, which is projected to follow somewhere near the course of the Rover pipeline. The County has experienced 3 pipeline incidents this year.

Pipeline Operators

Chesapeake Energy Corporation

Columbia Pipeline Group

Inland Corporation/Sunoco Pipeline LP

Northeast Ohio Natural Gas Corp.

WMRE of Ohio-American, LLC (operated by Dominion East Ohio Gas)

Columbia Gas of Ohio

Dominion East Ohio

Marathon Pipe Line LLC

Sunoco Pipeline

Local Weather Planning

The average prevailing winds in Stark County are out of the South at approximately nine and eight tenths (9.8) miles an hour. Wind shifts may occur that result in re-designating protective actions. We have no individual areas that are especially affected by changes of weather or seasons.

ASSUMPTIONS

- The existence of hazardous materials provides the potential for a release of a substance into the air, land, or water at any given time in the County. The release hazard may impact the citizens located in the vulnerable zone of each fixed site facility.
- This District has the capability to make protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.
- Protective action recommendations during an incident may include in place sheltering, evacuation, and notification of contaminated foodstuffs or water supplies.
- The amount of lead-time available to determine the scope and magnitude of the incident will impact the protective action recommended.
- In the event of a serious incident, many residents in the vulnerable zone may choose to evacuate spontaneously without official recommendation. Many may leave by way of routes not designated as main evacuation routes. Some may not evacuate at all from the hazard area.
- A transportation incident may require the evacuation of residents at any location within the District.
- EHSs entering the sewage or drainage systems may necessitate the shutdown of sewage plants, which may result in the release of untreated sewage.
- Wind shifts may occur that result in designating protective action measures.
- The resources of the Districts may need to be augmented by the State and/or Federal government, either separately or in combination, to cope with the situation. They will act under the Incident Commander.
- This Appendix will provide for a coordinated response between the spiller and their plan(s), the state/federal governments and their plans, and the local response forces.
- The Stark County EOP formally establishes the EOC located in the county Safety Building to be the designated County EOC. Alternate county EOC's are designated at several locations within the county as well as one site in Summit County. The designated alternate sites within the Stark County include; the Stark County Health Department offices located on Whipple Ave., the RED Center in Jackson Twp., and Canton City Hall. Other sites will be evaluated as needed. Additionally, the Stark County Sheriff has a Mobile Incident Command Post. This vehicle is equipped with a portable electric generator to operate computers, printers, telephones, and other equipment that enable it to function as an alternate EOC. It is large enough to allow entry of numerous public safety officers and elected officials to conference, plan operations, publish and release information to the press and conduct other business that would be expected to be conducted in a fixed facility EOC.
- At this time, information stored in CAMEO such as types and quantities of hazardous substances at fixed sites or transported through the County is used in conjunction with ALOHA in order to establish "impact zones" that demonstrate populations that may be affected by the release of hazardous substances.

- Information in this plan includes details from other agencies such as health departments and hospitals as well as facilities storing hazardous substances. The LEPC makes this plan available to these entities and shares information when appropriate.
- This plan is available for review by any other LEPC upon their request.
- A complete list of EHS facilities is contained as an addition to the end of this document.
- The County GIS department has added a layer to our pictometry that locates each EHS on the County map.

CONCEPT OF OPERATIONS

Mitigation

- The LEPC is continuously updating the Hazards Analysis for each EHS site in the county. The analyses are conducted to provide planning information to the LEPC Program Director, Stark County Hazmat Team and local Fire Departments for preplanning should a release occur at the site. These summaries are used by First Responders to determine what materials are needed to respond to a potential release at each site. Facilities can also use these results to take steps to prevent the likelihood of a release from occurring. To complete the analyses, the LEPC uses information from the Tier II Hazardous Materials Inventory filing form, verifying the accuracy with the facility emergency contact, and using a facility questionnaire. For preplanning, the Vulnerable Zone is produced using CAMEO assuming a worst-case scenario. The Vulnerable Zone, Evacuation and Response to an incident are based on the actual conditions and amount of material released at the time of the incident. The Stark County Hazmat Team and LEPC Director and several Fire Departments have CAMEO, ALOHA and MARPLOT available on portable computers to conduct this analysis based on the actual conditions and amount of material released at the time of the incident.
- Facility site visits by the LEPC or Fire Department under ORC3750.16 help to familiarize responders with a company's storage and handling of materials, and the company's emergency response system.
- The Stark County GIS Department is now included in emergency planning activities and the GIS Director has been selected as a member of the IMAT Team.

PREPAREDNESS

Mutual Aid Agreements

- Some Stark County fire departments request or render mutual aid through established agreements. Generally speaking these agreements extend throughout the County. However, some departments have updated these agreements to include automatic 1st alarm assignments across jurisdictional boundaries. Most County fire departments including the County HazMat Team participate in the Ohio State Fire Chiefs Response Plan.
- Aid within the County has been developed specifically for use during a hazardous materials incident. The Stark County Hazardous Materials Response Team (SCHMRT) and the Stark County Fire Departments maintain these agreements. The HazMat Team may be requested by the Incident Commander at any time.
- Stark County is participating in planning as a member of Homeland Security Region 5 which is made up of 13 counties in northeast central Ohio.
- The Stark County Hazardous Materials Response Team has been verified as a Type II team as of June 2011.
- The Stark County EMA and LEPC participate in regularly scheduled meetings for Region 5 as

mentioned above. Mutual aid, training, and equipment access and availability are discussed at these meetings. We also compare hazards specific to each county. Stark County has agreed to participate in the Ohio State Fire Chief's Response Plan and will make its HazMat Team available for out of county response. As we support a number of counties to our south and west with Type II response capability, we recognize the potential need from other Type II teams to our northern borders to support us if we have responded to an adjacent county.

Training

- **Training Goals:** The County's emergency response personnel train to meet the required standards in emergency response within SARA Title I, Section 126 (29 CFR 1910.120). The minimum level of training for emergency response (Fire, EMS, and Law Enforcement) personnel in the County is Awareness Level. First Responders participating in decontamination operations must be certified to the Operations Level. All personnel entering a "hot zone" shall be certified at the HazMat Technician Level. The County's Fire Department Chiefs receive Incident Command training. Medical (health and hospital) personnel shall train to meet the local need. Facility personnel shall train under their own authority and guidance. The LEPC will assist 1st Responders as needed and as possible to secure these types of training courses.
- **Training Levels:** In accordance with OSHA standards, (29 CFR 1910.120) each employer will maintain appropriate documentation of his/her personnel's training.
- **Response to Gas & Oil Well Drilling Incidents:** The Stark County Fire Chiefs have acknowledged the need for additional training for these incidents. The LEPC is developing an "Awareness Program" PowerPoint presentation designed to familiarize 1st Responders with the unique hazards associated with gas & oil wells.
- **Response to Ethanol Fires:** The LEPC is working with other agencies to make additional training for response to ethanol fires available to County 1st Responders. This will include the use of appropriate alcohol resistant foams.

Training Sources

- The State Fire Marshal's Outreach Program provides training to be taught within the County at the County's request. These courses are designed primarily for County and Facility personnel alike.
- The Ohio Fire Academy provides specific courses for Hazardous Materials. They include courses such as Chlorine Emergencies, Pesticide Challenge, and Chemistry of Hazardous Materials.
- The Ohio Emergency Management Agency (Ohio EMA) teaches the FEMA approved Hazardous Materials Contingency Planning course, and provides instruction on conducting Hazards Analysis, exercising emergency plans, and other basic emergency preparedness courses. Course schedules are provided to the County EMA Director and the course are available to all members of the County.
- The Federal Emergency Management Agency (FEMA) provides (through Ohio EMA's training office) eleven "Workshops for Emergency Management" (WEMs). These workshops can be taught by County or State personnel. FEMA also has emergency planning and response courses available at their Emmetsburg, Maryland training academy.
- A number of Tier II reporting facilities have begun to train selected employees to respond aggressively should they have a release of hazardous substances. For some, this training extends to the hazardous materials technician level. These facilities are also purchasing advanced response equipment including Level A suits and chemical sensors. This "in-house" response capability greatly augments the efficiency of firefighters and other 1st responders. The Stark County HazMat Team and area fire departments have begun to join with industry in their training

and will continue to do so through hazardous materials training courses and conducting joint HazMat exercise.

- The Center for Domestic Preparedness (CDP) located in Anniston, AL offers Weapons of Mass Destruction (WMD) training to 1st Responders, healthcare professionals, and others at no cost. Stark County has sent several personnel to this training.
- The LEPC has used Cleveland State University and Findlay University through HMEP and PHMSA grants to conduct training courses for all 1st Responders.

Training Programs

The Stark County LEPC assists the individual departments in hazardous materials training by coordinating the timing of these courses and by helping to defray the cost of such courses when possible. Most personnel are trained at Stark State College. The SCHMRT has a training program that all interested personnel must complete before being a team member. Refresher courses are handled in house.

Public Education

The Stark County LEPC has produced handouts, brochures and videos; these are made available to response personnel and the public at No Cost. The LEPC Training and Education sub-committee has developed a public presentation program. The LEPC has produced a brochure that specifically addresses Shelter in Place and evacuation.

Resource Management

The Stark County EOP (ESF 7 Resource Support) addresses the issue of resource management for Emergency Response within the County. The Stark County Incident Management Team is comprised of Chief Grade Officers that will respond when requested by the IC or to any incident of significance that involves the County HazMat Team.

The Stark County Hazardous Materials Team has specialized resources to handle incidents inside the County. There is an additional resource directory located in the Stark County Emergency Management office.

Should additional fire, EMS, or Law Enforcement resources be needed or requested by the IC, such requests can be transmitted either to IMAT or the County EOC. If to the EOC, the EMA Director or his designee may use appropriate channels to request additional State or Federal resources.

Initial Notification (ORC 3750.06)

The spiller is required to provide notification of a release of an EHS, Hazardous Substance, or Oil above the respective reportable quantities if the release results in exposure beyond the facility boundaries. Notification can be via telephone, radio or in person within thirty (30) minutes after a person at the facility has knowledge of the spill, unless impractical under the circumstances. The spiller will contact the Ohio EPA's Response Division, the jurisdictional Fire Department, and the LEPC's Information Coordinator. The LEPC will attempt to contact every facility known to have filed Tier II reports to make certain they have up-to-date phone numbers for required contacts.

The following information shall be obtained from the spiller:

1. Location of the release.
2. Chemical name or identity, and whether it is an EHS or not.
3. Estimate of quantity released.
4. Time and duration of the release.
5. Environmental medium the material was released into.
6. Known or anticipated health risks.
7. Precautions to take.
8. Name and number of person to contact for more information.
9. Ohio E.P.A. Spill Report Number

The person(s) receiving the initial call will utilize the Initial Notification of a Release Form to document the spiller's notification. Each person will attempt to acquire all of the above information. The Community Emergency Coordinator, who is also the EMA Director, will notify surrounding planning Districts should the release have the potential to impact them.

At this time, there are multiple fire and police dispatching centers throughout the County. Most calls concerning a release of hazardous substances will come in to the County 911 Center and the request for

responders will be transferred to the appropriate dispatching centers. Dispatchers should provide initially dispatched units the information received from the initial call and the current winds for the area. Enroute units will take a route to the incident that will allow them to approach upwind of the incident. The first on-scene agency will cautiously approach and from a safe distance confirm the hazards involved. The hazards will be relayed back to dispatch when known or if identification cannot be made. If the first on-scene is not with the Fire Department, they will notify the proper Fire Department, and advise them of the situation. No approach to the actual incident site will occur without proper protective clothing and decontamination support.

A command post will then be established and size-up of the situation should be made to determine the potential impact to the community and the environment. The command post will initially be managed by the highest-ranking fire department person on-scene. Depending on the fire department, the command post will be identified by either flags, green lights, or announcing it over the radio.

See SCHMRT SOG for Initial Notification of the Stark County Hazardous Materials Response Team. The County Hazmat Team can always be reached by calling CENCOM.

During the initial size-up, the FD IC will implement an appropriate public protective actions based on the hazards and the weather conditions. Depending upon the seriousness of the incident, protective actions could include in-place sheltering, evacuation, and notification of the appropriate health department to deal with possible contaminated food or water supplies.

Assessment of potential impact of a HS release can be conducted in several ways. Some EHS facilities are training some of their employees to respond to and stop the release, if possible. Those facilities required to submit an RMP will have pre-assessed the potential worst and alternate case scenarios for their facilities. This information can be made available to the HazMat team who can then insert that data into their plume modeling systems to project the appropriate zone of concern. These efforts will be augmented in the future with more information that is being collated by the LEPC and the county GIS Department.

PERSONAL PROTECTION OF CITIZENS

General

The Fire Department IC will obtain the resources necessary to contain and control the incident area. The IC will be responsible to determine the impact on the population and take actions necessary to preserve life and property.

Procedures

The following policies and procedures are for the personal protection of citizens potentially affected by a hazardous materials incident. The IC will determine which procedure is applicable to the incident at hand. The procedures include the protection strategies of: in-place sheltering, and evacuation. See Emergency Support Function #6 (Mass Care).

Shelter-In-Place

In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure may be the most effective protective option. Emergency responders will use this strategy, when it has been recognized that people cannot be evacuated from an area prior to the arrival of a toxic cloud.

Evacuation

Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives. The responsibility for ordering an evacuation rests with the Chief Elected Official (CEO) of the impacted area. However, the IC may order an evacuation if time and conditions do not permit the CEO to be notified in timely order.

As a part of emergency planning, the LEPC will analyze the impacts of hazardous substances at a facility. Based on this information, a few choices for evacuation routes may be predetermined. The most appropriate routing for an evacuation will be determined by the Unified Command as information becomes available.

Notification

The IC will be responsible to activate notification methods at the scene by whatever methods are available such as door-to-door notification, using PA address systems, or coordination to disseminate appropriate information through the County EOC using EAS pre-scripted or incident oriented messages. These messages should be used for “special populations” such as nursing homes, non-English speaking residents, and other mentally and/or physically handicapped persons.

Movement of Impacted Persons

Unified Command will coordinate; time permitting, to affect evacuation of persons from the hazard area using whatever resources are available to facilitate that move. Evacuation routes will be determined by Unified Command.

Sheltering & Mass Care

Refer to County EOP ESF 6 for specific issues and authorities.

Response Personnel Safety

The ultimate responsibility for the safety of all individuals at an emergency scene rests with the IC. The IC must be aware of the status of operations and be prepared to alter, suspend, or terminate those

operations that are identified as unsafe or dangerous. All 1st Responders shall act in accordance with the training they have received to insure their safety throughout their participation at an incident. This shall include training they have received from their own department's SOGs and the information included in HazMat Awareness and OPS training.

Decontamination – Treatment – Removal of Contaminated Victims

The IC shall assess the situation in regards to the safety of 1st Responders as they attempt to remove contaminated victims from a site. Those attempting this task must be in appropriate PPE as per their training for HazMat response.

Victims shall be decontaminated to the extent possible before removal from scene. This may cause the contamination of the transporting vehicle. That contamination must be evaluated and eliminated before the vehicle is returned to service. EMS personnel may be required to stay in PPE during treatment and transport to a medical facility. If this is the case, the receiving facility must be notified that they are about to receive a contaminated patient. All information relevant to the contamination (chemical) should be relayed to the medical facility staff. The facility staff may have the ability to establish secondary decon which that patient may be processed through before admission to the ER.

Stark County hospitals have the ability to conduct secondary decontamination either in a separate room within the ER or by setting up a decon tent outside of the ER.

Safety Officer Procedures

- Safety Officer is responsible for operations in the Hot Zone, for marking Hot and Warm Zone, for the safety of all personnel in the Hot Zone, to assure that all back up and safety procedures are followed during an incident and maintains direct communications with the entry team.
- Reports to HazMat Control Officer. Reference SCHMRT SOG, page 28.
- Medical Surveillance – Reference HazMat Medical Director in SCHMRT SOP, page 35.
- Establishment of Exclusion Zones – Reference the SCHMRT SOG, page 19.
- Personnel Protective Equipment – the Safety Officer or Control Officer will, in coordination with the IC, prescribe which PPE. Reference SCHMRT SOP.

Level A Protection – should be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed.

Level B Protection – should be worn when the highest level of respiratory protection is needed, but lesser level of skin and eye protection is required. This is the minimum level recommended for the initial site-entries until the hazards have been further identified and defined by monitoring, sampling and other reliable methods of analysis.

Level C Protection – should be worn when the type of airborne substance is known, concentrations are measured, criteria for using air purifying respirators is met, and when skin/eye exposure is unlikely. Periodic monitoring of the air must be performed.

Decontamination Methods and Procedures

Decontamination Procedures are to be utilized to prevent chemicals from being carried out of the exclusion zone and limit exposure to others. The level of decontamination required will be determined by the degree of exposure or amount of contact with the chemical(s) involved. The Stark County Hazmat Team will assign a Decon Officer for their team. The Fire Departments will assist with the decontamination.

Decontamination Area

At a chemical incident, security perimeters will be established. Decon Team will monitor and appropriately decontaminate all personnel and equipment leaving the exclusion zone. The area will clearly be identified and will be located upwind of the incident in the warm zone. The area will be

established before any personnel enter the incident site.

Decontamination Personnel

The County has personnel trained to operate a decontamination line. These personnel will be suited in appropriate PPE while working on the decontamination line. A dedicated EMS crew will be assigned to the line to primarily provide medical observation of the line members. The Safety Officer will determine what PPE is required. The Safety Officer will assign a Decontamination Officer to oversee the decontamination operation.

Decontamination Equipment

A formal decontamination area will be equipped to provide for control of run-off material, storage of contaminated equipment, and medical observation.

Decontamination Procedures – See SCHMRT SOPs

Support Service Methods and Operations

These groups provide support by obtaining equipment from the Stark County ODOT garage or County Engineer's office for evacuation support or spill containment. Local water and waste treatment services may be impacted necessitating their temporary shutdown, or they can provide information regarding sewer and runoff.

Private Contractors

Stark County will rely on OEPA to oversee the contractor cleanup. These contractors are listed in the County resource directory.

Incident Assessment

- Initial Incident Assessment at a fixed facility will be the responsibility of the facility and its qualified personnel. They will promptly establish communications with the Incident Commander and provide information regarding the types, quantities, characteristics and spill movement trends. The IC in consultation with the driver will accomplish assessment at a transportation incident.
- The IC will insure that the OEPA is contacted. This does not excuse the facility from their responsibility to make the 30 minute notification to required agencies. The OEPA and the Stark County Hazardous Materials Response Team will monitor the release and assess its impact, both on and off site. These agencies will gather and maintain a detailed log of all sampling results. They will advise the IC regarding decisions about response personnel safety, and citizen protection the area affected by the release. The OEPA will assist in decisions about containment and clean-up.
- The County will depend on the Stark County Hazardous Materials Response Team to control and contain the incident. The Team shall monitor movement of the hazardous substance across the land, water and air. They possess air monitors that can be placed to evaluate potential movement of liquids or vapors. Information regarding such movement will be transmitted to the IC to allow for appropriate protective actions in planning.

The initial action plan by the IC will include the use of appropriate containment measures. The plan shall determine if runoff materials should and can be safely contained within operational constraints. The County is able to provide containment for most types of incidents. The County will call upon local resources, should additional resources be required. As the incident progresses, the spiller, OEPA, and SCHMRT will assess the need for increasing or altering existing containment techniques.

Containment, Clean-Up and Reentry

First Responders will perform containment operations, such as diking, the use of absorbents, and other procedures, as needed at hazardous materials release sites as allowed by the equipment they have available and in accordance with the training they have received. When requested, the Hazardous Materials Response Team will assist in these operations to the extent possible. Ultimately the “responsible party” as determined by law is to undertake/oversee and pay for the clean-up of hazardous substances which have been released.

The County will rely upon the local fire department and/or SCHMRT and OEPA to monitor these clean-up activities and survey the area. Based on consultations with these individuals, the IC or agency having such authority will declare when it is safe to return the area to its normal use. This information will be passed along to the public by the acting Public Information Officer (PIO) in a timely fashion. The local Health Department will ensure water supplies and food stuffs are safe for consumption before allowing people back into the area. The Health Department will provide guidance regarding these items through the PIO to the public.

Disposal Procedures

The County will rely upon the OEPA to oversee the spiller's removal of the contaminants. The IC will coordinate with the OEPA and the spiller to promptly take steps to secure a cleanup and disposal contractor. Failure by the spiller to do so in a timely fashion or if the spiller cannot be determined, the IC will arrange for cleanup and disposal. Costs will be billed to the spiller if known. The County does not have the capability for disposal of hazardous materials.

Documentation

- The SCHMRT has forms relating to a hazardous material call to which it responds.
- The IC will prepare a report that summarizes the incident including cause of incident, incident critique, damage assessment, expenditures, and conclusions. Meanwhile, the EMA director will document actions taken at the EOC, if activated. Dispatchers and any person(s) designated to coordinate communications will prepare a report(s) documenting which communication systems, including back-up systems, were utilized and describe any unusual delays or breakdowns.
- The spiller is responsible for documentation of a release. They are to prepare and submit to the LEPC, and the Ohio EPA, a report in accordance with ORC 3750.06(D). This will be submitted within thirty (30) days of when the release occurred. The report shall contain updates of the information provided in the original release notification and the following information:
 1. Actions taken to respond to and contain the release.
 2. Any known or anticipated acute or chronic health risks associated with the release.
 3. Advice regarding medical attention necessary for the exposed individuals as appropriate.
 4. A summary of all actions taken by the owner or operator to prevent the recurrence of such a release.

Critique

The Incident Commander (IC) will determine when a critique of the incident will be held. All responding agencies will be present to discuss lessons learned. Each agency will also provide to the IC at that time a report detailing their actions for the cost recovery and historical record. The LEPC shall receive copies of the above reports to determine if planned procedures were followed or if the plan requires revision. Any revisions made will be prepared by the LEPC Director and appropriate committee members and then submitted to the full LEPC for approval.

Investigative Follow-Up

The IC will advise the LEPC if an investigation of the incident is needed. The IC and the LEPC will work with the OEPA and local Law Enforcement to determine the spiller's liability. The LEPC should then in consultation with legal counsel determine whether or not to take civil/criminal action under the law. The

LEPC may also initiate an independent investigation.

Cost Recovery Procedures

The County has an agreement on a standard documentation and cost recovery procedure. The county EMA will put together a bill for the responsible party to reimburse SCHMRT. All other agencies that responded will prepare and submit for their respective reimbursements from the responsible party. If this is not accomplished, the agencies involved should follow ORC Chapter 3745.13 in recovering costs. If this is not applicable, the EMA may request reimbursement from the USEPA under the Superfund legislation for cost recovery, (40 CFR 310-Reimbursements to local Governments for Emergency Response to Hazardous Substances Releases).

Stark County Hazardous Materials Response Team (SCHMERT)

Organization and Response Policies

The team is comprised of firefighters from numerous departments across the county. Currently, all members are certified at the technician level. The team is headed up by the Team Manager who oversees a variable number of Control Officers. Together they are responsible for oversight of all operational activities and issues relative to executing the duties of the team.

The SCHMERT will only respond when requested by one or more Incident Commanders. Current Ohio Revised Code section 3737.90 reads: “In any emergency situation relating to the prevention of an imminent release of a hazardous material, to the cleanup or disposal of a hazardous material that has been released, or to the related mitigation of the effects of a release of a hazardous material, *the chief of the fire department in whose jurisdiction the emergency situation is occurring is responsible for primary coordination of the activities of all agencies of the state, the United States Government, and political subdivisions that are responding to the emergency situation unless the chief relinquishes that responsibility to a representative of one of the responding public agencies and so notifies that representative.*

The SCHMERT will work under the direction of and in cooperation with the Incident Commander and the Team Control Office.

If there is a difference of opinion which cannot be resolved concerning an action or inaction that, based on his/her training leads the SCHMERT Control Officer to believe the outcome will result in injury or death to responding personnel or others, he/she will always have the option to withdraw from the incident and dismiss the SCHMET personnel.

Team Type and Certification

The State of Ohio also has a HazMat Technical Advisory Committee (TAC) that assesses HazMat team types and response capabilities based upon accepted federal team typing standards. The standards assign teams to one of three levels of response:

- **Type III** teams are teams with basic equipment and training and are capable of handling known industrial chemicals.
- **Type II** teams are trained and equipped to handle known and unknown industrial chemicals.
- **Type I** teams are prepared to handle advanced chemical terrorist agents (WMD) in addition to known and unknown industrial chemicals.

The TAC maintains the list and contact information for these teams and provides it to the Ohio Emergency Response Plan. A call to the state dispatch center is all an incident commander needs to do to bring additional HazMat personnel and equipment to an incident. The HazMat technician should have knowledge of their own team's typing level and the requirement of how to maintain this level.

The Stark County team has been formally certified by the HazMat Technical Advisory Committee as a Type II team. The team is qualified to manage any type of hazmat incident up to the WMD level.

Team Organization

The team is headed by a “Team Manager” and a designated group of supervisory technicians referred to as “Control Officers”. Team members are then categorized into 2 basic groups: Those who do research and those who conduct operations.

Integration with County GIS

The team cooperates closely with the county GIS Department and the LEPC for pre-planning and hazard assessment for EHS and HS facilities. The GIS Director is now a member of the county IMAT Team.

Response Capabilities

As described earlier, the Stark County team is qualified to manage all types of HazMat incidents except WMD. Were they to face a suspected WMD, they can call on Type I teams for mutual aid. Currently, Summit and Cuyahoga County have Type I teams. There are plans for 8 Type I teams for the State of Ohio.

The Team currently uses Area Rae Monitors to assess movement of HS vapors. In conjunction with equipment from other teams, they have the ability to assess movement of vapor releases of the size to be reasonably expected to happen in Stark County. This information will be relayed to the Incident Command Post in order to assist the IC in decision making to ensure appropriate protective actions for those affected by the release.

Deployment Policies

Typical Response Scenario:

- Local fire department is notified of a hazardous materials incident.
- Fire department responds.
- Officer-in-charge (Incident Commander or IC) sizes up situation, secures scene safety (sets up command post (CP) hot, warm, cold zones and staging area, institutes Incident Command,
- Determines the product or products involved, initiates evacuation(s) if necessary, and decides whether his /her personnel can resolve the situation.
- If it is the IC’s decision that assistance is needed from the Stark County Hazardous Materials Emergency Response Team (SCHMERT), the IC will contact CENCOM or inform his/her dispatcher to contact CENCOM and have them contact the SCHMERT Control Officer, and/or the SCHMERT Alternate Control Officers and request the SCHMERT’s response.
- The Incident Commander will be contacted by a Control Officer and determine response:

Determine with Control Officer the Level of Response needed:

- Advice only
- Control Officer Response only
- Limited response (example Geeks)
- Full response
- Stark County Team may be deployed at the request of a Fire Chief or the Incident Commander at a possible or potential HazMat release anywhere in the county. Additionally, as a part of the Ohio Fire Chief’s Response Plan, the team has been authorized by the Stark County HazMat Executive Board, which oversees the actions and administers the team, to respond to any request from the Response Plan. After multijurisdictional meetings, it has been agreed by those agencies involved that teams from this region will respond when requested, even if that request does not come from the Response Plan.

Communications for 1st Responders

- During an initial response 1st Responders should utilize standard communication equipment. When needed, and if possible, the IC will notify responding units of appropriate radio frequencies and/or talk groups especially if they have the County 800 radios.

When possible, 1st Responders share radio frequencies or radios. Those departments have pre-established procedures that will be used when responding to multijurisdictional incidents. Cell phones, “runners”, or any other available form of communication may be used to transmit information from Operations or individuals to the ICP.

- All intra-communications for HAZMAT will be on County HAZMAT Channel through which is monitored by CENCOM.
- All communications frequencies and talk groups shall be designated by the IC if needed separate frequencies may be allocated to EMS, Suppression/Ops, staging and any others needed as determined by the IC.

Incident Management Assistance Team

The Stark County Fire Chiefs have organized an IMAT team that will respond to an incident when requested by the IC. They are also automatically alerted for dispatch for any HazMat incident that requires a full team response. The team will participate as described in the ICS system. They will not assume command but their members may be placed in ICS positions if such placement is requested by the IC.

Response with Private Industry

Private industry has recognized the need to enhance its ability to respond to hazardous materials releases. Some facilities in Stark County have purchased significant amounts of response equipment such as Level A suits, decontamination equipment, chemical sensors, and trailers to store the equipment. The LEPC and the HazMat Team will interact with these facilities to the extent possible and practical. Combined training of private industry and first responders will enhance their ability to work cooperatively at an incident.

Command Structure Interaction

As discussed earlier in this document facility representatives will participate within the ICS structure as assigned by the Incident Commander or Unified Command to ensure effective interaction between these groups.

Recognition of Hazards Associated with Gas and Oil Wells in Stark County

Though oil and natural gas drilling has a long history in Stark County, the development of horizontal drilling techniques has spurred new development efforts in the county. These wells tend to be deeper and more complex than standard vertical wells.

The Stark County Fire Chiefs Association is working with the LEPC and other agencies to develop new training standards to address these hazards. As with any hazardous materials release an incident at one of these well sites will require cooperation between first responders and private industry. Fire departments do not have the resources needed to respond to a blowout or fire at one of these wells. This requires cooperation between well development companies and the fire service. At this time the well developers have initiated response contracts with private companies who do have the resources and technical ability to respond to these types of incidents.

Transportation

Commodity Flow Study

A Commodity Flow Study has been conducted to assess the status of transportation of hazardous

substances throughout the County. This study will be updated periodically and will include observations of both rail and highway transport trends.

- Highway
- Railroad
- Pipelines
- Akron/Canton Airport

Organization and Assignment of Responsibilities

General

Proper response to an incident involving the release of hazardous materials requires the coordinated actions of numerous city, township, and village departments or agencies under a unified command system. Rapid communications must be utilized to inform responsible officials of the situation, in order to facilitate decision-making. The following tasks are not intended to be all-inclusive or exclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken when a hazardous materials incident occurs.

In Stark County, the position of Community Emergency Coordinator is assumed by the Director of the County Emergency Management Agency. The LEPC Program Director is the designated Information Coordinator.

UNIFIED COMMAND – County Fire Chiefs recognize the importance of the Incident Command System (ICS) and initiate the ICS organization structure and functional aspects as needed as an incident escalates. Unified Command is a major component of ICS and all appropriate departments, agencies, and authorities participate in ICS in the incident command post and the EOC in the effort to resolve any emergency of disaster.

Local and County Government Role

Assignment of Responsibilities

Fire Department

The fire department IC at the scene of an incident involving the release of hazardous materials will perform the following in addition to the responsibilities and procedures outlined in Emergency Support Function #4 (Firefighting).

- Take immediate steps to identify the nature of the hazardous material and report to the Communication Center as outlined.
- Initiate appropriate action to control and eliminate the hazard material.
- Apply appropriate firefighting/spill containment techniques.
- Ensure that no action is taken to flush or wash contaminants into the storm drain system until approval is obtained.
- Determine a safe route into the area and relay to the Communications Center.

The Ranking On-Scene FD Officer Will:

- Ensure your Communications Center has been notified of the incident and the county hazmat team is requested, if needed.
- Confirm that agency notification has been completed and the appropriate local officials are notified as per ORC 3750.06.
- Serve as Incident Commander and ensure the following:
- Initiate the ICS and be prepared to expand that system as needed to encompass all appropriate issues including OPS, EMS, planning, etc.

- Identify location of the ICP by flag, green light, or other accepted method.
- Determine response level of incident.
- Determine which public protective action shall prevail.
- Establish the exclusion zones, (hot, warm, and cold).
- Establish staging areas upwind at a safe location.
- Designate an evacuation zone, if applicable.
- Initiate public notification, if applicable.
- Request appropriate resources and support activities.
- Establish open & continuous communications with the EOC after it has been activated.
- Coordinate all emergency and support activities.
- Rescue any injured persons.
- Maintain overall command of the emergency scene until the hazard is contained or until command can be passed to an appropriate agency.

Establish Unified Command with Positions as Needed

- Promptly identify the hazardous material and disseminate this information to appropriate emergency forces and citizens in the area of incident.
- Obtain assistance from the Public Health representatives to determine the hazards involved and the proper limits of an evacuation zone, if appropriate.
- Ensure that all department representatives at the unified on-scene command post are informed of the evacuation zone and of the need, where appropriate, for evacuation.
- Assist police by providing protective clothing and breathing apparatus, if appropriate.
- Determine when the zone is safe for reentry.

Law Enforcement/Sheriff's Office

- The ranking law enforcement officer at the scene will report to the Unified Command ICP and perform the following in addition to the responsibilities and procedures outlined in Emergency Support Function #13 (Law Enforcement):
- Keep one radio-equipped officer at the integrated on-scene command post until released by the fire official in charge of on-scene operations. Relay information to the Communication center as may be requested by the fire official in charge.
- Evacuate citizens when requested to do so by the IC. Inform the Emergency Management Agency as soon as possible regarding the evacuation. Request the assistance of the Fire Department if protective clothing and breathing apparatus is required.
- Cordon off the incident scene for safety and exclude entry of unauthorized personnel.
- Enforce traffic control in and around the scene of the incident.

Stark County Emergency Management Agency

- The senior Emergency Management official notified will, based upon the response level and the Incident Commander's input, initiate EOC activation (See Emergency Support Function #5).

Public Works Department

- The senior department official at the scene will report to the ICP and perform the following in addition to the responsibilities and procedures outlined in Emergency Support Function #3 (Public Works/Engineering):
- Provide material for building dikes to contain liquids and absorbing hazardous materials.
- Cooperate with police to establish an efficient detour with the appropriate signs, arrows, and police officers to expedite movement of traffic.

Health Department

- A representative from the Health Department, when requested, will report to the ICP and will perform the following in addition to the responsibilities and procedures outlined in Emergency Support Function #8 (Health and Medical Services):
- Make a medical estimate of the situation, based on the materials involved, and take appropriate actions.
- The appropriate Public Health Sanitarian will report to the integrated on-scene command post to advise an appropriate action to neutralize or contain the release of hazardous materials.
- Assist in determining the identity of the hazardous material and establish the type and degree of the hazard involved.
- Provide assistance or advice on public protective actions required.
- Determine the proper method for neutralizing, containing or removing the hazardous materials.

Water Department

- The senior department official, when requested, will report to the ICP and:
- Provide information/maps on which water systems could be impacted by the release.
- React to the entry of any pollutant or contaminate into the water supply by shutting off appropriate intakes or switching to alternate sources.
- Cooperate with the Health Department engineers in actions designed to neutralize or eliminate pollutants that have entered the water supply system.

Public Information Officer (PIO)

- The PIO will disseminate information to the media and public in Support Annex #7 (Public/Media Affairs).

American Red Cross (ARC), County Chapter(s)

- The Red Cross would be responsible for shelter management as defined in section III.C and Emergency Support Function #6 (Mass Care). During an incident involving hazardous chemicals and shelters opened the ARC will:
- When called to open shelters, determine the hazards involved and their potential impact on evacuees.
- When the shelter is open, establish a screening area to evaluate evacuees for possible exposure and contamination.
- Request Health Department nurses or EMS personnel to assist in screening and treating evacuees.
- Will have established areas for separating and handling evacuees who have been exposed and/or contaminated before transported to an appropriate medical facility.

Facility Owners and Operators

- Designate Facility Emergency Coordinator (FEC) to participate in the LEPCs planning efforts.
- Develop on-site contingency plan in accordance with OSHA 1910.120, which specifies notification and emergency response procedures. Plans will be coordinated with the local Fire Department and the County's CEC.
- Provide technical support when the LEPC conducts its hazard analysis of the Facility.
- Initiate emergency notification and written follow-up as outlined in ORC 3750.06.
- During a release, provide an emergency response liaison to the ICP or the EOC, as requested.
- Provide a public information representative to work with the incident's PIO for the accurate release of public information.
- In the event of a release of an HS at a fixed facility, the facility representatives will assume responsibility to designate a credentialed spill cleanup company to manage the removal of the HS and contaminated materials which may be done under the supervision or in consultation with the Ohio or Federal EPA. If the spill is secondary or related to a transportation incident, the

“Responsible Party” as determined by law, will assume the same responsibility for the cleanup. In both instances, an EPA “On Scene Coordinator” (OSC) may respond to the scene to coordinate the cleanup activities.

State Government Role

- Five primary agencies provide personnel, equipment and advice to the IC/County EOC/LEPC as needed. Thirteen support agencies also provide personnel and support to local government. Below are those agencies most likely to be used by this County. State roles are further defined in the State of Ohio's Hazardous Materials Emergency Management Plan, which is on file with the Stark County EMA office.
- State Emergency Response Commission (SERC)
- Oversees the implementation of ORC 3750 in the State of Ohio. It coordinates the preparedness efforts of the State and LEPC.
- Ohio Emergency Management Agency (OEMA)
- Develops and implements the State's Hazardous Materials Emergency Management Plan which includes State roles for mitigation preparedness, response, and recovery.
- Coordinates requests for the State/Federal assistance from local political subdivisions.
- Activates and maintains the State EOC, as needed.
- Co-Chairs and acts as the SERC's Plan/Exercise Review Team by providing planning and exercise guidance and training to LEPCs.
- Ohio Environmental Protection Agency (OEPA)
- Provides an On-Scene Coordinator to assist the IC in response and recovery decision-making. Will act as coordinator between the Federal On-Scene Coordinator (OSC) and the IC. OEPA will be the lead State agency on-scene when the primary threat is to the environment.
- Monitors contamination and pollution, advises on acceptable cleanup operations, and provides guidance on disposal procedures. May investigate spills, if necessary.
- Co-Chairs the SERC, and acts as the State's Information Coordinator by maintaining facility and spill reports, distributing Grant monies, and providing advice to LEPCs.
- State Fire Marshal (SFM)
- Provide trained personnel and dedicated equipment from regional offices to assist the IC in response and recovery decision-making regarding materials with fire/explosive hazards. The Fire Marshal will be the lead State agency on- scene when the primary threat is fire or explosion.
- Provide hazardous materials training through the Ohio Fire Academy and the SFM's Outreach Program.

Ohio Department of Health

- Assist local departments in ensuring the restoration of public health and sanitation. Investigate potential health problems stemming from releases. Assist in ensuring the safety of private water supply sources. Coordinate the safety and health of shelters used during a response.
- State Highway Patrol (OSP)
- Will close and divert traffic from State Highways when requested by the IC, will support local Law Enforcement operations, and can provide communication and weather data as needed.
- Public Utilities Commission of Ohio (PUCO)
- The Transportation Department's Hazmat Section can provide on- scene accident assessment of transportation railroad hazardous material spills. They can cite the spiller for improper handling, storage, or transport of materials.
- The Consumer Service's Pipeline Safety Section can provide field and technical assistance should a release occur along a pipeline in the County.
- Ohio Department of Transportation (ODOT)
- Local offices may supply personnel and equipment to support Cold Zone operations. Primarily,

ODOT will coordinate with local entities to designate alternate traffic routes. Will support traffic control and provide technical assistance regarding road conditions.

- Ohio Department of Natural Resources (ODNR)
- The Department is responsible for maintaining the State lands. They can provide damage assessment teams (field inspectors or geologists), provide watercraft for related operations, and assist in sheltering.

Federal Governments Role

- Federal operations will be coordinated with the IC and fall under his/her ICS. Requests for Federal assistance shall be requested through the Ohio EMA. If the National Response Center (NRC) was notified by the spiller or IC, the National/Regional Contingency Plan may already be in effect. Federal roles are defined in the State of Ohio's Hazardous Materials Emergency Management Plan which is on file with the Stark County LEPC / EMA.

DIRECTION AND CONTROL

On-Scene Direction and Control

- The senior Fire Official(s) of the authority having jurisdiction shall have overall responsibility for the direction and control of the scene as per ORC 3737.80.
- The Unified Command ICP will be established upwind and at a safe distance from the scene consistent with the hazards, accessibility and response personnel safety. It will coordinate on- scene activities and support to deployed emergency service response elements.
- The ICP is supported by a representative of the local jurisdiction who can monitor and transmit on all County emergency service channels. This group will coordinate action between on-scene and off-scene agencies.
- The jurisdictional Fire Department is in charge of the operation, maintenance and deployment of the ICP.

Off-Scene Direction and Control

- When the incident requires activation of the Emergency Operations Center (EOC), direction and control will be through the combined capability of the EOC and the Incident Command Post. The exchange of critical information between facilities such as requests for support and key decisions will enable first response efforts and support operations to be synchronized.
- The activated EOC is the Focal point for coordinating resource requirements in support of on-scene activities and off-site protective action decisions. EOC procedures are detailed in Emergency Support Function #5 (Information and Planning).

CONTINUITY OF GOVERNMENT

- Lines of succession for each department are according to the standing operating procedures established in each department.
- On-Scene succession is the Incident Commander, followed by his/her designee.
- Response Organizations Heads are identified in ESF#5.
- Succession within the EOC is defined in ESF#5.
- LEPC members are appointed for two-year terms. The current terms expire in August 2005. O.R.C. 3750.03 designates LEPC membership positions, and explains the method for replacing and appointing members.

ADMINISTRATION AND LOGISTICS

Information Requests

The LEPC Director is responsible for maintaining the files containing MSDSs, reports generated under 3750.07 and .08, emergency reports and follow-up notices, and the plan. The Information Coordinator shall annually publish a notice indicating the location and availability of this plan and the above information for public review.

As required by ORC 3750.10, the County makes available the information during normal working hours at the Stark County LEPC office. Trade secret and chemical location materials are not available in accordance with the law. Any request to review information must be made in writing to the Information Coordinator. If information is not on file with the County, the Information Coordinator will contact the Facility for the required information to fulfill the request. Copies of material will be in accordance with the Public Documents Act.

The Information Coordinator will maintain a record of the types and frequencies of information requests. This information may be annually provided to the Facilities within the County, but will not include names or addresses of persons making such requests.

Enforcement and Compliance

The LEPC has established and carries out a program to monitor regulated facilities within the County and to conduct compliance and enforcement activities to ensure that Facilities have submitted required information.

LOGISTICS

Resource Management

When a situation exceeds the capability of local government, requests for State/Federal assistance will be initiated by the IC, and made by the Chief Elected Official or by another official duly authorized. Requests for assistance from local, private, and public sector groups will be made as appropriated by contacting agencies listed in the County Resource Manual (see Emergency Support Function #7). The manual and ESF #7 will be maintained by the EMA Director. It identifies agencies or groups that can provide assistance along with the telephone number and contact person. Resources to be used in an EHS response are listed in ESF #7.

RELATIONSHIPS TO OTHER PLANS

Emergency Operations Plan

The County's all-hazard Emergency Operations Plan (EOP) creates an umbrella for protecting the health, safety, and property of the public from transportation or fixed site hazardous material incidents. This Emergency Support Function is supported by standard operating procedures (SOPs) that address specific situations and operational concepts.

County Hazardous Materials (Team Procedures or SOPs)

The County has established a standard operational procedure for activation, assessment, personnel safety, site control, identification, containment, command post, staging areas, monitoring, on-site/off-site response coordination, and recovery during incidents involving EHSs or non-EHSs.

Fixed Facility Plans

Fixed Facility Contingency Plans are required under OSHA 1910.120. Each Facility plan specifies notification, emergency response organization and responsibilities, emergency response organization

procedures and coordination procedures for interfacing with off-site authorities and response organizations. If the Facility will not respond to a release at their site they will then have a plan which will define basic fire and evacuation procedures to be followed by the Facility's employees.

Of the EHS Facilities within the County, some have a spill response plan, while many have only a fire and evacuation plan. Some of these plans have been coordinated with the local Fire Departments and the County CEC.

Some Local Fire Departments have coordinated these Facility plans into their pre-Fire plans for the Facilities in their jurisdiction.

The State of Ohio's Hazardous Materials Emergency Management Plan

The plan describes the procedures, methods, and roles by which the State of Ohio will respond to hazardous materials emergencies. This plan provides for the support of many State agencies in large-scale hazardous materials emergencies by establishing clear methods for interfacing with local government. The plan is activated by the Ohio EMA in consultation with the primary agencies in the plan. This ESF supplements the State plan and Tab B acts as the State plan's Hazard Analysis.

The Regional Contingency Plan

The regional plan provides for the coordination of a timely response by various Federal agencies and other organizations to discharges of oil, and releases of hazardous substances, pollutants and contaminants in order to protect public health, welfare and the environment. The plan will be activated either by a request of regional Federal agencies thru the Ohio EMA or by the NRC when it is notified of an incident. The regional plan will direct federal functions and will be coordinated thru the IC.

The National Contingency Plan

This plan provides for a coordinated Federal response to a large-scale hazardous materials incident. A request for activation of this plan is made as done for the Regional Plan above. It is used when regional federal sources are insufficient to handle the situation. Emergency Support Function #10 of the plan deals with hazardous materials incidents.

PLAN DEVELOPMENT AND MAINTENANCE

LEPC Annual Plan Review

All agencies assigned responsibilities in this ESF are responsible for developing or updating internal procedures that will assure a continuing acceptable degree of operational readiness to carry out their responsibilities. The LEPC will meet as a group to complete the plan review annually before the October 17th deadline. The plan shall also be reviewed following each exercise or actual incident. Critique comments made from either event will be discussed by the LEPC regarding changes needed to the plan. The LEPC Program Director is responsible for the overall development and maintenance of this ESF. However, any plan holder who identifies a necessary update should provide such revisions to the Director as they are identified.

As annual updates are made, the revised plan will be provided to all individuals and agencies listed as holding copies of the EOP. It is the responsibility of the copyholder to post such changes and then note the change on the Record of Change sheet.

Exercises

The LEPC is responsible for scheduling, designing, conducting and evaluating its chemical preparedness exercises. The LEPC will at a minimum conduct one exercise annually. The LEPC will provide an initial

60-day notice and a follow up 30 day notice to the SERC (via Ohio EMA) of its annual exercise. The exercise will include either a fixed EHS facility subject to the law or a transporter of hazardous materials. The LEPC will ensure that within a four-year exercise cycle, all required Objectives will have been successfully tested. In addition, within this cycle, one Full-Scale Exercise will have been completed. The LEPC's Exercise Design Team shall adhere to SERC Exercise rules and utilize the Exercise Evaluation Manual (EEM) to develop and conduct the exercise. The SERC approved Evaluation Forms will be used to evaluate each exercise.

There are three types of exercises that will be conducted as per SERC rule 3750-20-74. They are Tabletop, Functional, and Full-Scale. They are defined as follows:

Table-Top

Where officials and responders gather informally to discuss actions, based on this plan and SOPs, to be taken during a hazmat emergency. The exercise has no time constraints and physical response is simulated. The exercise will evaluate at least three and not more than five Objectives.

Functional Exercise

Designed to test the operational capability of the plan and the response system. The exercise will evaluate at least four but no more than seven Objectives.

Full-Scale Exercise

Used to evaluate the response organizations operational capabilities in an interactive manner. The exercise will test a major portion of the functions in the plan. The exercise will mobilize personnel and resources to demonstrate a coordinated response capability. The exercise will evaluate eight or more Objectives. Also, an EOC or ICP is used to coordinate the response functions.

The exercise will be evaluated by persons selected by the Exercise Design Team. The SERC Facilitator will, with the assistance of the exercise design team, train the evaluators on their assigned roles and what areas they will need to evaluate. The Evaluators will utilize the SERC provided evaluation forms. Following the exercise critique, the evaluation will be given to the SERC Facilitator. A critique of the exercise will follow each exercise. Participants, controllers, and evaluators will discuss the results and lessons learned from the exercise. As required by law, after a Full-Scale exercise, the LEPC will announce and hold a public critique of the exercise, usually following the exercise.

The LEPC will use the Evaluator's, Facilitator's and the critique comments to see if the activities are effective in practice or if there are more efficient ways of responding to an incident. The plan will be updated accordingly by the LEPC Director as stated above.

When actual incidents do occur, they provide a means of evaluating the plan's effectiveness. If an actual incident is to be claimed for exercise credit, the LEPC will submit to the Ohio EMA and the SERC a written summary and the thirty (30) Day Exercise Notice. This will be completed by the LEPC Director within thirty (30) days of the actual incident.

AUTHORITIES AND REFERENCES

Authorities

Local Laws

No local laws or ordinances are established in the District that applies to EHS planning or response.

State Laws

Ohio Revised Code (ORC) Chapter 3750: Emergency Planning (as amended and the rules adopted under

it). This is Ohio's version of the Federal EPCRA, and establishes the framework for EHS planning and response in Ohio.

ORC Chapter 5502: Effects of SARA Title III on Emergency Management. This states that the EMA Director may serve on and even Chair an LEPC, and must incorporate the LEPCs plan into the County's planning and preparedness activities.

ORC Chapter 3745.13: Recovery of Costs from Persons Causing Environmental Emergencies. This defines how costs incurred by a District's EMA office from the spiller in conjunction with the appropriate legal counsel support.

ORC Chapter 3737.80: Hazardous Materials Emergencies. This defines that the Fire Chief will be responsible for primary coordination of on-scene activities of all agencies.

ORC Chapter 2305.232: Civil Immunity for Persons Assisting in Cleanup of Hazardous Material. This is Ohio's "Good Samaritan" law and defines the steps necessary for receiving civil immunity when providing assistance at a hazardous material release or cleanup.

Ohio Administrative Code (OAC) 3750 et al. This lists and defines the rules adopted by the SERC under ORC Chapter 3750.

Ohio Fire Code 1301:7-1-03 Section F-102.8 Authority at Fires and Emergencies. This complements ORC 3737.90 by stating that the Fire Chief is in charge at the scene of a fire or other emergency involving the protection of life or property.

Ohio Attorney General (OAG) Opinion, No. 91-014. This discusses the liability of SERC and LEPC members when acting under Chapter 3750.

Federal Laws

Superfund Amendments and Reauthorization Act (SARA), Title III: Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (Public Law 99-499). This sets the framework for EHS planning in the U.S.

Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund) (Public Law 96-510). This provides Federal funds for response to releases of Hazardous Substances and requires notification to the National Response Center (NRC) of accidental releases.

Occupational Safety and Health Administration (OSHA), Standard 29 CFR 1910.120(q): Emergency Response. This section of the HAZWOPER Standard describes the training and planning required of those who will take part in an emergency response to a release of hazardous materials. It also prescribes the use of an Incident Command System during a response.

SARA, Title I; Section 126: Worker Protection Standards. This directed OSHA to develop training standards for persons responding to hazardous emergencies who may be exposed to toxic substances. OSHA established the HAZWOPER standards. These standards were adopted by the USEPA for non-OSHA states such as Ohio.

Oil Spill Pollution Act of 1990 (OPA 90) (Public Law 101-380). This defines that Facilities with Hazardous Substances or Oil under the Clean Water Act must have a Facility plan for accidental releases. Clean Water Act of 1977 (CWA) (Public Law 95-217). This amends the Federal Water Pollution Act regulating discharges of toxic pollutants into waterways.

Hazardous Materials Transportation Uniform Safety Act of 1977(HMTUSA) (Public Law 101-615). This amends the Hazardous Materials Transportation Act of 1977 and establishes uniform licensing of hazardous materials transporters. It also established a training grant fund to supplement State-training programs for LEPCs and Fire Departments.

Resource Conservation and Recovery Act of 1976 (RCRA) (Public Law 94-580). This provides for the safe treatment and disposal of hazardous wastes from cradle to grave, and defines that underground storage tank owners are financially responsible for cleaning up leaks.

Toxic Substance Control Act of 1976 (TSCA) (Public Law 94-469). It defines the testing and screening of chemicals produced/imported into the US.

References

National Response Team (NRT), 1987, Hazardous Materials Emergency Planning Guide, NRT-1, Washington, D.C.

Federal Emergency Management Agency (FEMA), 1985, Guide for the Development of State and Local Emergency Operations Plans, CPG 1-8.

Department of Transportation (DOT), 1990, Emergency Response Guidebook, DOT P 5800.4.

National Response Team (NRT), 1990, Developing a Hazardous Materials Exercise Program - A Handbook for State and Local Officials, NRT-2.

USEPA, FEMA, USDOT; 1987, Technical Guidance for Hazard Analysis - Emergency Planning for Extremely Hazardous Substances.

USEPA, FEMA, USDOT; Handbook of Chemical Hazard Analysis Procedures, manual for the ARCHIE computer software.

Federal government computer software, Automated Resource for Chemical Hazard Incident Evaluation (ARCHIE), version 1.0 (IBM compatible)

Association of American Railroads/Bureau of Explosives (AAR/BOE), 1987, Emergency Handling of Hazardous Materials in Surface Transportation, Washington, D.C.

National Institute of Occupational Safety and Health, 1985, Occupational Safety and Health Guidance Manual for Hazardous Waste Site Activities, Washington, D.C.

NOAA/USEPA computer software, Computer Aided Management of Emergency Operations (CAMEO), windows.

AUTHENTICATION

The Stark County LEPC has reviewed the Stark County Emergency Operations Plan, Emergency Support Function #10 Hazardous Materials and finds it addresses the requirements of O.R.C. 3750.04. The Stark County LEPC Chairman and Information Coordinator acknowledge this with their signatures below.

Chief Tom Burgasser – LEPC Chairperson

Date

Richard Regula – Stark County Commissioner

Date

David Schmidt – LEPC Program Coordinator
Community Emergency Coordinator
Information Coordinator

Date

Contact Lists

Pipeline Contacts

PIPELINE CONTACT INFORMATION

Pipeline Operator	Emergency Contact	Emergency Phone	Company Phone
Blue Racer Midstream	Operations Center	800-300-3333	740-421-9270
Columbia Gas of Ohio	Call Center	800-344-4077 Ext. 1	800-344-4077
Dominion East Ohio	Call Center	877-542-2630	800-535-3000
Dover Atwood Corp. Pipeline	Brian Levensgood	330-323-2021	330-809-0630
DP Operating Pipeline	Call Center	330-938-2172	330-938-2172
Energy Transfer Partners/Sunoco Pipeline L.P.	Control Center	800-786-7440	610-678-5985
Enervest Operating Pipeline	Tim McConaha	330-602-5551	330-602-5551
Ergon Terminating, Inc.	Craig Rohr	330-866-9760 330-323-4155	330-866-9760
GonzOil Pipeline	Call Center	330-497-5888	330-497-5888
Green Energy Pipeline	Jim Gessel	330-262-5112 330-466-0561	330-262-5112
Kinder Morgan – Utopia Pipeline	Call Center	800-265-6000	713-369-8060
Marathon Pipe Line LLC	Call Center	800-537-6644	419-421-2121
Nexus Pipeline	Call Center	844-589-3655	330-896-6930
Northeast Ohio Natural Gas Corporation	Call Center	800-451-9465	800-451-9465
Plains-All American Natural Gas Pipeline	Call Center	800-708-5071	713-646-4444
Quality Oil & Gas Pipeline	Dave Widuck	330-323-6732	330-821-6375
Rover Pipeline	Call Center	800-225-3913	713-627-5623
Strawn Oil Field	George Strawn	330-537-3863	330-537-3863
TransCanada/Columbia Gas Transmission	Operations Center	800-835-7191	304-357-2000
WMRE of Ohio-American LLC	Call Center	800-535-3000	800-535-3000

2019-2021 Stark County LEPC Members

Name	Title	Agency/Company
Berczik, Timothy	Deputy Chief	Jackson Township Fire Department
Bryant, Chris	Laborer	Frito-Lay
Burgasser, Thomas	Chief	Massillon Fire Department
Clark, Gregory	Citizen	Citizen
Dugan, Anthony	EHS Manager	US Ecology
Ferrero, John D. (Esq.)	Prosecuting Attorney	Stark County Prosecutor
Gronow, Steve	Building & Safety Superintendent	Stark County Engineer
Heck, Ted	Citizen	Citizen
Henderson, Lee	Facilities Manager	Stark County Commissioners
Hunt, Jason	Chief	Alliance Fire Department
Hurst, Tamra	Director of Business Operations	Stark County Educational Service Center
Jackson, Steve	Regional EHS Coordinator	TestAmerica
Lantz, Scott	Operations Manager	SUNPRO
Loy, Derrick	Public Safety Administrator	Stark County Sheriff
Maier, George	Sheriff	Stark County Sheriff
McConnell, Patty	Registered Sanitarian II	Canton City Public Health Department
Murdoch, Arthur (Ph.D.)	Citizen	Citizen
Norris, Kirk	Health Commissioner	Stark County Health Department
Pattison, Robert	Citizen	Citizen
Plastow, Alan	Citizen	Citizen
Podlogar, Dan	Captain	Massillon Fire Department
Regula, Richard	Commissioner	Stark County Commissioners
Reichel, Tim	Disaster Program Manager	American Red Cross
Rieger, Kai	Battalion Chief	Jackson Township Fire Department
Schmidt, David	LEPC Program Coordinator	Stark County EMA
Schneider, Anthony	Hazardous Material Specialist	USDOT/FRA
Stantz Jr., Charles	Major	Stark County Sheriff
Tan, Denny	Control Officer	Stark County Hazmat
Tesch, Kay	Registered Nurse	Aultman Hospital
Vergis, John	Environmental Officer	Wheeling & Lake Erie Railroad
Via, Lonnie	Facilities Manager	Brewster Cheese Company
Warstler, Tim	Director	Stark County EMA
Wilcox, Lance	Manager	SUNPRO
Wood, Douglas	Deputy Director	Stark County EMA

Facility Name - Updated October 2019	Fire District	Emergency Phone
A. J. Oster Foils	Alliance	(330) 257-1493
Acme Surface Dynamics Inc.	Alliance	(330) 806-4192
Airgas an Air Liquide Company – Canton	Canton Twp.	(866) 734-3438
Airgas USA, LLC	Canton Twp.	(330) 454-1330
Airtex Products		(330) 899-0340
Alliance Tubular Products	Alliance	(330) 829-5222
Alliance Wastewater Treatment Plant	Alliance	(330) 829-2220
Alpha High Theft Solutions	Canton City	(330) 280-6346
American Aluminum Extrusions	Plain Twp.	(330) 327-7760
Americold Logistics 5171	Massillon	(330) 323-3919
Americold Logistics 75117	Massillon	(330) 323-3919
Anheuser-Busch Sales of Canton	Canton Twp.	(330) 327-3219
AT&T - 11195 Shepler Church	Canton Twp.	(330) 212-3320
AT&T - Alliance 821 CO - L43506	Alliance	(330) 212-3320
AT&T - Amherst AV Cabinet - L43001	Massillon	(330) 212-3320
AT&T - Belden Tower - USID61869	Jackson Twp.	(800) 566-9347
AT&T - Canton South - USID63047	Canton Twp.	(800) 566-9347
AT&T - CLEVOH2288 - USID19983	Alliance	(800) 566-9347
AT&T - Genoa - USID 61873	Massillon	(800) 638-2822
AT&T - L41143 (Uniontown)	Uniontown	(214) 464-2626
AT&T - L43109 (Ivanhoe)	Osnaburg Twp.	(214) 464-2626
AT&T - L43110 (Greenwood)	Perry Twp.	(330) 212-3320
AT&T - L43112 (Glendale)	Canton City	(330) 212-3320
AT&T - L43114 (Hyacinth 494)	North Canton	(330) 212-3320
AT&T - L43116 (Trojan-Louisville)	Louisville	(330) 212-3320
AT&T - L43118 Magnolia	Magnolia	(330) 212-3320
AT&T - L43123 (Huxley 484)	Canton Twp.	(330) 212-3320
AT&T - L43140 (Hartville 877)	Hartville	(330) 212-3320
AT&T - L43511 (Marlboro 935 CO)	Marlboro	(330) 212-3320
AT&T - L43605 (Navarre)	Navarre	(330) 212-3320
AT&T - L43607 (Massillon)	Massillon	(330) 212-3320
AT&T - L43619 Ohio	Canal Fulton	(330) 212-3320
AT&T - Plain Township - USID63045	Plain Twp.	(800) 566-9347
Atmosphere Annealing, LLC	Canton City	(330) 704-4660
BAM Metals LLC	Louisville	(243) 360-9759
Biery Cheese	Nimishillen Twp.	(740) 260-2105
BJ's Wholesale Club (0010)	North Canton	(401) 749-0788
Brewster Cheese Company	Brewster	(330) 844-0884
Brewster Dairy Inc. Satellite Storage	Massillon	(330) 844-0884
Canton Drop Forge	Perry Twp.	(330) 936-4033
Canton Plating Co. Inc.	Canton City	(330) 936-1066
Carpenter Metal Solutions	Alliance	(330) 238-6008
Case Farms Processing	Canton City	(330) 819-2129
Center Ice Sports Complex	North Canton	(330) 309-4978
Charter Communications, Hub C-3 Mill OH-1325	Canton Twp.	(440) 343-5974
Charter Communications, HE/Hub C-1, OH-1831	Plain Twp.	(440) 343-5974
Charter Communications, Hub C-4	Louisville	(440) 343-5974
Cintas Corporation Loc. 316	Greentown	(330) 966-7800
Crown Castle - 840379 Kirby Ave.	Canton City	(800) 788-7011

Crown Castle - 840543 Massillon North	Massillon	(800) 788-7011
Crown Castle - 840546 Canal East	Canal Fulton	(800) 788-7011
Crown Castle - 841385 Navarre DTWN	Navarre	(800) 788-7011
Custom Brass Finishing	Canton City	(330) 453-7887
Damon Industries Inc.	Alliance	(330) 206-7201
Detroit Diesel Corporation	Canton City	(330) 430-4300
Diebold Nixdorf, Inc. Central Upgrade Services	North Canton	(330) 904-0483
Edward C. Levy Co., Inc.	Perry Twp.	(313) 706-1400
Envirite of Ohio, Inc.	Canton Twp.	(330) 418-3607
Fresh Mark Canton	Canton City	(330) 309-0612
Fresh Mark Cold Storage	Massillon	(330) 309-0612
Fresh Mark Massillon	Massillon	(330) 309-0612
Frito-Lay Inc.	Canton Twp.	(937) 564-7609
Frontier Communications Brewster CO	Brewster	(800) 590-6605
Frontier Communications Minerva CO	Sandy Creek	(800) 590-6605
Greif Packaging LLC	Massillon	(330) 428-5381
Harrison Paint Company	Canton City	(330) 455-5125
Heinz Frozen Foods	Massillon	(740) 586-5141
Hendrickson Trailer Commercial Vehicle Systems	Canton Twp.	(330) 289-7144
Hercules Polishing & Plating	Perry Twp.	(330) 904-5506
Home Depot #3810	North Canton	(330) 242-3884
Home Depot #3860	Massillon	(330) 280-6703
Hoover, Inc. - Canton Distribution Center	Jackson Twp.	(440) 966-2224
H-P Products	Louisville	(330) 806-8482
Jewel Acquisition, LLC	Louisville	(330) 353-5028
K. W. Zellers & Son, Inc.	Marlboro	(330) 904-1429
Koch Knight LLC	Osnaburg Twp.	(330) 546-4325
Lexington Abrasives	Alliance	(330) 428-1274
Lustrous Metal Coatings, Inc.	Canton Twp.	(330) 904-5506
M.K. Morse Company	Canton City	(330) 453-8187
Mac Trailer Service	Alliance	(330) 353-5565
Marathon Petroleum Co. LP	Canton Twp. (1); Canton City (2)	(330) 478-5000
Matalco (US), Inc.	Plain Twp.	(330) 280-3622
MCI - NFNOOH (VZB - OHNFNOOH)	Brewster	(800) 386-9639
Medline Industries - B43	Canton Twp.	(330) 484-1450
Mercy Medical Center	Canton City	(330) 933-6001
NFM Welding Engineers, Inc.	Massillon	(330) 936-4771
North Canton Drinking Water Plant	North Canton	(330) 904-5077
Ohio Gratings	Perry Twp.	(330) 413-0473
Ohio Power - Canton General Office (AEP)	Canton City	(330) 324-9844
Ohio Power - Canton General Service Center (Navarre Rd) (AEP)	Perry Twp.	(330) 324-9844
Ohio Power - Canton South Service Center (AEP)	Canton Twp.	(330) 324-9844
Ohio Power - South Canton #765 Substation (AEP)	Brewster	(330) 324-9844
Olymco, Inc.	Canton City	(330) 904-5908
Patriot Special Metals	Canton City	(330) 580-9600, x311
Paxos Plating Inc.	Perry Twp.	(330) 280-7020
PCC Airfoils, LLC	Sandy Creek	(216) 299-6644

Pepsi Beverages Company	Massillon	(330) 324-4346
Praxair Inc.	Canton City	(716) 870-4988
PSC Metals, Inc. - Warmington Road	Massillon	(330) 260-3240
Rentwear Inc.	Jackson Twp.	(330) 417-0201 (24h)
Republic Steel - Canton Plant	Canton City	(330) 438-5466
Republic Steel - Massillon	Massillon	(844) 880-7233
Resco Products, Inc.	East Canton	(330) 501-3324
Retail Financial Holdings	Jackson Twp.	(440) 544-6060
RMI Titanium, LLC - TPD	Canton City	(216) 346-0436
Saint-Gobain NorPro - Canton	Perry Twp.	(330) 715-8048
Sam's Club #6317	Jackson Twp.	(800) 530-9924
Shearer's Foods - Brewster	Brewster	(330) 524-5005
Shearer's Foods - Massillon Facility	Massillon	(330) 524-5005
Shearer's Navarre Warehouse	Massillon	(330) 524-5005
Sunbelt Rentals PC #211	Canton City	(330) 936-5200
Superior Dairy, Inc.	Perry Twp.	(330) 327-2420
Target Corporation T0794	North Canton	(888) 888-0304
TestAmerica Laboratories	Jackson Twp.	(330) 936-6790
The Timken Company - Gambrinus Roller Plant	Canton Twp.	(330) 575-9412
Time Warner Cable, Hub C-5, OH-1412	Mohawk Valley Joint FD	(440) 343-5974
TimkenSteel Corp. - Faircrest Steel Plant	Perry Twp.	(234) 262-3911
TimkenSteel Corp. - Gambrinus Steel Plant	Canton Twp.	(330) 415-2874
TimkenSteel Corp. - Harrison Steel Plant	Canton City	(330) 417-0482
TimkenSteel Corp. - Waste Water Treatment Plant	Canton Twp.	(330) 417-0482
Transue & Williams Stamping	Alliance	(330) 428-3390
Tri-Seal	Lexington Twp.	(330) 082-1333
United Surface Finishing	Canton City	(330) 575-3115
Valspar Automotive	Massillon	(330) 415-8527
Verizon Wireless Whipple Heights (83965)	Canton City	(800) 852-2671
Wheeling & Lake Erie Railway	Brewster	(330) 704-9553
Windstream Paetec McLeod USA Alliance	Alliance	(440) 344-0272

CROSSWALK

i. Table of Contents The Plan SHALL: p.1-3

OAC 20-74 ☐ List all elements of the plan, and identify the locations of
NRT-1, 42 each planning requirement under ORC 3750.04(A).

☒ Identify sections and page numbers with the location of the 13 planning requirements. An alternative is a completed “crosswalk” in the beginning of the plan.

I. INTRODUCTION

A. Plan's Purpose The Plan Should: p 4

NRT-1, 43-45 ☐ Describe why the plan was developed and how it is meant to be used.

- ☐ Explain who has the authority to activate this plan.
- ☐ Describe why the plan was developed.
- ☐ Describe how the plan was meant to be used.

B. Plan Basis The Plan SHALL p 5-6

ORC (A)(7) ☐ Identify/Explain the assumptions made and the methods used to complete
NRT-1, 42 the Hazards Analyses for EHS Facilities within the District.

- ☒ Identify what methods were used to complete the analyses (i.e. Technical Guidance for Hazard Analysis manual, computer software modeling (WISER/CAMEO Suite/ARC GIS), etc.). _____
- ☒ Describe the geographic assumptions (rural, urban, etc.) made when completing the analyses. _____
- ☒ Describe the assumptions made about a material's quantity (use of avg. amts., max amts., actual amts., etc.) and it's storage condition (one container, multiple containers, etc.). _____
- ☒ Describe the weather factors (winds, temperatures, etc.) assumed while completing the analyses (i.e. defaults given in CAMEO Screening Scenario). _____
- ☐ Explain how the Facilities were involved in the process (reviewed the analyses, participated in completing the analyses, etc.). _____

C. Relationship to Other Plans The Plan Should: p 8

NRT-1, 44 ☐ Identify other plans in the district and describe how they would
be used in conjunction with this plan (i.e. Hospital plans, EOPs,
Facility plans, etc.).

- ☐ Identify/Describe what other plans will be employed and how they will be coordinated when the plans are simultaneously put into action. _____
- ☐ Summarize how Facility plans developed under OSHA are integrated with this plan. _____
- ☐ Describe how this plan is coordinated with the plans of adjoining Districts. _____

II. SITUATIONS AND ASSUMPTIONS

A. Situations

1. Fixed Facility Hazards The Plan SHALL: p. 4-6

ORC (A)(1,2,5,7)
hazardous
NRT-1, 42

- ☐ Summarize/Identify a brief account of the District's fixed facility materials risk sites.

- ☒ Identify the EHS Facilities within the District. A Geographic Information System (GIS) with this information can meet this requirement. _____
- ☒ Identify all adjoining Facilities that either may be at risk or adds risk due to their proximity to an EHS Facility within the District. GIS with this information can meet this requirement. The analysis must be identified in GIS, not just the ability to do an analysis. _____
- ☒ Summarize the geographic area (sewers, streams, watersheds, city, farmland, residential, etc.) and the population likely to be affected (approximate number of homes, people, special facilities, types/numbers of properties, etc.) to be affected by a release from an EHS Facility within the District. GIS with this information can meet this requirement. _____
- ☐ Identify those Non-EHS Facilities that have hazardous materials which pose a risk to the District. _____
- ☐ Summarize the risks posed by the Non-EHS Facilities should a release occur at their sites _____
- ☐ Describe the geographical areas and populations around those Non-EHS sites that may pose a risk to the District. _____
- ☐ Describe the past spill history from Facilities (EHS and Non-EHS) within the District. _____

NOTE: The information to be presented in this Section can be presented as a Tab to the plan. Refer to Tab A of this “crosswalk” for more information on utilizing this option. A more specific option to meet the SHALL is located in section VII TAB A. If the Tab is used, it must meet the above requirements.

NOTE: LEPCs will submit a “Hazard Analysis” with the plan. The submission can be in a digital format as the size of the documents can be substantial.

2. Transportation Hazards The Plan SHALL: p. 5

ORC (A)(3)
NRT-1, 42

- ☐ Identify the District's EHS transportation risks.
- ☒ Identify the routes likely to be used to transport EHSs to and from each EHS Facility. GIS with this information can meet this requirement. _____
 - ☐ Describe the types of transportation risks that exist (i.e. major roads/intersections, rail lines/yards/intersections, pipelines/stations, waterways/ports, etc.). _____
 - ☐ Summarize the risks posed by these hazards should a release occur. _____
 - ☐ Explain the geographical and population features near these hazards should a release occur. _____

- Describe the past spill history regarding these transportation hazards. _____

NOTE: The identification of EHS routes to be presented in this Section can be presented as part of a Tab used to summarize the EHS Facility Hazard Analyses. Refer to Tab A of this “crosswalk” for more information on utilizing this option. A more specific option to meet the SHALL is located in section VII TAB A. If a Tab is used, it must meet the above requirements.

NOTE: Discussions of specific transportation hazards, and the risks posed by them could be summarized as a Tab to the plan. The Tab would identify the specific hazards and their risks as would be done for a Fixed Facility. If this method is used, this section should indicate that a Tab exists covering this information.

B. Assumptions The Plan Should:

- NRT-1, 42 ☐ Describe/Summarize those assumptions concerning what would happen in the case of an accidental spill or release.

- Describe the time variables that may influence response capabilities (rush hours, annual festivals, seasonal events, etc.). _____
- Describe the weather factors that may affect release scenarios _____
- Describe the demographic features that impact response situations (ie. population densities, special population centers, etc.). _____
- Summarize the District's capability or limits to respond and control a release. _____

III. CONCEPT OF OPERATIONS

A. Mitigation Activities The Plan Should p.6-7

- ☐ Describe/Summarize those activities taken by the District to lessen the likelihood of a EHS release from occurring (i.e. assigned traffic routes, zoning laws, facility visits/inspections, lowered chemical quantities, engineering/safety changes). _____

B. Preparedness Activities

1. Mutual Aid Plan The Plan SHALL: p.6-7

- ORC (A)(10) ☐ Identify/Describe the system for providing Mutual Aid to other Districts and within the District.

NRT-1, 42

NRT-1A, 11

- ☒ Identify the mutual aid agreements in-place for the allocation of emergency facilities, equipment, and personnel. _____
- ☒ Describe the arrangements and integration of other first response efforts when local Fire Dept. abilities are limited (i.e. use of other Typed HM Teams, private contractors, etc.). Only fill out if a typed Hazmat Team is not available in the District. _____
- Identify/Describe any other arrangements made to provide resources or support.

NOTE: It is sufficient to reference actual lists/agreements in order to indicate what agreements exist. Agreements in their entirety should not be provided in the plan, unless the District so wishes.

NOTE: Below are examples of potential agreements that may exist:

- Mutual aid agreements between response groups (i.e. fire and police depts., medical, ambulance).
- Agreements for additional resources, assistance, Good Samaritan Laws between neighboring response forces (i.e. fire and police depts.)
- Agreements for alert and notification and the dissemination of emergency public information (i.e. EAS, IPAWS).
- Agreements between medical facilities inside and outside the jurisdiction (i.e. use of facilities, accepting patients, etc.).
- Evacuation agreements (e.g., use of buildings, restaurants, homes; with nearby jurisdictions; relocation centers; transportation).
- Ohio Fire Chief's Response Plan or IMAC

2. Training Program The Plan SHALL: p.7

- ORC (A)(11) ☐ Describe the District's standards and methods for meeting these standards
NRT-1, D-7
- NRT-1A, 30 ☒ Describe the training needs/standards for the District (i.e. Entry Teams require Tech, Decon Teams require Operations). A listing with specific names is not required.
- ☒ Describe the method(s) to see that personnel acquire and maintain those required levels of training. (If the methods are up to the individual response agencies, then make that statement in the plan) _____
- ☐ Describe the sources used to provide training (i.e. District Instructors, State, and/or Private Institutions). _____
- ☐ Summarize the mechanism used to evaluate the effectiveness of training.

3. Public Education The Plan Should:

- NRT-1, 54 ☐ Describe/Summarize the programs that are used to educate the
NRT-1A, 18,23 public about EHSs (i.e. pamphlets, school outreach, etc.).
- ☐ Describe the risk communication program in place to explain the EHS hazards faced in the District. _____
- ☐ Describe what educational measures are used to teach the public about what to do when an EHS is released. _____

4. Resource Management The Plan SHALL: p.8 and County Resource Manual

- ORC (A)(5,8) ☐ Provide a composite summary statement of specialized equipment,
NRT-1, 54-55 facilities, personnel, and emergency response organizations or cite a
resource manual available for a response within the District.
D-7,8
- NRT-1A, 19-20 ☒ Summarize what specific resources exist within the District. _____
- ☒ Identify the Heads of each Emergency Response Organization within the District by Title and Office. _____
- ☐ Summarize what resources are needed and available from outside the District. _____
- ☐ In its pre-planning, explain how the District identifies what types of resources are needed for a response (i.e. hazard analysis results, facility inspections). _____
- ☐ Describe the mechanism to acquire and maintain resources prior to a response.

NOTE: A Resource Manual/List/Database may be used to indicate the types of resources available, amounts on-hand, locations maintained, and steps needed to obtain the resources. This Section should then describe the existence and purpose of such a manual and how it may be accessed. A resource manual with actual identification and contact information for each of those Heads of Emergency Response Organizations meets the requirements. A FEMA Typing Certification can be used as it describes minimum capabilities. This NOTE defines both SHALLS in “Resource Management”.

C. Response Procedures

1. Initial Notification The Plan SHALL: p.8-9

ORC (A)(5,6,7) ☐ Explain/Describe the system for receiving/disseminating
NRT-1, 50 initial notification that a release has occurred.
NRT-1A, 6,13-15

☒ Explain how the Facility reports and the District receives and documents a call
received under ORC 3750.06. _____

Note: Inserting verbiage of ORC 3750.06 meets and is recommended for the Facility report.

☒ Explain the procedure(s) to alert response and support agencies. _____

☒ Designate and describe the role of the LEPC's Community Emergency
Coordinator. _____

☒ Describe when and how neighboring Districts would be notified. _____

☐ Describe the use of Emergency Condition Levels (ECLs) in the notification
process. _____

☐ Include an Incident Summary Form and explain its use to document
notifications. _____

(Note, this can be done and included as a Tab to the plan.)

2. Incident Assessment The Plan SHALL: p.11

ORC (A)(4) ☐ Summarize/Identify the District's methods/procedures to assess
NRT-1, 59-60 the risks posed at an EHS release. _____
NRT-1A, 9,26

☒ Summarize the capabilities (general), based on training, of the District's Fire
Depts., to assess a release. _____

☒ Summarize the capabilities (general), based on training, of the District's Law
Enforcement agencies to assess a release. _____

☒ Summarize the capabilities (general), based on training, of the District's EMS
personnel to assess a release. _____

☒ Identify the plans/SOPs/SOGs and agencies to be used to monitor the movement
and effects of a release. _____

☒ Describe who utilizes the monitoring and assessment results and is authorized
to make protective action decisions. _____

☐ Describe the District's ability to use or arrange for assessment tools. _____

☐ Describe how the District arranges the testing of food and water supplies
for contamination. _____

☐ Describe the District's measures used to prevent the contamination of
water/sewer systems. _____

☐ Describe the method to approach and conduct the initial size-up of the
incident scene. _____

☐ Describe the procedures to develop an action plan and control access to the
scene. _____

☐ Describe what actions the Facility personnel are expected to take to interact
with and support first responder operations. _____

☐ Describe the need and use of private agencies/contractors to support on-scene

personnel and operations. _____

○ Summarize the assessment procedures the District's health department(s) will provide during an EHS incident, based on their abilities/limits. _____

3. Direction and Control

a. Incident Command The Plan SHALL: p.14-16

ORC (A)(4)

NRT-1, 51-52

NRT-1A, 15-16

☐ Diagram/Explain how the District implements an Incident Command System (ICS) to manage an EHS response.

☒ Diagram and/or explain the system and layout of the ICS to be used (i.e. how does a hazmat team fit into an existing ICS structure). 29CFR1910.120 requires site control, safety, medical monitoring, and communications be addressed that can be completed through ICS. No need to re-iterate ICS fundamentals.

☒ Explain how an incident command post (ICP) will be identified (if a specific identity is used different from normal ICS instruction). _____

☒ Identify who will select communication networks used during a response and if a specific communication network is used for hazmat response. _____

☒ Explain who has overall responsibility to maintain control (ORC 3737.80). _____

☒ Describe the method to coordinate on scene hazmat activities with an activated EOC. _____

○ Describe the use of response action checklists or other forms/logs to manage on-scene operations. _____

○ Describe the mechanism to acquire resources and overcome resource shortfalls. _____

○ Explain the District's capabilities for 24-hour protracted operations. _____

○ Describe the method to obtain information on the chemicals involved, their characteristics, and related response measures. _____

○ Describe what actions the Facility personnel are expected to take to interact with and support first responder operations. _____

○ Identify the various support agencies that would be called to support on-scene responders, and explain how their response procedures are to be implemented on-scene. _____

○ Describe the use and integration of State and Federal resources into the District's response system. _____

b. Emergency Operation Center The Plan SHALL: p.6 and County EOP

ORC (A)(4)

NRT-1, 51-52

NRT-1A, 16

☐ Identify the Primary/Alternate locations and summarize the use of an Emergency Operations Center (EOC) during an EHS response.

☒ Identify the Primary/Alternate locations and explain the mechanism to activate an EOC, primary or alternates, for an EHS incident. _____

☒ Summarize the roles of the EOC during an activation. _____

☒ Identify who's in charge of the EOC, and describe how operations are managed in the EOC. _____

☒ Describe the EOC's capabilities or SOPs/SOGs to manage a 24-hour response. _____

○ Provide a diagram of the primary and any alternate EOCs (locations, layouts, displays, etc.). _____

- Define the EOC staff requirements necessary for an EHS incident, and how/when notified. _____
- Provide copies of sample forms or logs to be used by EOC personnel. _____
- Describe what actions the Facility personnel are expected to take to interact with and support EOC operations. _____

4. Communications Among Responders The Plan SHALL: p.14

ORC (A)(6)
NRT-1, 53
NRT-1A, 16-17

- ☐ Summarize the system for providing reliable, timely and effective communications among responders during an EHS incident. _____
- ☒ Summarize the primary and backup communication methods (hardware) to exchange and coordinate communications, on and off-scene. _____
- Identify the compatible frequencies used by agencies during a response (i.e. who can talk to whom to include contiguous local, state, and private agencies). _____
- Summarize how 24-hour communications is provided and maintained. _____

ORC (A)(4)

5. Containment and Scene Stabilization The Plan SHALL: p.6,7,14,16

☐ Summarize the capabilities and arrangements to be followed by Facility and District personnel to contain and stabilize an EHS release.

- ☒ Summarize the capabilities, based on training, of the District's various Fire Depts. to contain and stabilize a release. _____
- ☒ Summarize the capabilities, based on training, of the District's Law Enforcement personnel to provide scene stabilization, such as traffic and access control. _____
- ☒ Summarize the arrangement and integration of other first response efforts when local Fire Dept. abilities are limited (i.e. use of HM Teams, Private Contractors, etc.) Only fill out if a typed Hazmat Team is not available in the county. _____
- ☒ Summarize if the district facilities capability exists to contain and stabilize a release. _____

6. Response Personnel Safety The Plan SHALL: p.11

ORC (A)(4)
NRT-1, 58-59
NRT-1A, 25-26

- ☐ Describe the methods emergency and medical personnel will provide to ensure the responder safety. _____
- ☒ Describe the use of exclusion zones (i.e. Hot or Initial Release Area, Warm or Contamination Reduction, and Cold or Clean Zones) to account for responders while operating in and around the incident site, and entering and leaving the zones. _____
- Describe the establishment and use of a scene Safety Officer and how response personnel safety is established and managed. _____
- Explain the limits of the District's response agencies to operate in each zone. _____
- Describe the District's procedures to setup and/or provide decontamination at the scene. _____
- Explain the use of mental health specialists to support responders during and after an incident. _____

- Explain the training and describe (or cite SOPs/SOGs) for traffic scene management that ensures responder safety on scene. _____

7. Victim Treatment and Handling The Plan SHALL: p.12

ORC (A)(4) ☐ Identify/summarize the capabilities of NRT-1, 55 emergency response and medical personnel to provide for NRT-1A, 20-21 victim treatment during an EHS release.

☒ Summarize the capabilities, based on training, the District's various Fire Depts. and EMS personnel have to recover, treat and transport victims of a release.

☒ Summarize the capabilities, based on training, the Hospital response to support first responders in a release (i.e. the interaction that occurs between hospital staff and the medical transporter at the hospital.) The LEPC should not dictate procedures/plans to be used "in-house" at the hospital. _____

☒ Identify the hospitals that would be utilized in caring for contaminated patients within and/or outside of the District. _____

- Explain the procedures used to protect crews/equipment from contamination.

_____ ○ Explain how EMS operations are coordinated with the on-scene commander.

_____ ○ Explain how EMS coordinates with hospitals/medical centers for patient care and transport. _____

_____ ○ Describe the use of a dedicated EMS unit to monitor and support a Hazmat Team _____ -

_____ ○ Define priorities for use of medical resources during an emergency. _____

_____ ○ Describe how hospitals/medical centers will coordinate with on-scene agencies during an incident. _____

_____ ○ Explain the use of mental health specialists to support victims during and after an incident. _____

_____ ○ Describe the coroner's role in an incident (i.e. identification, morgue expansion, etc.). _____

_____ ○ Describe the use and coordination of health professionals from outside agencies (ie. Poison Centers, ODH, ATSDR, etc.). _____

8. Personal Protection of Citizens

a. Evacuation Procedures The Plan SHALL: p.8-9

ORC (A)(4,9) ☐ Explain/Describe the methods used to implement an evacuation, to include NRT-1, 57-58 provisions for alternate traffic routes and precautionary NRT-1A, 23-24 evacuations.

☒ Explain how evacuation procedures are to be implemented, and who has the authority to issue the order. _____

☒ Describe how and when the public is notified of this protective action. _____

☒ Indicate what protective actions the public may be advised to follow. _____

☒ Explain how evacuees will be moved, to include assisting mobility impaired individuals. _____

☒ Explain who will assign evacuation routes as well as alternate routes. _____

_____ ○ Describe the conditions necessary to initiate an evacuation. _____

_____ ○ Describe who controls traffic, manages its flow around the site, and provides security for the area. _____

_____ ○ Describe how agencies coordinate the decision to return evacuees home. _____

- Describe the procedure to inform evacuees of health concerns or actions to take when returning to homes/businesses. _____

b. Sheltering and Mass Care The Plan SHALL: ESF 5 County EOP and p.9,15,16

ORC (A)(4,9)
NRT-1, 57-58
NRT-1A, 23-24

- ☐ Identify/Summarize sheltering and mass care provisions which are provided to evacuees.
- ☒ Identify the agencies, and summarize their capabilities to implement sheltering and mass care operations. _____
- ☒ Describe how contact is made for the establishment of sheltering or mass care. _____
- ☐ Describe how shelters coordinate with other response/support agencies. _____
- ☐ Describe the methods to screen and handle evacuees exposed to an EHS. _____
- ☐ Describe the methods to limit a shelter's population to exposure from an EHS and keep the shelter(s) free of contamination. _____
- ☐ Describe the roles of medical personnel to support shelter operations. _____
- ☐ Describe arrangements with other Districts to assist in sheltering. _____

c. In-Place Sheltering The Plan SHALL: p.11

ORC (A)(4,9)
NRT-1, 56-57
NRT-1A, 22-23

- ☐ Identify/Describe the system, as an option to evacuation, for determining who initiates and the methods on how the public is notified.
- ☒ Identify who is responsible for initiating this action and describe how the public is notified. _____
- ☒ Describe the procedure used to communicate/implement this protective action. _____
- ☒ Indicate what protective actions the public will be advised to follow. _____
- ☐ Explain the decision-making process used to determine when in-place sheltering is to be implemented. _____
- ☐ Describe the procedure on how to determine when to terminate the protective action. _____
- ☐ Describe the procedure to inform the public to terminate sheltering and conclude this protective action. _____

d. Public Information The Plan SHALL p.15 and EOC Ops

ORC (A)(6)
NRT-1, 53-54
NRT-1A, 17-18

- ☐ Identify/Describe the system for providing reliable, timely and effective communications to the public during an EHS incident.
- ☒ Identify the systems in-place for public warning for each agency (i.e. EAS, sirens, PA's, door-to-door, social media, etc.) and, describe their use to warn and notify the public (local and regional) and who has the authority to authorize the activation of the warning device. _____
- ☒ Describe how special populations (i.e. schools, nursing homes, hearing-impaired, non-English speaking, etc.) are identified and alerted. _____
- ☐ Describe the on-scene and off-scene procedures for coordinating public information releases (i.e. PIO's role, JIC's role, spiller/Facility's role).

- Explain the media's role during a release and how they will coordinate with local officials. _____
- List the media contacts and their capabilities for providing alerts and notifications to the district. _____
- Include sample messages relevant to an EHS release and protective actions, if applicable. (Note, these can be added as a Tab to the plan.) _____
- Describe the system for handling rumor control on- and off-scene (i.e. monitoring AM/FM radio, social media, and television broadcasts). _____

D. Recovery Methods

1. Cleanup and Disposal The Plan SHALL: p.11

ORC (A)(4)
NRT-1, 60-63
NRT-1A, 28

- ☐ Describe how emergency responders will coordinate for the Clean-up and Disposal from an EHS incident.
- ☒ Describe how and with whom the cleanup and disposal process is coordinated (ORC 3737.80) _____
- Describe who makes restoration recommendations during an incident. _____
- Describe the system to check the area for contamination prior to re-entry by the public. _____
- Describe the mechanism to insure the safety of food and water supplies that were exposed to released EHSs. _____
- Describe the system or provisions for managing long-term site control. _____

2. Investigative Follow-up The Plan Should: p.12

NRT-1, 63
NRT-1A, 29

- ☐ Describe/Summarize the system to investigate the causes and circumstances of an EHS incident.
- Describe what local agencies are involved when investigating spills or releases (i.e. Fire, Law, Prosecutor, EMA, LEPC, etc.) and their roles. _____

3. Documentation and Critique

a. Documentation The Plan Should:

NRT-1, 63
NRT-1A, 29

- ☐ Describe/Summarize the system the District uses to document each EHS incident.
- Summarize what the types of reports are required and why. _____
- Describe what agencies will be responsible to document on-scene and off-scene activities. _____
- Summarize what agencies would review and maintain incident documentation. _____
- Describe the LEPC's role regarding incident documentation. _____

b. Critique The Plan Should:

NRT-1, 63

- ☐ Describe how the District reviews and discusses the response and how it worked versus plan procedures and training.

- Summarize when and why a post-incident critique will be conducted and how it will be arranged. _____
 - Describe what agencies will be involved. _____
 - Summarize how the plan/SOPs/training are reviewed and revised as a result of the incident critique. _____
 - Describe how the LEPC implements an improvement planning process for After Action Reports/Improvement Plans (AAR/IP) to include the tracking of corrective actions and follow-up actions to ensure the completion of all identified corrective actions listed in each AAR/IP. _____
- _____
- _____
- _____

4. Cost Recovery The Plan Should: Responsibility of EMA

- NRT-1, 63 ☐ Describe the procedures to arrange for and receive cost reimbursement for a response.
- NRT-1A, 29
- Knox County
- Appellate decision ☐ Describe the role of the first responder and spiller to arrange for billing and Case No. 01CA0035 cost recovery. _____
- Summarize the process of the District's LEPC/EMA office and the applicable legal representative to arrange cost recovery as per ORC 3745.13 _____
 - Summarize the procedure to use to recover costs through USEPA's cost recovery program. _____

IV. PLAN MAINTENANCE

A. Annual Plan Exercise The Plan SHALL: p.21,22

- ORC (A)(12) ☐ Describe/Summarize the methods and schedules for exercising the plan.
- NRT-1, 63

NRT-1A, 29

- ☒ Summarize how the LEPC develops and conducts its annual exercise as per SERC rules. Citing the Ohio Hazardous Materials EEM meets this requirement. _____
- ☒ Describe/Identify the frequency/schedule of exercises to be completed during the four-year exercise cycle. Citing the Ohio Hazardous Materials EEM meets this requirement. _____
- Describe the role of an EHS Facility or HM Transporter in an exercise. _____
- Summarize/Define the types of exercises to be used in the District. _____
- Summarize the method to be used to evaluate and critique exercises, to include publicly debriefing Full-Scale exercises. _____
- Describe the procedure for making changes to the plan based on the exercise critique. _____
- Describe the procedure the District will use to claim an Actual Incident for exercise credit. _____
- Describe the process/reasons for using exercises to validate planning and training. _____

NOTE: Use of the OHM-EEM, 'Ohio Hazardous Materials Exercise Evaluation Manual' is *required*, and use of the NRT-2, 'Developing a Hazardous Materials Exercise Program', is *recommended*.

B. Plan Review and Update The Plan SHALL: p.25

- ORC (B)
NRT-1, 47, 64,
67-70
- ☐ Describe the process utilized to review and maintain the plan annually, or as changes in the District warrant.
- NRT-1A, 12 ☒ Describe the LEPC's responsibility to review and recommend changes to the plan and submittal to SERC by October 17th each year. _____
- ☐ Describe the individual plan holder's responsibility to review and recommend changes to the plan. _____
 - ☐ Describe the LEPC's and Community Emergency Coordinator's role in plan revision. _____
 - ☐ Identify/Summarize to whom the plan is distributed, to include other LEPCs. (Note, this can be a Tab to this plan.) _____
 - ☐ Describe how information is to be checked on a regular basis, how changes are gathered, and how revisions are distributed. _____
 - ☐ Summarize how changes to the plan are to be documented by each plan holder. _____
 - ☐ Describe the Facility's role in updating or reviewing the plan. _____
 - ☐ Describe how/where/when the plan is made available to the public. See ORC 3750.02 and 3750.10.

NOTE: It is highly recommended the LEPC develop a "freedom of information" form and policy specific to LEPC in formation as it contains legal concerns different from "ordinary" government information. Actual citing of the legal language in the form/policy is also recommended.

V. AUTHORITIES AND REFERENCES

A. Legal Authorities The Plan Should:

- NRT-1, 42
NRT-1A, 7
- ☐ Describe, list, or reference those applicable Local, State, and Federal laws that apply to the development of this plan.
- ☐ Local/Regional Ordinances or Statutes. _____
 - ☐ State Ohio Revised Codes (ORC) (ORC 3750, 3745.13, 3737.80, 5502.38, etc.) and Ohio Administrative Codes (OAC) (OAC 3750-20-70 thru 84). _____
 - ☐ Federal Standards and Regulations (CERCLA, SARA Titles I and III, OSHA 1910.120(q), OPA 90, NFPA 471-473, etc.). _____

B. References The Plan Should:

- NRT-1, E-1+
- ☐ Describe/List those references used for developing the plan and exercises that are available within the District.
- ☐ General planning references (i.e. NRT-1, Cross Reference, NRT-2, OHM-EEM, etc.). _____
 - ☐ Technical references (DOT Guidebook, AAR/BOE Hazardous Materials Handbook, NIOSH guides, ATSDR manuals, etc.). _____
 - ☐ Computer software modeling (i.e. CAMEO Suites, WISER, ARC GIS, etc.). _____
 - ☐ Identify/Describe the location or availability of these references to personnel in the District. _____

VI. AUTHENTICATION The Plan should:

- NRT-1, 42
- ☐ Provide a Promulgation Statement signed by, at a minimum, the District's

NRT-1A, 6

Chief Elected Official(s) or the LEPC Chairman.

VII. TABS

- Provide a list of Tabs used to support the plan.

TAB A. Facility Data - Hazard Analysis Summaries

NOTE: Use of a hazard analysis summary form and posting the information here as a Tab to the plan will meet the requirements indicated in Section II.A.1 and 2, (Situations). Use of a summary form is a technique only and is not specifically required. Additionally, for exercise purposes, a facility subject to the plan must address the SHALLS listed below.

NRT-1, 46, 64-65
NRT-1A, 8-9

- ☐ Identify/Summarize the major findings identified from a completed hazard analysis of each EHS Facility within the District.

- ☒ Identify those EHS Facilities within the District to include each Facility's name, address and its Emergency Coordinator. _____
- ☒ Identify all adjoining Facilities that either may be at risk or adds risk due to their proximity to an EHS Facility within the District. A Geographic Information System (GIS) with this information can meet this requirement. The analysis must be identified in GIS, not the ability to do an analysis. _____
- ☒ Summarize the geographic area (sewers, streams, watersheds, city, farmland, residential, etc.) and the population likely to be affected (approximate numbers of homes, people, special facilities, types/numbers of properties, etc.) to be affected by a release from an EHS Facility within the District. GIS with this information can meet this requirement. _____
- ☒ Identify the routes likely to be used to transport EHSs to and from each EHS Facility. GIS with this information can meet this requirement. _____
- ☒ Identify if the facility has an evacuation and/or response plan. _____
- ☐ Indicate what chemicals are on-site, and their quantities, characteristics, and storage conditions for each EHS Facility. _____
- ☐ Describe the potential release scenarios and the possible consequences that would spread beyond the boundaries of an EHS Facility. _____
- ☐ Summarize the EHS Facility's plan and ability to respond to a release. _____
- ☐ Provide maps which identify the facilities and the special features within their vulnerable areas. _____

NOTE: Refer to Chapter Three of the NRT-1 for a description on how to complete a hazards analysis. The 'Technical Guidance for Hazards Analysis' should then be used, at a minimum or until the District acquires more technical abilities, to complete a hazard analysis. Such abilities could include, but are not limited to, the use of computer modeling (such as WISER, CAMEO Suites, GIS, etc.), or consultations of/by technical experts (such as a Facility's chemist/safety engineer).

NOTE: The plan does not need to maintain each completed hazard analysis and its respective vulnerable area map. The LEPC may elect to distribute those analyses to those agencies who have a need to use them. Meanwhile, a master list/file should be maintained in some fashion by the LEPC. Either way, the plan should describe how the analyses are maintained and distributed. Yet ultimately, the plan submitted to the State *must be accompanied by* each analysis and its map for review and emergency use purposes.

NOTE: A Tab can be developed to summarize the risks posed at/by specific transportation-related hazards (such as highways/roads/intersections, rail lines/yards, pipelines/stations, waterways/ports, etc.). If transportation-related hazard analyses are completed, summarize the information as explained above.

TAB B. Incident Information Summary

NRT-1, 40-41
NRT-1A, 6 ☐ Provide a format or method for recording essential information about the incident as reported under ORC 3750.06(A). _____

TAB C. Emergency Telephone Roster

NRT-1, 47-49
NRT-1A, 13 ☐ Provide a telephone roster indicating local, state, federal, private, and other resources that could be used in a response. _____

NOTE: Individual plan holder copies can be sanitized to prevent unnecessary disclosure of emergency or personal phone numbers. Only those who need to use these numbers should have them, and the LEPC should maintain a master list/file of these numbers. A resource manual as described earlier should meet this criteria. The resource manual should be shared with Ohio EMA.

TAB D. Abbreviations, Definitions and Acronyms

NRT-1, 42
NRT-1A, 7 ☐ Define/List those abbreviations, acronyms, and essential terms frequently used in this plan. _____

TAB x. (Others as Needed, such as: Resource Lists, Training Levels, Sample EAS Messages, etc.)

☐ (Explain here:) _____

Stark County Emergency Operations Plan

Emergency Support Function #11

Public/Media Affairs

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Stark County Emergency Operations Plan

Emergency Support Function #11

Public/Media Affairs

Primary Agency: Stark County of Emergency Management Agency

Support Agencies:

Supporting Agency Public Information Officers (PIO)

I. INTRODUCTION

A. Purpose

1. The purpose of this annex is to establish general policy for providing information to the public and equal access to certified representatives of legitimate news media during emergencies.

II. SITUATION

A. Situation

1. A Hazards Identification that determines the most likely hazards threatening Stark County has been completed and is on file at Stark County Emergency Management Agency and at the State of Ohio Emergency Management Agency.
2. A specific listing of hazards has been made and public information materials addressing each hazard are available from the Stark County EMA Director.
3. A Joint Information Center (JIC) may be established in a designated area during an emergency. This will be used as a central location to provide briefings to all media representatives and to develop coordinated press releases of public information.
4. News releases in Stark County will initiate from one location during emergencies. The JIC will be that location if it is activated. If not, the location will be through the Stark County Public Information Officer (PIO) in the Stark County EOC.

5. Flood prone areas, areas particularly vulnerable to landslides and hazardous chemical releases have been locally determined. Risk maps of these areas are on file with the Stark County EMA Director and the Ohio Department of Natural Resources Divisions of Water and Reclamation.
6. The most probable affected areas for such hazards not depicted on risk maps, cannot be predicted in advance. (e.g., release of hazardous materials on transportation routes).

III. ASSUMPTIONS

- A.* Agreements for the broadcast of emergency public information will be coordinated with the radio and television stations that broadcast programming into Stark County by the Stark County EMA Director and the Public Information Officer.
- B.* Training programs combining emergency information and educational materials are presented by the staff of OEMA in advance of emergencies in order to reduce casualties, injuries and property damage.
- C.* Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster-related instructions to the public. The national media will likely focus on the human-interest aspects of local disasters.
- D.* Some emergencies may cause power outages and broadcast media failures, electronic pulse effects, or both. Therefore, the standard sources of news, such as newspapers, radio, and television will not be available. Stark County EMA will consider alternative methods of communicating emergency-related information.

IV. CONCEPT OF OPERATIONS

A. General

1. Emergency information efforts will focus on specific, incident-related information.
2. A special effort will be made to report accurate information about emergency response efforts to reassure citizens that the situation is under control.
3. Rumor control will be maintained.

4. Agencies such as the Red Cross, Stark County LEPC, Stark County Emergency Management Agency, Local Schools, and Local Fire Departments have developed and deliver public awareness courses.
5. Ongoing public education programs will be aimed at increasing awareness of hazards and proper responses.
6. Prepared instructions for the public are maintained by the Stark County PIO for the following hazards. (Civil Disturbances, Dam Failures, Drought, Earthquakes, Energy Emergencies, Floods, Hazardous Material Incidents, Terrorism, Tornadoes and Severe Storms, Wildfires, Winter Storms)
7. The Stark County Emergency Management Agency utilizes social media (Facebook, Twitter etc.) to help distribute disaster preparedness and emergency information to the public. This is done in coordination with the social media efforts of partner agencies and PIOs.

B. Mitigation

1. A Public Information Officer will be appointed by the Stark County Commissioners to coordinate public information with the incident commander.
2. Stark County EMA maintains hazard awareness programs.
3. Stark County EA maintains ongoing relationships with local media.
4. The Coordinator of Stark County EMA will designate a media room in the emergency operating center (EOC)
5. The Coordinator of Stark County EMA will activate the Emergency Alert System (EAS) Plan when necessary and exercise the EAS Plan regularly.

C. Preparedness

1. Conduct public education programs.
2. Prepare emergency information packets for release during emergencies. Distribute pertinent materials to the local media.
3. Review and maintain all plans and guidance related to emergency public information.
4. Designate staff having responsibilities under the PIO in the event of an emergency/disaster.
5. Designate sources for assistant PIOs who will be activated for a news dissemination network in a major disaster affecting Stark County.

D. Response

1. The following types of information shall be provided to the public as soon as possible in as much detail as possible:
 - a. Nature of disaster
 - b. Location of disaster
 - c. Time of disaster
 - d. Number of casualties/population affected
 - e. Protective actions recommended to citizens by proper authorities.
2. The following activities are also within the scope of work of the Public Information Officer and his/her assistants.
 - a. Assist Coordinator in activating EAS
 - b. Distribute press releases and emergency information packets
 - c. Coordinate rumor control
 - d. Schedule news conferences
3. Authenticate and verify information being sent to the EOC.
4. Public information will be cleared through the chief executive of the affected jurisdiction before being released to the public.
5. A Joint Public Information Center and on-scene Public Information Staff may be established depending on the nature and extent of the emergency. Public Information releases relative to the incident shall be coordinated with the on-scene Incident Commander.

E. Recovery

1. Continue emergency public information with emphasis on restoration of services, travel restrictions and available assistance.
2. Assess effectiveness of information and education programs and update Public Information Annex as required.
3. Compile a chronological record of events and perform operational documentation.

V. ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The EOC Public Information Officer is appointed to the position by the Stark County Commissioners.

2. Dissemination of public information will be made from the media center designated by Stark County Commissioners.

B. Specific responsibilities of the PIO and staff are as follows:

1. The ongoing development and dissemination of public information and education throughout all phases of emergency management.
2. The distribution of EPI materials via newspaper, radio and television.
3. Develop and maintain working relationships with the local media.
4. Coordinate emergency public information programs.
5. Provide news releases for the media.
6. During a disaster, coordinate with departments and agencies for the release of public information.
7. Maintain a chronological record of disaster-related events.
8. Supervise the public information office in the EOC.
9. Coordinate media activities at EOC and disaster sites in conjunction with local command post(s).
10. Provide for rumor control. Designate personnel and phone lines to handle inquiries from the public.
11. Inform the public about procedures for contacting missing relatives by coordinating with the local chapter of the American Red Cross.
12. Provide timely briefings to the Emergency Operations Center and the Incident Command Post staff.
13. Speak on talk shows, television and radio and provide news releases to newspapers during all phases of emergency management.
14. Disseminate EPI materials for the visually and hearing impaired and non-English speaking groups, if appropriate.

C. Responsibilities of EOC members to PIO

1. EOC members in charge of specific disaster functions (i.e., Law Enforcement, Fire and Rescue, Shelter, Medical) shall attend or appoint representatives to attend pre-disaster training sessions on PIO

functions in order to assure the proper functioning of the EOC/Command Post when activated.

2. Designated news media (i.e., newspapers, radio Stations) will store advance emergency packets for release to the public upon the request of the Public Information Officer.
3. EOC representatives will cooperate in public education programs.
4. All EOC members in the activated EOC will verify all reports received from the field during the disaster response/recovery phases.
5. The Law Enforcement Coordinator will coordinate dissemination of disaster-related information to the public through the use of mobile public address systems if it does not interfere with his/her primary responsibilities.
6. All Department/Agency representatives will notify the STARK COUNTY EMA Public Information Officer in advance of any press releases the coordinator(s) may make to the media.
7. A representative designated by the on-scene Incident Commander at the site of the emergency/disaster will coordinate with the PIO at regular intervals with up-to-date reports.
8. The PIO will coordinate with Emergency Services personnel for the timely release of information.

VI. DIRECTION AND CONTROL

- A. When the Public Information Officer is unavailable for duty, assistant PIO(s) may be designated by the Stark County Commissioners.
- B. If the Public Information Officer and the assistant PIO are unavailable for duty, the Stark County Commissioners are responsible for appointing an individual to serve in this capacity.
- C. When the EOC is activated, the PIO may have a 12 hour break after every 12 hours of duty. The Coordinator may designate a replacement during the 12 hour break.

VII. CONTINUITY OF GOVERNMENT

- A. In the event that an official or agency charged with participating in EPI operations is unable to perform, lines of succession must be drawn to ensure that EPI services are provided as needed.

1. When the Public Information Officer is unavailable for duty, assistant PIO(s) may be designated by the Stark County Commissioners.
2. If the Public Information Officer and the assistant PIO are unavailable for duty, the Stark County Commissioners are responsible for appointing an individual to serve in this capacity.

VIII. ADMINISTRATION AND LOGISTICS

- A. All press releases will be reviewed by the appropriate authorities (Executive Group, Incident Commander, etc.) before they are released.
- B. Copies of all press releases will be maintained on file at Stark County EMA.
- C. Stark County has oral agreements with local newspapers, radio stations and television stations for the dissemination of emergency public information and warning.
- D. The PIO will log messages directed to him/her and messages sent by him/her.
- E. PIO's 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.

IX. PLAN DEVELOPMENT AND MAINTENANCE

This annex is maintained by the Stark County EMA Director. Hazard-specific EPI materials should be maintained by various departments and agencies of local government under coordination with the County EMA.

Stark County Emergency Operations Plan

Emergency Support Function #12

Damage Assessment

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Stark County Emergency Operations Plan

Emergency Support Function #12

Damage Assessment

Primary Agency: Stark County Emergency Management Office

Support Agencies: Local Law Enforcement
Local Fire Departments
Local Emergency Medical Services
Local Tax department/Auditor/Treasurer
American Red Cross

I. INTRODUCTION

A. Purpose

The purpose of ESF #12 is to describe those 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

A. Situation

1. Most hazardous events which may affect the county have the potential for causing damage. A planned damage assessment procedure is essential for effective response and recovery operations.
2. A preliminary damage assessment produces a descriptive measure of the severity and magnitude of the disaster. Response requirements and capabilities, effectiveness of initial response operations, and requirements for supplemental assistance can be determined from preliminary damage assessments.
3. Degree of structural loss is defined in the following manner:
 - a. **Destroyed:** Permanently uninhabitable.
 - b. **Major Damage:** The structural damage 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 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.
4. 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, roads, 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. Economic condition of community-normal or depressed.
 - d. 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. Estimates of people displaced and in need of housing; also, numbers of persons in shelters.
 - 2. Number of persons injured; number of verified fatalities.
 - 3. Degree and dollar estimates of damage to private property including single family homes; multi-family homes; mobile homes; businesses; operating farms; and personal possessions.
 - 4. 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.

5. The impact to the private sector stricken, including unemployment estimates due to businesses shut down because of the 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.

III. ASSUMPTIONS

- A. 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 manner in which recovery is affected in this county.
- B. Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also 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.
- C. Higher levels of government will provide assistance in developing damage assessment reports to support requests for major disaster declarations.

IV. CONCEPT OF OPERATIONS

A. Overview

Responsibility for damage assessment ultimately lies with local government entities. Damage assessment personnel must be trained in order to provide fast and accurate information to the EOC so that effective response and recovery efforts may be utilized. Many financial assistance programs at the state and federal levels require extensive damage assessment information.

B. Initial Assessment

Local government officials will conduct an initial damage assessment using all available sources (fire, police, etc.) as soon as possible following a disaster. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed. This initial report (or Windshield Report) will be submitted to the Ohio Emergency Management Agency within 24 hours of the incident.

C. Detailed Damage Assessment

1. Subsequent to rescue and damage-limiting operations, a detailed damage assessment survey must be made to develop specific information on the severity and magnitude of the disaster. These damage assessment reports will be consolidated for unincorporated areas in the county and reported separately for incorporated areas in the county. The detailed report will be forwarded to the state within 72 hours of the incident, and will serve as the primary instrument to provide information to the state and to request assistance from the state and subsequently the federal government if established criteria are met. 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.

D. Reports and Records

1. Windshield Report

The "Windshield Report" will be comprised of verbal reports from first responders to the incident. This report must be transmitted to Ohio EMA no later than 24 hours after the incident. Means of transmission are by telephone, radio, messenger, or fax.

2. Survey Team Reports

Each Damage Assessment Team will collect data using the Damage & Needs Assessment Form (Tab A). All reports will be forwarded to the County Damage Assessment Coordinator in the

County EOC. This form is a worksheet used internally by the Damage Assessment Group.

3. Maps

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.

4. Supporting Procedures

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. Standard administrative procedures such as those listed below will support the activity:

1. Accomplishment and retention of activity logs.
2. Accomplishment and retention of assessment forms and reports.
3. Status board.
4. Retention of assistance requests and declarations.
5. Detailed accounting of emergency fiscal expenditures.

E. Release of Information

Private appraisers, insurance adjusters, reporters, and others may obtain damage assessment information from the Damage Assessment Coordinator, through the Public Information Officer, with the consent of the Executive Group only. The Public Information Officer will set up an Information Center, and arrange to have daily press briefings.

F. Mitigation

1. Establish a damage assessment program.
2. Designate a damage assessment coordinator.
3. Develop a damage assessment training program.
4. Develop and enforce adequate building codes.
5. Develop and enforce adequate land-use regulations.

6. Participate in hazard mitigation survey and identify potential hazard zones.
7. Discourage development in hazard zones.
8. Identify agencies, personnel, and resources to assist in damage assessment activities.
9. Develop public information program that alert citizens to the need for flood insurance.

G. Preparedness

1. Select and train personnel in damage assessment techniques.
2. Train support personnel, including shelter managers and EOC damage assessment section personnel.
3. Maintain pre-disaster maps, photos, and other documents.
4. Conduct damage assessment exercises (or incorporate damage assessment into other exercises).
5. List critical facilities requiring priority repairs if damaged.
6. Review procedures and forms for reporting damage to higher levels of government.
7. Identify non-profit, trade and professional organizations that could provide assistance.
8. Determine the types of available assistance and procedures for obtaining them.

H. Response

1. Activate damage assessment staff in EOC.
2. Deploy damage assessment teams to disaster location.
3. Designate a local disaster recovery coordinator.
4. Collect damage information.
5. Maintain records of damage reports.

6. Compile damage assessment reports.
7. Make windshield report to appropriate agencies at the state level.
8. Determine unsafe facilities.
9. Keep public informed about hazardous buildings, roads, bridges, drinking water, etc.
10. Document emergency work performed: Select individual to be assigned to a jurisdiction to act as liaison and assist officials in compiling documentation.

I. Recovery

1. Summarize damage assessment report.
2. Identify unsafe structures and prevent their use.
3. Monitor restoration activity.
4. Review building codes and land-use regulations for possible improvements.

V. ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The County Emergency Management Director will serve as the Damage Assessment Coordinator on the EOC staff. Specific responsibilities include but are not limited to the following:
 - a. Establish point of contact with officials of affected jurisdictions (Chairman of County Board, Mayor, Chairman of Village Board) and determine the approximate area affected.
 - b. Alert and activate the Damage Assessment Section and damage assessment teams. Provide teams 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.

- c. Provide updated disaster information to the Executive Group.
Information will be posted in the EOC to provide readily available data.
 - d. Collection and consolidation of missing persons information and submission to the designated authority.
 - e. Coordinate with the Public Information Officer to keep the public informed of hazardous conditions (i.e., roads, bridges, buildings).
 - f. Provide for posting unsafe buildings, roads, and bridges.
 - g. Coordinate with the Executive Group the priority debris removal and emergency work.
 - h. Assist in the collection of damage assessment data and preparation of reports to be forwarded to the state.
2. The Damage Assessment Section will be comprised of regular public employees or officials who will assume damage assessment responsibilities whenever a disaster of major proportion strikes the community. Mobilization will occur upon notification provided by the County Emergency Management Director.
3. Damage Assessment Teams will consist primarily of local government employees involved in response. 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. A roster of team members will be compiled and maintained with this annex. The roster will contain the following information:
- a. Name
 - b. Telephone numbers where the individual may be reached 24 hours a day.
 - c. Area of expertise.
 - d. Address of individual.
4. Public Damage Assessment will be the primary responsibility of the government employees.
- a. Assessment of damages to public buildings (city or county) is the responsibility of the City/County Engineer.
 - b. Damage assessment of county roads, bridges, and culverts will be accomplished by the County Transportation/Highway Engineer,

and assessment to city streets will be by the City Street Commissioner, or Public Works Director, or City Engineer.

- 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.
5. Private Damage Assessment will fall under the County Emergency Management Director and agencies involved in disaster response.
- a. Damage sustained by private businesses and individuals, and numbers of persons injured or killed, will be determined by the Damage Assessment Coordinator in coordination with other agencies (fire, police, EMS). Red Cross will conduct an independent damage assessment survey to analyze the situation and determine human necessities. The results of the ARC Survey will be useful as a cross check. Insurance company adjusters/appraisers are another source of damage information.
6. Agricultural Damage Assessment will be the primary responsibility of the County Extension Agent.
- a. Assessment of agricultural damage will be accomplished by the County Extension Agent in coordination with the Agricultural Stabilization and Conservation Service (ASCS). All information will be forwarded to the Damage Assessment Coordinator and will be provided to the state through the State Department of Agriculture.
7. Radiological Defense Analysis is a part of the Damage Assessment Section. The County Radiological Officer will compile information on contamination to people and property if radiation is involved in the emergency.

B. Assignment of Responsibilities

- 1. When the disaster is confined to the boundaries of, or inclusive of a city, or incorporated village, the Chief Executive of that entity will provide personnel for staffing in the Damage Assessment Section, and shall be responsible for reporting to the group all damage assessment data pertaining to that jurisdiction.
- 2. When the disaster has caused damage to townships or unincorporated areas, the Chief Executive of those jurisdictions should see to it that their entity is represented in the Damage Assessment Section, and also

shall be responsible for reporting all damage assessment data concerning their jurisdiction to the Damage Assessment Section.

3. Standard Operating Procedures (SOPs) will be developed by these separate entities, to ensure that all vital damage assessment information is relayed to the County EOC/Damage Assessment Section; this cooperative effort among county and local government officials is vital if state or federal assistance is to be requested.
4. If the disaster has caused damage to county-owned properties, each echelon or division of county government is required to report their jurisdictional damage assessment data to the Damage Assessment Section within that section as may be required.
5. Law Enforcement, Fire Services and EMS agencies responding to the disaster shall report the following information to the Damage Assessment Section 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).
 - d. If sufficient personnel are available, Law Enforcement and/or Fire Service and/or EMS personnel may be called upon by the Damage Assessment Section to perform door-to-door verification of private sector losses, as is sometimes required when requesting federal assistance. Utilization of personnel for this purpose is preferable, in that these individuals are uniformed, ID-carrying, and often recognized representatives of local government to whom victims can entrust personal information.
6. A representative from the affected City/County Tax Department/Auditors/Treasurer will be assigned to the Damage Assessment Section 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 government's inability to financially recover.
 - c. If a substantial loss of tax base for the affected community will result from the disaster, these individuals should provide data for inclusion in the Damage 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.

VI. DIRECTION AND CONTROL

- A. During emergency situations, the Damage Assessment Coordinator will operate from the EOC and will coordinate damage assessment activities. All damage information will be forwarded to the plotter and posted in the EOC.
- B. Repairs to public facilities will begin as soon as possible. Priority will be given to those facilities that are critical to emergency response activities. County, city, and township resources, including private sector, will be relied upon for most of the work, with support from state, federal and other jurisdictions as available.

VII. CONTINUITY OF GOVERNMENT

A. The line of succession for the Damage Assessment function is as follows:

1. Damage Assessment Coordinator
2. EMA Deputy Director or Assistant

B. Protection of Vital Records

1. All records essential to the continuation of government and law enforcement functions will be secured and protected. Refer to Tab F, Procedures for the Relocation and Safeguarding of Vital Records in the Basic Plan.

VIII. ADMINISTRATION AND LOGISTICS

A. Alert Rosters

24-hour Alert Notification Rosters will be maintained in this annex and in the EOC. The rosters will be reviewed and updated on a yearly basis, or more frequently as required.

B. Critical Facilities

A list of critical facilities (communications, key administrative and operational sites, emergency service centers) is to be kept on file at the Emergency Operations Center. This list will be updated as required.

C. Training

The County Emergency Management Agency will coordinate and provide training for the Damage Assessment Section and all Damage Assessment Teams.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. The Emergency Management Director will meet with a damage assessment advisory group comprised of local agencies and organizations involved with damage assessment to review and/or recommend revisions to this portion of the plan as needed.

B. This annex will be updated and/or revised as needed.

X. TABS

**Stark County Emergency Operations Plan
Emergency Support Function #12
Damage Assessment
Tab A - Preliminary Damage Assessment**

DATE:

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COMMENTS
