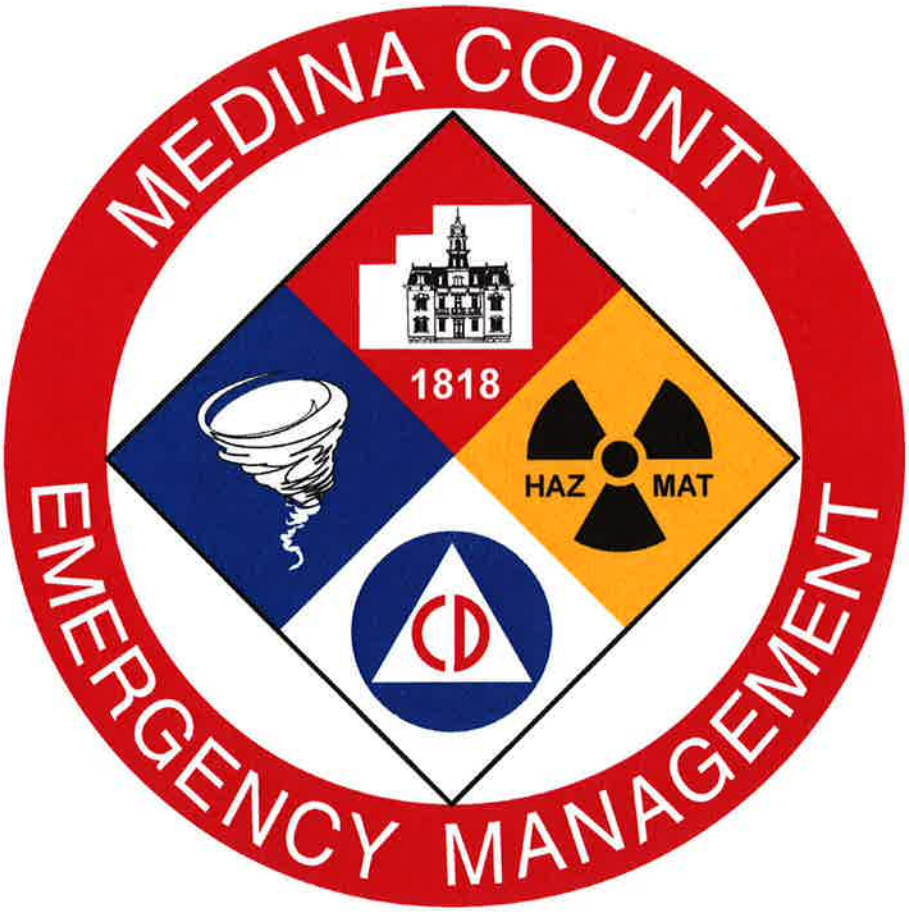
Medina County
Emergency Operations Plan



"This document was prepared under a grant from the Federal Emergency Management Agency's Grant Programs Directorate (FEMA//GPD) within the U.S. Department of Homeland Security. Points of review or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GDP or the U.S. Department of Homeland Security"

Emergency Operations Plan

Medina County

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As per the federal grant award agreement to Ohio, all grant recipients receiving FY05 SHSP funds must agree that all publications created with funding under this grant shall prominently contain the following statement:

Federal Grant Award Agreement Statement

This document was prepared under a grant from the U.S. Department of Homeland Securitys (DHSs) State and Local Government Coordination and Preparedness (SLGCP) office. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. DHS of SLGCP.

PROMULGATION STATEMENT

Preparedness to cope with the effects of a disaster includes many diverse but interrelated elements, which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, plus the individual citizen.

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 the lack of a full planning effort. Therefore, failure to develop an integrated disaster preparedness plan encourages salvage type activities instead of an effective coordinated operation.

Planning for population protection must be a cooperative effort to avert or minimize the effects of natural, technological, 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 officials, department heads and various agencies and organizations specifying their roles during, before and after emergency or disaster situation. It is developed pursuant to Section 5502 and 3750 of the Ohio Revised Code, the adoption to the National Incident Management System (NIMS) from Presidential Directive, HSPD-5 and the resolution by the Medina County Commissioners dated August 1, 2006, assigning emergency responsibilities.

_____ _____

Patricia G. Geissman, President (Date)
President of the Board of County Commissioners

_____ _____

Adam Friedrick (Date)
Medina County Commissioner

_____ _____

Stephen D. Hambley (Date)
Medina County Commissioner

Signature Page

The agencies with primary coordination responsibilities for each Emergency Response Function within the plan concur with their respective portion of the plan.

ERF #1- Emergency Operations Center	Date	Christina Fozio
ERF #2- Warning	Date	Christina Fozio
ERF #3- Communications	Date	Jonelle Meredith
ERF #4- Emergency Public Information	Date	Christina Fozio
ERF #5- Fire Fighting & Rescue	Date	~~Ralph Copley~~ Rob Haas
ERF #6- Law Enforcement	Date	Sheriff Hassinger
ERF #7- Evacuation	Date	Christina Fozio
ERF #8- Shelter- Mass Care	Date	Beth Kilchelman
ERF #9- Public Health	Date	~~Dan Raub~~ Krista Wasowski
ERF #10- Emergency Medical	Date	Greg Smith

_____	_____	Mike Salay
ERF #11- Engineering, Public Works	Date	
_____	_____	Shandra DeVoe
ERF #12- Resource Management	Date	
_____	_____	Christina Fozio
ERF #13- Damage Assessment	Date	
_____	_____	Christina Fozio
ERF #14- Recovery	Date	

Medina County EOP
Revised 2006

Signature Page

The agencies with primary coordination responsibilities for each Emergency Response Function within the plan concur with their respective portion of the plan.

ERF #1- Emergency Operations Center	8/17/06 Date	Buck Adams
ERF #2- Warning	8/17/06 Date	Buck Adams
ERF #3- Communications	8/16/06 Date	Jonelle Meredith
ERF #4- Emergency Public Information	8/17/06 Date	Buck Adams
ERF #5- Fire Fighting & Rescue	8-23-06 Date	Ralph Copley
ERF #6- Law Enforcement	8/22/06 Date	Sheriff Hassinger
ERF #7- Evacuation	8/16/06 Date	Buck Adams
ERF #8- Shelter- Mass Care	8/24/06 Date	Ron Hager
ERF #9- Public Health	8/17/06 Date	Dan Rauh
ERF #10- Emergency Medical	8-17-06 Date	Greg Smith

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ERF #11- Engineering, Public Works	Date	Mike Salay
ERF #12- Resource Management	Date	Shandra Roth
ERF #13- Damage Assessment	Date	Christina Favilla
ERF #14- Recovery	Date	Buck Adams

Medina County EOP
Revised 2010

Signature Page

The agencies with primary coordination responsibilities for each Emergency Response Function within the plan concur with their respective portion of the plan.

ERF #1- Emergency Operations Center — Buck Adams — Date 7/22/10

ERF #2- Warning — Buck Adams — Date 7/22/10

ERF #3- Communications — Jonelle Meredith — Date 8/24/10

ERF #4- Emergency Public Information — Buck Adams — Date 7/22/10

ERF #5- Fire Fighting & Rescue — Rob Haas — Date 5/24/10

ERF #6- Law Enforcement — Sheriff Hassinger — Date 8/24/10

ERF #7- Evacuation — Buck Adams — Date 7/22/10

ERF #8- Shelter- Mass Care — Debbie Poland — Date 9/2/10

ERF #9- Public Health — Dan Raub — Date 4/27/11

ERF #10- Emergency Medical — Greg Smith — Date 7-22-10

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ERF #11- Engineering, Public Works — 7/22/10 Mike Salay

ERF #12- Resource Management — 7/22/10 Shandra DeVoe

ERF #13- Damage Assessment — 7/22/10 Christina Fozio

ERF #14- Recovery — 7/22/10 Charles Adams

RECORD OF CHANGES

Letters of changes are to be filed behind this page. All Changes in blue font in 2011.

Date of Change	Synopsis of Change	Date Posted	Signature
	Introduction		
07/2011	Page I-7 added info		
07/2011	Page I-8 added info		
07/2011	Page I-9 added info		
	Situation & Assumptions		
07/2011	Page II-1-II-5 added info		
	Organization & Assign.		
07/2011	Page IV-3-IV-4 added hyperlinks		
	Principles of ICS		
07/2011	Page V-1 added hyperlinks		
	Emergency Response Functions		
07/2011	VI-28 map change		
07/2011	VI-31-VI-32 added info		
07/2011	VI-42 added hyperlink		
07/2011	VI-43 change phone #		
07/2011	VI-50 added info		
07/2011	VI-59 added info		
07/2011	VI-72 added hyperlink		
	Training & Exercises		
07/2011	VII-1 personnel change in table Dennis in for Bill, Buck retiring		
07/2011	Hazard analysis information update (stats, tables, maps, etc.)		
07/2011	Promulgation statement- new signatures		
07/2011	Signature page – new signatures		
07/2011	Tab D – new floodplain maps		
07/2011	Tab F – new plan/tab		
07/2011	Table of contents hyperlinked, and shortened		

I. Introduction

The purpose of this section is to describe; the reasons for the plan, the authorities that give it official status, its organization and coordination with other plans, and the situation and assumptions under which the plan operates.

A. Purpose

The Medina County Emergency Operations Plan addresses Medina County's planned response to extraordinary emergency situations associated with natural disasters, technological emergencies and acts of civil hostility. When confronted with a minor emergency, county agencies normally carry out their responsibilities largely independent of other agencies. However, large-scale emergencies and disasters often generate situations requiring planned, coordinated responses by multiple agencies and jurisdictions. Such disasters and emergencies pose major threats to life and property and have long-term economic, political, and/or environmental implications.

This plan establishes a framework for an effective system of comprehensive emergency management. It has been modified to comply with the HSPD-5, *Management of Domestic Incidents*, which requires all agencies to adopt the NIMS Implementation Plan. The purpose of the plan is to:

- Reduce the vulnerabilities of the people and communities of Medina County to damage, injury, and loss of life and property resulting from disasters and emergencies.
- Prepare for prompt and efficient response and recovery to protect lives and property.
- Respond to emergencies using all systems, plans and resources necessary to preserve the health, safety and welfare of persons affected by the emergency.
- Provide public information.
- Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
- Restore normal government operations.
- Provide an emergency management system embodying all aspects of pre-emergency preparedness and post-emergency response, and recovery.
- Assist in recognition, appraisal, prevention and mitigation of emergencies.

This plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between local, state, and federal agencies in emergency operations. The

Incident Command System, as outlined in the most current NIMS Implementation Plan, is the management framework for emergency response and operations in Medina County.

This plan is an operational plan as well as a reference document. It may be used for pre-emergency planning as well as emergency operations. Agencies having roles and responsibilities established by this plan are encouraged to develop Standard Operating Guidelines (SOGs) and emergency response checklists based on the provisions of this plan. Through the implementation of this plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environment and economic health of Medina County.

1. Scope

This plan is limited in scope to address response activities in events where normal emergency response processes and capabilities become over taxed or where it is determined there is a need for coordination of response operations due to complexity and/or duration of events. As an all hazards response plan, it applies to any event that concurrently challenges multiple disciplines and/or multiple jurisdictions.

- The plan establishes fundamental policies, program strategies and assumptions.
- The plan establishes procedures to manage an emergency from initial monitoring through post-disaster response and recovery.
- The plan assigns specific functional responsibilities to appropriate local departments and agencies, as well as private sector groups and volunteer organizations.
- The plan addresses the various types of emergencies that are likely to occur.
- The plan identifies actions that response and recovery organizations will take, in coordination with state and federal counterparts as appropriate.

2. Authorities

a. Federal Regulations

HSPD-5, Management of Domestic Incidents
NIMS Implementation Plan/NIMCAST
National Response Framework (NRF)
Homeland Security Act of 2002
Public Health Security & Bioterrorism Preparedness & Response Act '02
Defense Production Act/Reauthorization of 1950/2003

Economy Act 2002
Posse Comitatus Act 2002
National Emergencies Act 2003
Cooperative Forestry Assistance Act of 1978
Communications Act of 1934
Insurrection Act 2002
Defense Against Weapons of Mass Destruction Act 2003
Emergencies Involving Chemical or Biological Weapons 2002
Emergencies Involving Nuclear Materials 2002
Volunteer Services 2002
Public Health Service Act
Veteran Affairs Emergency Preparedness Act of 2002
The Atomic Energy Act of 1954
Energy Reorganization Act of 1974
Price-Anderson Amendments Act of 1988
Furnishing of Health Care Services to Members of the Armed Forces during a War or National Emergency
Resource Conservation and Recovery Act of 1976
Occupational Safety and Health Act 2002
Maritime Transportation Security Act (PL107-295) 2002
Flood Control and Coastal Emergencies (PL84-99) 2002
Oil Pollution Act of 1990
Clean Air Act 2002, 40CFR 2003
Public Utilities Regulatory Policies Act of 1978 (PL 95-617) 2002
Powerplant and Industrial Fuel Use Act of 1978 (PL 95-620) 2002
Federal Power Act 2003
Department of Energy Organization Act (PL 95-91) '77/'02, 10CFR '03
Federal Energy Administration Act of 1974/2002
Energy Policy Act of 1992 (PL 102-486)/ and Conservation Act 2002
Ports and Waterways Safety Act of 1978 (PL 95-474)/(PL 92-340) 2002
Natural Gas Policy Act of 1978/2002
Low Income Home Energy Assistance Act of 1981/2002
Small Business Act 2002
Immigration Emergency Fund (Immigration & Nationality Act)
Animal Health Protection Act of 2002
28 CFR FBI Responsibilities
Civil Defense Act of 1950 (PL81-920)
1977 Defense Authorization Act (PL94-361)
The Disaster Relief Act of 1974 (PL-93-228)
Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA)
Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988 (PL 93-288 as amended by PL 100-707)
National Oil & Hazardous Materials Contingency Plan, 40CFR part 300
Title 49 Code of Federal Regulations, parts 100-199
Comprehensive Environmental Response Compensation Liability Act '02

Federal Emergency Management Agency Rules, 44CFR part 302
Clean Water Act/Federal Water Pollution Control Act, PL95-2F1 '02
Hazardous Materials Transportation Act, PL93-633/2002
Federal Hazardous Substances Act, PL97-414
Solid Waste Disposal Act

1. **Executive Orders**

Executive Order 12148, Designation of DHS as Primary Response Agency
Executive Order 12656, Assignment of Emergency Preparedness Responsibilities
Executive Order 13354, National Counterterrorism Center
Executive Order 13356, Strengthening the Sharing of Terrorism Information to Protect Americans
Executive Order 12580, Superfund Implementation
Executive Order 12382, President's National Security Telecommunications Advisory Committee (NSTAC)
Executive Order 12472, Assignment of National Security And Emergency Preparedness Telecommunications Functions
Executive Order 12742, National Security Industrial Responsiveness
Executive Order 13284, Establishment of the Department Of Homeland Security
Executive Order 13286, Transfer of Certain Functions to The Secretary of Homeland Security
Executive Order 12333, United States Intelligence Activities
Executive Order 12919, National Defense Industrial Resources Preparedness
Executive Order 12777, Implementation of Section 311 of the Federal Water Pollution Control Act of Oct. 18, 1972
Executive Order 13295, Revised List of Quarantinable Communicable Diseases
Executive Order 12196, 45 Fed. Reg. 12769 (1980)

2. Presidential Directives

Presidential Decision Directive 39: U.S. Policy on Counter Terrorism, June 21, 1995
Presidential Decision Directive 62: Combating Terrorism May 22, 1998
Homeland Security Presidential Directive-1: Organization & Operation of the Homeland Security Council Oct. 29, 2001
Homeland Security Presidential Directive-2: Combating Terrorism through Immigration Policies, Oct. 29, 2001

Homeland Security Presidential Directive-3: Homeland Security Advisory System, March 11, 2002
Homeland Security Presidential Directive-4: National Strategy To Combat Weapons of Mass Destruction, Dec 2002
Homeland Security Presidential Directive-5: Management of Domestic Incidents, February 28, 2003
Homeland Security Presidential Directive-6: Integration and use Of Screening Information, Sept. 16, 2003
Homeland Security Presidential Directive-7: Critical Infrastructure Identification, Prioritization, and Protection, Dec. 17, 2003
Homeland Security Presidential Directive-8:National Preparedness
Homeland Security Presidential Directive-9: Defense of United States Agriculture and Food, Jan 30, 2004
Homeland Security Presidential Directive-10: Biodefense for the 21st Century, April 28, 2004
National Security Directive 42: National Policy for the Security Of National Security Telecommunications and Information Systems, July 5, 1990

b. State Regulations

Ohio constitution; Article II, Section 42 – Power of the Governor to act for the citizens in the event of attack or other disaster.
Ohio constitution; Article IX, Section 4 – Power of the governor to call for the militia.
Ohio Revised Code107.01 et seq. – Powers and duties of County Commissioners.
Ohio Revised Code 161.0 through .29 – Continuity of the Governor.
Ohio Revised Code 305.09 – Filling vacancies in elected county government positions.
Ohio Revised Code 305.12 – powers and duties of the County Commissioners.
Ohio Revised Code 307.31 and 315.08 – Powers and duties of the County Engineer.
Ohio Revised Code 311.07 – Powers and duties of the County Sheriff
Ohio Revised Code 313.06 – Powers and duties of the County Coroner.
Ohio Revised Code 329.01 – Powers and duties of County Department off Human Services.
Ohio Revised Code 733.03 – Powers and duties of Mayors of cities.
Ohio Revised Code 733.23 – Powers and duties of Mayors of villages.
Ohio Revised Code 737.11 – Powers and duties of police and fire departments.
Ohio Revised Code 3701.01 thru .99 – Powers and duties of State Health Department.

Ohio Revised Code 3706.06 and .22 – Powers and duties assigned to local health departments.
Ohio Revised Code 5101.01 and .02 – Powers and duties of human service departments.
Ohio Revised Code 5502.21 to 5502.99 – Emergency Management Agency

c. Local Regulations

Countywide Emergency Management Agreement of Medina County- Dated August 17, 1978.
Resolution by Medina County Commissioners- dated August 22, 1988 Resolution No. 88-590.
Memorandum of Understanding between the Medina County Commissioners and the Wayne County Commissioners on behalf of their Emergency Management Agencies– dated November 30, 2005 Resolution No. 05-832
Memorandum of Understanding between the Medina County EMA and the Medina County Animal Disaster Team – dated November 18, 2006

B. Methodology

The Medina County Emergency Operations Plan was developed using generally accepted management principles and practices for emergency management. Incorporated are planning elements derived from Federal Emergency Management Agency and Ohio Emergency Management Agency planning documents. This plan is a revision of the previous year *Medina County Emergency Operations Plan.*

C. Plan Structure

In order to execute this plan effectively and mobilize the available resources, all implementing personnel must have knowledge of the procedures set forth in this plan and be trained in its use.

The Introduction explains the purpose of the plan, and the scope of its function. Local, State, and Federal Regulations, which give the plan its authority are listed. The introduction describes the methodology in which the plan was written, who activates the plan, and its relationship to other plans. Plan maintenance and revision is also covered as well as the plan distribution list.

The Situation and Assumptions section describes Medina County and a Risk Assessment Summary of the hazards that may impact the county.

Phases of Emergency Management outlines an integrated emergency management system of activities before and after, as well as during emergency operations.

The Organization and Assignment of Responsibilities section describes inter-jurisdictional relationships, executive actions and lines of succession. This section lists the emergency responsibilities of all participating organizations and agencies.

Section V is a discussion of the Principles of the Incident Command System which is used in Medina County to manage an emergency incident or a non-emergency event.

The operational part of the plan is organized into Emergency Response Functions. There are fourteen Emergency Response Functions, each one representing a functional area of emergency support. The purpose and activities of each function are described. Each function has a Primary Agency, responsible for coordinating the activities of the function, along with one or more Support Agencies.

Training, Exercises, and Public Education outlines the program developed by the Emergency Management Agency for Medina County to train individuals in local government on their respective roles in emergency management. The agency program to educate and inform the public on protective actions is also described. In addition, the Medina County EMA will list and enforce the NIMS training requirements.

The Checklists are individual checklists for the coordinators who will most likely be in the EOC, or at the on-scene Command Post. The checklists can be copied and used during an actual incident or exercise. These are located in the EOC SOP.

NIMS reference materials have been added to Tab A, acronyms and Tab B, glossary, and ARCGIS floodplain maps have been added to Tab D. Tabs E and F includes Medina County's Health Department's plans.

D. Plan Activation

The Director of the Emergency Management Agency (or his/her designee), in coordination with executives in the affected jurisdictions, is responsible for implementing this Emergency Operations Plan. This plan will be activated based on the levels listed in ERF#1, page VI-9.

E. Relationship to Other Plans

1. The *Medina County Emergency Operations Plan* is the underlying document for the protection of health, safety, and property of the public in Medina County. It is the principle guide for the agencies of Medina County and other government entities in mitigating emergencies and disasters. It is intended to facilitate multiple-agency and multi-jurisdictional coordination, particularly between local, state, and federal agencies in emergency management.

2. The *Hazardous Material Annex to the Medina County Emergency Operations Plan* provides procedures to protect the public from; transportation, storage and fixed site hazardous material incidents. It is a reference for the Extremely

Hazardous Substances (EHS) facilities and what could occur should a chemical from one of those facilities be released or spilled.

This plan was written to comply with the most recent State of Ohio's *Hazardous Materials Plan Development and Evaluation Document* in accordance with the following laws:

Superfund Amendments and Reauthorization Act of 1986 Title III, sections 301-330
National Oil and Hazardous Materials Contingency Plan, 40 CRF, Part 300
Title 49, Code of Federal Regulations, parts 100-199
Occupational Safety and Health Administration Regulation 1910.120, Fire Safety Guidelines
Ohio Revised Code 3750 (Superfund Amendments and Reauthorization Act)
Ohio Revised Code 4950 (Hazardous Materials Transportation in Ohio)

3. The *Terrorism Annex* to the *Medina County EOP* is a companion plan to the *Hazardous Materials Annex,* and addresses the unique differences between a hazardous materials incident and a WMD terrorist incident. This plan is written under the guidance of the Nunn-Lugar-Dominici Domestic Preparedness Act in coordination with Presidential Decision Directive 39 (PDD-39), FEMA's Managing the Emergency Consequences of Terrorist Incidents, as well as updating to be NIMS compliant.

4. Medina County's emergency response agencies (fire, law enforcement, etc.) have entered into mutual aid agreements within the county and adjacent counties that increase response capabilities.

5. Mutual aid for the support of response functions is addressed by agreements between the Director of the Emergency Management Agency for Medina County and EMA directors of adjacent counties.

6. The Ohio Emergency Management Agency has developed the *State of Ohio Emergency Operations Plan* which details the responsibilities of state agencies during an emergency/disaster.

7. The *Federal Response Plan*, prepared by the Federal Emergency Management Agency, describes the emergency response capabilities of Federal agencies.

8. The Medina County Mitigation Plan will be updated every 5 years and submitted for review, as required, and once (re)-approved will be used for mitigation purposes. The most recent review being in 2011.

9. The Medina County *Continuity of Operations Plan (COOP)* has been revised and updated in 2011, and it requires all Medina County departments/agencies to address and document all their vital functions and be able to restore these

functions during any emergency or situation that may disrupt normal operations.

F. Plan Maintenance and Revision

1. The Planner for the Emergency Management Agency for Medina County is responsible for ensuring that the necessary changes to the EOP are prepared, coordinated, published and distributed. The Planner will forward revisions of the EOP to all affected/responsible organizations for acceptance before the final version is printed.

2. Each organization tasked with emergency responsibilities in this EOP is responsible for updating its portion of the plan based upon deficiencies identified by emergency drills, exercises and changes in government structure and emergency organizations.

3. All changes shall be submitted to the Medina County EMA Director for comment and incorporation into the EOP.

4. This plan will be updated to meet state and federal requirements as deemed necessary.

5. A record of change page for recording changes and entering change dates is included immediately following the Signature Page in the Table of Contents tab, page ix.

G. Distribution List

1. Chief Executives, Board of County Commissioners
2. City Mayors
3. Village Mayors
4. Township Trustees
5. City Managers/Administrators
6. County Emergency Management Agency
7. State of Ohio Emergency Management Agency
8. Communications Officer
9. Amateur Radio
10. REACT
11. County Sheriff
12. Emergency Public Information Officers
13. City Police Departments
14. Village Police Departments
15. Township Police Departments
16. State Highway Patrol
17. City Fire Departments
18. Village Fire Departments

19. Township Fire Departments
20. County Engineer
21. Service Directors
22. Utilities
23. County Water/Sewer Department
24. County Building/Zoning Department
25. County Planning Department
26. County Health Department
27. Emergency Medical Services (EMS)
28. County Mental Health Department
29. Hospitals
30. County Coroner
31. HazMat Chief
32. Transportation Coordinator
33. American Red Cross
34. Salvation Army
35. Department of Human Services
36. Superintendent of Schools
37. Damage Assessment Coordinator
38. Radiological Officer
39. Surrounding Jurisdictions
40. Main Public Library
41. Others as requested

II. Situation and Assumptions

A. Situation

1. Description of Medina County

Medina County is located in the northeast quadrant of the State of Ohio. It is bounded by Cuyahoga County to the northeast and Lorain County to the northwest, Summit County to the east, Wayne County to the south, and a portion of Ashland and Lorain Counties to the west.

The county is located in an area of changeable weather. Cold air masses from central and northwest Canada frequently invade the region. Tropical Gulf masses often reach Northern Ohio during the summer and to a much lesser extent during the fall and winter. The county is serviced by a highway system that includes township, county, state, interstate, and federal highways exceeding 1,000 miles. Also, there is a rail service that crosses the county and provides service delivery to the industrial sectors.

The county has an area of 425 square miles and a population of 172, 332 people (2010 Census). Medina County is the sixteenth most populous county in the state, based on 2010 census figures and population growth projections, and currently one of the top ten fastest growing counties in Ohio. Also, according to the 2010 census figures the city of Medina, the county seat, has a population of 26, 659, and the largest city in terms of population is Brunswick with a total of 34, 255. The third city, Wadsworth, has a population of 21, 567.

A more detailed description of the county can be found in the *Medina County Emergency Management Hazard Analysis and Risk Assessment.*

2. Vulnerability and Risk Assessment Summary

In 1999, updated 2011, the Medina County Emergency Management Agency published the *Medina County Emergency Management Hazard Analysis and Risk Assessment*. This document is a detailed study of all the hazards that may impact the county. Fourteen hazards, 10 natural and 4 man-made, were analyzed and ranked according to the potential risk they pose. The five most hazardous were rated on the following six factors affecting the associated risk to the community.

- History – How many times has the hazard occurred in the past?
  A record of past events is particularly helpful in evaluating natural hazards. Both the frequency and severity of past events are useful in predicting the future.

- Affected Area – How much of the county would be directly impacted?
  This is based on single site (village, city, part of a twp.), multiple sites (more than one single site), small (multiple sites in two twps.) or large areas (three or more twps).

- Warning Time – Can the event be predicted – how far in advance – how accurate as to time and location? The lead-time required to protect lives and property from a hazard varies greatly with each particular event. For example, drought may develop so slowly that there is time to dig a well, but flash floods can occur with no warning at all.

- Population Impact – How many people were affected via deaths and injuries?
  Population Impact refers to the number of people affected (casualties) via deaths and injuries that can be expected if a particular event occurs.

- Fiscal Effects- What is the amount of monetary damage losses suffered in an event?
  Refers to the monetary damage losses suffered in an event. This type of vulnerability can vary greatly between communities based on economic, geographic, demographic, and legal considerations.

- Duration – What is the time period when the hazard is actively present and causing damage? Duration may be referred to as "time on the ground". It is that time period when the hazard is actively present and causing damage. A HAZMAT spill may last only a few minutes or a flood may continue for a week. Thus, duration is not always an indicator of how damaging a hazard can be.

A comprehensive list of potential hazards was used as a checklist of disasters that occur or might occur in Medina County. The following hazards were addressed in this analysis:

1. Natural Hazards
   a. Floods
   b. Drought
   c. Winter storms
   d. Tornadoes
   e. Severe storms
   f. Subsidence and Landslides
   g. Earthquakes
   h. Wildfires
   i. Dam Failures

Chart II-1 shows the results of the rankings

HAZARD SUMMARY
(Ranking by Factor Value)

HAZARD TYPE: / ANALYSIS FACTORS:	FLOODS	DROUGHT	WINTER STORMS	TORNADOES	SEVERE STORMS
Historical Occurrence	6	4	6	2	8
Affected Area	8	6	6	4	4
Warning Time	8	2	2	8	2
Population Impact	2	2	2	2	2
Fiscal Impact	6	8	4	6	2
Duration	4	8	6	2	2
TOTAL	**34**	**30**	**26**	**24**	**20**

Flooding is still the number one potential hazard for Medina County. Some parts of the county are affected by some degree of flooding almost yearly. Encroachment into areas prone to flooding has increased the risk of damage. The County can be expected to continue to face occasional ice jams, yearly flash floods and seasonal flooding. Medina County is the number one County in Ohio for surface water retention. Since 1993, Medina County has had 24 flash/flood events, causing property and/or crop damage. Presidential declarations were issued for Medina County in the years: 1964, 1969, 1992, 2003, 2004, and 2005.

The second hazard is drought. Medina County has been affected by droughts at least eight times since 1991. Many of these occurrences lasted a month or longer. Drought is a very severe hazard for Medina County. in that, there are still many farming communities located in Medina County that can be affected by a drought. During severe droughts, agricultural crops do not mature, wildlife and livestock are

undernourished, land values decline, and unemployment increases. Within Medina County a drought can have serious impacts on the safety and economic wealth of the communities. For more information on droughts and archived maps from the 1999 drought you can go to the National Drought Mitigation Center at www.drought.unl.edu/.

The third highest-ranking hazard is Winter Storms. On average, Medina County has one severe winter storm a year. The storm is usually severe enough in nature that the Emergency Operations Center (EOC) is staffed at a minimum with Emergency Management personnel. Medina County has had 43 snow and ice events from 1993-2010, 41 of them causing over $214 million in damages. The most recent storms listed by the Ohio Insurance Institute, Feb. 2010 winter storm caused approximately $28.2 million in losses, Feb. 2009 windstorm caused $88.9 million, and the winter storms from 1999-2005 caused approximately $143 million.

The fourth highest-ranking hazard is Tornadoes. Since 1950, Medina County has had 21 tornado touchdowns causing two deaths. These numbers have placed us third in the state for tornado occurrence. For more information, there are tables on the National Climatic Data Center (NCDC) website that shows historical and recent tornado activity in Medina County from 1959-2010. From those we can see a total of 21 tornadoes over a 48-year period ranging in intensity from EF 0-EF 3 on the Enhanced Fujita Scale. (http://www.ncdc.noaa.gov/oa/ncdc.html).

The fifth hazard is Severe Storms. Every citizen in the county is potentially at risk during a severe storm, due to the possibility that the storm may produce lightning, flooding, hail, high winds, or possibly tornadoes. Due to the continual increase in population and the use of public utilities for light, heat and power, the disruption by these storms is more significant today than in the past. For example, there have been 170 thunderstorm and high wind events in Medina County between 1950 and 2010, 162 of which had caused significant damages to property and crops. Twenty-four of these thunderstorms produced damaging hail, costing $476,000, and lightning caused $105,000 in property damage and $3.5 million in crop damage.

3. Cascading Event Matrix

In 2008, Medina County is adding a matrix to include, not only natural hazards, but also human caused hazards (accidental and purposeful), epidemics, and structural hazards. In the future we will use this matrix as a tool to review the Hazards Analysis. All hazards are capable of causing other hazards, and the Cascading Event Matrix was used to show this for Medina County. The matrix idea was taken from the *Iowa Hazard Analysis and Risk Assessment: 2003 Local Guide*. The matrix will be one

reference into when, and at what level the Medina County EOC will be opened, and it will be a resource to show Medina County's other possible hazards. The table will remain another reference for 2011.

How it works: there is a triggering hazard (X axis, left) and a resulting Hazard (Y axis, top), and for every trigger there is a result. Ex. Find flooding under the triggering hazard, go from left to right to see the resulting hazards, such as dam failure, power failure and so forth. A flood can trigger a total of 13 hazards and result from 2 for a cascading total of 15. See Table 1

Cascading Events Matrix Hazard Summary

The findings of the Cascading Events Matrix differ from the Hazard Summary as far as, upon occurrence, which would cause the most resulting hazards. In addition, there are more hazards listed. The resulting order is:

1. There is a tie between wildland fires and flooding, however, since we live in Ohio the most likely (and proven to be so) hazard is flooding.

2. There is another tie between severe storms and tornadoes, both of which occur regularly; however, more severe storms occur without a tornado.

3. Earthquakes are a likelihood with Ohio being on the periphery of the New Madrid Seismic Zone. According to the Ohio Department of Natural Resources, there have been at least 200 earthquakes above 2.0 magnitudes since 1776, with 15 causing minor to moderate damage.

4. The remaining order is severe winter storms, hailstorms, drought, extreme heat, and expansive soils.

B. Planning Assumptions

Planning requires assumptions based on statistics, history, behavior patterns and likely future trends.

1. A disaster may occur with little or no warning, and may escalate far more rapidly than the ability of any single local response organization to handle.

2. Disasters differ in character by magnitude, duration, onset, distribution, area affected, frequency and probability.

3. Comprehensive Emergency Management (CEM) is the concept used in

handling disasters. It addresses all types of hazards and encourages a close relationship between different levels of government. The phases of comprehensive emergency management are mitigation, preparedness, response, recovery, and homeland security. The Emergency Management Agency for Medina County subscribes to the principles of CEM.

4. Integrated Emergency Management System (IEMS) is the implementation of CEM. It integrates government partnerships, applies known management concepts, integrates state and local systems into operational disaster management capabilities and broadens that capability to meet the all-hazards concept.

5. Disaster effects may extend beyond county boundaries and many areas of the state may experience casualties, property loss, disruption of normal life support systems, and loss of regional, economic, physical, and social infrastructures.

6. Disaster relief from outside the county may take 72 hours or more to arrive.

7. There may be competition among citizens for scarce resources.

8. The National Incident Management System (NIMS) is the preferred concept for responding to disaster/emergencies.

9. Preparation time may not be available to respond to a disaster.

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

11. Organizations tasked in this document are aware of their emergency responsibilities and will fulfill these requirements in an emergency utilizing their capabilities including; staffing, equipment, supplies, and skills, according to their own policies and procedures.

12. The predetermined policies and procedures of individual agencies will be used as the basis of this plan.

13. Each jurisdiction will utilize all local resources before requesting state aid, this includes public as well as private resources.

14. Jurisdictional officials within Medina County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan.

15. NIMS requires the use of several ICS forms during a major disaster or WMD/Terrorism event. These ICS forms range from an ICS 201 to an ICS 230, to include the ICS 260 (Resource Log). An Incident Action Plan (IAP) will be formed after the incident occurs, but before any formal action takes place. The IAP includes ICS Forms 202, 203, 204, 205, 206, a cover page and any significant attachments. These forms include the incident objectives, all assignments, radio communications, and a medical plan.

16. If an incident becomes large and overwhelming an Incident Management Team (IMT), the levels include Local, AHIMT, Type II, or the highest level, Type I team may come in and help establish and/ or carry on an organized and productive Incident Command System for the duration of the incident. These teams may be made up of individuals from the local area, State, or they may be a National team. They are typed by their training level or by their experiences, and they respond 24 hours a day, 365 days a year.

17. After every incident an After Action Report will be done for the whole operation, as well as, each individual jurisdiction may do their own. This is done by reviewing all documentation (forms, charts, etc.) used and recorded during the situation. Everyone's capabilities and shortfalls will show enabling all responders to plan and mitigate for the next time. This will improve operations, actions, response times, and so on. This may be documented by re-writing plans and procedures and requiring more training. In additions, new committees may be formed to mitigate the shortcomings in case the disaster/s happens again.

III. Phases of Emergency Management

This plan accounts for activities before and after, as well as during emergency operations. All phases of emergency management are addressed.

A. Mitigation

Mitigation is an on-going responsibility that includes activities that eliminate or reduce the probability of a disaster occurring. Mitigation also includes long-term activities, which lessens the undesirable effects of unavoidable hazards. The most efficient way to deal with disaster is to prevent it from happening, or to lessen its impact when it does occur. Examples of mitigation efforts are:

- Building codes
- Insurance
- Land-use management
- Engineering controls-dams and levees

B. Preparedness

Preparedness activities develop the response capabilities needed in the event an emergency should arise. These activities, taken in advance of an emergency, facilitate the implementation of a coordinated response. Preparedness activities include (National Response Framework; Jan. 2008):

- Planning: The plan is the basic guideline defining things to do to prepare for emergencies. It explains the roles and responsibilities of government leaders, department directors, government employees and related agencies during an emergency. It covers the sequence of events that should occur before, during, and after an emergency.

- Organization: This includes conforming to the National Incident Management System (NIMS) standard command and management structure, as well as, taking an inventory of response resources according to NIMS. NIMS enables responders from different jurisdictions and disciplines to efficiently work together to achieve a common goal.

- Training and Exercises: Those with assigned responsibilities in the plan, will attend classes and seminars, and participate in training exercises to prepare and practice for the wide range of events that may occur in the county. They will train in accordance with NIMS recommendations and compliance.

- Equipment: Know the capability and interoperability of the equipment you have, and know how it fits into different situations. Write strategies on how to properly deploy and manage the equipment so it will be an

effective asset. Make sure that equipment is up-to-date and in working order.

C. Response

Response is the actual provision of emergency services during a crisis. These services protect life and property and speed recovery. Response activities include:

- Warning
- Evacuation
- Fire/rescue/EMS
- Law Enforcement response

According to the National Response Framework, four key actions to remember include situational awareness, activation and deployment of key resources and capabilities, coordinate response actions, and then demobilize.

D. Recovery

An integral part of this plan is what we do to recover from the effects of an emergency. This includes how to assess damage and direct those agencies coming to our aid. Recovery is both a short-term and long-term process. Short-term recovery operations focus on restoring vital services to the community and providing for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state, which could continue for several months or even years. The recovery period can be an opportune time to institute mitigation measures, particularly those related to the recent emergency. Examples of recovery actions:

- Disaster assistance
- Reconstruction/Restoration
- Mental health of responders and those in the affected community
- Identify needs and resources
- Provide temporary and accessible housing
- Try to prevent unrealistic expectations

E. Intelligence

The incident management system has to establish a process for gathering, sharing, and managing incident related information and intelligence. Prevention of human-caused incidents can include applying intelligence and other information to a range of activities that includes such countermeasures as deterrence operations, heightened inspections, improved surveillance and security operations, investigations to determine the nature and source of the threat, and law enforcement operations directed at deterrence, preemption, interdiction, or disruption. (NFPA 1600, 2007, A.3.3.12 Prevention)

IV. Organization and Assignment of Responsibilities

A. Organization

1. Countywide Agreements

a. The Board of County Commissioners of a county and the Chief Executive of all or a majority of the other political subdivisions within the county may enter into a written agreement establishing a countywide emergency management agency. The Countywide Agreement for Medina County was approved in 1989.

2. Advisory Council

a. The Emergency Management Advisory Council, made up of representatives selected by Chief Executives of the participating jurisdictions, is responsible for appointing an Executive Committee.

3. Executive Committee

a. The Executive Committee implements emergency management in Medina County in accordance with Ohio Revised Code 5502, and 3750. The Executive Committee consists of nine members; two county commissioners representing the Board of County Commissioners, three chief executives who represent the Cities, two township trustees, and 1 village member entering into the agreement and one non-elected representative, appointed by the county commissioners.

b. The Executive Committee appoints the Medina County Emergency Management Director.

4. Medina County Emergency Management Director

a. Medina County Emergency Management Director, in coordination with the Executive Committee, has established a program for emergency management in Medina County, which is in accordance with Chapters 5502 and 3750 of the Ohio Revised Code and regulations developed under it.

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

c. The Medina County Emergency Management Director, in cooperation with the Medina County Commissioners, coordinates emergency response from the emergency operations center and supports

fire, medical and/or law enforcement authorities directing the emergency response at the scene.

d. The Medina County Emergency Management Director will act as the LEPC Community Emergency Coordinator who shall be responsible for coordinating the development and implementation of the chemical emergency response and preparedness plan of the district, and for receiving verbal and follow-up written notices of releases of hazardous substances and extremely hazardous substances (EHS) provided under ORC Section 3750.06.

5. Interjurisdictional Relationships

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

a. The Chief Executive Officer (if applicable) of each jurisdiction within Medina County is ultimately responsible for protecting lives and property in an emergency or disaster situation within their jurisdiction. They may have to make difficult decisions for the benefit of the community as a whole.

b. When an event affects only one jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control with the countywide agency supporting the operation through augmentation of resources.

c. If an emergency or disaster affects more than one jurisdiction or disrupts the entire county, the countywide EOC will be activated. Resource requests should be processed through the countywide EOC to ensure that limited resources are utilized in the most efficient manner.

d. During an emergency/disaster, each group will be asked to perform those tasks which they are accustomed to performing on a daily basis or a logical extension of those tasks. Emergency response training should be provided prior to an incident for specific functions, which are exceptions to a group's normal routine.

e. If all local resources are committed and assistance is still required, additional resources will be requested from the following sources in this order:

- Local government or contiguous local jurisdictions (Mutual aid)
- County government resources
- Local Private Industry
- State Government
- Federal Government (through OEMA)

Attachment IV - 1 Mutual Aid Summary

Attachment IV - 2 Procedures for Requesting State Resources

f. Disaster response by local government can be augmented by private industry, Non-Governmental Organizations (NGO), and other volunteer organizations coordinated through the Medina County Emergency Management Agency.

6. Executive Actions

The elected officials of the county and local jurisdictions have the ultimate responsibility for the safety and welfare of the citizens and communities. To fulfill this responsibility, the various local governments must individually, and when appropriate, jointly implement plans to insure proper emergency actions are taken in a timely manner.

Elected officials will enact emergency legislation that will assist to resolve, enhance, or mitigate major disaster/emergency situations.

Attachment IV – 3 Sample Emergency Proclamations

7. Lines of Succession

Succession is the process that is established to list the order or line of those entitled to succeed one another under emergency conditions.

- The line of succession of the County Board of Commissioners is from the Chairperson through the members of the board in order of their seniority on the board.
- The line of succession to the Emergency Management Director is the Deputy Director of the Medina County Emergency Management Agency.
- The line of succession of each department head is in accordance with the operating procedures established by each department. These are established in the Medina County Continuity of Operations Plan (COOP), which is a separate document.

8. Preservation of Records

Organizations must examine and identify vital records needed to continue operation during and after a disaster. Preservation of important records and measures to ensure continued operation and reconstitution is necessary for local government. 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 be protected and preserved in accordance with applicable state and local laws. Vital records include:

- Judiciary records
- Financial and insurance information
- Engineering plans and drawings
- Employee, customer and supplier databases
- Personnel files
- Tax records
- Payroll
- Vital statistics
- Computer tape and disk back-ups

Emergency operations activity reports also constitute vital records and should be accumulated and preserved to ensure continued operation and reconstruction of local government during and after catastrophic disasters.

Attachment IV – 4 Guidelines for Relocation and Safeguarding of Vital Records

The COOP includes each departments/agencies procedure for the relocation and preservation of their vital records, to include what the vital records contain and where they are normally located.

B. Assignment of Responsibilities

Task assignments for major emergency response operations are primarily an extension of services that are provided on a daily basis by most departments and agencies. There may be a disaster situation that will require the services of most county employees. This could mean that many would assist in the public safety response effort, which would require working outside the scope of their day-to-day duties.

The following represents basic responsibilities accepted by elected officials, managers, departments and community agencies in response to a disaster. Law mandates some duties, while others are developed by departments and agencies to support continuity in emergency response efforts.

Responsibilities listed are not all-inclusive, but should cover most major emergency operations. Departments/Divisions/Agencies with emergency task assignments are responsible for developing and maintaining their own internal emergency plans and operating procedures.

1. Local Response

a. Operational Responsibilities – all participating agencies and organizations

- Prepare, maintain and implement internal department emergency operations procedures.
- Maintain updated lines of succession.
- Provide for the protection of department personnel.
- Maintain an accurate alert roster for mobilizing department personnel.
- Maintain an accurate inventory and sources of supply for required equipment and supplies.
- Participate in exercises.
- Develop mutual aid agreements.
- Familiarize all personnel with emergency responsibilities regularly.
- Participate in emergency training programs.
- Develop internal procedures to record disaster response expenditures for possible reimbursement.
- Safeguard vital records.
- Participate in incident debriefings.

b. Chief Executives

- Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Declare a state of emergency.
- Approve pre-planning, response goals, plans, and emergency accounting procedures.
- Direct and coordinate response that overlaps departmental lines or requires decisions as to which department(s) will perform various functions.
- Provide representatives to the EOC.
- Commit staff and resources of governmental departments, in the absence of the department head, or if it is beyond the scope of authority of the department head.
- Oversee public information regarding the disaster\emergency condition and recovery operation.
- Authorize special purchasing due to emergency conditions.
- Authorize the release of emergency public information statements.

c. Medina County Emergency Management Agency

- Maintain Medina County Emergency Operations Plan and Annexes.
- Coordinate liaison between local, state, and federal agencies.
- Maintain an Emergency Operations Center.
- Coordinate communications during emergencies through the Emergency Communications Center located in the Emergency Operations Center.
- Coordinate damage assessment efforts and disaster funding for citizens, businesses, and governments with state and federal officials.
- Manage resources and maintain emergency resource database.
- Coordinate with private industry for use of privately owned resources.
- Coordinate public information and education.
- Maintain outdoor siren warning system.
- Provide training programs for the emergency management organization.
- Coordinate exercises and tests of the emergency systems within the county.
- Coordinate long-term recovery.

d. Fire Services

Fire services include all the fire departments within Medina County. The jurisdictional Fire Chief is the Incident Commander in most situations. Fire service is responsible for the following tasks:

- Fire suppression.
- Heavy rescue operations.
- Hazardous material incident response.
- Emergency medical services.
- Search and rescue operations.
- Radiological monitoring.
- Evacuation recommendations, notifying evacuation authorities, and assisting in dissemination of evacuation notification.
- Fire code enforcement.
- Explosive device response.

e. Law Enforcement

Law enforcement includes; Medina County Sheriff, local police departments, and the Ohio Highway Patrol. Law enforcement is the primary on-scene coordinator for any civil disturbance and is responsible for these tasks:

- Maintenance of law and order.
- Crowd, traffic and restricted area control.
- Coordinate evacuations.
- Identify local emergency evacuation routes from high hazard areas.

- Security measures, including protection of vital facilities.
- Provide security for the Emergency Operations Center as needed.
- Assist in notification and warning of the general public.
- Provide security of homes, businesses, and property in damaged areas.
- Assist with initial impact assessment.
- Coordinate security for the damaged areas, vital facilities, equipment, staging areas, and shelter operations.

f. Hospitals

There are three hospitals in Medina County. Area hospitals will:

- Provide medical guidance to EMS units and field triage teams for the treatment and handling of the injured.
- Make available, upon request, qualified medical personnel, supplies and equipment.
- Provide emergency treatment and hospital care for disaster victims.

g. Emergency Medical Services

Emergency Medical Services is a system for coordinating pre-hospital functions or services that are provided on-scene. The fire departments have primary responsibility for EMS in Medina County, supplemented by private emergency medical service companies. Emergency responsibilities are:

- Responding to disaster/emergency scene with personnel and equipment.
- Triage, treatment and transportation of the injured.
- Establishing and maintaining field communications and coordination with other emergency response departments, and local hospitals.
- Assisting with the evacuation of non-ambulatory victims, and those who require special medical attention.

h. Health Services

The health departments in this plan are the Medina County Health Department and Ohio Department of Health. The Township Sanitation Departments are also included in this group. They are responsible for coordinating health, and sanitation services including:

- Identifying health hazards.
- Emergency public health and public information.
- Assessment of health hazards from damage to water distribution and sewage collection systems.
- Food and water inspection.
- Nursing services as available and needed by the Red Cross.

- Sanitation and vector inspections of shelters.
- Environmental health regulation enforcement.
- Environmental clean-up and spill response recovery procedures.
- Preventive health services, including control of communicable diseases.
- Clinical and immunization services.
- Establishing quarantines.
- Coordination of assistance from other jurisdictions, the State Health Department, and other public and private response agencies.
- Coordinate environmental health activities for waste disposal, refuse, food, water control and sanitation.
- Coordination of insect and rodent control.
- Sanitation inspection/enforcement.
- Epidemiological studies, maintenance of vital statistics.
- Radiation monitoring.

i. Engineering/Public Works

Engineering and public works includes the Medina County Engineer, local jurisdiction engineering, street and sanitation departments. Their duties are:

- Coordination of restoring public facilities, roads and bridges.
- Damage assessment for infrastructure and public facilities.
- Debris and snow clearance on roads and streets.
- Providing equipment, supplies, and personnel as needed.
- Supporting traffic control measures-providing signage, detours and barricades.
- Safety inspections – roads and bridges.
- Water/sewer service
- Fuel storage
- Garbage removal

j. Utilities

Includes public and private utilities, duties are:

- Priority restoration of service to vital facilities.
- Provision of emergency power as required.
- Damage assessment and estimation of recovery times.
- Inspection.
- Coordination with other providers to restore service to victims.

k. Welfare Services

Welfare Services includes the following; Medina County Department of Human Services, Medina County Red Cross, Salvation Army, and Medina County Children services. Their duties are:

- Operate appropriate shelter facilities.
- Arrange for mass feeding and other appropriate support.
- Provide residential collected disaster survey and damage assessment data.
- Provide mobile canteen feeding service to emergency services workers during events expected to last in excess of three hours.
- Provide mental health and family assistance during disasters.
- Counsel and advise disaster victims on the availability of resources for long-term recovery assistance.
- Provide blood and blood products.
- Handle welfare inquiries from anxious relatives outside the disaster area.
- Services for Children.
- Services for non-English speaking people
- Assisting in the provision of food, shelter, food stamps, and financial services to those left homeless due to a disaster.
- Identifying special needs populations.
- Referring disaster victims to appropriate social service agency for needed assistance.

l. Legal

Legal services include the county prosecutor's office and local city attorneys, tasked with:

- Providing legal services to county commissioners and key responders for problems related to disaster and recovery operations.
- Preparing local declaration of emergency and other standby documents.
- Interpreting emergency laws and regulations.
- Advising officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency power.

m. County Coroner

The Medina County Coroner's emergency duties include:

- Establishing a temporary morgue in mass fatality emergencies.
- Determining when the deceased are removed from the scene.
- Identifying the deceased and determining the cause of death.

- Reporting casualty information through the EOC Public Information Officer.

n. Finance, Budget, and Purchasing (All jurisdictions)

- Maintain records of financial transactions and purchases that deviate from normal procedures during a disaster.
- Establish and maintain a separate account of expenditures for the disaster.
- Assist in EOC with direction and control of resource management.
- Develop procedures for the procurement and delivery of essential resources and supplies for emergency situations.

o. School Districts

- Provide shelter facilities per agreement with the American Red Cross.
- Provide access to school district resources when appropriate and available – coordinated through the EOC.
- Coordinate evacuation and transportation operations for students during emergency situations.

p. Agricultural Support

This group includes the Medina County Extension Service

- Agriculture Stabilization & Conservation Service (USDA)- Damage Assessment
- Resource Management

q. Planning Support

Medina County Planning Department:

- Assist and coordinate comprehensive emergency management planning
- Develop and provide essential data bases
- Develop and maintain liaison with business and industry concerning comprehensive emergency management matters

2. State Response

State agencies with mandated responsibilities for emergency response will follow their established plans and procedures in support of the local jurisdiction. They can supplement and facilitate local efforts before, during, and after incidents. (NRF 2008)

Some of the state agencies with resources to support local responders are:

a. Ohio Emergency Management Agency

The Ohio Emergency Management Agency coordinates the activities of all state agencies for an emergency response within the state. As more becomes known about the incident the state EOC will be opened and emergency contact established with the affected jurisdiction. The state EOC will be opened to serve as a central communications and information site. Field coordinators may report to the county EOC to coordinate field activities and information. Federal resources will be requested through the Ohio Emergency Management Agency.

b. Ohio Environmental Protection Agency

The Ohio EPA's primary response function is to work to abate water, land and air pollution, protect and ensure safe water supplies and manage the disposal of solid and hazardous wastes or recovery of recyclable substances. EPA officials respond to an incident if needed to monitor and sample air, soil, and water. EPA can assist with decontamination procedures, evidence collection, and advise and assist clean-up contractors.

c. State Fire Marshall

The State Fire Marshall's primary response function is to assist in area control, incident description, and communications at the off-site incident command post. If the incident is not fire related State Fire Marshall personnel will support other State agencies.

d. Ohio Department of Health (ODH)

The ODH's primary response functions are: to prevent significant exposures to chemical or other toxic agents and disease, provide health services to the public, coordinate epidemiology and surveillance, perform laboratory testing, and coordinate follow-up. An ODH Field Coordinator may report to the county EOC to coordinate field activities and information. ODH personnel respond to the field and work with local health department personnel and the county/city Health Commissioner(s) to perform monitoring and provide health services.

e. State Highway Patrol (OSP)

The State Highway Patrol's primary response function is to provide support to other State and local law enforcement agencies. Generally, this support consists of traffic control and information gathering and dissemination. An SHP Post Commander or Assistant Post Commander may report to the county EOC along with a District Staff Officer to coordinate field activities and

information. SHP personnel respond to the off-site incident command post and provide area control.

f. Ohio National Guard

The Ohio National Guard (ONG), coordinated by the Adjutant General of Ohio, provides military support to civil authorities to protect life and property and preserve peace and order in times of emergency, at the direction of the Governor of Ohio.

g. Public Utilities Commission of Ohio (PUCO)

The PUCO can provide information relating to the status of regulated public utility services in an area affected by an incident. PUCO personnel can serve as the State liaison with appropriate Federal agencies (U.S. DOT, NTSB, Federal Railroad Administration, CHEMTREC). The PUCO will maintain liaison with other State agencies to provide for communications and assist, if possible, in the dispatch/transfer of strategic supplies into an incident area.

h. Ohio Department of Transportation (ODOT)

ODOT's primary response function is to provide support in the form of information, equipment, and area control related to highways, bridges, and aviation and mass transportation facilities. ODOT personnel respond to the of-site incident command post and provide traffic assistance and information.

i. Ohio Department of Natural Resources (ODNR)

ODNR's primary response function is to protect the natural resources of the State including the forests, lakes, soils, wildlife, minerals, and water resources. This protection involves providing personnel and equipment for the emergency response, as needed. ODNR personnel respond to the off-site incident command post and perform assessment and provide information and resources, including providing land and facilities for use as mass care shelters and mobile home sites during an incident.

3. Federal Response

The Federal Government will use the National Response Framework (NRF) to organize their response. It includes all necessary department/agency capabilities and it will ensure coordination with response partners, being scalable, flexible and adaptable to the given incident.

(a) The Federal Emergency Management Agency (FEMA) provides Federal support services for emergency activities. In partnership with State and local governments, FEMA supports management efforts by providing national

program policy and guidance, as well as technical and financial assistance. It is FEMA's responsibility to coordinate the response of other Federal agencies, which administer their own emergency programs. The President of the United States must approve requests from FEMA before FEMA can provide assistance. Requests for Federal assistance must be channeled through the Emergency Management Agency for Medina County to the Ohio Emergency Management Agency.

Attachment IV-1 Mutual Aid Agreements

Summary of Medina County Mutual Aid Agreements And Memoranda of Understanding

Mutual Aid Provisions

Emergency Management Agencies
Mutual aid for the support of direction and control functions is addressed by agreements between the Medina County Emergency Management Agency Director and emergency management directors from adjacent counties.

Ohio has adopted under section 5502.41 of the O.R.C. an Intrastate Mutual Aid Compact (IMAC) for mutual aid between political subdivisions within the state.

Law Enforcement
All Law Enforcement units within the county have agreed to abide by the provisions in ORC 311.07, which provides for cross boundary assistance.

Fire Service
Mutual aid agreements between fire departments are kept on file at the respective fire departments and at the County courthouse. Mutual aid will be activated in accordance with procedures set down in agreements between the fire organizations

Each Medina County fire department that adjoins a fire department in an adjacent county has developed mutual aid agreements with those particular fire departments. All fire units have agreed to abide by the provisions in ORC 9.60.

EMS
All EMS units within the county have agreed to abide by the provisions in ORC 9.60, which provides for cross boundary assistance.

Shelters
Mutual aid agreements between the American Red Cross and shelter sites will be maintained at the American Red Cross Chapter House.

All organizations with responsibilities outlined in the Medina County Emergency Operations Plan are responsible for developing and maintaining departmental SOGs, mutual aid agreements, personnel rosters including 24-hour emergency telephone notification numbers and equipment.

All signatories to the Medina County Emergency Management Agency's County-wide Agreement, 1989, have agreed to mutual aid within all services.

Memoranda of Understanding on file at the Medina County Emergency Management Agency: American Red Cross – 1999
Medina County Chapter Animal Disaster Team-2006
Medina and Wayne County Commissioners on behalf of their EMA's-2005
The Medina County Animal Rescue & Evacuation – 10/2008

Attachment IV-2 Procedures for Requesting State Assistance

All available local resources must be committed prior to determining if state assistance is required.

1. Coordinate with county EMA director

   Office phone, day: 330-722-9240

   24 hour number: 330-725-6631

2. Issue local declaration of emergency and provide the following information to:

   Ohio Emergency Management Agency
   614-889-7150
   614-889-7183 – Fax

   Natural or man-made disasters

   - Name and title of individual making request
   - Description of disaster
   - Statement of actions taken
   - Specific help needed
   - Estimate of number of persons affected
   - Estimate of damage to public/private property
   - Other pertinent information

   Civil Disturbances

   - Name and title of individual making request
   - Description of disorder
   - Statement of action taken
   - Estimate number of persons involved
   - Statement of number of law enforcement officers available/committed
   - Explanation of why force is inadequate.

3. Confirm the request by fax or law enforcement automated data system (LEADS)

   From: Local head of government
   To: Ohio Emergency Management Agency
   2855 West Dublin Granville Road
   Columbus, OH 43235-2206

Attachment IV-3 Sample Local Emergency Proclamation

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

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

Now, therefore, we, the Medina County Board of Commissioners, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Medina 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 5915 of the Ohio Revised Code.

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

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

Attachment IV-4 Procedures for the Relocation and Safeguarding of Vital Records

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.

Responsibility for the preservation of essential records lies with local government offices. Each government 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.
Responsibilities of each government:

- 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 all citizens.

- Label all records within the priority categories with identifiable markings. Priority of evacuation should be noted on record containers.

- Assess the vulnerability of stored records to direct and secondary damage from various disaster threats; i.e., fire, water, chemical damage, aftershock, vandalism, etc.

- Evaluate alternate records storage locations in light of hazard analysis.

- Make arrangements for transportation to relocate to alternate location if the need arises.

- Identify and retain copies of the records that will be needed during the emergency operations by management or the emergency response team.

- Safeguard vital computer information and records.

This information is available in a separate document called the Continuity of Operation Plan (COOP). This plan contains the following information for all departments and agencies in the county:

- Agency/Department Heads
- Department location
- Alternate location sites with detailed maps
- Line of succession
- Critical Functions and Personnel
- Vital records, critical documents, and resources needed to operate
- Evacuation Plans

V. Principles of the National Incident Management System (NIMS) and one of its components, the Incident Command System (ICS)

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management. It is applicable at all jurisdictional levels and across functional disciplines and across many potential incidents and hazards. NIMS purpose is to improve coordination and cooperation between public and private entities.

The Incident Command System (ICS), a component of NIMS, is used to manage an emergency incident or a non-emergency event. It can be used equally well for both small and large situations. The system has considerable internal flexibility.

It can grow or shrink to meet differing needs. A basic NIMS/ICS operating guideline is that the person at the top of the organization is responsible until the authority is delegated to another person. Thus, on smaller situations where additional persons are not required, the Incident Commander will directly manage all aspects of the incident organization.

Incident Command has five major functions: Command, Operations, Planning, Logistics, and Administration. There is potential for a sixth function in the future labeled Intelligence.

Attachment V-1 Incident Management Basis of Authority
Attachment V-2 NIMS/Incident Command Organization Chart

A. Establishment of Command

Command originating on scene is established by the following:

- All responding agencies and organizations shall use the NIMS/ICS structure for all incidents.
- Initial response unit arrives on the scene, surveys the emergency, and determines the need to establish command.
- Command is established by the initial responding units contacting the Police/Fire Communications Center, notifying them that command is established, and identifying the location.
- The Incident Command Post will be established by the Incident Commander and it will be located near the scene, but far enough away to not be effected by the incident, and it will be identified by a green flag.
- The IC will approve request for additional resources and the use of volunteer personnel, however, when overwhelmed; the IC may delegate those duties to his/her Deputies or may establish a separate unit to handle it.

Attachment V-3 NIMS/Incident Command - EOC Interface

B. Transfer of Command

Command is transferred to change command locations or to improve the quality of the command organization, increasing or decreasing the size of the command structure. Command must be clearly established at the beginning of incident operations. The following guidelines outline the transfer of command:

- The establishment of command is designated by the agency with primary jurisdictional authority over the incident.
- The arrival on the scene of a higher ranking officer does not automatically indicate that a transfer of command has occurred.
- Transfer of command between command personnel will not occur until after a briefing. The briefing will include current situation status, current personnel and resource assignment status, and any public or personnel safety concerns.
- If the change in command was for the purpose of relocating to a different Command Post, the Incident Commander shall ensure that the Police/Fire Communications Center is advised of the physical location of the new Command Post. If an EOC is open, the EOC shall also be advised of the change of command.

C. Unified Command

Unified Command is a method for all agencies or individuals who have jurisdictional responsibility, and in some cases, those who have functional responsibility, at the incident to contribute to:

- Determining overall objectives for the incident plan.
- Selection of strategies to achieve the objectives.
- Ensuring that joint planning for tactical activities will be accomplished.
- Ensuring that integrated tactical operations are conducted.
- Making maximum use of all assigned resources.

This is accomplished without losing or giving up agency authority, responsibility or accountability. Unified Command allows agencies having a legitimate responsibility at an incident to be part of the Incident Command function. Common objectives and strategy on major multi-jurisdictional incidents shall be written. The objectives and strategies then guide development of the Incident Action Plan. Application of a Unified Command is designed to be flexible enough to meet the needs of any agency that has jurisdictional or functional responsibility for the outcome of the emergency.

Under Unified Command, the following applies:

- The Incident will function under a single, coordinated Incident Action Plan.
- One Operations Section Chief will have responsibility for implementing the Incident Action Plan.
- One Incident Command Post will be established.

D. Termination of Command

Command shall be terminated when the emergency has de-escalated to a point where all personnel and material resources have either been released or returned to routine service levels. The Incident Commander shall complete the following prior to terminating command:

- Survey the emergency scene to ensure that it has de-escalated to a point where command can safely and effectively be terminated.
- Contact remaining field supervisors and all participating agencies and relay that command is about to be terminated.
- Contact the Police/Fire Communications Center and advise them that command has been terminated.

Attachment V-1 Incident Management Basis of Authority

The State of Ohio

The Governor - Ohio Constitution III section 5 - *Executive power vested in the governor*

- The supreme executive power of this State shall be vested in the governor.

Ohio Department of Natural Resources, Division of Forestry - ORC 1503.01 *Chief of forestry...*

- The chief may adopt rules for the administration and protection of state forests
- The chief shall be responsible for the forests in this state - **ORC 1503.011**
- The chief may appoint forest-fire wardens - **ORC 1503.09**

ORC 1503.11 *Duties of forest-fire wardens*

- Wardens shall have control and direction of all persons and apparatus while engaged in extinguishing forest fires, and may destroy fences, plow land, or set backfires to check any fire.

Ohio Dept. of Health - ORC 3701.03 - *General duties of the director of health.*

- The director shall administer the laws relating to health and sanitation.
- The director shall require reports, provide administration, use facilities, and make an annual report to the governor on activities - **ORC 3701.04**

ORC 3707.01 *Powers of the board; abatement of nuisances*

- The board of health shall abate and remove all nuisances
- The board may compel the owners, agents, assignees, occupants, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein.

Ohio Dept of Commerce, Div. Of Fire Marshall - ORC 3737.22 *Duties of fire marshal;*

- The fire marshal shall adopt and enforce the state fire code
- The fire marshal shall create bureaus of arson, inspection, and fire prevention

ORC 3737.80 *Hazardous materials emergencies*

- The chief of the fire department in whose jurisdiction .....is responsible for primary coordination of the on-scene activities of all agencies.....responding to the emergency.....

OAC 1301:7-1-03 *enforcement;* **FM102.7** *Authority at fires and emergencies*

- The fire chief or his authorized representative shall be in charge at the scene of a fire or other emergency involving the protection of life and/or property, and shall remain in charge until authority is relinquished

Ohio Environmental Protection Agency - ORC 3745.01 *Environmental protection agency created; powers and duties of director; laboratory facilities; records*

- The agency shall administer the laws [pertaining to waste]

Ohio Dept. of Mental Health - ORC 5119.01 *Powers and duties of director...*

- The director of mental health is the chief executive and administrative officer of the department of mental health.
- The director may establish procedure for the governance of the department
- Establish programs to further mental health

Ohio Dept. of Rehabilitation and Corrections - ORC 5120.01 *Director is executive...*

- The director of rehabilitation and correction is the executive head of the department
- All duties conferred on...the department...shall be under his control

ORC 5120.38 *Managing officer; duties*

- Wardens have entire executive charge of their assigned institution

Ohio Dept. of Youth Services - ORC 5139.03 *Institution management*

- The department of youth services shall control and manage all state institutions or facilities established for them.

Ohio Dept of Transportation - ORC 5501.02 *Director of transportation rules*

- The director shall have control of all duties, powers, and functions of the department
- The director shall have complete executive charge of the department over the divisions of design, operations, field districts - **ORC 5501.04**
- The director shall have general supervision of all roads comprising the state highways - **ORC 55-1.31**

Ohio Dept. of Public Safety - ORC 5502.01 *Public safety department,* **Emergency Medical Services - ORC 4765.03** *Executive director; medical director; employees*

- The department of public safety shall administer all the laws pertaining to licensing of drivers and motor vehicles.
- The director of public safety shall appoint the executive director for the board of emergency medical services.

Ohio Emergency Management Agency - ORC 5502.21 *Definitions*

- Emergency management includes enforcement of defense regulations, evacuation of personnel, control of traffic and panic, control of communications, lighting and warning systems, and activities after the hazard as well.

Ohio State Highway Patrol - ORC 5503.02 *Duties and powers of the highway patrol*

- Enforce the laws of the state relating to ... motor vehicles
- Regulate the movement of traffic on the roads and highways of the state
- Arrest, without a warrant, any person ... under the same circumstances and with the same power, any peace officer may make such an arrest.
- Enforce the criminal laws on all state property and institutions
- Enforce the criminal laws within the area threatened by riot, civil disorder, or insurrection [pursuant to an order by the governor]
- May never be used as peace officers in connection with any strike or labor dispute
- No state official shall command, order, or direct any state highway patrol trooper to perform any duty or service that is not authorized by law
- May render emergency assistance to any other peace officer [if threat of physical danger is present and assistance is required]

Ohio National Guard - ORC 5919.01 *Composition and organization of Ohio...Guard*

- Shall conform to and be organized in accordance with [department of defense plans for]
- Governor is commander-in-chief

County

Sheriff - ORC 311.07 *General powers and duties of the sheriff; cooperation with other agencies in emergency; organized crime task force membership*

- Preserve the public peace [and commit to jail those that breach it]
- May call upon the [resources of any adjoining county, municipal corporation, or township]...as may be necessary to preserve the peace

County Commissioner - ORC 307 *Board of county commissioners - Powers,* **ORC 307.01** *public facilities; discretion of county commissioners...*

- Provide equipment, stationary, and postage for proper conduct of county offices
- Appropriate the money [for the court of common pleas]
- Further powers are described in the rest of **CH 307**

County Emergency Management Agency - ORC 5502.26 *Countywide emergency management agency*

- ...A countywide emergency management agency organized under this section shall establish a program for emergency management that ... includes, without limitation, development of an emergency operations plan.
- The director/coordinator of emergency management for a countywide agency organized under this section shall be responsible for coordinating, organizing, administering, and operating emergency management in accordance with the agency's program established under this section, and subject to the direction and control of the executive committee.

City (Under the municipal corporation, design, not *necessarily charter cities)*

Mayor (city) - ORC 733.03 *General powers of mayors in cities...*

- Chief conservator of peace within a city

Director of Public Safety (city) - ORC 737.02 *General duties; records; contracts*

- Executive head of police and fire departments
- Chief administrative authority of charity, correction, and building departments
- All powers and duties connected with and incident to the appointment, regulation, and government of such departments

Chief of Police (city) - ORC 737.06 *Chief of police*

- Exclusive control of the stationing and transfer of all patrolmen, auxiliary police officers, and other officers and employees in the police department, and police auxiliary unit, under such general rules as the director of public safety describes

Chief of the Fire Department (city) - ORC 737.09 *Chief of the fire department*

- Exclusive control of the stationing and transfer of all firemen and other officers and employees in the department, under such general rules as the director of public safety describes.

City (Village) (Under the municipal corporation design)

Mayor (village) - ORC 733.24 *Mayor of village ...*

- Chief conservator of the peace
- Control of the village marshal - **ORC 737.19**; control of the village fire officer - **ORC 737.22**

Marshal (village police) - ORC 737.19; *Powers and duties of marshal; control...*

- Exclusive authority over the stationing and transfer of all deputies, officers, and employees within the police department of the village, under such general reles as the mayor describes
- Suppress ... breaches of the peace

Fire Chief (village) - ORC 737.22 *Appointment of village fire chief, fire prevention ...*

- The mayor shall appoint a fire chief or a fire prevention officer

Townships

Township Trustees - ORC Trustees

- May appoint township administrator, establish fire protection, and establish police protection

Township Administrator - ORC 505.032 *Duties of administrator*

- Supervise and direct the activities of the division of township government

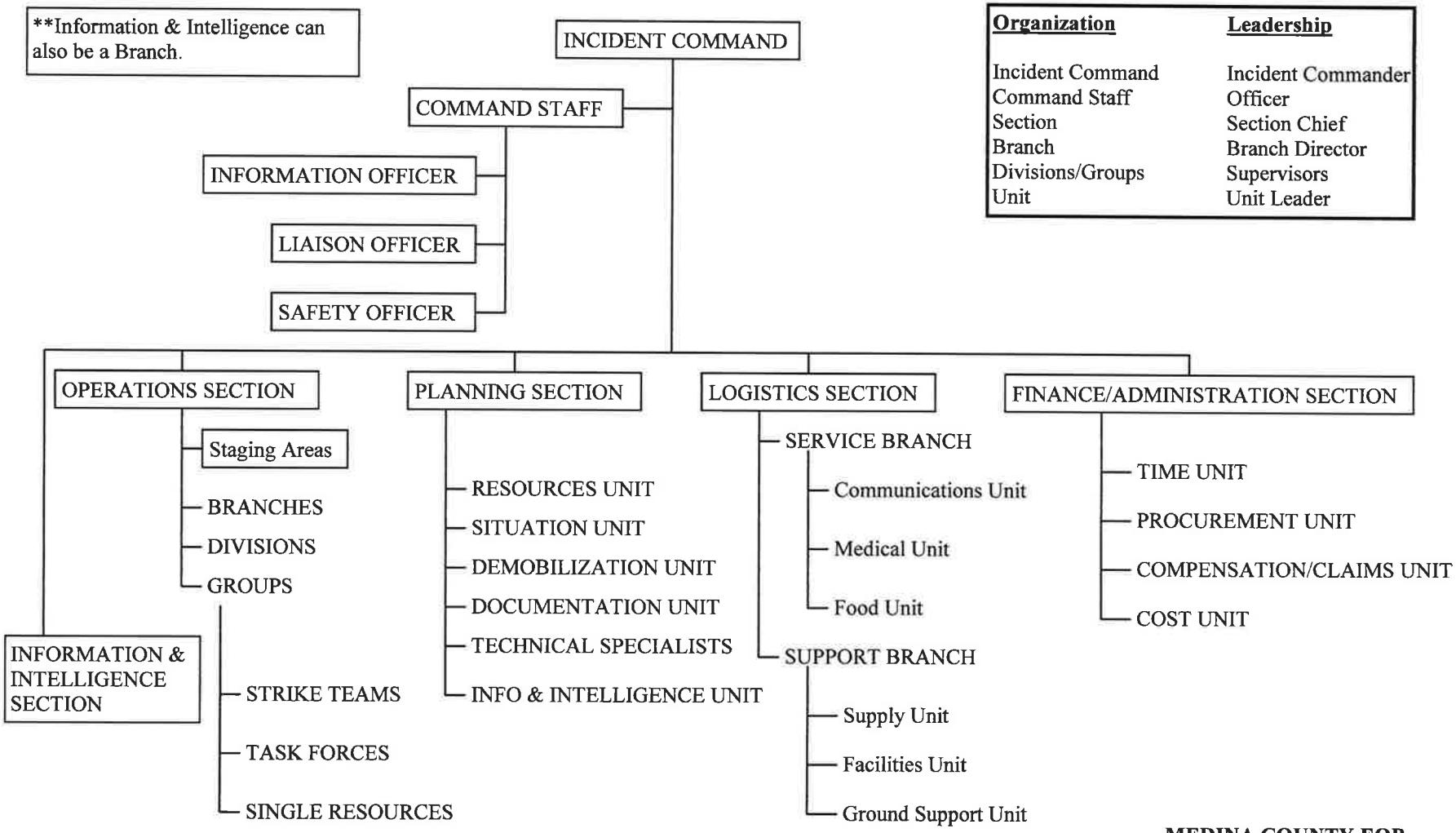
Township Fire Protection - ORC 505.37 *Fire protection powers and duties*

- The head of the fire department is fire chief - **ORC 505.38**

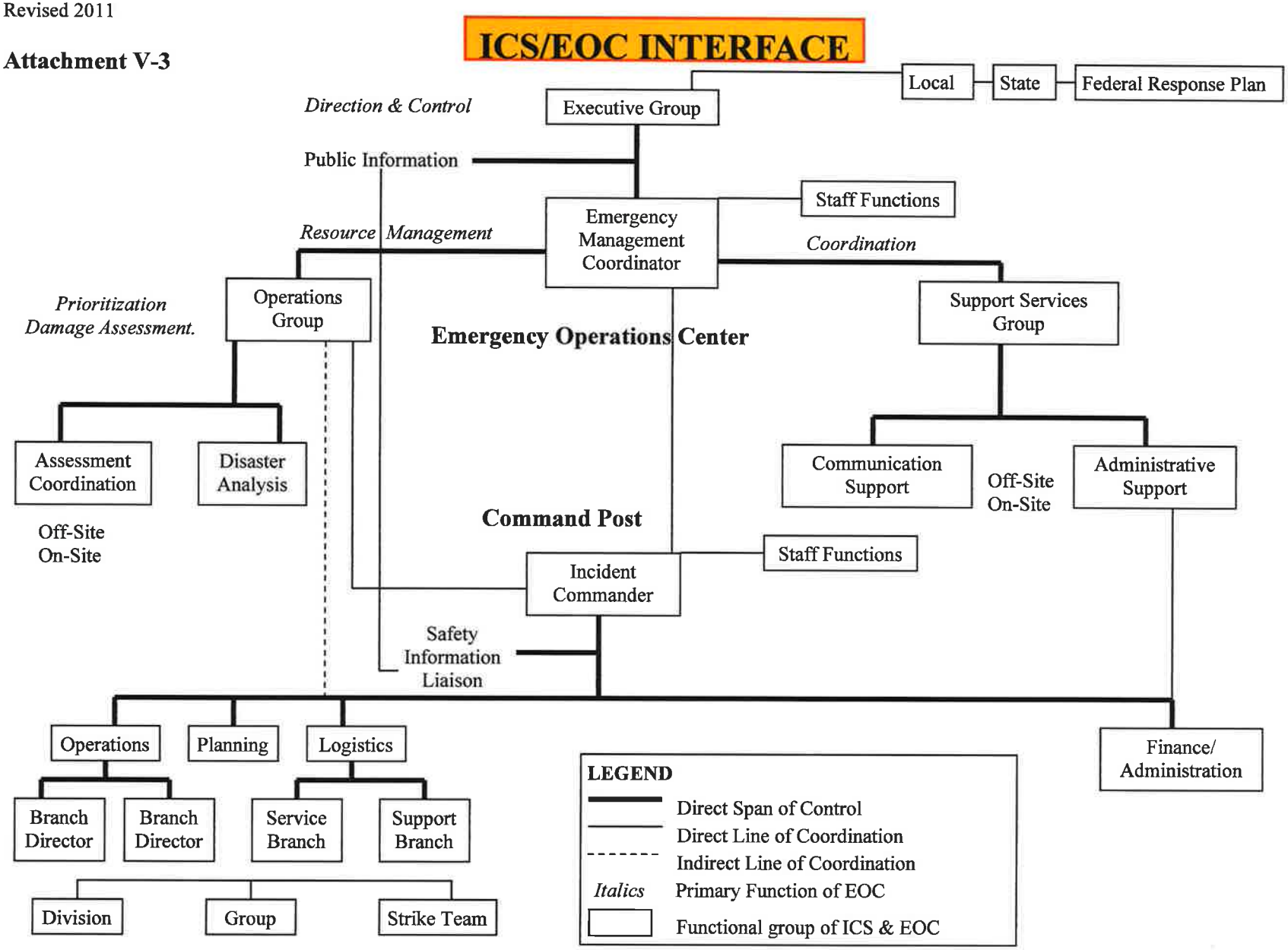
Township Police Protection - ORC 505.48 *Township Police district*

- The head of the police department is the chief - ORC 505.49

INCIDENT COMMAND SYSTEM



Attachment V-3



VI. Emergency Response Functions

Emergency Response Functions represent functional groupings of types of assistance that jurisdictions are likely to need. A single agency, the Primary Agency, is charged with responsibility for each Emergency Response Function with several other agencies, Support Agencies, supporting the Primary Agency. The designated Primary Agency is responsible for coordinating the activities of the function. The agency may have a statutory responsibility to perform that function, or through its regular responsibilities, the agency may have developed the necessary capabilities and resources to lead the function.

Agency/Function Responsibility Chart

P = Primary S = Support Emergency Response Function Agency	#1 Emergency Operations Center	#2 Warning	#3 Communications	#4 Emergency Public Information	#5 Fire Fighting & Rescue	#6 Law Enforcement	#7 Evacuation	#8 Shelter-Mass Care	#9 Public Health	#10 Emergency Medical	#11 Engineering, Public Works	#12 Resource Management	#13 Damage Assessment	#14 Recovery
Emergency Management Agency	P	S	S	P			S	S				P	S	S
Jurisdiction Executives	S			S								P	P	P
Medina County Sheriff	S	P	P			P	P							
Dispatch Centers		P	P											
Local Law Enforcement	S					P	P							
Local Fire Departments	S				P		S			P				
EMS										P				
Ohio State Patrol						S								
American Red Cross	S							P	S	S		S	S	
Health Departments	S							S	P					
Ohio Department of Health									S					
Hospitals	S								S	P				
County Engineer	S										P			
County Transit							S							
Utilities	S										P			
State Agencies											S	S	S	S
Federal Agencies												S	S	S

ERF #1 Direction and Control (Emergency Operations Center)

Primary Agency
The Medina County Emergency Management Agency

Support Agencies
All other organizations involved in the incident.

Purpose

Emergency Operations Center (EOC) is established to provide a central location where government at any level is able to provide inter-agency coordination and executive decision making for managing incident response and recovery.

The EOC is the central point for coordination and supervision of all emergency response operations. Centralization and coordination through an EOC help to focus the efforts of community policy makers. It establishes an environment in which the EOC staff share the same information, can monitor the situation, provide rapid decisions, and reach consensus on relief efforts that go beyond agency and department boundaries.

The EOC, in coordination with the Incident Command Post at the site, will be the point of contact for all operating/responding departments and agencies, other counties and the state. Local communities may utilize facilities within their jurisdictions and the county may provide staff as the situation dictates. The county and/or cities, villages and township EOC's will be activated upon the threat or occurrence of a major emergency/disaster.

Functions of the EOC

1. Centralized Direction and Control

Direction is policy making and executive authority. Control is guiding and managing the emergency efforts of multiple departments, agencies and individuals.

The EOC will not conflict or compete with Incident Command at the scene. The EOC supports field operations and coordinates the activities of a large incident or several command posts at different sites.

A department head or person with decision-making capabilities should be in the EOC to represent each organization involved in the incident. The Medina County Continuity of Operations Plan (COOP) contains information as to who the department head is and who their alternates would be in case they were not available.

2. Information Collection, Evaluation and Display

Data and resource information requirements in the EOC will vary with following; the type and scope of the disaster involved the number and size of jurisdictions affected, and available resources.

Timely, accurate information must come into the EOC for decision-makers. The information will be analyzed for potential problems and to take action or requests with the results posted.

Basic data that should be accessible in the EOC, contingency plans, resource documents or computer storage:

- Alert lists
- Hazard information
- Mutual aid
- Warning and public information
- Damage assessment information
- Road status and closures
- Evacuation and shelter status
- Major events chart
- Meteorological data
- Response information
    - public works
    - medical
    - law enforcement
    - fire
    - transportation
    - communications
    - supplies
    - mass care

3. Coordination

Coordination among representatives in the EOC is the sharing of information, advice, resources, and assistance, and working toward problem resolution.

Coordination also occurs between the EOC and the Incident Command Post and other outside agencies, personnel and contacts.

4. Response Prioritization

When two or more incidents require the same limited emergency response personnel or equipment, someone must decide who gets what.

Based on information gathered in the EOC and information from the field, authorities can make intelligent decisions as to who will receive limited resources until additional resources can be procured.

5. Resource Management

The purpose of resource management is to provide the essential information, personnel, and equipment to best respond to and recover from an emergency.

There are four types of resources:

- local government
- neighboring jurisdictions
- private sector
- higher levels of government

Resource listings include:

- equipment
- routine personnel (Government officials)
- specialized skills (Search and rescue teams)

6. Communications

The most important function of the EOC is to establish and maintain communications with emergency response personnel at the incident scene. Without enough timely and accurate information the EOC will not be able to provide its support functions for the incident scene. Communications are also essential between the EOC and other jurisdictions and outside agencies.

7. Damage Assessment

EOC representatives need to know the conditions they face in order to make an appropriate response. Areas needing assistance may be overlooked if accurate damage information is not available. Accurate damage assessment information is also necessary for requesting assistance from higher levels of government. This is discussed more fully in the Damage Assessment Response Function.

Organization

Personnel responding to the EOC should be organized into the following working groups:

1. The Executive Section

The Executive Section is responsible for developing policies, coordination of EOC operations and with the Incident Commander, and the overall management of the emergency response and recovery effort.

The members of the Executive Section are:

- Elected Officials
- County Administrator
- Emergency Management Director
- Public Information Officer

2. The Communications and Administrative Section

The Communication and Administrative Sections are responsible for keeping communications between the incident locations and the EOC, the State EOC and

the other jurisdictions. This section also provides the EOC with administrational assistance.

Those involved in the Communications/Administration Section are:

- Communications/Administrative Officer
- Dispatch
- ARES Members
- CB Operators
- Message Controllers
- Message Runners
- Typists
- Loggers
- Other EOC Support Staff

3. The Operations Section

The Operations Section is responsible for conducting emergency operations. This group works with the personnel and equipment of the various departments involved in the emergency.

The Operational Section consists of:

- Law Enforcement
- Fire
- Public Works
- Medical- EMS, Hospitals and Public Health
- Mass Care – American Red Cross
- Volunteer groups and organizations (Donations Management Plan)

4. The Additional Sections

Additional Sections consist of a varied of outside resources that are needed to handle specific tasks for an incident and may include:

- Service Department
- Coroner

EOC Resources

1. Facility

The primary Medina County Emergency Operations Center is located at:
555 Independence Dr.
Medina, OH 44256

Back up electric power is available at the EOC.

In the event the primary EOC is damaged, inaccessible, unsafe, or must be evacuated, the alternate EOC will be located at the fire station of the affected community. Should the community not have a fire station; the Town Hall will be utilized. (See Resource Manual for addresses).

2. Equipment and Supplies

The primary EOC provides the following equipment and supplies:

- County Maps
- City Maps
- Township and Village Maps
- Ortho Maps (Aerial)

Charts and Boards

- Magnetic Display Boards (5 total)
- Bulletin Board
- Status Boards (17 Pre-made) (ICS Forms)

Computer/Audio Visual

- Internet Connection
- NWS and Storm Software
- TV's (5) & VCR
- Armstrong Cable
- Computerized Projector with large screen (works with laptop computer)
- Office Computers (10-8 laptops, 1 desktops), EOC (4 – 3 laptops, 1 desktop)
- Overhead projector
- Slide projector

Communications

- State radio
- Packet radio
- CB radio
- Civil Air Patrol Radio
- 6-meter radio
- 2-meter radio
- VHF & UHF radios – located in dispatch
- Monitor high frequency at 3.875

Furniture

The EOC:

- 7 tables
- 2 half-round tables
- 4 folding tables
- 2 horseshoe tables
- 32 cloth chairs
- TV Cart

The Meeting Room:

- 2 tables
- 10 chairs
- 2 magnetic display boards

3. EOC Staff

Emergency Management Director or designee
Emergency Management Staff – Deputy Director, EMA Technician
Local elected officials and/or representatives
Department/agency heads and/or representatives
Amateur Radio Operators
Administrative support staff
Security

Staffing will be on a 24-hour a day basis and will be accomplished in two shifts consisting of 12 hours each.

EOC Start-up Procedures

- Keys for the EOC are located in the EMA Director's office in a lockbox behind the door.
- Ladder for hooking up the phone lines is in the maintenance loading dock.
- The phones are kept in the small black cabinet in the EOC.
- The phones have assigned numbers and need to be plugged into their assigned locations.
- The maps, charts and logs needed for the incident must be set-up in the EOC. The following charts are to be setup for every incident:
  - Event/Situation Status Chart
  - Special Needs Status Chart
  - Field ICS Chart
  - Shelters Chart
  - News/Media Chart
  - Information Dissemination Chart
  - Area Closings Chart
  - Event Casualty Chart
  - Damage Summary Chart
  - Evacuation Chart
  - Hospital Bed Status Chart
  - Others to be posted as needed. (ICS Forms)
- Supplies for EOC operations are located in the Black Cabinet in the EOC.
- Arrange the tables in the EOC. (See attached map).
- Position tents are to be setup at the tables.
  Message in and out boxes are to be placed on the table for those involved in EOC activities.

Activation Procedures

The EOC, in coordination with the Incident Command Post at the site, will be the point of contact for all operating/responding departments and agencies, other counties and the state. Cities, villages and townships may utilize facilities within their jurisdictions EOC and the county may provide staff as the situation dictates. The county and/or local community's EOC will be activated upon the threat or occurrence of a major emergency or disaster. Centralized countywide coordination is recommended when one or more of the following Levels of Emergency occurs:

- **Level 1** - There exists an imminent threat to the safety or health of the public.
- **Level 2** - Extensive multi-agency or jurisdiction response and coordination are necessary to resolve or recover, utilizing available local resources and mutual aid, from an emergency situation.
- **Level 3** - Local resources are inadequate or depleted and significant mutual aid resources must be utilized to resolve the emergency situation. This requires the activation of the Medina County EOP.
- **Level 4** - The emergency/disaster affects multiple political jurisdictions within the county, which are relying on the same resources to resolve the situation. This will require resources from the State.
- **Level 5** – The emergency/disaster has taxed all Local and State resources requiring assistance from the Federal government.

The above Levels of Emergency, as well as the Cascading Event Matrix (Table 1), will be used as a guide to opening the County's EOC. Level 2 will bring in the EMA staff and a Level 3 will require additional personnel from the affected agencies/departments. The Cascading Event Matrix will be utilized as a guide as to what may happen as a result of the initial emergency/disaster, and who may need to be involved in the EOC operations.

Access to the EOC will be restricted access utilizing the standard procedures in place for access to the administrative wing of the Medina County Jail. Incident scene access will be controlled by the Incident Commander per policies and procedures of the local jurisdiction.

Activation Phase:

1) Check in with the Administrative Support and Communications Manager upon arrival at the EOC.
2) Report to the EOC Director or other assigned supervisor.
3) Set up your work area and review your position responsibilities.
4) Establish and maintain a position log that chronologically describes your actions taken during your shift.
5) Determine your resource needs such as a computer, phone, plan copies, and other references.

Demobilization Phase:

1) Deactivate your assigned position and close out logs when authorized by the EOC Director.
2) Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
3) Complete an After-Action Report.
4) If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
5) Clean up your work area before you leave.
6) Leave a forwarding phone number where you can be reached.

Attachment ERF #1 - 1 Emergency Notification

After hours:

Medina County Dispatch receives the call:

- Emergency Management Agency Director
- Affected Jurisdiction

EMA Director calls:

- Ohio Emergency Management Agency
- County Commissioners
- Medina County EMA Staff

EMA Staff notifies the following agencies and departments as needed:

Service Departments
Hospitals
Utilities
OEMA
Health Department
Elected Officials
County Engineer
Parks and Recreation
American Red Cross

Attachment ERF # 1 - 2 EOC Message Procedures

Message Received by Radio in Communications Room:
Radio Operator

- Record message on four-part message form.
- Enter in radio log.
- Forward all of the copies to message controller.

Message Controller- Member of the EOC Staff

- Assign a message number.
- Enter in message log.
- Determine which EOC representative should respond.
- Forward message to designated representative.
- Forward the pink copy to plotter to post on event and/or map board, if necessary.
- Retain the goldenrod copy.

Operations Staff Member

- Determine capability to respond.
- Enter into log.
- Return the white copy to the controller when requested for service has been completed.
- Retain yellow copy for reference until the event is terminated – then return it to the controller.

Message Controller

- Collect all copies of the message and place in notebook.
- Complete message log.
- Assist in preparation of the After Action Report.

Message Received by Landline
Representative Receiving Call

- Record message on four-part message form.
- Forward all copies to the message controller.

Message Controller – Member of EOC Staff

- Assign a message number.
- Enter in the master log.
- Determine which EOC representative should respond.
- Forward message to designated representative.
- Forward the pink copy to plotter to post on the event and/or map board, if necessary.
- Retain the goldenrod copy

Operations Staff Member

- Determine capability to respond.
- Forward to another representative, if unable to respond.
- Enter into log.
- Return the white copy to controller when request for service has been completed.
- Retain the yellow copy for reference until the event is terminated – then return it to the controller.

Message Controller

- Collect all copies of the message and place in notebook
- Complete message log
- Assist in preparation of the After Action Report

Message Form Instructions

The message form is to be used to record significant operational messages requiring dissemination and/or action regarding emergency response activities of agencies operating within the EOC. The message form is a four-part, color-coded, carbonless paper. All requests for service messages, initiated by phone or radio, will be routed through the message controller. This will ensure that proper records will be maintained should the occasion arise at a later time when the records are needed for reports.

Instructions

Message # - assigned by Message Controller

Urgent or Routine – place check in box indicating the priority of the message

Date – today's date

Time – time received

Transmitted by – check "telephone" or "radio" indicating the type of message

To – The person/agency receiving the message

From – The person/agency initiating or sending the message

Message – nature of the request

Message Writer's Signature – the person writing/recording the message

Response – what action was completed to handle the request

Responder's Signature – person who responded to message

Note: Distribution of the four-part message form will be as follows.

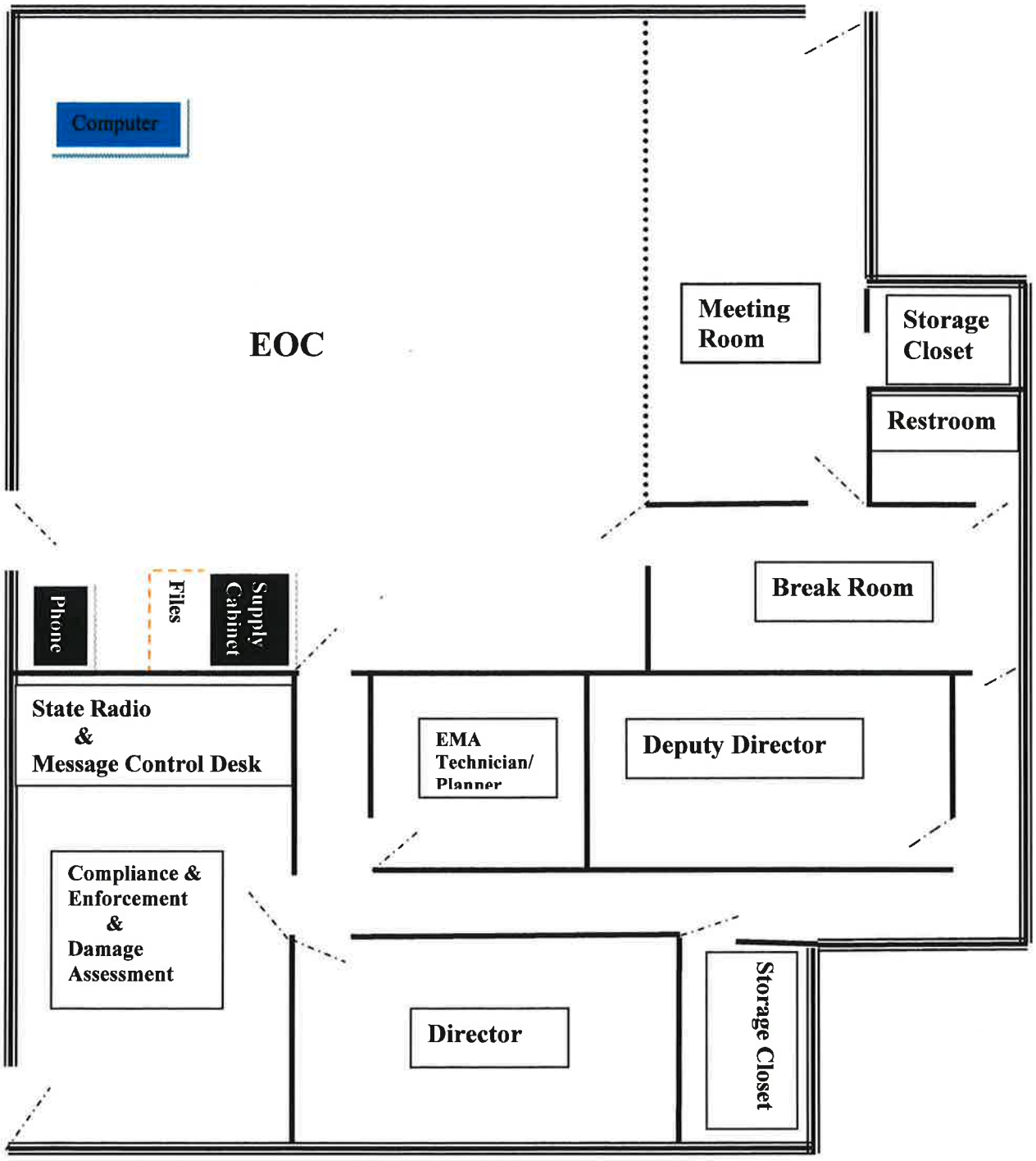
White Copy – EOC operations staff member (this copy will be returned to the message controller when the disposition of the request is completed).

Yellow Copy – EOC operations staff member (this copy will be maintained by the staff member for future reference until the incident is closed, then it will be returned to the message controller).

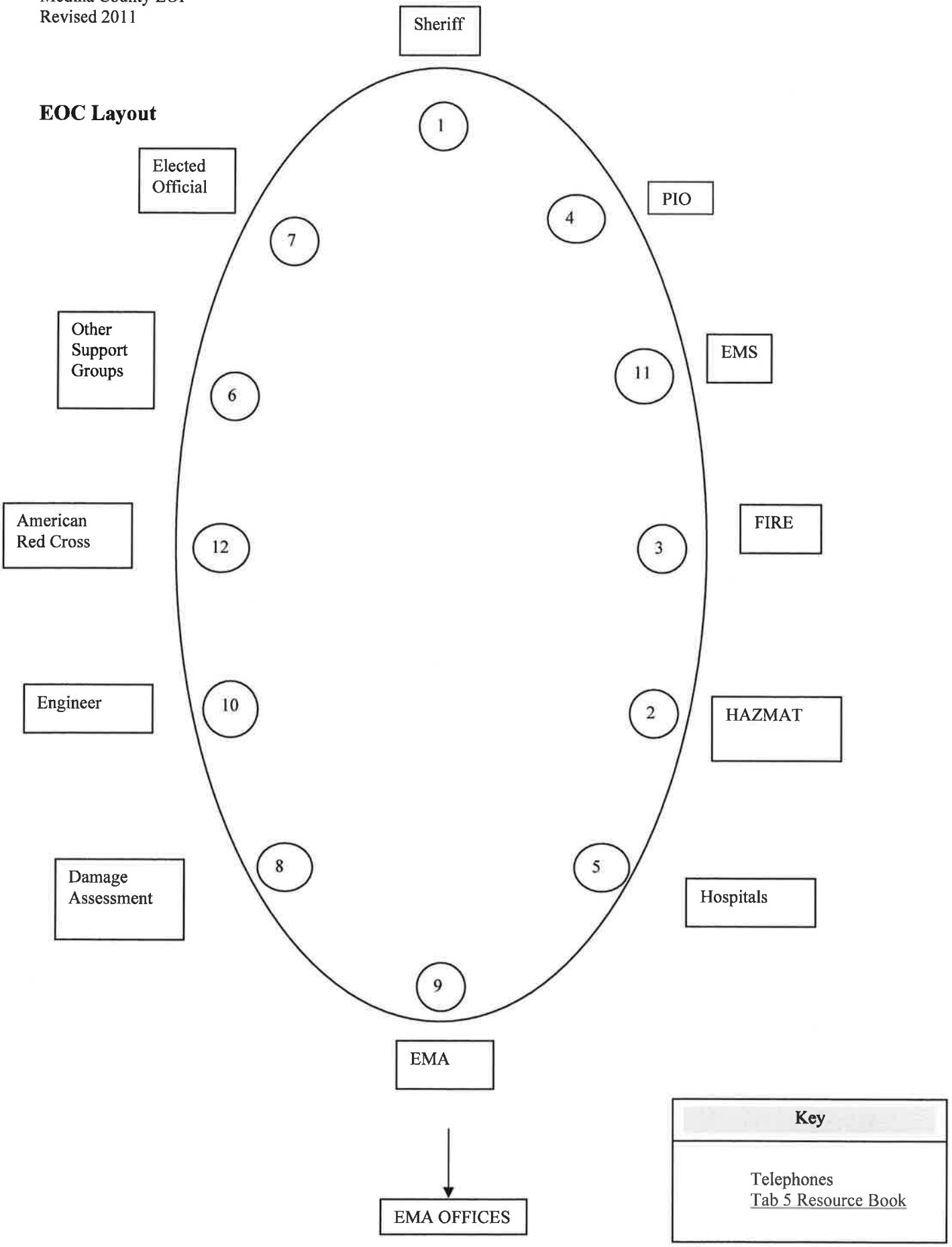
Pink Copy – this copy will be used by the plotter to post information on maps or the significant events board, or to an operation staff member, which could assist with the disposition of the request – this copy will be returned to the message controller when cleared.

Goldenrod Copy – this copy will be retained by the message controller. It will be placed in a notebook. When all the copies of the message are returned to the controller he/she will know at this time that the request has been completed.

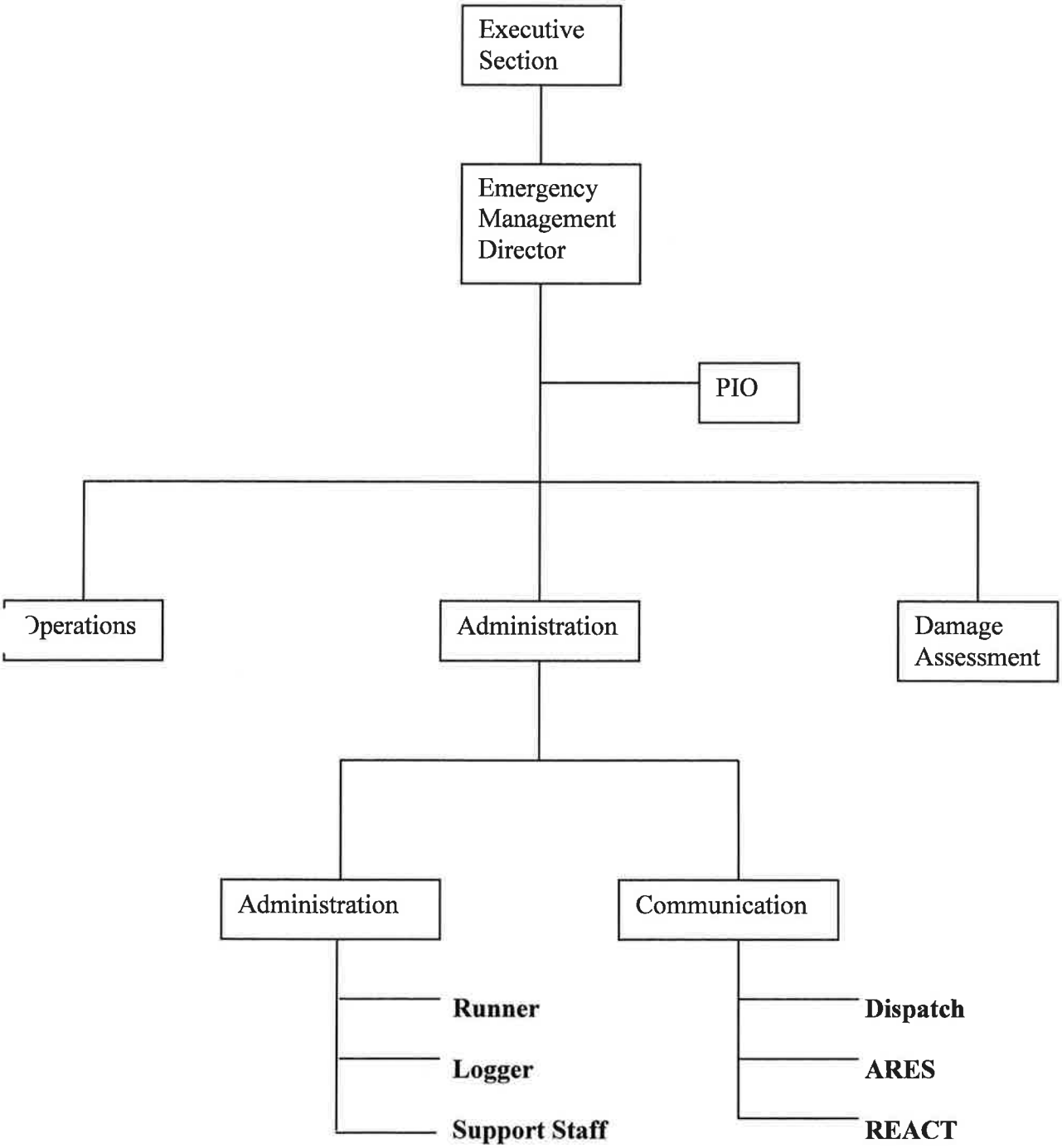
Attachment ERF # 1 - 3 EMA Layout



EOC Layout


Sheriff
1
Elected Official
PIO
4
7
Other Support Groups
EMS
11
6
American Red Cross
FIRE
12
3
Engineer
10
2
HAZMAT
8
5
Damage Assessment
Hospitals
9
EMA
EMA OFFICES
Key
Telephones
Tab 5 Resource Book

EOC Organizational Chart (ICS Form 201, page 3)



Attachment ERF # 1 - 4 EOC Logs and Forms

Security Log or (Check-In List ICS Form 211)

Name	Agency	Work Phone	Home Phone	Time In	Time Out

Communications Log or (Incident Radio Communications Plan ICS Form 205)

#	Request	Date	Time Rec'd	Time Clear

Significant Events Log (ICS Form 209 and/or 214)

This log contains all information related to casualties, health concerns, property damage, fire status, size of risk area scope of hazard, number of evacuees, radiation/hazardous material exposure/dose, and other related information. This information is to be logged in the Communications Room for input into the incident database.

Number	Event	Time	Date

Medina County Emergency Management Agency
Emergency Operation Center Message Form

Message#_____

☐ **Urgent**

☐ **Routine**

DATE: _____ TIME: _____

TRANSMIT BY: ☐ TELEPHONE ☐ RADIO

TO: NAME _____ FROM: NAME _____

AGENCY_____ AGENCY _____

MESSAGE_____

_____

_____

_____

_____

_____

_____

_____

_____
Message Writer Signature

RESPONSE: _____

_____

_____

_____

_____

_____

_____

_____

_____
Responder Signature

COPY TO : _____/_____/_____
(Agency) (Agency) (Agency)

Distribution:
White – Addressee/Message Writer
Yellow – Spare/Responder
Pink - Message Control
Goldenrod-Message Writer/Communications

Attachment ERF # 1 - 5 Incident Report Form

INCIDENT REPORT (ICS Form 201)

MEDINA COUNTY
EMERGENCY MANAGEMENT AGENCY

_____

TYPE OF INCIDENT

_____

DATE OF INCIDENT

_____

TIME (24hours)

LOCATION: _____

_____

_____

REPORTED BY: _____

INCIDENT REPORT NUMBER: _____

NOTIFICATION

How Notified ____ Telephone ____ Monitor

____ Radio ____ In Person

____ Pager ____ Other

Time Notified: _____

Caller: _____

Information : _____

_____

_____

Location: _____

Notified the Following

	Name	Time	Comments
____ MCEMA			
____ Exec. Comm			
____ HazMat			
____ OEMA			
____ Co. Health			
____ EPA			
____ Co. ARC			
____ Others			

INCIDENT

Incident Type: _____

Time Contained: _____

Company/Owner: _____

Address: _____

_____

_____

Phone: _____

Jurisdiction: _____

Incident Commander: _____

Command Post Location: _____

Staging Area Location: _____

Other Departments Involved	Other Agencies/Officials

NARRATIVE REPORT
(Agency Involvement)

Staff Hours: _____

_____

_____

_____

TOTAL AGENCY WORK HOURS: _____

REPORTS/FORMS ATTACHED

____ **Accounting**

____ **Agency Phone/Radio Log**

____ **Aircraft**

____ **Dam Failure**

____ **EOC Reports**

____ **Fire**

____ **HazMat-Fixed Site**

____ **HazMat - Transportation**

____ **Health/City**

____ **Other**

____ **Health/County**

____ **Injury/Casualty**

____ **Maps**

____ **Material Safety Data Sheets**

____ **NWS Print Outs**

____ **Newspaper Article**

____ **Police**

____ **Red Cross**

____ **Weather/Tornado**

Attachment ERF # 1-6 OEMA Damage and Needs Assessment Form (AGN-0035)
Attachment ERF # 13-1

Damage Assessment documents can be found in ERF #13.

Attachment ERF # 1 - 7 After-Action Report **(Separate Document in SOP)

Medina County
Emergency Management Agency
AFTER-ACTION REPORT
Work Sheet

_____
(Name)

_____
(Agency)

(___)_____-_____
(Phone Number)

_____
(Date)

1. Identify problem or problem areas experienced during Emergency Operations Center, Field Operations, or other activity (ies). Please be specific regarding issues.

_____
_____
_____
_____
_____

2. List your recommendations to enhance future activities. Address your specific issues.

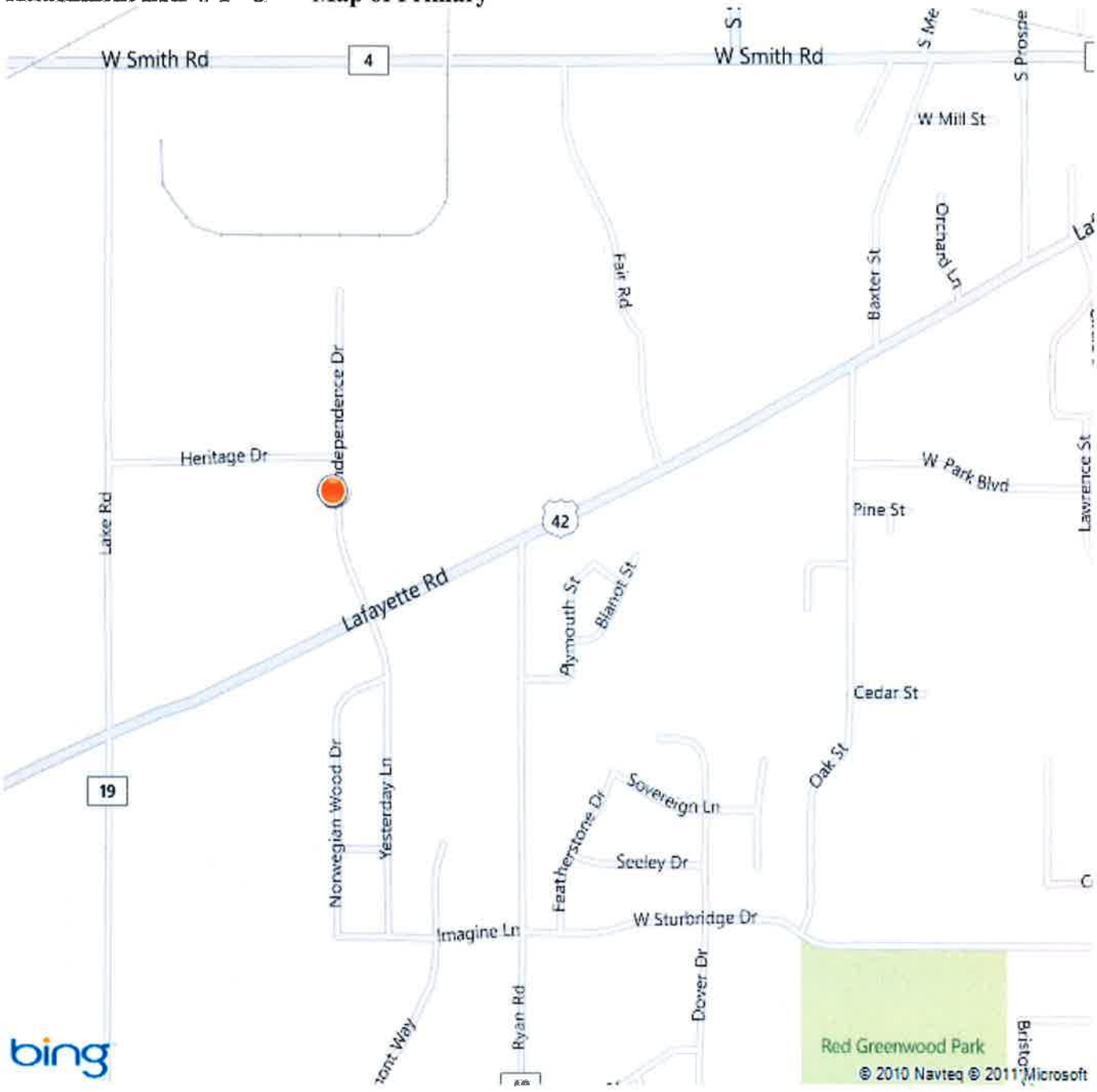
_____
_____
_____
_____
_____

3. In the EOC, was your workstation functional? List special supplies or equipment used, requested, or needed.

_____
_____
_____
_____
_____

NOTE: Do not generalize your comments. Vague issues cannot be addresses by the After-Action Team.

Attachment ERF # 1 - 8 Map of Primary



ERF # 2 Warning

Primary Agency
Medina County Sheriff/Dispatch
Dispatch Centers (Wadsworth, Brunswick, Medina)

Support Agency
Medina County Emergency Management Agency

Purpose

The need to warn the public of impending danger could arise at any time. In order to reduce loss of lives, adequate and timely warning must be provided. A warning period will be available for most emergency situations, although the amount of lead-time will vary from hazard to hazard.

The warning function deals with the dissemination, to the appropriate government officials and the public, timely forecasts of all hazards requiring emergency response actions. This function describes the warning systems in place and the responsibilities and procedures for using them.

Warning and Emergency Public Information are closely tied. Warning is one part of Emergency Public Information. Warning focuses on the specialized systems and procedures used to learn of imminent danger and to alert those at risk quickly, before impact. Emergency Public Information deals with developing messages and accurate information for the public, getting the information out, and monitoring how the information is received throughout the emergency period. Emergency Public Information is ERF # 4.

Operations and Responsibilities

Receipt and Dissemination of Warning/Notification of Governmental Officials and Emergency Response Personnel

a. National Warning System (NAWAS)

The Federal Emergency Management Agency has the responsibility for warning the nation of an impending enemy attack upon the United States utilizing the National Warning System, NAWAS. An agreement between FEMA and NOAA provides the utilization of NAWAS by the Weather Service offices for the dissemination of severe weather watches and warnings. NAWAS points are located in all Weather Service offices in Ohio. NAWAS is a FEMA dedicated nationwide party-line telephone warning system operated on a 24-hour basis. It has two National Warning Centers manned continuously by Attack Warning Officers. Dedicated telephone circuits connect the National Warning Centers to FEMA headquarters, ten FEMA regional offices, 346 other Federal Agencies and military installations in the United States, and more than 2,300 city and county warning points.

The Director of the Ohio Department of Public Safety is responsible for operating the state-level portion of NAWAS. The Ohio primary warning point is located at the Ohio State Highway Patrol Headquarters and at the State EOC on Dublin-Granville Road in Columbus. There are 23 warning points in various parts of the state.

Upon receipt of a NAWAS warning, the OSP, Post # 77, Akron, Ohio, will notify the Medina County Sheriff. All warnings will also be sent over the Law Enforcement Automated Data System (LEADS) to all law enforcement agencies in the warning area.

b. Law Enforcement Automated Data System (LEADS)

The Ohio LEADS system provides for rapid dissemination of national emergencies and severe weather warnings to all Ohio law enforcement agencies with LEADS terminals/equipment.

c. National Weather Service (National Oceanic and Atmospheric Administration)

The National Weather Service of the U.S. Dept. of Commerce, National Oceanic and Atmospheric Administration (NOAA) is the government agency responsible for the declaration and dissemination of "Severe Weather Watches and Warnings." NOAA Weather Radio Stations provide continuous around-the-clock coverage/broadcasts of the latest weather information directly from the weather service.

NOAA weather radios are in place in various institutions such as schools, nursing homes, hospital, etc. and other public assembly locations.

d. Medina County Sheriff Dispatch Center

The Medina County Sheriff Dispatch Center serves as the primary continuous 24-hour county warning point to alert key officials. The notification of governmental departments and agencies is conducted through the use of the telephone and /or radio.

The Medina County Sheriff Dispatch Center will also receive warnings regarding severe weather, technological hazards, dam failures, widespread fires and other emergencies affecting the county.

Local jurisdictions in Medina County are responsible for relaying any warning they receive to their own public officials and residents. Local jurisdictions are also responsible for activating their sirens.

2. Dissemination of Warning to the General Public

Timely warning requires dissemination to the public by all available means:

- Sirens
- Emergency Alert System
- Horns, Mobile PA Systems

- Local Radio and Television Stations
- NOAA Weather Radio (National Weather Service)
- Telephone
- Newspapers
- Emergency Notification System

a. Outdoor Warning Sirens

There are currently 42 sirens located throughout Medina County, 5 (Wadsworth) of which have voice capability. (These numbers change as communities add new sirens and convert old ones). Each community owns the sirens within their boundaries and is responsible for the maintenance & testing of those sirens.

The sirens are used primarily for tornado warnings, but can be used for other events, such as a hazardous material spills and severe thunderstorms.

Wadsworth City has the capability to activate their sirens and transmit a voice message. As of 2010, Brunswick has decided to discontinue use of all 6 due to a "malfunction". Spencer's is out-of-service, and Liverpool, Chatham, Granger, Hinckley, Homer, and Montville do not have any, but they are pursuing grant money.

b. The Emergency Alert System

The Emergency Alert System is the use of existing radio and TV stations to provide federal, state, and local governments with means of disseminating warnings and communicating information to the general public. EAS is a digital system capable of automated operation.

Medina County is in the Central and East Lakeshore EAS Area. The designated the Local Primary (LP) station for Central and East Lakeshore EAS messages is WTAM AM, Cleveland (1100 MHz). The alternate originating station is WGAR FM, Cleveland (99.5 MHz).

Conditions for Activation

Emergencies which pose immediate threat to health, life safety or property.

Notifiers

The Emergency Management Agency Director or designee and the Medina County Sheriff are designated officials authorized to request activation of the EAS and are known as notifiers. The National Weather Service may request activation for weather emergencies. Other local officials must request EAS activation through the authorized notifiers.

Requests for Activation

Requests for activation of the Central and East Lakeshore Ohio Local EAS will be made by contacting WTAM, the Local Primary station.

If WTAM cannot be contacted, WGAR, the alternate LP shall be contacted.

Cable Television

Cable television systems are now required by federal law to carry EAS messages and warnings from the National Weather Service. Communities can also transmit local emergency messages via cable television. Each cable company has its own specific procedures for handling emergency messages.

Attachment ERF # 2 - 1 EAS System Operational Area

Attachment ERF # 2 - 2 EAS Structure

c. Door-to Door Notification

Door-to-door notification may be used if sufficient time exists and can be done without endangering emergency personnel. The use of mobile public address system and/or door-to-door notification by emergency response personnel will be required when a quick onset emergency (e.g. hazardous material spill) occurs necessitating an evacuation.

d. Notification of Special Populations

Warning and notification of hearing or visually impaired and Non-English speaking persons will be accomplished by public officials at the local jurisdiction level.

e. "Real time" Severe Weather Damage Reports

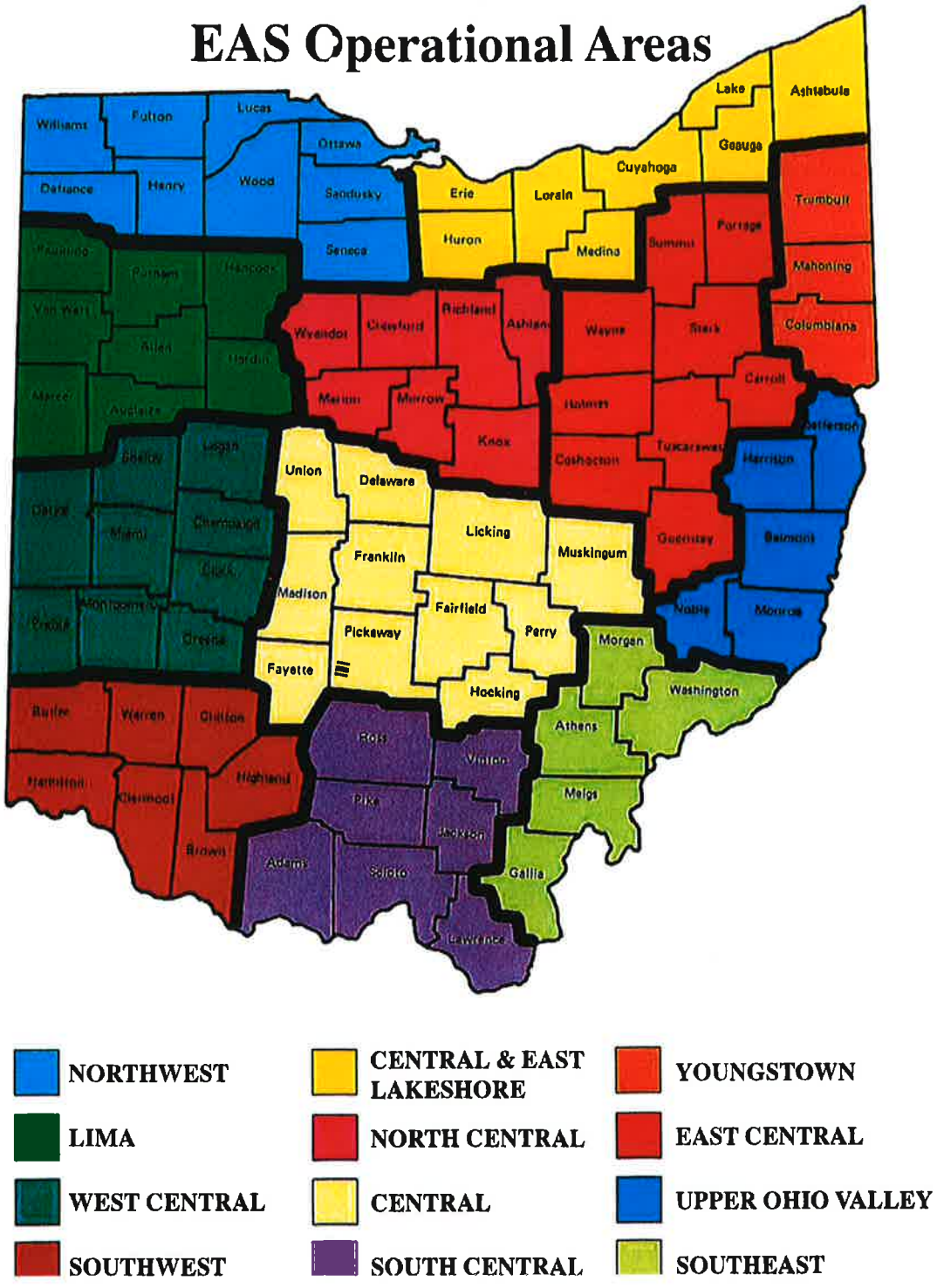
When time is permitting, the Medina County Sheriff's Office or Medina County EMA will report storm damage to the local National Weather Service office in real time or the most timely fashion as deemed permissible by the particular situation.

f. Emergency Notification System

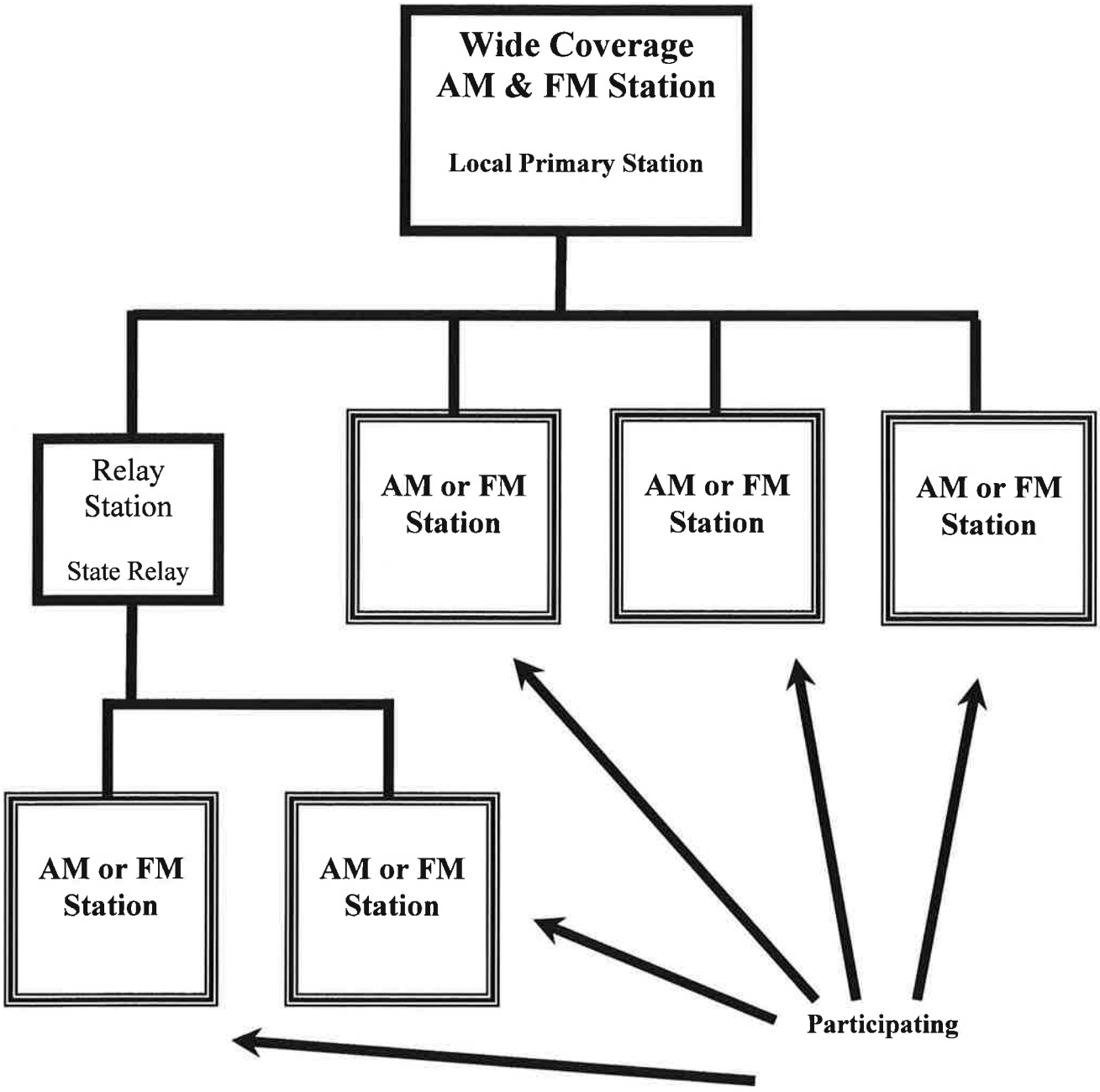
This new system (2011) will allow for more efficient community notification with faster messaging using voice, email, text, and other social media.

Attachment ERF # 2 – 1 Emergency Alert System - Operational Areas

Ohio
EAS Operational Areas



Attachment ERF # 2 - 2 Emergency Alert System Structure



EAS System Structure

ERF # 3 Communications

Primary Agency
Medina County Sheriff/Dispatch Center
Local Dispatch Centers

Support Agency
Medina County Emergency Management Agency

Purpose

The purpose of the ERF # 3 Communications is to outline primary and backup communications procedures and capabilities to be employed in the event of a large-scale emergency/disaster in Medina County, and to assure provisions for communications to support county and municipal response efforts before, during, and following the actual or potential disaster impact.

ERF # 3 will coordinate the communications assets (both equipment and services) available locally as well as from state agencies, volunteer groups, county agencies, the telecommunications industry, and the military. This will be the focal point of all communications activity in Medina County before, during, and after activation of the Emergency Operations Center.

Operations and Responsibilities

1. The Emergency Communications Center

The Emergency Communications Center (ECC) is located in the Medina County Emergency Operations Center. The ECC is utilized during full EOC activation. Sufficient communications are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation may be required.

a. Weather Watches/Warnings

The Medina County Sheriff dispatch center monitors local and regional weather conditions daily, noting forecasts, special announcements and weather statements from the National Weather Service.

When severe weather enters Ohio and appears to be tracking toward Medina County the dispatch center will track the weather system. If a warning is issued for severe weather, dispatch will set off the appropriate fire department's tones.

MCEMA will be notified by dispatch if severe weather has affected the County.
If weather conditions escalate, MCEMA will make a decision to activate the EOC.

b. Other Emergency Events

For other emergency events, (i.e. hazardous material spills) dispatch will notify MCEMA if they are requested to do so by the responding Fire Department. Depending upon the severity of the incident, MCEMA will report to the incident scene or call for EOC activation.

Additional staff may be asked to report to the EOC to secure and make operable communications equipment and supplies as needed. Communication with emergency personnel at the scene will be established, as well as with other jurisdictions and agencies. Communication into and out of the EOC will be primarily by land-line phone, cell phone, and radio. Amateur radios may be utilized as back-up communication to and from; disaster sites, shelters, hospitals, feeding facilities, supporting agencies and transportation resources.

2. ECC Communication Capabilities

a. Radios

The Sheriff Department Dispatch center serves as the EOC Emergency Communications (ECC) initially and is fully manned on a 24-hour basis.

The EOC ECC functions under ARES (Amateur Radio Emergency Service) and is equipped with the following:

1- state radio
1- packet radio
1- CB radio
1- civil air patrol radio
1- 6-meter radio
1- 2-meter radio
VHF & UHF radios.
Monitor high frequency at 3.875

b. Telephones

There are 12 incoming lines that will be equipped with incoming/outgoing call capacity telephones. Cellular telephones from various sources will be utilized in the event that landlines are down or unavailable.

EOC numbers are located in the Resource Directory, Tab 5.

c. Additional Systems

The Medina County Sheriff's Department vehicles have Mobile Data Systems installed to provide; dispatching information, status information, an automated pathway to LEADS, and messaging between units and other functions.

The ECC has 2-meter radio and Packet radio capability. Amateur radio operators can also be called in for back-up communications if needed.

The Buckeye State Sheriff's Association (BSSA) Interoperability Vehicle is a vehicle similar to Mobile Command and it is available upon request. The request procedures are located in the Resource Book, Tab 48.

3. Response Actions

Under the leadership of the Emergency Communications Center, representatives of the support agencies, as requested by the primary agency, will staff the EOC. The role of the primary agency will be to focus coordination, and manage the combined agencies' efforts.

- Begin accessing needs to pre-stage communications assets for rapid deployment into the affected area(s).
- Each support agency should determine what assets are available and nearest to the affected area(s) and the time frame in deploying those assets.
- Plan the recovery process according to cumulative damage information obtained from assessment teams, the telecommunications industry, the EOC and other agencies.
- Assemble a listing of all local communications assets available to support a recovery mission, including volunteer and other local agencies, and industrial resources.

ERF # 4 Emergency Public Information

Primary Agency
Medina County Emergency Management Agency

Support Agencies
County Commissioners Office
Mayor(s) Office
Jurisdiction Executive Office

Purpose

The purpose of ERF # 4 is to provide a comprehensive plan for the efficient and consistent dissemination of information to the general public before, during and after a minor, major, or catastrophic emergency.

During an actual or potential emergency, the public must be informed of measures being taken to deal with the emergency including governmental decisions, recommendations and directives. Accurate information is vital to alleviate the rumor flow, which engenders panic, fear and confusion.

Operations and Responsibilities

1. **Three phases of Emergency Public Information**

   a. Normal Operations Programs

   Information disseminated during normal operations includes written and graphic disaster preparedness materials such as brochures and publications, public presentations, classes, news releases, and media events. This information is to encourage preparedness activities, awareness and encourage personal responsibility to minimize the loss of life and property during a disaster.
   During non-emergency periods, this information dissemination will be coordinated by the Medina County Emergency Management Agency.

   Normal Operations Public Information Programs:

   - Distribution of hazard specific media packages, i.e. Severe Weather Awareness Week, Winter Safety Week.
   - Distribution of brochures produced both locally and nationally, on topics including hazard specific and general disaster preparedness. Brochures are distributed to the public during public awareness presentations, fairs, or upon organizational requests.
   - Public awareness presentations by emergency management staff to civic groups, schools, businesses, nursing homes, home owners associations and other organizations.

b. Emergency Information

Emergency information dissemination begins when an actual or pending emergency threatens the local area. Pre-packaged preparedness information will be widely disseminated through all media channels. As the situation becomes more threatening, specific information and instructions will be released primarily directed toward the survival, health and safety of citizens in the impacted area.

Jurisdictional Chief Executives are responsible for the prioritization of informational releases, with the following of principal importance:

- Lifesaving, including information essential to survival, health and safety.
- Recovery, including instructions concerning disaster recovery, relief, programs and services.
- Others, including non-emergency notices released by participating government and volunteer agencies.

c. Recovery

This phase begins after the disaster impact and continues until the needs for recovery and rehabilitation are satisfied. Informational releases will include; disaster assistance information, descriptions of recovery efforts, actions being taken to alleviate problems, and assistance programs available to the public.

2. Joint Public Information Center (JPIC)

A Joint Public Information Center (JPIC) may be established at the Medina County Emergency Operations Center. The JPIC provides for an organized arrangement of functions encompassing emergency personnel, facilities, equipment and procedures involved in providing accurate, coordinated and timely instructions and information to the public during an emergency.

During disasters, the EOC will act as the central coordinating facility for receiving and disseminating public information. All organizations involved in emergency response and recovery, having requirements to release information to the media and the public will work through the JPIC. All representatives in the activated EOC will verify reports received from the field and will clear press releases relating to their response efforts with the PIO.

Dissemination of public information will be made from the JPIC via news conferences, interviews, and issuing of news releases. This will serve as the single official point of contact and release of information during an emergency. If the EOC is not activated, news releases will be given by the officially designated county spokesperson (PIO).

3. Medina County PIO

The Medina County PIO is appointed to his/her post by the Director of the Medina County Emergency Management Agency with approval from the Executive Group. The Medina County PIO manages the activities at the JPIC in coordination with the Chief Executives and representatives in the EOC and at the on-site Incident Command Post.

Specific responsibilities of the PIO and staff are:

- Coordinate with appropriate officials and EOC representatives for the release of emergency public information.
- Disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public.
- Ensure that no media information is released prior to authorization and sign-off through the executive group.
- Actively solicit information from all municipal liaisons and organizations to ensure current and complete information is being disseminated.
- Establish a plan for managing and staffing of media and emergency public information telephone lines before, during and after a disaster.
- Prepare evacuation information; population at risk, evacuation routes, instruction for evacuees, locations of reception areas and shelters, and safe travel routes for return to residence.
- Release public information concerning needed volunteers and donations, re-entry and other recovery issues.
- Provide for rumor control. Designate personnel and dedicate phone lines to handle inquires from the public. Provide briefings, fact sheets and news releases to keep phone personnel updated on the situation.
- Coordinate information flow with the State EOC.
- Coordinate PIO and JPIC activities with the State PIO and JPIC to insure coordination and consistency of messages throughout the state.
- Develop a Joint Public Information Center should the situation warrant.
- Maintain working relationships with the local media and develop agreements for Emergency Public Information support.
- Ensure media (both print and electronic) are monitored for correct and consistent informational releases.
- When the EOC is activated, the PIO will keep a log listing all media contacts made, press releases issued and any other major PIO functions accomplished during the EOC activation. This report will be given to the Executive Group.
- Log all incoming and outgoing messages.
- The Medical Coordinator will provide the PIO with timely information concerning casualties, numbers and types of injuries. This information will be given to the Red Cross for next-of-kin notifications before it is released to the public.
- Refer inquiries about missing or injured persons to the Medina County American Red Cross representative.
- Make arrangements for executive and response personnel to speak on the television and radio.

- If electrical systems fail during the emergency, protective action information will be announced door-to-door and or by the bullhorns or public address systems, by law enforcement officers and fire responders.

4. Public Officials

Public officials in the EOC will authorize and control information given to the public via the Public Information Officer. This group will review all press releases before they are released. Timely dissemination is essential.

Media Resources can be found in the Medina County Resource Manual, Tab 6.

ERF # 5 Fire Fighting and Rescue

Primary Agency
Local Fire Departments

Support Agencies
Adjoining Fire Departments

Purpose

The purpose of ERF # 5 - Fire Fighting and Rescue is to coordinate Medina County's fire fighting and rescue capabilities to ensure appropriate utilization of local fire resources. This involves managing and coordinating fire fighting resources in the detection and suppression of fires, rescue operations, and mobilizing and coordinating personnel, equipment and supplies in support of local entities.

The responsibilities of fire services in disaster situations are basically the same as in daily operations. Disaster operations differ in that fire departments may be called upon to perform additional tasks. They may have to coordinate their operations with other disaster response forces and will have to coordinate and report their on-scene activities to the Fire Services Coordinator representing them in an activated county Emergency Operations Center. They will follow the NIMS ICS structure of command.

Fire and Rescue Organizations in Medina County establish a primary command post when dealing with on-going emergencies. The purpose of the command post is to manage organizational resources and response personnel at the scene. Command post personnel coordinate their activities with their counterparts in the Emergency Operations Center.

Operations and Responsibilities

1. Mutual Aid

Mutual Aid is a system of reciprocating services whereby firefighting agencies agree to provide fire protection, emergency medical services, or similar emergency response services to the other, the same as is provided to their own jurisdiction, in exchange for like consideration from the other party.

Written Mutual Aid contracts should be secured, when required by the jurisdiction, between each jurisdiction and/or agency with which mutual aid is shared on a regular basis.

It is the intent of the Medina County Fire Chiefs, to utilize mutual aid in a manner that provides the most practical and effective delivery of service to the citizens of their respective jurisdictions.

See the Fire Service Mutual Aid Provisions, EOP, Page IV-13.

2. Response Procedures

Fire service organizations within Medina County will:

- Act as the Incident Commander for most major incidents.
- Control and suppress fires.
- Perform emergency medical services.
- Transport victims to local hospitals.
- Coordinate all fire services activities with other emergency response organizations at the scene and at the EOC.
- Direct evacuation efforts in coordination with elected officials of the affected jurisdiction and law enforcement officers.
- Direct radiological response and hazardous material response in coordination with appropriate state/federal organizations, and the Medina County Hazmat Team.
- Supply initial damage assessment reports to the Medina County Emergency Management Agency as requested.
- Maintain mutual aid agreements
- Conduct door-to-door notification, if required.

a. Incident Command

Medina County Fire Departments operate within the NIMS Incident Command System, which is described extensively in Section V of this document.

b. Search and Rescue

When the response requires a rescue, some guidelines to consider are:

- Determine if any persons are missing.
- Determine in which part of the building they would have most likely been.
- Evaluate the possibility the person could still be alive.
- Examine the risks to rescue personnel.
- Weigh risks against the possibility person is still alive
- Rescue personnel should not be placed in jeopardy when the situation is uncertain.

c. Radiological

Fire service personnel are trained in radiological monitoring. Monitoring equipment, appropriate protective equipment, instruments, and clothing are available and are maintained by fire departments. If a radiological incident occurs, the Radiological Officer for Medina County will be notified.
Fire Department personnel will assure that dosimeters are read at appropriate frequencies and that dose records are maintained for response personnel.
Additional support for radiological assistance may be obtained from the Ohio Emergency Management Agency at (614) 889-7150, 24 hours a day.

The first fire department on the scene will alert other response organizations of the status at the site. The on-scene commander is responsible for advising decision makers either directly or through the EOC Fire and Rescue Coordinator of the risks associated with the threat and the methods for addressing the release.

d. Hazardous Materials

Response to a hazardous material incident is discussed at length in the Medina County Hazardous Materials Annex. (Hazmat Plan, page 3) This document was developed by the Medina County Emergency Management Agency and the Local Emergency Planning Committee in accordance with SARA, Title III requirements.

e. EOC - Incident Command Interface

A fire representative will report to the EOC upon its activation to coordinate fire and rescue activities with the Incident Commander. The EOC Fire Representative will act as liaison between fire organizations and EOC representatives for material and personnel support. The Incident Commander will relay reports on the status of the emergency including; number of casualties, injuries, extent of damage, and potential for evacuation, radiation/chemical exposure levels, and support requirements to the Fire Representative in the EOC.

Medina County Fire Departments can be found in the Medina County Resource Manual, Tabs 14 and 15.

ERF # 6 Law Enforcement

Primary Agencies
Medina County Sheriff
Local Law Enforcement

Support Agency
Ohio Highway Patrol

Purpose

The purpose of ERF # 6 - Law Enforcement is to establish procedures for the command, control, and coordination of county, municipal, local and state law enforcement personnel/equipment to support emergency/disaster response operations.

Activities of local law enforcement agencies will increase significantly during emergency operations. If local capabilities are overwhelmed, support may be obtained from state and federal law enforcement agencies. Mutual aid may also provide additional resources and services needed in an emergency.

Operations and Responsibilities

1. Duties of the County Sheriff

During an emergency the County Sheriff shall have the following responsibilities as provided in the Ohio Revised Code:

- Maintain law and order.
- Coordinate all law enforcement activities within jurisdictional boundaries.
- Provide for traffic control and monitor impediments to traffic flow.
- Provide security for key facilities (EOC, JPIC, jail, etc.).
- Provide 24-hour communications and warning.
- Limit access into controlled areas.
- Provide mobile units to assist in warning for evacuation.
- Advise support agencies regarding road access and law enforcement activities within the county.
- Coordinate use of signs, barricades, etc., with the County Engineer for perimeter control.
- Coordinate use of Ohio National Guard personnel if needed.
- Support Public Health during general or mass immunization or quarantine procedures.

2. Considerations for local Law Enforcement

Local police agencies will have the authority and responsibility as defined by the Ohio Revised Code within their respective jurisdictions.

- Maintain law and order.
- Provide traffic and crowd control.
- Provide security and limit access to controlled areas.
- Provide communications.
- Assist in warning.
- Assist other law enforcement agencies.
- Support Public Health during general or mass immunization or quarantine procedures.

3. Law Enforcement and the Emergency Operations Center

The County Sheriff, and/or local law enforcement personnel, and/or members of the Ohio Highway Patrol are responsible for coordinating emergency law enforcement activities in the EOC. The Sheriff, or a designated representative, will serve as the Law Enforcement Coordinator within the EOC. Local police departments will also provide a representative to the EOC when appropriate.

The establishment of priorities and coordination between law enforcement units will be effected through the EOC.

State and Federal support will be requested through the EOC, but only after local resources have been expended or deployed.

Mutual aid forces will function under their supervisors who in turn will be responsible to the requesting agency. Coordination of their use will be directed by the chief law enforcement official at the EOC in the jurisdiction in which they are operating.

Routine law enforcement activities will be conducted according to standard operating guidelines from usual locations when possible. The EOC Law Enforcement Coordinator will set priorities for resources and coordinate activities of the various forces.

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.

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.

4. Security

Law Enforcement will provide security for the evacuated area to prevent looting and possible problems with unauthorized personnel. Security will be provided by the affected entity's law enforcement agency 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.

Security and assistance will also be provided to the Incident Scene, Incident Commander and Command Post.

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.

Law enforcement personnel may patrol the evacuated area to protect against looting if circumstances warrant and it is safe to do so.

5. **Evacuation**

In the event of an evacuation the Sheriff's Office will provide those duties as stated in the Ohio Revised Code and will assist local law enforcement agencies and response groups with the warning and movements to shelters of individuals and families within the area to be evacuated.

Once the evacuation zone has been identified by the Incident Commander, Law Enforcement will determine evacuation routes and alternate routes. 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.

6. **Traffic Control**

Major traffic will be re-routed around the affected area, and a continuous flow of traffic maintained, to the extent possible. The ranking law enforcement person at the field command post will determine the traffic control points and detours. The Incident Commander will be consulted to determine if the traffic control locations and patterns will be outside a potential danger zone.

7. **Prisoners**

Circumstances may necessitate the evacuation of prisoners from the place of permanent confinement to a temporary facility. The Sheriff or Sheriff's designee and/or the Incident Commander will make the decision to evacuate.

If an evacuation is required, the institution manager should have identified a primary facility and several alternates in their emergency plans. Transportation should be arranged prior to the need to evacuate. If prisoners cannot be moved, protective actions will be taken to insulate them from the effects of a hazard.

Law Enforcement Agencies can be found in the Medina County Resource Manual, Tab 13.

ERF # 7 Evacuation

Primary Agencies
Law Enforcement

Support Agencies
Medina County Emergency Management Agency
Fire Services
Medina County Transit Authority

Purpose

ERF # 7 Evacuation deals with the movement of people to a safe area, from an area believed to be at risk, when emergency situations necessitate such action. This function outlines the provisions that have been made to ensure a safe and orderly evacuation.

An evacuation is undertaken when it is perceived that there is or may soon become an unacceptable level of risk to health and/or safety of people in a given area. If the perception of unacceptable risk is initially arrived at and acted upon by individuals, the evacuation is termed "spontaneous." If governmental entities first perceive the need to evacuate, the process can be termed an "organized" evacuation. This function concentrates on an "organized" evacuation.

An alternative to physical evacuation is for citizens to remain in their homes and Shelter-In-Place under certain emergency conditions, such as a hazardous material spill. (See ERF #8, pg. VI 52, for shelter-in-place description).

Operations and Responsibilities

1. Decision to evacuate

a. Responsibility

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. The Sheriff and the fire and police chiefs are empowered to determine the need and order evacuations during emergencies. When time allows, evacuation orders will be coordinated with the chief executive officer of the affected jurisdiction before they are released to the public.

It is usually the Incident Commander's responsibility to make the decision that an evacuation is necessary, and to define the area requiring evacuation. In most cases the Incident Commander is the ranking fire official. Once the decision has been made to evacuate, law enforcement is responsible for carrying out the task.

b. Decision Factors

There are several factors that must be considered in making the decision to evacuate or shelter-in-place:

- Type of emergency
- Magnitude
- Intensity
- Spread of onset
- Duration
- Demographic impact

These factors will determine the number of people to be evacuated or sheltered and the time constraints and travel distance required to ensure the safety of the population.

Other important issues are the availability of evacuation routes, their capabilities and their vulnerability to the hazard. Mode of transportation is also significant and provision must be made for those unable to supply their own transportation.

2. Notification to Evacuate

Whether the decision is to evacuate or to shelter-in-place, people should be given as much information and warning time as possible.

a. Pre-evacuation Notice

On slow-moving events, pre-evacuation notice should be given to affected residents if it appears that hazardous conditions may warrant such actions. Residents should be advised that they might have to evacuate upon thirty-minute notice or less. Specific information should be given on:

- Area to be evacuated
- Evacuation routes
- Assembly points
- Mass care shelters
- Supplies to take
- Instructions for pets
- Instructions for safe return to their homes after the incident

b. Notice to evacuate

All warning modes should be utilized to direct the affected population to evacuate. Whenever possible, the warning should be given on a direct basis as well as through the media. Law enforcement and fire personnel in vehicles driving throughout the affected area with sirens and public address systems may be used. Door-to-door notification may also be used if there is enough time and personnel. Care should be taken to minimize risk to these officers if the incident suddenly escalates. Law

enforcement personnel will sweep the evacuated area to insure that all persons have been advised and have responded.

Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for, then, time and safety permitting, further efforts will be made to persuade these people to leave.

c. Emergency Public Information

Emergency Public Information concerning evacuation orders will be released from the EOC to all available media. The Public Information Officer (PIO) will insure that evacuation information is disseminated to the media on a timely basis. Instructions to the public such as highway routes to be followed, location of temporary reception centers as well as situation updates will be issued as that information becomes available.

Once the danger has passed, the affected population must again be notified that they may return to normal activities. Additional instructions will be given, such as health advisories, instructions on how to clean and air out buildings, etc.

d. Notification of Special Facilities

Facilities, which are expected to require special planning and resources, to carry out evacuations include hospitals, prisons, and institutions for the disabled, nursing homes and indigent care providers. All facilities of this type within the area to be evacuated will be warned of the emergency situation by the EOC.

These facilities will be advised to activate their emergency plans. If additional assistance is needed by a facility, emergency response will be coordinated through the EOC.

e. Special Needs Population

Consult files on Special Needs People in the jurisdiction to be evacuated. Several healthcare facilities have participated in the Tier II training program and have shared their plans with the Medina County EMA.

f. Animals, Pets, Livestock

Medina County C.A.R.E. will be activated to handle the rescuing and removal of animals to include pets and some livestock. There is also a list in the Medina County Resource Manual of Livestock Haulers. (Tab #31) They will be notified by the Medina County EMA if there is a need for their services.

3. Determining the Evacuation Area

The definition of the area to be evacuated will be determined by those officials recommending the evacuation, based upon the advice of appropriate advisory agencies. The hazard situation will be continually monitored in case changing circumstances require redefinition of the actual potential affected area. The command authority will ensure that the evacuation area is defined in terms clearly understandable by the general public and that this information is provided to the PIO for rapid dissemination. This could also result in command making the decision to shelter-in-place instead of to evacuate.

4. Transportation

The Medina County Transit Director will act as Operations Coordinator for public transportation resources planned for use in an evacuation.

It is anticipated that the primary evacuation mode will be in private vehicles. Actual evacuation movements will be coordinated by the law enforcement agencies involved.

Evacuation routes and alternate routes will be selected by law enforcement officials based on the incident location and situation.

The American Red Cross, in cooperation with local authorities at the shelter sites, will designate parking areas. The jurisdiction's law enforcement officers or their designated volunteers will provide vehicle security.

Evacuees without vehicles will be transported by Medina County Transit Authority bus or school bus, depending upon availability of resources. Assembly points where evacuees may board buses will be announced by the media and/or public address systems in the affected area. (Medina County Resource Manual, Tab #47)

The owners/administrators of EMS squads, ambulance services, and handicapped transportation services cooperate with the Transportation Coordinator to provide listings of ambulances, vans and other vehicles that can be used to evacuate the handicapped and infirmed.

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 Coordinator in the activated EOC or through the Incident Commander if the EOC is not activated. There is a Transportation Tab (#47) in the Medina County Resource Manual the lists all school transportation contacts, number of buses, and total capacity. This tab also includes private charter companies (buses and limos), and ODOT contacts.

5. Security

Law enforcement will provide security for the evacuated area to prevent looting and possible problems with unauthorized personnel. Other officers will be assigned to shelters and critical facilities/resources as needed.

6. Re-Entry

Reoccupation of an evacuated area requires the same consideration, coordination and control as the original evacuation. The Incident Commander, consulting with local, state, and federal officials if necessary, determines return criteria and issues a statement through the Public Information Officer authorizing the return of evacuees. The decision and order will be made after the threat has passed and the evacuated area has been inspected by fire, law enforcement and utilities officials and deemed safe for reoccupation. Some specific re-entry considerations are:

- Insure that the threat, which caused the evacuation, is over.
- Insure that individual homes have been inspected to determine if they are safe to reoccupy. PIO announcements will outline what areas are safe and those that are not safe to re-enter.
- Determine the number of persons, in shelters, who will have to be transported back to their homes.
- If homes have been damaged, determine the long-term housing requirements.
- Coordinate traffic control and movement back into the area.
- Provide security to homeowners from the effects of looters and thieves.
- Inform the public of proper re-entry actions, procedures and precautions when reactivating utilities, etc.
- Provide and issue proper cleanup instructions and safety tips.
- Provide transportation of essential workers into the disaster area.

7. Shelter-In Place

In some situations, such as a hazardous material spill, it may be safer for the public to shelter-in-place rather than evacuate. The decision to shelter-in-place or evacuate will be made by the Incident Commander. In-place sheltering is viable when:

- The nature and concentration of a chemical plume is not life threatening but may be quite noxious.
- The size of the release and given atmospheric conditions indicates rapid dispersal of the chemical.
- When a toxic plume approaches so rapidly that timely evacuation cannot be carried out.

Once the decision has been made, the in-place shelter zone will be identified by the Incident Commander, the endangered population will be notified by the media, in person, by a police officer, or by NOAA Weather Radio, and will be given instructions based on the specific hazard.

The public will be advised to:

- Go indoors.
- Shut off all outside air sources (doors, windows, fans, air conditioners/furnaces).
- Tune to radio/TV stations and follow and instructions.

The Ohio EPA and the health department will work with the Incident Commander to determine when the protective action is no longer necessary. Once it has been determined that protective actions are no longer necessary the affected population will be notified that they may return to normal activities. Any necessary restrictions will be announced at the same time the all-clear notification is issued. Residents will also be given instructions on how to air out buildings and any monitoring necessary.

ERF # 8 Shelters - Mass Care

Primary Agency
American Red Cross

Support Agencies
Medina County Emergency Management Agency
County Health Department
County Department of Human Services

Purpose

The purpose of ERF # 8- Shelter-Mass Care is to establish plans, procedures, policy and guidelines for the providing of protective shelters, temporary lodging, emergency feeding and meeting of personal needs of individuals forced to leave their homes due to an emergency, disaster or precautionary evacuation. Based on the county's hazard analysis, there are several emergencies for which shelters may be required including; severe storms, tornadoes, floods, hazardous material spills, fires and severe winter storms. Services may also be provided to disaster workers.

Operations and Responsibilities

1. Decision to Shelter

Local government is responsible for providing temporary shelter for its citizens in the event of an emergency and should be prepared, if necessary, to receive and care for people evacuated from other jurisdictions.

The provisions of this function will be implemented as soon as a need for temporary lodging or feeding is noted. Once an evacuation decision has been made, action will commence to prepare for the receipt of evacuees at selected facilities.

2. Shelter Management

The American Red Cross and other private disaster assistance organizations will provide management and support of shelters for the displaced population and to care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration or other life support services.

When Red Cross facilities are opened, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross plans and policy. The Red Cross will maintain listings of qualified and trained shelter/lodging managers.

The Red Cross will provide a representative at the EOC upon its activation. All aspects of activating, staffing and running shelters will be coordinated through this individual. The Red Cross will coordinate sheltering activities with EMA and will determine the extent of assistance needed from other governmental and non-profit organizations.

3. Shelter Location

Shelters will be designated by the American Red Cross using facilities for which signed agreements are on file with the Red Cross. The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best facilities will be selected from the lists maintained by the Red Cross.

Shelter locations have been selected to ensure that the special population needs have been met.

Space at shelters nearest, but external to the hazard area, will be reserved for housing essential workers and their families.

Medina County C.A.R.E. will mobilize and set up shelter locations for evacuees' animals when it is deemed necessary.

Evacuees with access to recreational vehicles will, whenever possible, be accommodated at campground facilities within the area. See Tab 37 of the Medina County Resource Manual.

4. Notice to the Public

When people are advised to evacuate, as outlined in ERF # 7, instructions on appropriate assembly points and/or/shelter/mass care feeding facilities will be disseminated by the Emergency Management Agency through:

- Neighborhood-by-neighborhood announcements from emergency response vehicles with public address systems.
- Emergency Public Information broadcasts over local radio/TV stations.
- Door-to-door notification by emergency response personnel in the affected area.
- Outdoor Warning Sirens with voice capabilities

5. Reception Centers

In a very large evacuation it may be necessary to set up assembly points to register evacuees and assign them to specific shelter/mass feeding facilities. Assembly points will be selected through the Incident Command System from a list distributed by the American Red Cross. The Red Cross provides management staff for assembly points.

Upon arrival at assembly points, evacuees will be registered by the Red Cross and assigned shelter/mass feeding locations.

6. Mass Feeding

The American Red Cross is the primary agency responsible for mass feeding operations. As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. Upon Red Cross arrival, they will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.

7. Mutual Aid

When the situation is of such magnitude to warrant additional support, (technical/logistical) such aid and assistance may be requested in accordance with existing letters of agreement and mutual aid agreements. This support may, in part, be furnished by neighboring jurisdictions in accordance with mutual aid and other agreements.

8. Notification of injured or missing relatives

The American Red Cross will be the primary agency with assistance from Medina County Critical Incident Stress Management, Robertson Bereavement Center, and the Ohio Crisis Response Team.

All Critical Incident Stress Management Teams are located in the Medina County Resource Manual, Tab 20.

ERF # 9 Public Health

Primary Agencies
Medina County Health Department

Support Agencies
Ohio Department of Health
Local Hospitals
American Red Cross

Purpose

Complications affecting the health of the community including diseases, sanitation problems contamination of food and water may occur as a result of disasters. The purpose of ERF # 9 - Public Health is to provide Public Health Services during emergency situations. Disease control, food and water quality, sanitation, evacuation, shelters, health advisories, environmental assessment, hazardous substance and hazardous chemical analysis, are some of the factors considered.

Operations and Responsibilities

1. Health Departments

The Medina County Health Department is responsible for planning, coordinating and activating emergency operation responses to provide public health services during a disaster.

The Health Commissioner serves as the Public Health Coordinator. The Public Health Coordinator is responsible for assessing the existing or anticipated public health and environmental threats resulting from an emergency/disaster and activating their emergency response plan.

According to the Ohio Revised Code (ORC 3701.13 and ORC 3707.04-32) the Health Commissioner in the jurisdiction in which the disaster occurred can use his/her authority to declare the need to evacuate, quarantine and determine when an area is safe to reoccupy.

Depending on the type and level of the disaster, the primary services to be provided by the health department may include:

- Public Health Nursing services in shelters/designated areas as part of the American Red Cross and health department agreements.
- Environmental health services in the community and in shelters.
- Coordinate operations for general or mass emergency immunizations or quarantine procedures.
- Inspect for purity and usability and quality control of vital food stuffs, water, drugs and other consumables.

- Ensure adequate sanitary facilities are provided in emergency shelters.
- Hazardous material response
- Weapons of Mass Destruction response

a. Public Health Nursing

The American Red Cross and the health departments have agreements in place that are activated when a disaster is declared and public health nursing services are requested. The ARC has agreed to provide disaster preparedness training to all interested health department nurses.

Public health nursing can include direct or consultation services including:

- Communicable disease control
- Immunizations
- Identification of special needs groups
- Treatment or triage of minor injuries and first aid
- Mental health
- Assistance with health advisories
- Emergency health screenings and health education
- Epidemiological assessments and field surveys
- Supplemental assistance to emergency shelters, disaster sites, or as requested

b. Environmental Health

The health departments will address the following environmental health issues during an emergency:

- Food safety
- Potable water and water disposal under disaster conditions
- Sewage and waste water monitoring
- Vector control
- Epidemiological and toxicological assessments
- Assist with public health advisories
- Hazardous material response and recovery procedures
- Emergency solid waste and pollution control
- Inspection of emergency shelters, medical and health facilities
- Environmental clean-up
- Inspection of mobile home parks, campgrounds, public swimming pools and beaches
- Food handling, mass feeding and sanitation in emergency and commercial feeding facilities
- Operations for general or mass emergency quarantine procedures
- Other health inspections as needed

2. Support agency roles

a. Ohio Department of Health

- Provide support to local health departments, if possible.
- Provide vaccine and medical resources.
- Assist with public health advisories.
- Provide pertinent epidemiological data through the Bureau of Epidemiology and Surveillance.

b. Hospitals

- Maintain liaison with health officials, local and state.
- Provide additional nursing care, hospitalization, and communications as needed and available.
- Procure, store, and distribute resources through normal channels.

c. American Red Cross

- Provide nursing staff and resources as requested and available.
- Provide medical care to injured victims and emergency responders in coordination with EMS.
- Handle inquiries and inform families on the status of individuals injured or missing due to the disaster.
- Provide blood through blood donor program.
- Provide mental health services for disaster victims and emergency responders.

d. State Health Department

- Provide support to the County Health Department as requested.
- Provide supplies and resources as requested.

e. Ohio EPA

- Monitor contamination and pollution of public water supplies.
- Responsible for decontamination of public waterways for use as potable water supply.

The Medina County Health Department has created and shared a few of their planning documents, which have been added to this plan as references. They include the SNS Support Annex and the 2011 Public Health Composite Risk Management.

ERF # 10 Emergency Medical /Mass Casualty

Primary Agencies
Fire Departments
Ambulance Services
Hospitals

Support Agencies
Mental Health Agencies
American Red Cross
County Coroner

Purpose

The purpose of ERF # 10 - Emergency Medical/Mass Casualty is to coordinate the medical resources needed to respond to medical care needs prior to, during, and following a significant natural disaster or manmade event. This involves identifying and meeting the medical needs of actual and potential victims of a major emergency in both field medical services and residential/medical facilities.

An incident may be defined as a mass casualty if:

- First arriving companies are overwhelmed with tasks.
- There are multiple events (fire, hazmat, and rescue).
- Multiple victims; minor injuries to fatalities.
- Hospital resources are overwhelmed.
- Event requires multi-jurisdictional, multi-agency response.

Response to a mass casualty incident will be coordinated through ICS/EOC procedures, and with the MCI Plan. Response will be upgraded and additional resources secured.

Operations and Responsibilities

1. Field Emergency Medical Services

In Medina County, there are Emergency Medical Service (EMS) units that are part of the local fire departments and private EMS units. Both types operate through the Incident Command System. The Incident Commander or Operations Chief may establish the following positions: EMS Medical Group Supervisor, EMS Triage Unit Leader, EMS Treatment Unit Leader, Assistant EMS Safety Officer, EMS Transport Unit Leader, Ground Ambulance/Medical Supply Coordinator and EMS Scribe. The fire departments and their constituent EMS units will conduct search and rescue, triage activities, and coordinate transportation of victims. EMS units are dispatched through the 911 system.

EMS units will:

- Provide personnel to administer emergency medical assistance at the scene.
- Provide first aid/medical supplies.
- Establish and maintain field communications and coordination with other emergency services.
- Provide field triage.
- Provide emergency medical care for essential workers.
- Provide transportation and care for victims from the scene to medical facilities.
- Obtain additional EMS personnel and supplies as needed to address the emergency.

EMS information can be found in the Medina County Resource Manual, Tab 15

2. Hospitals

Hospitals will serve as a healthcare resource to the community during a disaster/emergency by expanding patient care capabilities to the extent possible and by maintaining emergency plans and procedures.
Hospitals will implement their own emergency plans to:

- Establish and maintain field and inter-hospital communications.
- Provide medical guidance to EMS units and field triage teams.
- Make available medical personnel, supplies, and equipment.
- Set up hospital triage teams as needed
- Provide emergency treatment and hospital care for disaster victims.
- Coordinate patient decontamination.

All medical facilities are responsible for developing and maintaining emergency plans, SOGs, personnel emergency notification rosters, and resource lists.

County and surrounding Hospitals information can be found in the Medina County Resource Manual, Tab 25.

3. Mental Health Services

Mental Health Agencies will provide medical and mental health professionals as available for treatment of disaster victims, families and workers.

4. Coroner

In a mass casualty situation, the coroner shall determine when the dead are removed from the scene and where a temporary morgue will be opened if necessary. The coroner will coordinate local resources for the collection, identification, and disposition of deceased persons and human tissue. The coroner with coordinate services of funeral directors, ambulances, EMS, and other pathologists; dentists and x-ray technicians for purposes of identification; and police for security, property, protection, and evidence collection. The coroner will also provide emergency information to the Red Cross on the number of deaths, morgue operations, etc., as appropriate.

ERF # 11 Engineering, Utilities and Public Works

Primary Agencies
Medina County Engineer
Public Utilities
Private Utility Companies

Support Agencies
State-level Departments
Private Contractors

Purpose

The purpose of ERF # 11 is to provide public works and engineering support to assist in needs related to lifesaving or life protecting in the event of a major emergency.

Public Works and Engineering support, includes technical advice and evaluations, engineering services, construction management and inspection, emergency contracting and emergency repair. Activities include:

- Emergency clearance of debris for reconnaissance of the damaged areas and passage of emergency personnel, supplies and equipment.
- Clearing, repair or construction of damaged emergency access routes.
- Emergency restoration of critical public services and facilities.
- Emergency demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety.
- Technical assistance and damage assessment.

Operations and Responsibilities

1. **Medina County Engineer**
   The Medina County Engineer will be the overall coordinator of engineering and public works functions in the event of a major emergency in the county. The County Engineer will maintain and repair the same areas after a disaster as they do on a daily basis. Responsibilities include:
   - Repair of roads and bridges
   - Maintain debris and garbage disposal operations
   - Place barricades where necessary
   - Drain flooded areas
   - Protect the water supply and sewage system from the effects of hazardous material incidents.
   - Performing damage assessment operations
   - Providing engineering services and advise
   - Emergency clearance of debris
   - Maintain contact with the EOC

2. **Municipal Engineer and Public Works Departments**
   Municipal engineering and public works departments will have duties and responsibilities similar to those of the County Engineer, within their respective jurisdictions.

3. **Municipal and Township Street Departments and Road Crews**
   Each municipality and township will maintain and repair the same areas after a disaster as they do on a daily basis. Duties include:
   - Repair and maintain streets
   - Perform damage assessment
   - Clear debris in an emergency
   - Assist in decontamination activities
   - Provide equipment and operators as needed
   - Drain flooded areas
   - Maintain contact with EOC

4. **Utility Departments**
   Utility departments are responsible for protecting sources of potable water and sanitary sewage systems from the effects of potential hazards. Responsibilities include:
   - Maintain storm sewers
   - Maintain water pressure
   - Coordinate with Health Department for water testing
   - Decontaminate water system
   - Provide potable water
   - Assess damages
   - Maintain sewage systems
   - Coordinate with fire and police officials for evacuation at the site
   - Maintain electric service

5. **Electric Companies**
   Electric Companies will determine the extent of any power failure and report the information to the Medina County Emergency Management Agency. They will activate their emergency response plans and coordinate support for emergency power at hospitals, nursing homes, and others with emergency power needs. Power will be restored following a prioritization list for restoration of service.

6. **Gas Companies**
   Gas companies will notify fire departments of ruptured lines, determine extent of risk area and coordinate with fire and law enforcement for evacuation if needed. They will coordinate with other utilities and fire departments in shutting down systems that might present additional hazards. They will also ensure that the site is ventilated to disperse accumulations of natural gas, assist emergency forces in erecting barricades and coordinate utility start-up procedures.

Information on Gas Companies is in the Medina County Resource Manual, Tabs 26 & 27.

ERF # 12 Resource Management

Primary Agencies
Local Government
Medina County Emergency Management Agency

Support Agencies
State Government
Federal Government
American Red Cross

Purpose

The purpose of ERF # 12 - Resource Management is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts. 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 other variables. Emergency resource management planning must take all factors into consideration and develop a capability for a worst case scenario.

In a catastrophic emergency, local resources could be depleted quickly. Additional resources may be requested in this order:

- Local government or contiguous local jurisdictions (Mutual Aid)
- County government resources
- Local private industry
- State government
- Federal government

State and Federal resources will be requested through the disaster declaration process.

Operations and Responsibilities

1. **Concept of Operations**
   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, suppliers/providers of resources, support services, etc., must be developed at the local government level, and maintained by the Medina County Emergency Management Agency.

   a. Pre-emergency or pre-event phase
   This period is divided into two phases:
   - **Normal Preparedness phase:** Emphasis to be placed on preparing supporting plans, SOGs (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.

- **Increased Readiness phase:** Could begin upon receipt of a forecast of a flood, notification of a potential winter storm or a rapidly deteriorating international situation. Increased readiness actions include reviewing and updating plans, SOGs 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.

b. Emergency or event onset phase

This period is divided into four phases as follows:

- **Pre-impact phase:** Most actions accomplished during this phase could be precautionary and centered on taking appropriate countermeasures 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 terrorism. 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.
- **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 terrorism. Priority activities will include restoring essential services and assessing damage.
- **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.
- **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.

2. Assignment of Responsibilities

a. Local Government

During or following an emergency/disaster situation, the initial emergency response will be driven by local public and private resources. Local government will coordinate and identify essential resources to be rendered to disaster victims.

Medina County and local municipality departments and agencies will use their own resources and equipment during emergency situations and will have control over the management of those resources. Each department or agency head will manage their resources to include the resources available through existing mutual aid agreements. If additional equipment, personnel, and materials are required, those requests will be sent to the EOC where outside support will be pursued.

Department and/or agency heads will:

- Develop and maintain appropriate resource lists for personnel equipment and supplies.
- Coordinate the emergency utilization of resources.
- Prepare records of emergency expenditures.
- Develop procedures for the movement of equipment and critical supplies for emergency situations.

b. Medina County Emergency Management Agency

Countywide capabilities and resources will be allocated and coordinated through the Medina County EOC. The primary source of equipment, supplies, and personnel shall be made from existing support agencies' resources and local sources outside the impacted area including needed volunteers. The request for resources from higher governments will be initiated through the Emergency Management Agency following the pre-established disaster declaration process.

Responsibilities of the Emergency Management Agency include:

- Updating the Medina County Resource Directory, this will be retained in the Emergency Operations Center and dispatch centers.
- Request additional resources through the EMA Directors of neighboring counties.
- Initiate the disaster declaration process to request state and federal resources.
- Maintain all written agreements/MOUs pertaining to resource management.
- Maintain an up-to-date directory of key personnel contact points to facilitate timely deployment of vital resources.
- Maintain necessary records of all resources which were required and utilized.

c. State Government

If the situation escalates to a point where local resources are no longer adequate or are depleted, the local jurisdiction can declare an emergency and request state resources. The state EOC will be opened and emergency contact established with the affected jurisdiction. State agencies with mandated responsibilities for emergency response will follow their established plans and procedures in support of the local jurisdiction.

Some of the state agencies with resources to support local responders are:

- Ohio Emergency Management Agency
- Ohio Environmental Protection Agency
- State Fire Marshall
- Ohio Department of Health
- State Highway Patrol
- Ohio National Guard
- Public Utilities Commission of Ohio
- Ohio Department of Transportation
- Ohio Department of Natural Resources

A brief description of each agency's response function can be found beginning on page IV-10.

d. Federal Government

The Federal Response Plan establishes the basis for the provision of Federal assistance to a State and its affected local governments impacted by a catastrophic or significant disaster or emergency that result in a requirement for Federal response assistance. The plan will be utilized to address particular requirements of a given disaster or emergency situation. Federal agencies will be activated based on the nature and scope of the event and the level of Federal resources required to support State and local response efforts.

Requests for Federal assistance must be channeled through the disaster declaration process. The Federal response will be coordinated by the Federal Emergency Management Agency.

e. The American Red Cross

The American Red Cross will maintain and coordinate the resources needed for the agency's responsibility to meet the human needs of victims including food, clothing, shelter, first aid and health needs. American Red Cross disaster responsibilities are nationwide. Therefore, when the local chapter in the affected area cannot meet the needs of disaster victims, the resources of the total organization are made available.

f. Volunteers and Donations

Both solicited and unsolicited volunteers will be handled by the Medina County Red Cross with the assistance of Welfare and Human Services. The Medina County Red Cross has a Disaster Plan, which has been made available to the Medina County EMA. This plan outlines the Medina County Red Cross's abilities and procedures for operating during a disaster.

Welfare and Human Services with support from the Red Cross will also handle the identification of distribution centers. In addition, both entities will also handle the influx of donations.

In an incident of a significant nature where there would be an issue with a large amount of volunteers, to include unplanned volunteers, a representative from the Medina County Red Cross, Welfare and Human Services, and possibly the Salvation Army and United Way, should be present in the Medina County Emergency Operations Center. Medina County has a Donations Management Plan that has been updated in July 2010, and it further explains and ratifies these issues.

ERF # 13 Damage Assessment

Primary Agency
Local Government

Support Agencies
Emergency Management Agency
American Red Cross
State Agencies
Federal Agencies

Purpose

The purpose of ERF # 13 - Damage Assessment is to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance. A timely and accurate assessment of damages to public and private property will be of vital concern to local officials because it will have a direct impact on the execution of response and recovery.

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 by assessing damage immediately following a disaster.

Careful records must be kept from the beginning of an incident. Damage assessment will be coordinated through the Emergency Operations Center.

Operations and Responsibilities

1. **Local Government**
   Once an emergency/disaster has occurred, determining the type and extent of damage is the only way to ascertain if State/Federal assistance is warranted. With this information, collected in a timely manner, local and State officials can determine the appropriate course of action. Local officials should assign personnel who are trained and/or experienced in emergency /disaster situations.

   Initial damage assessment reports must be forwarded to Ohio Emergency Management Agency, via fax, within 12 hours of the event occurrence. An immediate threat to the safety and welfare of the citizens of the community and the serious impact on their ability to recover must be shown to receive a Presidential disaster declaration.

   The initial damage assessment information, which should be provided to Ohio EMA, is as follows:
   - Name of affected jurisdiction
   - Person reporting and a contact number
   - Type and description of disaster

- Estimate of private and public property damages
- Number of people affected (evacuations, deaths, injuries)
- Type of assistance that may be required.

Once the initial assessment is completed and forwarded to the State, a more detailed damage and needs assessment should be started. A Damage and Needs Assessment form must be forwarded to Ohio EMA within 36 hours of the event. The jurisdiction should update their assessments and forward them to Ohio EMA within reasonable time frames.

Damage assessment responsibilities are as follows:

- County owned property (county roads, bridges and culverts) - Engineers
- Government owned utilities - Department of Public Works officials with assistance from utility employees.
- Public parks and recreation areas - Parks commission and Parks and Recreation Departments.
- Schools - School Districts and Superintendents.
- Non-profit facilities (hospitals, libraries, museums, etc.) - each organization.
- Townships or unincorporated areas - Jurisdiction Chief Executive.
- Agricultural damage - County Extension Agent.

2. Medina County Emergency Management Agency

a. EOC Damage Assessment Group

In the county Emergency Operations Center, a Damage Assessment Group will be formed to coordinate all personnel involved in damage assessment activities. A Damage Assessment Coordinator will be appointed to direct the Damage Assessment Group. Elected officials, their representatives and all available sources will collect disaster related damage information and intelligence for their respective jurisdictions, including any unincorporated villages and townships. The Damage Assessment Group will provide all reports and documentation to the Executive Group and the Director of the County Emergency Management Agency for submission to the State when making a request for Disaster Declarations or Proclamations of Emergency.

Law enforcement, fire services, and ARC personnel shall report the following information to the EOC Damage Assessment Group.

- Boundary areas of destruction as they become available
- Estimate of the number of fatalities
- Estimate of the number of injured
- Estimate of number evacuated

b. Records and Reports

Local Damage Assessment Survey Teams will conduct on-site surveys and report their findings to the Damage Assessment Coordinator in the EOC

The Damage Assessment Coordinator will compile the field survey reports into an Initial Damage Assessment for each separate affected jurisdiction. When enough reports have been received to indicate the need for State/Federal assistance or when such assistance has been requested by local officials, a preliminary damage assessment will be completed with State/Federal assistance.

When making a request to the State for a Proclamation or Declaration of Emergency, the Damage and Needs Assessment Report (AGN-0035) must be filed with the Ohio Emergency Management Agency. The information provided by this form will give the state a broad picture of the impact of a disaster and enable officials to identify those programs that will best suit the needs of the affected communities.

In the event a Preliminary Damage Assessment is conducted, local representatives will be available to participate with federal and state teams(s) in the joint assessment. The local representative will be familiar with the damaged areas, and guide the team to each damaged site/location.

Attachment ERF # 13-1 Damage and Needs Assessment Report AGN-0035
(SEE EXCEL DOCUMENT)

Attachment ERF # 13-2 Instructions for AGN-0035 (page VI-73-76)

3. The American Red Cross

The American Red Cross will, when requested, provide collected disaster survey and damage assessment information pertaining to the affected areas. Direct liaison between the American Red Cross and the Medina County Emergency Management Agency will be maintained on a continuing basis. At the request of the MCEMA, the American Red Cross will provide personnel to Medina County Emergency Operations Center, and to other district or regional Emergency Operations centers as appropriate.

Attachment ERF # 13-1 OEMA Damage and Needs Assessment Form (AGN-0035)

Call in this data before mailing form (614) 889-7150

A. Name of Political Subdivision & Population	B. Name of County & Population	INTERNAL USE ONLY
C. Type of Disaster & Date of Occurrence	D. Area Primarily Affected (East, NE, all)	MSG NO DATE REC'D TIME REC'D SOURCE
(If flood or winter storm provide additional information requested on the back of this form)		
E. Contact----Name & Title:		
Address:	Phone:	

PUBLIC DAMAGES*

A.DEBRIS CLEARANCE		
Public roads and streets		$
Public Property		$
Other		$
	Total	$

B. PROTECTIVE MEASURES		
Emergency Temporary Repairs		$
Flood Protection/Sandbagging		$
Barricades, Signs		$
Security/Search & Rescue		$
Other		$
	Total	$

C. ROAD SYSTEMS		
Roads		$
Type	Miles	$
Type	Miles	$
Bridges		$
Damaged	Destroyed	$
Culverts		$
Damaged	Destroyed	$
Access Problems		
Yes	No	
	Total	$

D. WATER CONTROL FACILITIES		
Dikes		$
Levees		$
Dams		$
Drainage Channels		$
Other		$
	Total	$

E. PUBLIC BUILDINGS, FACILITIES, EQUIPMENT		
Public Buildings - Damaged#	Destroyed #	$
Bulding Contents		$
Vehicle/Equipment		$
Insurance Coverage		%
	Total	$

F. PUBLIC UTILITIES (Publicly Owned)		
Water Systems		$
Water Treatment Plants		$
Sewage Treatment Plants		$
Sewers		$
Length in feet		$
Length in feet		$
Other		$
Insurance Coverage		%
	Total	$

G. PARKS & RECREATION (Publicly Owned)		
Parks		$
Recreational		$
Other		$
Insurance Coverage		%
	Total	$

H. SCHOOLS & PRIVATE NON-PROFIT FACILITIES		
Public Schools		$
Damaged	Destroyed	$
Other Schools		$
Damaged	Destroyed	$
Private Utility		$
Other		$
Insurance Coverage		%
	Total	$

I. CURRENT COMMUNITY BUDGET INFORMATION			
1) Annual Budget	$	2) Road Budget	$
3) Public Works Budget	$	4) Date Fiscal Year Begins	

PRIVATE DAMAGES*

J. INDIVIDUAL		
Residential Structures		
	Destroyed	#
	Major	#
	Minor	#
Insurance Coverage		%

K. BUSINESS/INDUSTRY		
Business		
	Destroyed	#
	Major	#
	Minor	#
Number Now Unemployed		#
Estimated Duration		#
Insurance Coverage		%

L. AGRICULTURAL		
Farm Buildings	Damaged	#
	Destroyed	#
Machinery/Equipment		
	Damaged	#
	Destroyed	#
Crops		
	Damaged	#
	Destroyed	#
Livestock		
	Damaged	#
	Destroyed	#

M. OTHER		
Deaths	#	
Injured	#	
Hospitalized	#	
Evacuated	#	
Sheltered	#	
Isolated	#	

N. ADDITIONAL INFORMATION		
If Flood or Winter Storm	Quantity	
	Duration	
If Flood, Type		
Sewer Backup		
Sheet Flow		
Creek/River overflow		
Other		
How long underwater?		
Does water contain harmful chemicals?		
If Yes, what chemicals?		

GENERAL COMMENTS

(List here any pertinent information about the stricken community/victims which will impact on their recovery from this incident: i.e. insurance factors, long-term unemployment or temporary housing needs. Additional information concerning the community and comments on either the public or private losses which indicate a need for outside assistance should be explained here. Use additional sheets if necessary.)

*Prepare two maps showing: 1) Public Damage, and 2) Private Damage. Indicate the areas of major, minor, and destroyed.

**Counties should consolidate data for county agencies, townships, and villages. Municipalities should report data only for their own jurisdictions.

****THIS IS NOT AN APPLICATION FORM****

Attachment ERF # 13 - 2

Ohio Emergency Management Agency
Damage and Needs Assessment Form

Instructions

The following instructions will assist you in providing the information on the Damage and Needs Assessment Form, AGN-0035, Rev 4/90. The completion of this form as soon as practical after the disaster has occurred will allow for an expeditious decision by higher authorities to determine possible future action by the State and/or Federal government.

It is suggested that where figures are not immediately available, you insert a reasonable estimate of the costs. The information requested in this form will give State officials a broad picture of the impact of the disaster on your community and will enable them to identify those programs which may best suit your community's needs.

This data should be reported to the Ohio Emergency Management Agency as soon as possible if your community will be seeking assistance from the State or Federal government. You may report the data by phone by calling 614-889-7150, or fax the data a 614-889-7183. The form itself is a worksheet which can be mailed to the Ohio Emergency Management Agency at a later date as "hard copy" of previous verbal transactions.

You MUST prepare maps showing the locations of the damaged areas referenced on the assessment form, for later on-site verification. A copy of the map(s) can be mailed in with the form to the Ohio EMA, however, one should be retained at your location in the event such a site inspection should occur prior to our receipt on your map in the mail.

One form should be completed for each affected political jurisdiction, to include a separate form for the county as a separate jurisdiction.

GENERAL SECTION

Block A — Enter the name and population of the local political subdivision for which damage estimates are being recorded.

Block B — Name and population of the county.

Block C — Indicate the type of disaster and the date of occurrence. If it is a flood or winter storm disaster, provide additional information as requested in Block N.

Block D — Indicate the area where the damage has occurred.

Block E — Provide the name, title, address, and phone number of the person to be contacted should questions arise concerning the date provided.

PUBLIC DAMAGE SECTION

Public damages are those damages to government-owned properties and facilities, and for the purposes of damage assessment, are based on what cost will be involved to return those properties to their pre-disaster condition. As indicated below, the term "public damages" also includes those out-of-pocket costs to government incurred in their response to the disaster.

In the event a joint Federal/State preliminary assessment is conducted to determine the need for federal assistance additional information concerning public damages will be required. You should refer to the Damage Assessment Guide, June, 1990, developed and distributed by the Ohio Emergency Management Agency for additional guidance.

Block A — DEBRIS CLEARANCE - The debris must be a direct result of the disaster. Enter costs incurred/projected for debris removal estimates from public property. Do not include debris removal estimates from private property, unless government forces would normally have legal responsibilities to do so. Include actual and estimated costs to remove debris from public roads and streets within your jurisdiction, even those which may be on the Federal Aid System.

Block B — PROTECTIVE MEASURES - Protective measures can include the cost of search and rescue, demolition of unsafe structures, and actions taken by governmental forces to reduce the threat to public health and safety, as a direct result of the disaster. Costs for sandbagging and other flood protective actions, barricades and signs, extra police and fire including overtime pay, emergency stream clearance, health measures, and temporary measures are eligible under this category.

Block C — ROAD SYSTEMS - Enter the actual/estimated cost to return the following public property which may have been damaged by this disaster to its pre-disaster condition, the type and number of bridges and culverts destroyed or damaged; damage to rights-of-ways, curbs, sidewalks, street lights, and gutters. Indicate whether access problems still exist.

Block D — WATER CONTROL FACILITIES - Flood control, drainage, and irrigation facilities which are owned, operated, controlled, or maintained by a local unit of government, and which received damage due to a disaster should be recorded in this block.

Block E — PUBLIC BUILDINGS, FACILITIES, AND EQUIPMENT - Enter the number destroyed or damaged and estimated cost of repair of any government-owned facility damaged by this disaster. This could also include any government-owned equipment directly damaged by the disaster (not those damaged during the response), replacement of broken windows, damaged roofs. Include an estimate of the insurance coverage if possible.

Block F — PUBLIC UTILITIES - Enter all costs as appropriate for damages to publicly-owned utilities and utility systems. These costs can be both emergency repairs

and/or projected costs of permanent replacement if necessary. Include the estimated insurance coverage.

Block G PARKS AND RECREATIONAL - Enter costs as appropriate for damages to parks and recreational facilities.

Block H SCHOOLS AND PRIVATE NON-PROFIT FACILITIES - Enter the number of damaged or destroyed schools, (public and private) and an estimated or actual cost for repairs and/or the projected costs of permanent replacement. Other nonprofit facilities may be included such as: museums, cemeteries, community shelters (i.e., senior citizen or homeless), libraries, emergency and medical facilities, private utility and other facilities which provide essential governmental services.

Block I COMMUNITY BUDGET SECTION - It is mandatory that political jurisdictions affected by the disaster complete this section if they are seeking Federal disaster relief through the State. If a joint Federal/State site assessment is arranged, the representatives from the Federal Emergency Management Agency (FEMA) will require the jurisdiction to provide hard-copy of this information.

PRIVATE DAMAGE SECTION

Block J INDIVIDUAL: List the number of structures (primary residences including mobile homes and farm houses) which were destroyed or received major or minor damage from the disaster. Do not report secondary residences. (i.e. vacation homes) in this block. Report them separately under comments.

Please utilize the following definitions in categorizing the type of damage:

Destroyed: Totally uninhabitable, beyond repair. If a local ordinance prohibits the issuance of a permit for repairs to a structure damaged beyond a certain degree, that structure should be included in this section.

Major damaged: The structural damage is such that the occupant cannot repair the structure within 30 days; uninhabitable without major structural repairs. NOTE: Water above the floor of a mobile home for any significant length of time generally causes major damage, even though some occupants may choose to move back in.

Minor damaged: The structural damage can be repaired within a 30-day period.

These are definitions provided to assist you in assessing damage to private structures, and are generally utilized by FEMA during joint Federal/State assessments. Some organizations, such as the Red Cross, do not categorize major/minor damage in the same way, and utilize their own criteria when performing a damage assessment.

Block K BUSINESS/INDUSTRIAL - Furnish the number of businesses and industries destroyed, or with major and minor damage as defined under Block J. You will need to supply the percentage of insurance coverage and any significant information concerning the impact of the damage, such as the number of persons unemployed because of the damages, and an estimate of the duration of that unemployment.

Block L AGRICULTURAL - The information required here is concerning the losses to operating farms. In this block, document the number of service buildings, machinery and equipment, crops, and livestock which were destroyed, or received major or minor damage. This information will be shared with the Ohio Department of Agriculture.

Block M OTHER INFORMATION - Provide an estimate or actual number of deaths, injuries, and persons hospitalized as a result of the disaster. IF you have confirmed the numbers, place "C" after the figure.

Block N ADDITIONAL DISASTER INFORMATION - This additional information will assist the Federal Emergency Management Agency in determining the needs of the community.

COMMENTS SECTION

Be sure to utilize the Comments Section of this form. Additional information which may substantiate the need for assistance should be provided in this space.

Keep all your notes and support documentation as a basis for completion of this form. Be sure to refer to the Damage Assessment Guide, June 1990, for additional information concerning assessment.

ERF # 14 Recovery

Primary Agency
Local Government

Support Agencies
State Government
Federal Government

Purpose

The purpose of ERF # 14 - Recovery is to coordinate those measures a community must undertake to return all systems to normal or improved levels following a disaster. Effective recovery consists of a complex array of inter-dependent and coordinated actions. These actions are undertaken at several levels; individually, organizational, community, state, and national. Recovery allows for the prompt restoration of essential services, the reconstruction of damaged property, and the resumption of traditional lifestyles.

Operations and Responsibilities

1. Phases of Recovery

Recovery from a significant disaster will be managed in two identifiable phases.

a. Short Term Recovery

Short Term Recovery is the emergency reaction phase, which begins with the implementation of emergency plans. Actions under this phase will include: Initial emergency response (fire/rescue, law enforcement, EMS, mass care, etc.)

- Initial impact assessment
- Emergency debris removal
- Restoration of vital services
- Security of damaged/evacuated areas
- Management/distribution of donated goods
- Preliminary damage assessment

b. Long Term Recovery

Long Term Recovery includes activities beyond the initial crisis period and emergency response phase of the disaster, operations that focus on returning all systems in the community to a normal status, or to reconstitute these systems to a new condition that is less vulnerable.

- Completion of damage assessment
- Completion of debris removal

- Request for Disaster Declaration/assistance
- Restoration of essential facilities
- Repair/rebuilding of damaged public and private buildings and facilities
- Repair/rebuilding of roadways and bridges
- Repair/rebuilding of private homes and businesses
- Hazard mitigation projects

Medina County Donation's Management SOP's and Debris Management SOP's may be used during the Recovery phase of a disaster.

2. Local Government

Responsibility for coordination and support of the recovery effort lies with local government. Recovery operations will initially be coordinated from the Emergency Operations Center.

Accurate emergency logs and expenditure records must be kept from the onset of the disaster by each local government agency/organization

As potential applicants for Public Assistance, local governments and private non-profit agencies must thoroughly document disaster related expenses from the onset of the emergency/disaster. Businesses, which intend to apply for Small Business Administration Disaster loans, will need thorough documentation of the history of the business and the effect of the disaster on the business. Medina County may automatically become eligible for federal assistance if a contiguous county receives a declaration for emergency Federal assistance.

3. Presidential Declaration

A Presidential Declaration of a major disaster or emergency authorizes Federal assistance under the Stafford Act and triggers other Federal disaster relief. Federal Disaster Relief is designed to supplement the efforts and available resources of State and local governments, voluntary relief organizations, and other forms of assistance such as insurance. A request from the Governor to the President for a Presidential Declaration will be based on the magnitude and severity of the situation and the inability of the area to recover without assistance.

a. Federal Emergency Assistance Programs

A Presidential Declaration of Disaster includes all of the following emergency assistance programs:

- Public Assistance Programs (PA)
- Individual Assistance Programs (IA)
- Small Business Administration Assistance (SBA)
- Hazard Mitigation Programs

(1) Public Assistance Programs

Public Assistance (PA) is supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, non-profit organizations other than assistance for the direct benefit of families and individuals. Categories of Public Assistance available include:

- Debris removal
- Emergency protective measures
- Permanent work to repair, restore, or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

(2) Individual Assistance

Individual Assistance is supplementary Federal assistance provided under the Stafford Act to individuals and families adversely affected by a major disaster or an emergency. Such assistance may be provided directly by the Federal Government or through State or local governments or disaster relief organizations. Individual Assistance can consist of any or all of the following:

- Temporary housing
- Individual and family grants
- Disaster unemployment assistance
- Disaster loans to individuals, businesses, and farmers
- Agricultural assistance
- Legal services to low-income families and individuals
- Consumer counseling and assistance in obtaining insurance benefits
- The Cora Brown Fund
- Veterans' assistance
- Casualty loss tax assistance

(3) Small Business Administration Assistance (SBA)

Once a SBA, or Presidential Disaster Declaration has been made, loans are available to homeowners and businesses. These loans are usually made to applicants at lower than the going interest rates for loans.

Loans to individuals are to be used to restore or replace a victim's primary home or personal property as nearly as possible to pre-disaster condition. Loans to businesses are available to repair or replace property to pre-disaster condition and for repair or replacement of real property, machinery, equipment, fixtures, and inventory.

(4) Hazard Mitigation Programs

Following a Presidential Disaster Declaration, several mitigation programs become available to "declared" communities under the Stafford Act. All mitigation assistance authorized under the Stafford Act is administered by FEMA.

b. Other Federal Assistance

In lieu of a full Presidential Declaration, Federal Assistance can also be delivered through a partial Declaration and any combination of the following.

- Search and Rescue Assistance
- Fire Suppression Assistance
- Health and Welfare measures
- Emergency Conservation Programs
- Disaster loans for homeowners and businesses
- Repairs to federal aid system roads
- Tax refunds/IRS assistance to victims
- Voluntary agency assistance via the American Red Cross
- Department of Defense pre-declaration emergency assistance (via the Stafford Act)

VII. Training, Exercises and Public Education

A. Training

Individuals at all levels of government need to be trained for their respective roles in the four phases of emergency management. Everyone involved in emergency activities must be aware of their responsibilities when a disaster threatens or occurs, and also be knowledgeable of what other agencies can and cannot do under disaster conditions.

- The Medina County Emergency Management Agency will assess all training needs for Medina County and establish an annual program.
- County departments and agencies with disaster responsibilities will provide disaster-related training to their personnel in accordance with their plans and SOGs.
- The Medina County Emergency Management Agency will plan, schedule and conduct classes as needed. (Examples: EOC Course, Exercise Design Course, WMD Awareness Course, ICS/NIMS courses)
- The Medina County Emergency Management Agency personnel will receive their training from various sources including the Ohio EMA, the EMI in Emmitsburg, MD, the Center for Domestic Preparedness and Noble Training Center in Anniston, AL, New Mexico Tech in Socorro, NM, and various other places where training is available.

B. Incorporating NIMS into Medina County

NIMS Training Completed by Emergency Management Personnel:
Christina Fozio -Director
Shandra DeVoe -Deputy Director
Open-Planner
Dennis Miller-HAZMAT/Compliance Officer

Training Course	Employee Completion	Date Completed
IS 800 National Response Framework	Christina, Shandra, Dennis	2005, 2006
IS 700 NIMS	Christina, Shandra, Dennis	2005
IS 100 Introduction to ICS	Christina, Shandra, Dennis	2005
IS 200 Basic ICS	Christina, Shandra, Dennis	2005
IS 300 Intermediate ICS	Christina, Shandra, Dennis	2005, 2006
IS 400 Advanced ICS	Christina, Shandra, Dennis	2006, 2007
Incident Mgmt Training (IMT)	Christina, Shandra, Dennis	2007
IS-701.A Multi-agency coord sys	Christina, Shandra, Dennis	2010-NEW

The following are the levels Medina County departments should complete in the NIMS training:

Law Enforcement

IS 800, National Response Framework - All
IS 700, National Incident Management System (NIMS) - All
IS 100, Introduction to ICS- All
IS 200, Basic ICS- First Line Supervisors and up
IS 300, Intermediate ICS- Mid level management. Sergeants and up
IS 400, Advanced ICS- Command and General Staff, Chiefs, Sheriff, Lieutenants