Portage County

Emergency Operations Plan

Board of County Commissioners

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Emergency Operations Plan

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SIGNATORIES TO THE PORTAGE COUNTY EMERGENCY OPERATIONS PLAN (EOP)
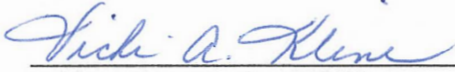
The following signatures document that all local response organizations tasked within the Portage County Emergency Operations Plan have coordinated their portion of the plan and are committed to its effective implementation.

Portage County will follow Emergency Planning reviews and planning activities as defined and required by the Ohio Revised Code Sections 5502 and 3750 as well as Ohio Administrative Chapter 4501:3.
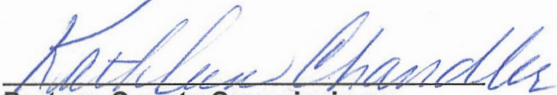
The Portage County Emergency Operations Plan and its supporting Emergency Support Functions dated *May 24, 2016* is adopted as the official plan for providing emergency management services when life-saving and property protection services cannot be accomplished as a normal daily function of county government departments and offices.

Portage County Commissioner

Portage County Commissioner

Portage County Commissioner

Director, Portage County Office of Homeland Security And Emergency Management

Portage County Prosecutor

Introduction

The purpose of this Emergency Operations Plan (EOP) is to predetermine actions to be taken by the governmental jurisdictions of Portage County, Ohio. To prevent avoidable disaster incidents and respond quickly and adequately to natural or human-caused incidents in order to protect the lives, property and environment of the residents of Portage County. This plan provides for fair and equal treatment to all regardless of race, creed, color, national origin, sex, age or handicap.

First priority will always be to save lives, second is protection of the environment and third is mitigating damage to property.

Incidents can include, but are not limited to; weather related disasters, earthquakes, hurricanes, tornadoes, winter storms, floods, wild land and urban fires, hazardous materials spills, nuclear accidents, motor vehicle incidents, rail incidents, aircraft incidents, public health and medical emergencies, civil unrest, terrorist threats and/or attacks, and other occurrences requiring an emergency response, as stated in the National Response Framework(s).

The EOP consists of the following components:

The Base Plan which describes the Purpose, Scope, Situations and Assumptions, Hazard Analysis, Concept of Operations, Plan Management, and Authorities of the County, local jurisdictions and agencies in response to an incident.

Tabs or administrative tools such as a list of acronyms/abbreviations, terms and definitions

Emergency Support Functions (ESF) are comprised of primary and support agencies, their concept of operations, roles and responsibilities, and may make recommendations to necessary standard operating procedures/guidelines to implement their specific functions.

Incident Specific Plans which provide base planning for incidents likely to occur, or those that have occurred to date which are informed by current risk assessments and previous after-action reviews.

Supporting documents include additional information necessary for an informed and managed response to incidents. These documents include but are not limited to; Appendices, Standard Operating Procedure (SOP), Standard Operating Guidelines (SOG), and Support Plans detailing operating procedures of departments and agencies and are maintained by those responsible parties.

National Incident Management System (NIMS) Adoption

The county will conduct all response and recovery operations following the **National Incident Management System (NIMS)** guidelines and within the scope of the **National Response Framework (NRF)**. NIMS is the cornerstone of the County's philosophy-of-service in addressing the prevention, protection, mitigation, response, and recovery requirements to ensure effective emergency management during times of need.

This plan, including updates, remains in effect from the time it was adopted until modified by the Portage County Board of Commissioners

Record of Changes/Schedule

INSTRUCTION FOR MAKING REVISIONS TO THE COUNTY EMERGENCY OPERATIONS PLAN AND/OR EMERGENCY SUPPORT FUNCTIONS
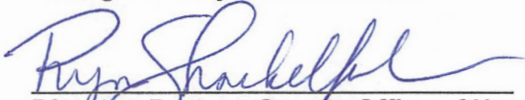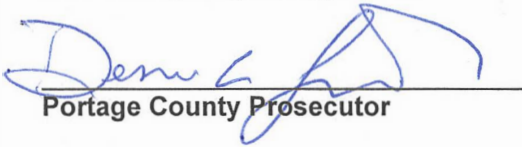
The following instructions are to be followed for making revisions and updates to the Portage County Emergency Operations Plan (EOP) and Emergency Support Functions (ESF):

- Fill and submit a Change Request form (Tab E) to the PC OHS/EM office;
- PC OHS/EM submits changes to the EMA Advisory Committee for discussion and approval by the Board of Commissioners (BOC);
- If approved, PC OHS/EM makes changes;
- Enter the following into the Record of Changes Table (Table 2):

  o Change Number
  o Date of Change
  o Date Approved
  o Changes Made
  o Initials of person making change (Change Made By)

Plan Development and Maintenance

The Director of the Portage County OHS/EM will maintain, update, and distribute changes to this plan as required based on deficiencies identified through exercises, critiques following actual disasters, and changes in local government structure. Officials of involved organizations and agencies may recommend revisions at any time and provide recommendations periodically based on changes of available resources.

Table 1 – Plan Review Schedule

Portage County OHS/EM plan review schedule	
Portage County EOP Base Plan	January – February
ESF-1, ESF- 2	March
ESF- 3	April
ESF-4, ESF-13	May
ESF-5, ESF-7	June
ESF-6	July
ESF-8	August
ESF-9, ESF-10	September
ESF-11, ESF-12	October
ESF-14	November
ESF-15	December

Record of Changes (continued)

Table 2

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	April 2015	May 24, 2016	Full Revision and Update Start	RTS
2	Jan. 2018	Jan. 23, 2018	Rev. & Consolidation	RTS & CMB

Record of Distribution

Table 3

COPY #	Department/ Organization	Date Distributed
1	Portage County Commissioners	January 3, 2018
2	Portage County Prosecutor	Notice of Public Availability 1/24/2018
3	Portage County Sheriff's Office	January 3, 2018
4	Portage County Health Department	Notice of Public Availability 1/24/2018
5	Portage County Water Resources	Notice of Public Availability 1/24/2018
6	Portage County Engineering	Notice of Public Availability 1/24/2018
7	Portage Area Regional Transit Authority	Notice of Public Availability 1/24/2018
8	Portage County Solid Waste	Notice of Public Availability 1/24/2018
9	Portage County Department of Job and Family Services	Notice of Public Availability 1/24/2018
10	Portage County Family and Community Services Inc.	Notice of Public Availability 1/24/2018
11	Portage County Board of Elections	Notice of Public Availability 1/24/2018
12	Portage County Budget and Finance Office	Notice of Public Availability 1/24/2018
13	Portage County Auditor's Office	Notice of Public Availability 1/24/2018
14	Portage County Information Technology	Notice of Public Availability 1/24/2018
15	Portage County Fire Chiefs	Notice of Public Availability 1/24/2018
16	Portage County Police Chiefs	Notice of Public Availability 1/24/2018
17	University Hospitals Portage Medical Center	Notice of Public Availability 1/24/2018
18	Mental Health and Recovery Board of Portage County	Notice of Public Availability 1/24/2018
19	Northeast Ohio Medical University	Notice of Public Availability 1/24/2018
20	Hiram College	Notice of Public Availability 1/24/2018
21	Kent State University	Notice of Public Availability 1/24/2018
22	Portage County Hazmat	Notice of Public Availability 1/24/2018
23	Portage County USAR	Notice of Public Availability 1/24/2018
24	Kent City Health Department	Notice of Public Availability 1/24/2018
25	Summit-Medina-Portage Chapter American Red Cross	Notice of Public Availability 1/24/2018
26	Salvation Army	Notice of Public Availability 1/24/2018
27	Portage County Townships	Notice of Public Availability 1/24/2018
28	Cities of Aurora, Kent, Ravenna and Streetsboro	Notice of Public Availability 1/24/2018
29	Portage County Villages	Notice of Public Availability 1/24/2018
30	Ohio Emergency Management Agency	Notice of Public Availability 1/24/2018

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Portage County Ohio
Emergency Operations Plan (Base)

Purpose

The purpose of the Portage County Emergency Operations Plan (Base) is:

- To outline the responsibilities of Local, State and Federal governments in the event of an incident;
- To provide guidance to local agencies as to their responsibilities in the event of an incident;
- To assist in determining the severity and magnitude of incidents and outline the NIMS components to be utilized for overall coordination of the incident response in Portage County, Ohio;
- To limit the loss of life and property as well as environmental damage by establishing a coordinated, unified framework in which disaster operations are conducted;
- To outline the aid and assistance available to local governments, individuals and businesses when a Local, State or Federal Disaster Declaration is issued;
- To outline the actions required of local governments to be eligible for State and Federal assistance under Public Law 93-288, the Homeland Security Act of 2002, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, and other related public laws.

Scope

FEMA identifies an **"Incident"** as: *"An occurrence or event—natural, technological, or human-caused— that requires a response to protect life, property, or the environment (e.g., major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, other occurrences requiring an emergency response)."* – Retrieved from CPG 101 V2, Appendix B-6

For the purposes of this plan, the term *Incident,* is used to refer to events in which the Portage County Emergency Operations Plan (EOP) will be activated in support of local jurisdictions. The EOP is designed to enable unity of effort in response to all-hazards incidents. Although the primary responsibility for the safety of citizens and protection of property is assigned to local elected officials and public safety forces – this plan provides a framework by which municipalities, county departments, townships, federal agencies, businesses, and volunteer agencies collaborate in a coordinated effort to maximize resources.

Situations Overview

Location:
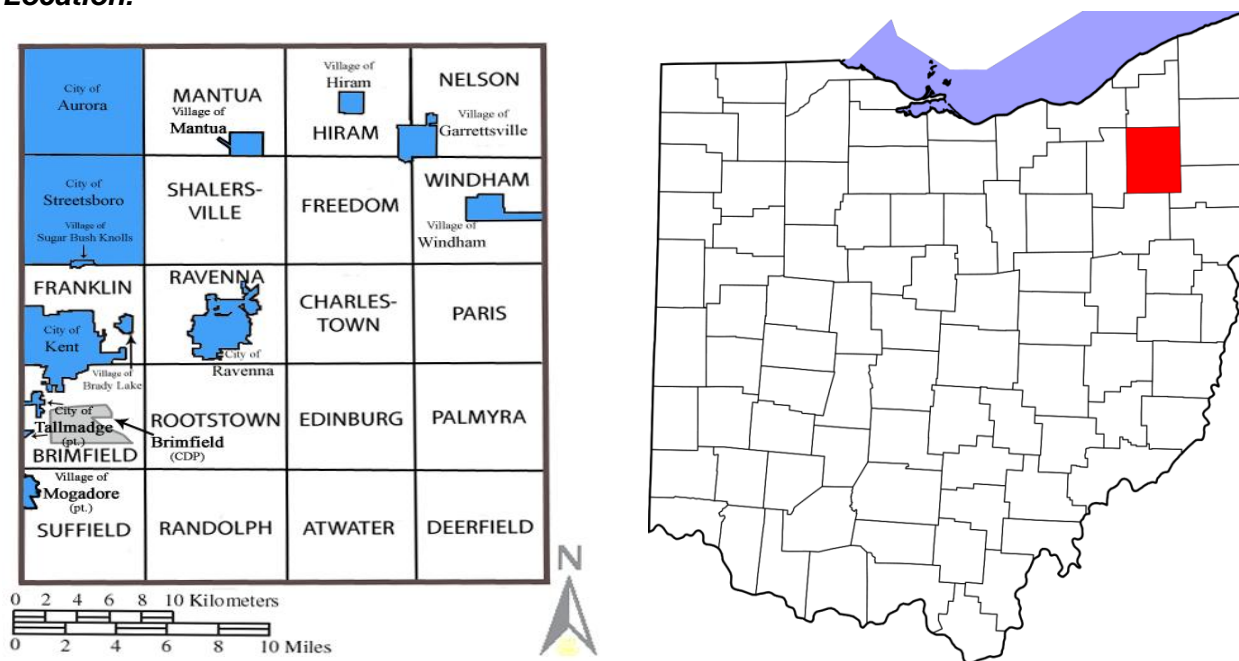
Figure 1
County Map *(JonRidinger/CC BY 3.0) –* State Map *(Public Domain)*

Portage County is centrally located in Northeast Ohio and ranks 19th in the State with a population size estimated at 162,000 in 2014. Portage County is home to four cities: Aurora, Kent, Ravenna and Streetsboro which house 47% of the County's population. The City of Ravenna is the county seat. The County is also home to six villages and eighteen townships. The following are Portage County's villages; Brady Lake, Garrettsville, Hiram, Mantua, Sugar Bush Knolls, and Windham. Portage County Townships are; Atwater, Brimfield, Charlestown, Deerfield, Edinburg, Franklin, Freedom, Hiram, Mantua, Nelson, Palmyra, Paris, Randolph, Ravenna, Rootstown, Shalersville, Suffield, and Windham.

The City of Tallmadge and the Village of Mogadore do have areas within Portage County but are primarily located in Summit County for emergency planning purposes. Portage County is bordered by Geauga County to the north, Cuyahoga County to the northwest, Summit County to the west, Stark County to the south, Trumbull and Mahoning Counties to the east. Portage County is a part of the Akron, Ohio Metropolitan Statistical Area (MSA) and the greater Cleveland-Akron-Canton Combined Statistical Area (CSA).

Table 4 – School District(s) / Higher Education

Local School District	Location	Local School District	Location
Aurora City School District	Aurora	Ravenna City School District	Ravenna (City)
Crestwood Local School District	Mantua Township	Rootstown Local School District	Rootstown
Field Local School District	Brimfield Township	Southeast Local School District	Palmyra
James A. Garfield Local School District	Garrettsville	Streetsboro City School District	Streetsboro
Kent City School District	Kent	Waterloo Local School District	Atwater Township

Higher Education Institution	Location
Kent State University	City of Kent
Hiram College	Village of Hiram
Northeast Ohio Medical University	Rootstown

Consortium Oriented School	Location
Maplewood Career Center	Ravenna

Demographics:

The population of Portage County in 2014 was estimated at 162,000. Of that 162,000; 4.4% are under 5 years of age, 19.3% under 18 years of age, 61.6% are 19 – 64 years of age and 14.7% were 65 or older. The median value of owner occupied housing units was $150,300 and the median household income was $52,697. From the Census bureau statistics 2009-2013, 16.1% of Portage County residents were below poverty level. The population density in Portage County was 320.24/sq mile which ranked 18th in Ohio Hazard Analysis and Assessment.

Geography:

Per the *2015 Portage County Hazard Mitigation Plan*: the elevation of Portage County ranges from approximately 600 feet to 1,330 feet above sea level, but the majority of the county falls in the range of 950-1,150 feet. Portage County serves as part of the major divide between the Lake Erie and Ohio River basins. The county has five major watersheds: Mahoning River and Tuscarawas River of the Ohio River Basin and Cuyahoga, Chagrin, and Grand Rivers of the Lake Erie Basin.

Portage County lies in the Glaciated Appalachian Plateau physiographic region of Ohio. The soils and topography of Portage County reflect the influence of the glaciers that once scoured the landscape depositing thick layers of glacial till – comprised of sand, gravel, and clay. Urban land cover is most prominent in the incorporated areas of the county. However, the majority of the County's land is wooded.

The most forested areas include the land around Michael J. Kirwan and Mogadore Reservoirs, Lake Rockwell, the Ravenna Training & Logistics Site, and riparian areas that may be too steep or wet to farm. The total land area is 487.38 sq miles with a water area of 16.68 sq. miles. 146,929 acres or 46% is wooded, which accounts for the majority of Portage County's land cover. 10,162.1 acres, or 3%, is urban area with impervious surfaces and 17,671.3 acres are non-forested wetlands. Fifty-three soils have been identified in the county and vary between well to very poorly drained characteristics.

Weather:

The average temperature in Portage County is 49.8°F. The temperatures peak during the summer months of June through August and decrease through the winter months of December through February. The average annual rainfall is 42.56 inches. Snowfall in the County averages 63.25 inches ranking it in the top ten across the state of Ohio. Temperature and precipitation anomalies can occur outside those ranges. Historically, Portage County endures yearly natural hazards such as extreme heat, severe thunderstorms, high winds, tornadoes and hail. During winter months there can be ice storms, extreme cold, blizzards and lake effect snow.

Agriculture:

Per the Agricultural Census (2012) there were 847 farms in Portage County which account for 83,321 acres. The average farm size was 98 acres and a total market value of products sold was $43,681,000. Land use was 70.5% cropland, 15.0% woodland, 8.1% pasteurized and 6.4% other. The top crop items were soybeans, corn, hay and haylage, grass silage, green chop corn for silage, and wheat. Top livestock were cattle and calves, layers, horses and ponies, sheep, lamb, and goats.

Special Events:

Portage County communities host numerous special events throughout the year but primarily from April to October. Such events include, but are not limited, to; The Portage County Randolph Fair, Mantua Ox-Roast, Garrettsville Summer Days, July Fourth festivities, Kent State University activities, Kent City Heritage Festival, Brimfest, Streetsboro Family Days and more. All events require special planning for safety.

Infrastructure:

Portage County is home to many large private businesses that employ a large portion of our population. Some private industries in Portage County are: East Manufacturing, Parker Hannifin, Step-2 Corporation, McMaster-Carr, Davey Tree and University Hospital Portage Medical Center. Public Sector employment is primarily through Portage County Government, Kent State University, Northeast Ohio Medical University (NEOMED), and the Kent and Ravenna City local governments and school districts.

Portage County Water Resources and Water Treatment Facilities:

Table 5 – Water Resources Table

Location	Municipal Public Water Operations	Groundwater Treatment Facilities	Sanitary Sewer Systems Operations	Wastewater Treatment Facilities
Atwater Township			Municipal	Portage County Water Resources
Brady Lake Village			Own WWTP & Collection	
Brimfield Township	Part	Portage County Water Resources	Municipal	
Camp Ravenna	Part		Municipal	
Charlestown Township			Municipal	Portage County Water Resources
City of Aurora	Own Distribution		Own WWTP's & Collection	
City of Kent	Own WTP & Distribution		Own WWTP & Collection	
City of Ravenna	Own WTP & Distribution		Own WWTP & Collection	
City of Streetsboro	Own Distribution		Summit County Operates Collection	Portage County Water Resources
City of Tallmadge	Own Distribution		Summit County Operates Collection	
Franklin Township	Part		Municipal	Portage County Water Resources (2)
Freedom Township			Municipal	
Garrettsville Village	Own WTP & Distribution		Own WWTP & Collection	
Hiram Township	Part		Own WWTP & Collection - Portions Municipal	
Mantua Township	Part		Own WWTP & Collection - Portions Municipal	
Mogadore Village	City of Akron - Distribution		Summit County Operates Collection	
Nelson Township			Municipal	Portage County Water Resources
Randolph Township			Municipal	Portage County Water Resources
Ravenna Township	Part		Municipal	
Rootstown Township	Part		Municipal	
Shalersville Township	Part	Portage County Water Resources	Municipal	Portage County Water Resources (2)
Suffield Township	Part	Portage County Water Resources	Municipal	Portage County Water Resources (2)
Sugar Bush Knolls			Own WWTP & Collection	
Windham Village	Own WTP & Distribution		Own WWTP & Collection	

Hospital/ EMS & Safety Forces:

University Hospital's Portage Medical Center is the only hospital located in Portage County. The majority of Emergency Medical Service(s) is provided by the local fire departments and/or private ambulance services. Portage County is served by twenty individual fire departments and or EMS; Atwater, Aurora, Brimfield, Charlestown, Deerfield, Edinburg, Garrettsville Fire/Community EMS, Hiram, Kent/Franklin Township, Mantua-Shalersville, Palmyra, Paris, Randolph, Ravenna City, Ravenna Township, Rootstown, Streetsboro, Suffield, and Windham. The majority of the listed departments are volunteer fire departments.

Portage County is also home to thirteen law enforcement agencies: the Portage County Sheriff's Office, and the Aurora, Brady Lake, Brimfield, Garrettsville, Hiram, Kent, Kent State University, Mantua, Ravenna City, NEOMED, Streetsboro, and Windham Police Departments. There are two Ohio State Highway Patrol Posts in Portage County; the Ravenna Patrol Post and the Hiram Patrol Post.

Transportation:

Portage County is a major transportation hub across Northeast Ohio. The primary mode of transportation across the County is vehicular via Interstate Route 80 (Ohio Turnpike), Interstate Route 76 and the the following primary State Highways; State Routes 5, 14, 43, 44, 59, 82, 88, 183, 224, 225, 261, 282, 303,

305, 480 & 700. The Ohio Department of Transportation has numerous facilities throughout Portage County. Numerous County roads traverse Portage and are maintained by the Portage County Engineer whose facility is located in Ravenna Township.

Portage County has three major rail lines: CSX, Norfolk Southern and the Wheeling & Lake Erie. Some of the rail traffic carries hazardous materials that could cause a significant hazard to Portage County in the event of a train derailment.

Throughout Portage County there are several small airports such as the Portage County Airport in Shalersville Township. Aircrafts do travel across the county to larger airports in Cuyahoga County, Summit/ Stark County and Trumbull County.

Military/Army National Guard Installation:

Portage County is the home of Camp Ravenna (also referred to as the Ravenna Training & Logistics Site), an Ohio Army National Guard joint training facility. The facility covers 21,683 acres and is located in Charlestown, Windham and Paris Townships. Camp Ravenna is bordered on the east by Trumbull County. The primary response agency to Camp Ravenna is Windham Volunteer Fire Department (VFD).

Hazard Analysis and Assessment

Portage County has conducted a Hazard Identification and Risk Analysis, or HIRA. The HIRA allows the County to identify the hazards it specifically faces. The hazards are broken down into three categories; natural (e.g., storms), technological (e.g., HazMat, nuclear), and human-caused (e.g., civil unrest, terrorism). After distinguishing the hazards, the capabilities of the various jurisdictions to respond and recover from those listed hazards can be assessed. Based on response capabilities and the hazard classification, the County can determine which incidents it would be more vulnerable to. The summary of the HIRA is below.

Portage County is vulnerable to varying types of disasters. The following are examples of possible incidents in which this plan could be implemented (Portage County has identified incidents that would cause significant impacts to life, property and the environment of the County and its communities):

Table 6 – Portage County Hazard Identification Overview

Natural	Technological	Human-Caused
Severe weather: Lightning, high winds, downbursts, hail Tornadoes: EF0 – EF5 Winter storms, blizzard, ice storm, heavy/ lake effect snow, Extreme cold Flooding: river basin, seasonal & heavy rains Flash flooding Extreme heat Drought Toxic algae bloom Public health: pandemic/ epidemic: infectious disease, environmental, food-borne Agricultural: invasive species, animal diseases	Hazardous material release: Facilities and Transportation (roads, rail & water ways) Aircraft Incidents Dam / Levee failure Service outages: Power, Phone, Internet, 9-1-1 Structural Collapse: CIKR, bridges, buildings Nuclear Power Plants: Beaver Valley, Perry Water outages or disruptions	Terrorism: Sabotage, Chemical, Biological, Radiological & Nuclear attack (CBRN), Explosives, IED Active Shooter: Public & Schools Hostage Situations Cyber Incidents Civil Unrest: Riot, demonstration & special events

Severe Weather

Thunderstorms and related activity occur on a regular basis in Portage County. A severe thunderstorm may be accompanied by strong winds, hail or other phenomena. Lightning is the most deadly phenomena associated with thunderstorms.

Winter storms also occur frequently in the county. Portage County has experienced a multitude of winter storm incidents. Severe snowstorms occur frequently and have, in the past (1978), been blizzard-like conditions. Northeast Ohio, in comparison to the rest of the state, experiences heavy snowfalls including lake effect snowstorms which can deliver inches of snowfall in a short period of time.

During the winter months Portage County can endure extreme cold or polar vortex events where temperatures are drastically low for an extended period of time. Ice storms can cause impassible roadways, downed power lines and the loss of services.

Floods are the most common hazard to affect the county during Spring and Summer months. Two types of flooding have been identified; flash flooding and river basin floods. River basin flooding can result from both seasonal snow melt and extended periods of rain.

Tornadoes may occur in any part of the county. March through October is the tornado season but a tornado can and has happened in all months of the year. Tornadoes have been recorded in the state as far back as 1830. Fatalities, injuries, and damages to property are often within consequence of tornado touchdown. Per the National Climatic Data Center, there have been twelve (12) tornado events since 1973 and five (5) since 2005. Tornadoes have ranged from the most common EF-0 to one (1) EF-5 in 1985.

Extreme heat and drought conditions have occurred in Portage County. Such conditions put extreme stress on agriculture, the economy and the safety and preparedness of citizens and communities.

Toxic Algae

Ohio and Portage County have had incidents where toxic algae blooms have appeared on lakes or waterways. Algae poses a health risk if consumed. Toxic algae blooms tend to appear during summer months but can appear during warmer periods as in Geauga Lake in 2015.

Agriculture

Portage County is home to extensive farming and horticulture. Invasive species and diseases can affect crops and animals at any time. Most recently, strain(s) of bird flu have impacted poultry production and, subsequently, was spread across state boundaries via migrating fowl.

Transportation Incidents

Transportation incidents pose a constant hazard to the county. They occur daily. They most commonly take the form of motor vehicle incidents involving two or more cars, objects, or persons. Railroad incidents including, but not limited to, derailment can pose a risk to the county after determining the severity based on specific hazardous freight. Freight such as petroleum and other hazardous chemicals can pose a specific threat as well as structural damages to the surrounding area in which the incident may occur. Railroad-crossing incidents involving people and motor vehicles have occurred due to the significant rail traffic through the county. Aircraft incidents are less frequent but do occur due to the amount of private, commercial and military air traffic over the county. Water related incidents are frequent due to the large amount of recreational water ways in Portage County (i.e. – rivers, lakes, ponds, and reservoirs).

Dam Failure

According to the Ohio Department of Natural Resources, Class I Dams are selected on the basis of three criteria; height (greater than 60 feet), storage volume (greater than 5,000 acre-feet, and potential downstream hazard (probable loss of life, serious hazard, and structural damage to high value property). Only one of these criteria needs to be met for a dam to be classified as Class I. According to data provided by the Ohio Department of Natural Resources there are eight Class I Dams in Portage County Class I Dams found in Portage County are annotated in the following table (Table 7):

Table 7 – List of Portage County Dams

Name of Dam	Dam Class	Hazard Level	NID Height/ Storage
Tucaway Lake Dam-	I	**HIGH**	24.70 feet/ 1025.00 feet
Lake Rockwell Dam	I	**HIGH**	35.00 feet/ 18250 feet
Hickory Lake Dam	I	Low	22.30 feet/ 92.90 feet
Mogadore Reservoir Dam	I	**HIGH**	50 feet/ 21000.00 feet
Brimfield Lake Dam	I	**HIGH**	16 feet/ 227 feet
Whispering Pines Lake Dam	I	Low	13 feet/ 33.6 feet
Michael J. Kirwan Dam	I	**HIGH**	83.00 feet/ 124000 feet
Berlin Dam	I	**HIGH**	96 feet/ 140000 feet

Public Health Emergencies

Public Health emergencies have and always will be a significant threat to the well-being of County residents. Food-borne illness outbreaks, communicable disease, agricultural/animal diseases, and pandemic illness can pose issues related to loss of life as well as degradation of quality of life, and the interruption in delivery of goods and services resulting in tremendous economic loss to the entire community.

Portage County has a diverse population. Much of that diversity stems from internationally based students, professionals employed in organizations that require worldwide travel, and organizations that bring guests to the area from all over the world. This travel, in the most general sense, increases the County's risk for attracting Pandemic Outbreaks through unintentional exposure.

Water contamination is a Public Health issue that may occur in Portage County. A large amount of the county has wells as their primary water source.

Zoonotic Diseases could also result in a Public Health emergency.

Energy Related Hazards and Energy Shortages/Outages

Natural gas and petroleum products present several potentially hazardous situations. Most of these are related to the transportation of natural gas/petroleum in the county. Accidental rupture of pipelines can result in fire, explosion, or both, resulting in property damage and possible injuries or loss of life. Another major hazard involves the potential for accidents within fuel storage areas. The potential risk is higher for explosions in these areas due to careless handling and unsafe fire activities which can produce catastrophic accidents.

Electrical transmission lines within the county create some additional energy hazards. Breakage of transmission lines is the most common hazard. This may result in structural fires or loss of life. Power shortages/outages in the county is another risk and may be intensified by demands placed on energy supplies nationwide. Phone, internet and 9-1-1 outages (as seen in January, 2015) pose significant threats for responders and public safety officials in their attempts to effectively respond to such an event.

Water Shortages

The county water system can be affected by equipment/power failures, water main breaks and occasional droughts. Response may require; conservation measures, the issuing of water advisories or mandatory conservation orders, utilizing existing emergency connections between systems, and locating emergency pumps and piping at other water systems.

Wastewater Discharges

The county sanitary sewer system and wastewater treatment facilities can be affected by equipment/power failures, sewer and force main breaks, and heavy rains and/or flooding. These may require; locating emergency pumps, use of tanker and/or Vactor trucks, cleanups of the discharged materials, and reporting discharges to the Ohio EPA.

Hazardous Materials Incidents

A primary threat to Portage County is Hazardous Materials (HazMat). One way this threat can produce itself is a transportation incident when chemicals or other hazardous materials are involved. Other primary HazMat threats come from the numerous Extremely Hazardous Substance (EHS) facilities located in Portage County. These have the potential of affecting great numbers of people over large areas. Businesses that store or use hazardous materials on their property are always at risk for unintentional HazMat release and Portage County actively prepares for such an incident.

   o **Portage County's Local Emergency Planning Committee**

HazMat planning is done by the Local Emergency Planning Committee (LEPC) in accordance with the requirements of Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 and the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) of 1980. The LEPC tracks and monitors the 70+ facilities that store and/or use hazardous materials identified in the Environmental Protection Agency's Tier II program.

The Portage County Office of Homeland Security and Emergency Management has identified and assessed locations throughout Portage County that fall under the Federal Department of Homeland Security's Critical Infrastructure Program and developed response capabilities to the potential hazard these locations present.

Terrorism

FEMA defines **terrorism** as "*the use of force or violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion, or ransom. Terrorists often use threats to:*

- *Create fear among the public;*
- *Try to convince citizens that their government is powerless to prevent terrorism;*
- *Get immediate publicity for their causes.*

Acts of terrorism include; threats of terrorism, assassinations, kidnappings, hijackings, bomb scares, bombings, cyber attacks (computer-based), and the use of chemical, biological, nuclear and radiological weapons.

Portage County has identified and assessed potential targets located throughout the County with plans in place to respond and notify the appropriate authorities up to, and including, the FBI who investigates domestically based threats.

Active Shooter

An active shooter incident can occur at any time with little to no warning. Such events have increased in the United States and could occur in Portage County at private and public locations as well as schools and universities. An active shooter event could be linked to a hostage situation and or terrorism.

Civil Unrest/Demonstration/Riot

Civil unrest can occur at any time for a many different of reasons. Having three universities, Portage County has a larger potential for both planned and unplanned demonstrations or civil disruptions, which have occurred in the past.

Cyber Attack

Cyber security has become one of our nation's top priorities. Cyber attacks are on the rise and can occur at any time, targeting sensitive information as well as public officials and departments.

Nuclear Power Plant Considerations

Portage County is within the Fifty Mile Ingestion Pathway Zone (IPZ) of both the Perry Nuclear Power Plant owned by First Energy Corporation in Lake County and the Beaver Valley Power Station, also owned by First Energy Corp., in Beaver County, Pennsylvania. All emergency planning and procedures for both locations are the responsibility of the Ohio EMA Radiological Preparedness Branch and the 10 mile Emergency Planning Zone (EPZ) counties.

Capabilities Assessment

The capability assessment is an analysis of how current capabilities match against the most likely and worst case scenario hazard. Each jurisdiction in Portage County has unique response capabilities that differ across the County. Local, State and Regional mutual aid agreements and collaborative efforts such as the Hazardous Material Team (HazMat), Urban Search and Rescue Team (US&R), Swift Water Rescue and Dive Team, Metro SWAT and the Portage County Incident Management Assistance Team (IMAT) strengthen our response capabilities.

Vulnerability Analysis

Portage County assessed the above hazards and classified those hazards based on severity. Influences such as population, population density, demographics, geography, time, place, conditions, and likelihood of such incident and significance of the threat were all considered when developing the vulnerability analysis. A summary is located separately in the 2016 Portage County Hazard Identification and Risk Analysis. Through this process The County is able to identify gaps in planning, training, exercises and local capabilities that need to be strengthened.

Assumptions

- Response capabilities and resources differ across each community in Portage County. Response time frames and resources (equipment and personnel) will be affected depending on the type of incident occurring, where it occurred and the magnitude of such incident.

- That preparedness is every citizen's responsibility in regards to immediate family preparedness and immediacy in response at any level of government can have delays.

- County Commissioners will make themselves available to be briefed on any developing incidents.

- The Portage County Office of Homeland Security and Emergency Management (PC OHS/EM) and supporting Emergency Support Functions (ESF's) response to the Emergency Operations Center (EOC) could be delayed, based on time of day and incident impact.

- ESF's representative initial focus will be personal and family safety prior to responding to the EOC for an incident.

- Supporting agencies primary representatives and/or alternate(s) will make themselves readily available in the event of an incident following the establishment of their personal and family safety.

- Local governments will fully commit (and exhaust[1]) their resources before requesting assistance from the County.

- State assistance will be requested through the PC OHS/EM when an incident response exceeds the county's capability through an activated EOC. Higher order assistance will be requested and established based on applicable laws, rules, regulations, and pre-determined assistance protocols.

- The Federal government may provide assistance (personnel, funding, etc.) as necessitated based on the scope and severity of any given disaster or as directed by the President of the United States.

- Coordination between County and Local Communities will be maintained.

- Recovery from a significant incident could span weeks, months, or years depending on the severity of the incident and the requirements in returning the County and its citizens to normal operating conditions.

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[1] exhaustion of resources is not required in all cases and is situationally dependent upon the needs of the incident and will be assessed on a case-by-case basis.

Concept of Operations

Emergency Operation Plan (EOP) Implementation

The Emergency Operations Plan (EOP) may be activated and implemented for efficient and effective response to incidents with a substantial community impact or when multiple jurisdictions are involved in an incident. This EOP may also be implemented when an incident is considered imminent or probable and the implementation of the EOP and the activation of the County Emergency Operations Center (EOC) are considered a prudent proactive response to the impending incident. The Portage County Office of Homeland Security and Emergency Management (PC OHS/EM) will support a single community effected by an incident upon request of the affected community. The EOP may be activated by the Portage County Board of County Commissioners or PC OHS/EM Director or designee. The activation of the EOP may be necessary to support local jurisdictional needs when the incident has expanded beyond their capabilities.

Emergency Declaration

The Board of County Commissioners may declare a countywide emergency when the size or scope of an incident or the threat that it creates for the public is beyond county capabilities. Local authorities may declare an emergency in their jurisdictions under similar circumstances. Declarations of Emergency may be necessary to seek State or Federal assistance for funding, personnel, and/or equipment. A sample declaration may be found in TAB H.

Portage County Emergency Operations Center (EOC)

The EOC is the location where the coordination of information and resources to support incident management activities takes place. The Portage County EOC is a permanent facility for all incidents which require a higher level of organization within the county. The EOC will be organized by Emergency Support Function (ESF).

Table 8 – List of Emergency Support Functions

ESF 1	Transportation	ESF 9	Search and Rescue
ESF 2	Communications	ESF 10	Hazardous Materials / LEPC
ESF 3	Public Works/ Engineering	ESF 11	Agriculture
ESF 4	Fire Fighting	ESF 12	Energy
ESF 5	Emergency Management/ Information & Planning	ESF 13	Law Enforcement
ESF 6	Mass Care	ESF 14	Long Term Community Recovery & Mitigation
ESF7	Resource Support	ESF 15	Public Information/ External Affairs
ESF 8	Health and Medical		

The PC OHS/EM has coordinated with appropriate County Agencies, Boards or Divisions by involving them in the development and implementation of the EOP. Countywide departments (or representatives) are recruited and then are expected to be trained in staffing their respective Emergency Support Function position(s) as a readiness measure prior to EOC Activation. Additional EOC staffing, training and planning will be decided upon through conducted exercises and from lessons learned from real-world incidents.

EOC/ EMA Activation Levels

1) **Routine Daily Operations**
   - EMA Staff receives notifications of weather reports, threats and/or facilitates information on a need-to-know basis. PC OHS/EM also provides preparedness education via social media and the Portage Prepares website. PC OHS/EM monitors social media for road closures, flooding and issues being reported.
   - Incident notification is coordinated through phone or email to the PC OHS/EM office during normal business hours.
   - Outside normal business hours, incident notification is facilitated through the PC OHS/EM Director's 24-hour number or the Portage County Sheriff's Office Dispatch Center.

2) **Situational Awareness and Monitoring**
   - Upon notification of an incident or advance notification of a pending incident, PC OHS/EM will create the structure for information sharing and consultation of the jurisdiction(s) or agencies effected.
   - If deemed necessary, PC OHS/EM staff, Board of County Commissioners and departmental Directors and Officials will be notified.
   - Notification to the Northeast Ohio Regional EMA staff will occur for Ohio EMA situational awareness.
   - Damage Assessment Teams (DAT) can be deployed depending on the incident.
   - Record keeping and incident reports will be drafted and saved after the incident has concluded.

3) **Partial EOC Activation and staffing**
   - Partial activation of the EOC and subsequent Emergency Support Functions (ESF's) will occur if deemed necessary or requested by OHS/EM staff, Board of County Commissioners, Local Elected Officials or Incident Commander/Unified Command.
   - Notification to the Ohio EMA staff for the Northeast Region will occur for Ohio EMA situational awareness and the possibility of additional support.
   - PC OHS/EM staff will request specific ESF's depending on the incident and resource needs. Staffing of the EOC may vary during partial activation depending on the scope of the incident.
   - PC OHS/EM staff will develop situation reports and record-keeping of resource/ support requests.
   - Local municipalities can declare a local emergency if the scope of the incident has grown beyond the local capabilities.
   - DAT(s) can be deployed depending on the nature of the incident.

4) **Full EOC Activation**
   - Full activation of EOC and ESF's will occur simultaneously.
   - Liaisons from State agencies will be requested along with nonprofit organizations and private industry to assist with the incident.
   - A County Declaration of Emergency will be requested if the incident has grown beyond Portage County's capabilities.
   - Operations should be expected to last 24 hours per day and last multiple operational periods ESF's will need to coordinate staffing requirements to meet the demands of the incident.
   - Situation reports will be issued and documentation of the incident response will be maintained as well as a record of resource support/management.
   - DAT(s) can be deployed depending on the incident.
   - Ohio EMA Recovery Branch DAT may deploy to Portage County to conduct State damage assessments and to assist with recovery.

5) Recovery Operations
- Some ESF's will be demobilized as the incident begins its drawdown. Response and PC OHS/EM staff will continue to monitor the situation.
- Depending on the incident and extent of damages, Portage County and/or the local municipality may qualify for State, Federal, or other disaster recovery funding.
- PC OHS/EM will continue to coordinate response/recovery until operations return to normal.

The **primary** Emergency Operations Center (EOC) is located at;

8240 Infirmary Rd, Ravenna, Ohio, 44266.

The **secondary** EOC is located at Rootstown Township Fire Station;

4152 Tallmadge Rd, Rootstown, Ohio 44272.

Assigned responsibilities of EOC personnel and agency representatives are contained in each Emergency Support Function (ESF). Upon activation of the EOC, PC OHS/EM will contact the Primary Coordinator for each ESF. It is the responsibility of each ESF Primary Coordinator to identify alternate representatives to report to the EOC.

The EOC staff records, along with EOC Standard Operating Procedures (SOP) for the Center, are maintained by the PC OHS/EM. The EOC Standard Operating Guideline (SOG) is a separate document kept at the PC OHS/EM. Activation, staffing and operations of the EOC, will be followed and adjusted to fit specific incident needs.

The Primary EOC has an emergency generator and as such 24-hour operations can be maintained. The EOC is equipped to provide agencies and officials with communications to their offices, field units, disaster site, and other locations. Systems include: commercial telephone systems, local radio circuits, and the amateur radio service.

When requested by the PC OHS/EM, Ohio EMA will initiate and coordinate the response operations of State agencies assisting the County. All response activities shall be organized using the Incident Command System (ICS) and principles outlined by the National Incident Management System (NIMS).

Organization and Assignment of Responsibilities

Role of Local Government

Local incidents are managed by local entities. County, State, and Federal resources are only applied when local resources are overwhelmed and there is a request for assistance.

All jurisdictions within the County have a responsibility for the coordination of response and recovery operations including warning, public information, damage assessment, resource coordination, and recovery guidance in an incident that affects their jurisdiction. The overall safety of citizens at the municipality level resides within the jurisdiction's Elected Official(s), Chief(s) of Safety Forces (i.e. – Fire/Police Chief), or Safety Director. Coordination for preparedness activities will be the responsibility of all parties.

All response agencies are responsible for their communications systems as well as coordinating those systems with PC OHS/EM, specifically ESF 2.

Role of County Government

Portage County is governed by a Board of Commissioners with one Commissioner serving as the President of the Board which rotates yearly. The PC OHS/EM is a department administered under the direction of the Portage County Commissioners. The PC OHS/EM has the responsibility for disaster and incident prevention, protection, mitigation, response, and recovery for Portage County. The overall final decision in disaster/incident operations will be at the direction of the Board of County Commissioners.

All Portage County Agencies and Departments have the responsibility to prevent, protect, mitigate, respond, and recover from incidents. The overall responsibility for the County department/agency operations as described in the plan rests with the Portage County Commissioners or the appropriate elected office holder. The following is the line of succession for authority within the departments governed by the Portage County Board of Commissioners:

1. President of the Board
2. Vice President of the Board
3. Board Member

The Board of Commissioners (or the Commissioner(s) available in the line of succession) may be members of an established Executive Policy Group (EPG) made of up those with executive decision making authority.

The role of the PC OHS/EM Director or designee during disaster/incident/consequence management operations is that of the Emergency Operations Center (EOC) Manager. The EOC Manager performs in tandem with all ESF's and is the Chief Coordinator for available resources as well as the primary subject matter consultant to the Board of Commissioners and EPG for issues pertaining to knowledge base areas such as National Incident Management System (NIMS) and the acquisition of higher order support (State, Federal, etc.)

Detailed responsibilities and essential activities are found in the appropriate Emergency Support Function (ESF) and supporting documents. ESF's are comprised of Primary, Support, and if required a Coordinating Agency. The Primary Agency represents the organization who will lead a given activity, while the Support Agency supports that activity. The Coordinating Agency ensures the cooperative effort interdepartmentally. Supporting documents include department level operating procedures which detail how individual departments enact their responsibilities as outlined in this base plan along with the ESF's and supporting plans/documents. The following are basic responsibilities for emergency management operations provided by and through the County:

Portage County Board of Commissioners:

- Provide for continuity of the County in order to continue legislative duties.
- Pass ordinances and motions pursuant to emergency proclamations and appropriate revenue and expenditures as needed for prevention, protection, mitigation, response and recovery.
- Conduct public meetings and actions to assist in reassuring and informing the public, and identify public needs.
- Provide for the auditing of emergency financial operations of county government and for emergency performance audits.
- Assist in public information and the dissemination of emergency information through County offices, coordinated with the Emergency Operations Center and Joint Public Information Center and the public information officers of affected jurisdictions.
- Direct citizen requests for assistance to appropriate governmental agencies.
- Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- Re-establish county operations.
- Provide resources (supplies, equipment, services, personnel), as coordinated through the EOC
- Support emergency management activities as required.

Executive Policy Group (EPG):

An incident specific Executive Policy Group (EPG) will maintain executive decision making authority throughout all stages of the incident. The EOC manager will report to the EPG for policy direction when decisions required extend beyond routine decision making authority and internal resource capabilities.

Depending on the incident, the EPG may consist of the following members:

- Portage County Commissioners;
- Local impacted elected official(s);
- Health Commissioner;
- Portage County Sheriff;
- Portage County Prosecutor;
- Portage County Engineer;
- Portage County Director of Budget and Finance.

Portage County Office of Homeland Security and Emergency Management:

- Establish and manage the Emergency Operations Center (EOC) as the **EOC manager**.
- Advise and assist county and local officials on direction and control of emergency operations and act as liaison with appropriate organizations, as requested.
- Act as coordinating agent and prepare mission requests for emergency resources to Ohio Emergency Management Agency.
- Resolve conflicts among agencies.
- Identify and support resource requests.
- Follow through with details regarding resource times or delays.
- Ensure mission completion in a timely manner.
- Provide advice and assistance for the preparation and dissemination of emergency information.
- Collect emergency operations information, analyze data, and prepare operational reports.
- Coordinate with local responders to ensure that a system of communications is in place that is capable of meeting the emergency operations requirements. EOC Manager shall establish a Common Operating Picture (COP).

- Advise executive heads of political subdivisions within the County on the direction and control of their emergency operation(s) as well as the coordination with county operations and plans.
- Act as Applicant Agent for the County in the recovery process following a Presidential declared disaster. Advise county officials on emergency administrative and recovery procedures and requirements.
- Develop and coordinate the preparation and use of emergency plans necessary to the County in accomplishing essential emergency management phases of prevention, protection, mitigation, response and recovery.
- Forward appropriate requests to the EPG.

Emergency Management Liaison Officer:

- The Director of PC OHS/EM may designate a staff person as a liaison officer between on-site responding personnel and the EOC.

Portage County Sheriff's Office:

- Coordinate crime prevention and detection programs and the apprehension of criminals.
- Implement, when standards are met, Portage County's Amber Alert Notification.
- Provide efficient service to the public through crowd and traffic control, emergency aid and safety programs.
- Prevent and control civil disorder.
- Provide security to the County EOC, shelters, food and water distribution staging areas, and transportation, as needed and if available.
- Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information, as needed and if available.
- Provide for the self-protection monitoring and reporting of environmental as well as other hazard types [including radiological and unexploded ordinance (bombs)] by department field forces.
- Participate in the public information program on public safety to include, but not limited to, traffic and crowd control, and safety and crime prevention. Provide public information officers or support personnel, as needed.
- Provide for the use of available personnel and equipment to support emergency communications requirements.
- Report damage to county facilities, transportation, equipment, or personnel to the EOC.
- Provide representatives to the Emergency Operations Center if needed.
- Assist in collecting information and compiling data for operational reports necessary to emergency operations.
- Support response and recovery activities as necessary.
- Return department activities to normal levels unless involved with recovery activities.

Metro SWAT
- Provide tactical response capabilities to Northeast Ohio Counties as called upon.
- Perform high risk operations applying specialized training when needed as determined by the appropriate law enforcement organization.

The Portage County Judges:

- Formulate policy decisions regarding court operations.
- Preserve the continuity of the Judicial Branch of County government.
- Coordinate and manage the use of available resources.

Portage County Auditor & Information Technology Department:

- Provide information to the PC OHS/EM for damage assessment reports.
- Deploy staff to set up and support IT equipment in the EOC.
- Deply staff to support website updates.
- Deploy staff to support Geographic Information System (GIS) needs in the EOC.
- Support response and recovery activities as required.

The Portage County Prosecutor:

- Advise county government officials on legal matters relating to emergency management authority and responsibility.
- Represent county government in all criminal and civil proceedings in which it may be a party, as a result of emergency planning and operations.

Department of Budget and Financial Management:

- Provide assistance in the preparation of County government emergency operating reports by providing budgetary, fiscal and program development analysis as well as data relevant to emergency operations and management.
- Provide assistance in the preparation of County government emergency financial reports.
- Provide for the receipt, disbursement and accounting of Federal and other funds provided to County government for emergency services.
- Provide emergency procedures for purchasing equipment and supplies needed by the County.
- Plan for and develop procedures to manage disaster procurement operations as part of the EOC Logistics Section.

Portage County Board of Commissioners Clerk:

- Establish and make available to County agencies the services for the protection of Vital Records.
- Consult with agencies regarding the management of Vital Records.
- Provide agencies with guidelines for recovery of records after an emergency.

Portage County Health Department:

- Coordinate and provide emergency health services, to including; communicable disease control, immunizations and quarantine procedures.
- Coordinate and provide triage and limited first aid care and treatment of minor injuries at Public Health facilities.
- Provide staff and resources as the lead agency in the County for bio-terrorism prevention, protection, mitigation, response and recovery.
- Coordinate and provide environmental health services, including; inspections for water and food contamination, vector control, inspections of temporary emergency housing and schools for proper sanitation, and disposal of disaster related solid waste.
- Conduct public information and education programs on emergency health treatment, prevention and control programs.
- Maintain vital records, to include; collection and recording of environmental health, public health and death data, and information for required operational reports.

Portage County Medical Reserve Corps
- Activate and coordinate volunteers by matching resources to meet operational needs during appropriated medical and health responses.
- Assess the community's needs for medical and health volunteers throughout the year and during times of special needs.
- Securing broad based community support by planning activities that support community needs and the Medical Reserve Corps mission and objectives.

Mental Health and Recovery Board of Portage County:

- Provide consultation to the EMA on mental health issues that people experience during a traumatic event and to coordinate how mental health services are delivered in a crisis.
- Respond to mental health needs during an incident by activating the Incident Response Team whose members may be called to the site to help with emotional/mental crisis.
- Provide education & awareness to the community about typical mental health issues that people experience during a traumatic event.

Portage County Engineer:

- Report to the EOC any damage of roads, bridges, department facilities, equipment, or resources.
- Coordinate and provide for the maintenance, repair, construction or restoration of damaged or destroyed County roads, bridges, and transportation facilities.
- Assist in the planning, upgrading and construction of emergency public shelters by providing personnel, equipment, and engineering support,
- Assist with evacuation procedures including road clearance and rerouting to safe transportation routes.
- Provide representatives to the EOC as needed.

Portage County Water Resources:

- Report any damage of department facilities, equipment, or resources to the EOC.
- Coordinate and provide for the maintenance, repair, construction or restoration of damaged or destroyed County water and sewer infrastructure and associated facilities.
- Assist in providing a constant water supply for fire protection and health; and provide safe, clean, potable water as needed.
- Assist in preventing contamination of waterways and water sources.
- Provide representatives to the EOC as required.

Other Agencies/Organizations:

- The County does not have any direct authority over supporting private agencies like the American Red Cross, Salvation Army, etc.
- The following is an example list of agencies, which may be called upon to assist Portage County government in providing disaster assistance. Additional specific agencies and associations are listed in the Emergency Support Functions (ESF's), individual department operating procedures, resource lists, supporting plans, and supporting documents.

Table 9 – Table of Organizations

Local	Regional	State
PC Fire Chief's Association	Northeast Region HazMat Response Group	Ohio Emergency Management Agency
PC Police Chief's Association	OHS Region 5 Structural Collapse Team	Ohio Department of Public Safety and Safer Ohio Teams
PC Board of Mental Health	OHS Region 2 Structural Collapse Team	First Energy, Ohio Edison
University Hospital, Portage Medical Center	OHS Region 5 HazMat	Ohio Department of Agriculture
Portage Area Regional Transit Agency	Metro SWAT	Ohio Department of Natural Resources
Summit-Medina-Portage Chapter American Red Cross		Ohio Department of Transportation
PC Funeral Director Group		Ohio Environmental Protection Agency
Salvation Army		Ohio Department of Homeland Security
United Way (211)		Ohio Mortuary Team
Catholic Charities		Ohio National Guard
Mental Health and Recovery Board of Portage County		Ohio Task Force 1

Role of the State of Ohio

The State of Ohio Emergency Operations Plan and Emergency Operations Center shall coordinate all emergency management activities of the state, to protect lives and property of the people, and preserve the environment. Further, it will take appropriate actions to prevent & protect against incidents or disasters while mitigating its effects or if required, appropriately respond to, and ultimately recover from the impacts of emergencies, incidents, and/or disasters. State government departments are responsible for providing various services such as specialized skills, equipment, and resources in support of local government emergency operations as requested. Ohio EMA, Northeast Ohio Office was established to support the Northeast Ohio region during incidents. They will represent Portage County as the liaison to Ohio EMA for support and resources.

Role of the Federal Government

The Federal Government shall provide assistance to save lives and to protect property, the economy, and the environment. Federal response will be organized through the use of the National Response Frameworks (NRF) to facilitate the delivery of varying degrees of Federal response assistance to communities to help them cope with the consequences of significant emergencies and disasters if needed and upon request, as approved.

Tab A

Primary (P) and Secondary (S) functions of agencies that have a role as an ESF in the EOC.

Portage County Chart for Primary and Secondary Functions — Agency/Organization	Emergency Support Functions														
	1 Transportation	2 Emergency Communications	3 Public Work & Engineering	4 Fire Fighting	5 Emergency Management	6 Mass Care, Housing & Human Services	7 Resource Support	8 Health and Medical Services	9 Search & Rescue	10 Hazardous Materials	11 Agriculture	12 Energy	13 Law Enforcement	14 Long-Term Community Recovery and Mitigation	15 Public Information
Board of Commissioners							P							S	S
County Judge Executive / Mayors/Trustees							P							S	S
Portage County Emergency Management	S	S			P		S		S					S	S
Local 24-Hour Warning Point/911/Dispatch/		P			S		S						S		S
County Road Department/City Street Department/ Engineering	S		P				S							S	
Portage County Police Chiefs Association		S			S		S		S				P		S
Portage County Fire Chiefs Association		S		P			S		S	S					S
Portage County Combined Health District		S			S	S	S	P						S	S
Portage Area Regional Transportation Agency	P						S							S	
Portage County Hazardous Materials Response Team							S		S	P					
UH Portage Medical Center		S				S	S	P						S	S
Ohio State Highway Patrol	S	S			S		S		S				P		S
Portage County Sheriff's Office		S			S		S		S				P		S
Board of Education / Schools (Secondary and Higher Education)	P	S				S	S							S	S
Local Media (Radio, TV, Cable, Newspaper) / Public Information		S					S								P
American Red Cross	S					P	S	S	S					S	S
Portage County Urban Search and Rescue (USAR)					S		S	P							
Portage County Coroner						S	S	P						S	S
Dominion East Ohio, Public Utilities Commission, First Energy; Ohio Edison			S			S	S					P			S
Portage County IT		S					P								S
Portage County Water Resources			P				S		S					S	
Portage County Building Department and Flood Plain Administrator			P				S				S			S	S
Portage County Internal Services Portage County Maintenance			S				P							S	
Portage County Motor Pool	P						S								
Portage County Dog Warden Portage County APL/ Vets	S	S			S	P	S						S	S	S
Portage County Economic Development							S							P	
Portage County Regional Planning							S							P	
Portage County Family and Community Services	S					P	S							S	
Portage County Solid Waste Management			P				S							S	
Portage County Storm Water District			P				S				S			S	
PC OHS/EM Communications Unit		P					S								S
Mental Health & Recovery Board of Portage County						S	S	P							S
Metro SWAT		S					S		S				P		

Direction and Control

By operating within the guidelines set forth by the National Incident Management System (NIMS) and the implementation of the Incident Command System (ICS), this system will support the protection, prevention, mitigation, response and recovery activities of a incidents. An incident impacts, or may impact, residents and property in the County. This section provides information on how the centralized and coordinated response and allocation of resources, using NIMS and ICS, is capable of adapting to changes in the situation.

County and Local Executives are responsible for supporting policy making, coordination, and direction and control over all emergency response activities within Portage County. If more than one political subdivision is affected, the Director of the Portage County Office of Homeland Security and Emergency Management (PC OHS/EM) will operate in conjunction with the Executive Policy Group (EPG) to coordinate operations from the PC Emergency Operations Center (EOC) and manage additional resources for the affected areas.

The EPG, after assuming direction and control of emergency activities at the primary and/or alternate EOC, will have the overall decision authority for resource allocation and all emergency actions will be approved through the EPG.

In order for Portage County to adequately respond to and recover from an incident, the PC OHS/EM has pre-established EOC staff to coordinate government and private response to an incident. PC OHS/EM staff will operate from the County EOC under the direction of the EOC Manager and the EPG. Emergency Support Function (ESF) coordinators will report to the EOC as requested. PC OHS/EM shall maintain a list of EOC Representatives/ESF Coordinators and contact information. While operating in a partial or fully activated EOC, each ESF Coordinator will act as a liaison for their agency and services within the ESF as well as coordinating all information through the EOC. The Portage County EOC can assist with resource requests beyond Municipal and County capabilities.

## On-Scene Incident Management

Typical ICS Structure

All incidents within Portage County begin with an initial level of response and will escalate in accordance with the requirements of the incident. At the local level responders utilize the Incident Command System (ICS) for all incidents whether small or large.

ICS is the management system designed to integrate facilities, equipment, personnel, procedures, and communications within a common organizational structure. This

Figure 2

organizational structure allows for the establishment of a Common Operating Picture (COP). Typical ICS structure consists of the Incident Commander, Command Staff (Public Information Officer, Safety Officer and Liaison Officer). With larger incidents the Incident Command can appoint position specific General Staff such as the Operations Section, Planning Section, Logistics Section and Finance Section. Depending on the type of incident, the agency with authority will assume command.

Initial notification of an incident and the request for first responders will go through their appropriate local public safety answering point (PSAP). The first responding unit on scene will establish Incident Command until a more qualified, or higher ranking officer arrives on scene. The Incident Command will establish an Incident Command Post (ICP) and make this location known to others. The Incident Commander (IC) will
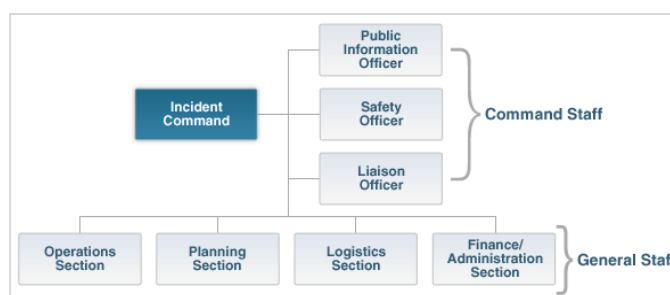
begin filling the Incident Command structure as deemed necessary and request additional resources. The IC is responsible for assessing the scene and determining the risks posed by the incident. Adjacent jurisdictions or counties shall be notified immediately if an incident will impact their community. For larger multi-jurisdictional incidents, two different ICS structures may be applied; Unified and/or Area Command.

Unified Command

A Unified Command (UC) structure may be implemented for incidents involving multiple jurisdictions and/or agencies. Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together without effecting individual agency authority, responsibility, or accountability. UC allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives.

Area Command

Area Command (AC) oversees the management of multiple incidents. (AC) may be unified, and works directly with Incident Commanders (IC) at each location or Incident Command Post (ICP). AC has the responsibility to set the overall strategy and priorities, allocate critical resources according to priorities, ensure that the incidents are properly managed, and ensure that objectives are met and strategies are followed.

The Planning "P"

Most incidents in Portage County are handled with the first responding unit in the affected local community. An incident that will have prolonged operations with an established Incident Command or Unified Command will need to establish objectives or unified objectives for multiple operational periods. This process is described as the Incident Action Plan (IAP) or the "Planning P" process. The on-scene staff will complete the IAP which will consist of overall objectives and tactics to complete for the next operational period. Typically, operational periods will consume a 12 hour period. Each operational period will begin with an operational briefing. This briefing allows oncoming staff to be notified of the objectives to complete.

The planning process allows a repetitive schedule to promote internal and external continuity during staff changes. The IAP and situational reports provide a Common Operating Picture (COP) and allow staff to be briefed on the current situation and response priorities.

Figure 3

Multi-Agency Coordinating (MAC) System

A Multiagency Coordinating System (MACS) is the coordination of activities above the incident level. Locally, this function is done through the Portage County Emergency Operation Center (EOC) and local Incident Command/Unified Command. The EOC consists of the facilities, Emergency Support Functions (ESF's) and personnel, Standard Operating Guides (SOG) and Standard Operating Procedures (SOP), and communications. The Portage County EOC assists the Incident Commander(s) and County/Municipal Operating Centers with situational awareness, external coordination and leveraging of the necessary resources needed. The Joint Information System (JIS) is utilized locally to coordinate a single message

among departments and stakeholders over the same incident. The unified message allows for continuity and decreases confusion to the general public.

Mutual Aid

Portage County Fire Departments utilize the Mutual Aid Box Alarm System (MABAS). Depending on the size of the incident and resources needed, a fire department can request a MABAS Alarm of 1, 2, 3 or 4. Each request increases the number of resources and departments requested.

Law Enforcement may request for mutual aid through local Public Safety Answering Points (PSAP) or dispatch centers. Currently, Portage County has six PSAP's: Aurora, Kent, Kent State University, Portage County Sheriff's Office, Ravenna and Streetsboro as well as two secondary PSAP's in Mantua and Garrettsville.

Statewide mutual aid is comprised of the Fire Emergency Response Plan and Law Enforcement Response Plan. Both plans establish a framework for fire and law agencies across the State to respond for assistance across county lines. Statewide emergency management compacts consist of Intrastate Mutual Aid Compacts (IMAC), which is a mutual aid agreement among participating government subdivisions in Ohio. IMAC's allow for governmental agencies to support each other with additional resources. Regional asset requests will be facilitated through Ohio EMA or Summit County for assistance. County EMA's can support each other based on the request for assistance.

Emergency Management Resources

Request for resources will be coordinated through the Director of the PC OHS/EM or designee. Depending on the scope of the incident and personnel available, the equipment will be delivered by PC OHS/EM staff and/or the requesting agency. Currently, the PC OHS/EM controls the following; the Hazardous Materials (HazMat) Decontamination (Decon) Trailer, Urban Search and Rescue (US&R) Truck, Mobile Command Post/Communications Vehicle, Gator, Light Tower, and Point of Dispensing (POD) trailer as well as the Tier 2 Equipment.

Specialty Response Teams

Local response assets will be controlled by their respective jurisdictions and agencies. Portage County US&R Team, HazMat Team, Incident Management Assistance Team (IMAT), and Communications Unit are teams comprised of multidiscipline, multi-agency members. Request for specialty team activation can be accomplished through PC OHS/EM, Kent Police Department Dispatch, or the Portage County Sheriff's Office Dispatch. Specific details on teams/units can be found in ESF 2 (Communications), ESF 5 (Emergency Management), ESF 7 (Resource Support), ESF 9 (Search and Rescue) and ESF 10 (Hazardous Materials) and ESF 13 (Law Enforcement).

Information Collection, Analysis & Dissemination

During Emergency Operations the PC OHS/EM will coordinate information collection, dissemination and analysis through Incident Command or Department Operation Centers (DOC's) by normal communication methods. These methods can be via phone, email or fax or through public safety communication channels. PC OH/EM will utilize WebEOC, provided by the State, throughout all phases of operations in order to maintain appropriate contact with the necessary primary, secondary, and tertiary agencies. Information will be utilized for situational awareness (SA) and to provide situational reports and a Common Operating Picture (COP) during operational periods. Field reports from Incident Command will be utilized to help identify key issues needing addressed by the EOC/ESF's. Field reports can be received via forces on-scene, elected/appointed officials, and 9-1-1 calls into dispatch or citizen reports to PC OHS/EM.

Portage County utilizes Social Media as a way to disseminate timely information, information monitoring, and to dispel hearsay. Information dissemination may be done through a Joint Information System (JIS) or the Joint Information Center (JIC) located at the EOC or other location. More in-depth social media and information dissemination can be found in ESF 15 (External Affairs).

The PC OHS/EM and Countywide safety forces receive and report suspicious activity and then forward on to local FBI counterparts and the Ohio Department of Homeland Security for determining further courses of action and the vetting of supplied information. PC OHS/EM encourages the reporting of suspicious activity to local law enforcement, State and Federal agencies as well as the PC OHS/EM through public education of the *"see something, say something"* program, for the reporting of suspicious activity.

Communications

Currently, local fire departments and law enforcement utilize Very High Frequency (VHF) System(s). The Portage County Sheriff's Office (PCSO) utilizes the Multi-Agency Radio Communication System (MARCS) and does have the capability for VHF within the PCSO – Public Safety Answering Point (PSAP). ESF 2, with dedicated space, within the EOC communications room has the capability for all public safety communications frequency(s) in Portage County.

The PC OHS/EM, with coordination of the Portage County Radio Amateur Communication Emergency Services (RACES) group, has established the communications unit for emergency communications during planned events and incidents. ESF 2 is comprised of the Communications Unit throughout EOC activation and demobilization, depending on the scope of the incident.

The Mobile Command Post (MCP) is currently the main vehicle utilized as the Incident Command Post in the field. Currently, the MCP is equipped with an ACU 1000 and has each communication capability in the County. Interoperable communications will be accomplished by utilizing the ACU 1000 to patch responding agencies' radio systems together in a common network.

Interoperable Communications Plans (ICP) and Tactical Interoperable Communication Plans (TICP) can be found within ESF 2 and the TICP on record at the PC OHS/EM. Some plans are public safety sensitive and are not administered for public records requests.

Administration

Portage County may endure significant costs relative to personnel and resources during emergency operations. All emergency operations will be recorded in the Portage County EOC through field reports, Incident Action Plans (IAP), situational reports, social media posts and sign-in rosters. Any and all information developed and disseminated during emergency operations will be kept as historical records at the Emergency Management Agency and Records Department of Portage County.

For situations in which County assistance is requested, the PC OHS/EM will conduct After Action Reviews (AAR) to identify strengths and weaknesses during the phases of emergency management. PC OHS/EM will conduct improvement planning based on areas identified as needing improvement to increase overall preparedness of the countywide community. The change procedure identified in TAB E and will be followed if plan changes are necessary. Further documentation can be found in ESF 5.

Financial Management

Accrued costs will tracked at the Portage County EOC through ESF 5, ESF 7 and the Director or designee of the Portage County Office of Budget and Finance. Portage County has in place contingency operations and funding to support initial actions taken during disaster operations. Departments and agencies responsible for supporting ESF's in the EOC are responsible for tracking internal time and

overtime costs accrued outside EOC sign in rosters. Local, State and Federal declarations of emergencies may be necessary to support response and recovery funding at the local level.

Recovery

The PC OHS/EM is responsible for coordinating recovery operations following a disaster or emergency. This includes acting as the lead agency for damage assessments on public and private property. Additional recovery actions, such as; damage assessment, debris management, public works restoration, and donations management are to be addressed in Annexes to the EOP. Detailed recovery information can be found in ESF 14.

It may be determined, based upon several factors, such as the extent of damages and requirements for reasonable recovery that the following assistance be granted during recovery efforts.

- **Small Business Administration (SBA) Loans**
- **Individual Assistance (IA) Programs**
- **Public Assistance (PA) Programs**
- **Mitigation Grant Funding**

Regardless of declarations leading to assistance programs, insurance is an essential piece of the recovery process and should be utilized as one of the primary drivers during recovery operations. If an incident has not warranted State or Federal assistance based on declaration requirements, the County may make a qualifying declaration to engage the State Disaster Relief Program (SDRP) during recovery operations. Moreover, assistance may be provided to individuals by volunteer and charitable organizations. Portage County has been National Flood Insurance Program (NFIP) compliant since 1978. The NFIP allows for discounted insurance rates for homes that are in the base flood elevation of flood prone zones.

The PC OHS/EM, through a whole community planning process, has identified agencies that can support unique needs during emergencies. Each incident brings particular challenges that may need to be addressed. By utilizing NIMS and strategic partnerships with private and nongovernmental organizations Portage County is better prepared to meet these challenges.

Functional Needs Approach

Functional needs are described as vision, hearing, mobility, speech, bilingualism, cognitive/intellectual, mental health, pharmaceutical needs, and age based restrictions. Individuals within this population demographic (which includes more than those listed above) must be actively accounted for during emergency operations and Portage County recognizes the functional needs approach as an imperative in planning purposes. Portage County ensures full compliance with State and Federal laws insofar as the planning effort for the County's functional needs population.

Training & Exercises

Training is an integral portion of emergency preparedness. NIMS and ICS have been identified as not only our Nation's but our County's approach in responding to all incidents. Minimum training standards have been outlined to promote our community leaders to effectively work together and communicate accordingly during an incident. The below training standards were developed through the planning process.

Table 10 – Outline of Training Recommendations

EMA Staff	FEMA Professional Development Series OH 230 Intro to EM in Ohio L146 Homeland Security Exercise and Evaluation Program G191 ICS/EOC Interface Course G205 Recovery From Disaster G235 Emergency Planning Course G288 Local Volunteer and Donations Management G 775 EOC Management and Operations OH 200 Annual Conferences (Director) A maximum of two refresher or continuing education courses annually
Elected/ Appointed Officials	Recommend: ICS 100, 200, 700, 800 ICS 402 ICS for Senior Officials Annual EOC refresher
Police Chief's (Capt., Lt etc.) Sergeants	ICS 100, 200, 700, 800 ICS 300: Intermediate ICS for Expanding Incidents ICS 400: Advanced ICS for Command and General Staff ICS position specific courses if deemed necessary
Fire Chief's (Capt., Lt etc.)	ICS 100, 200, 700, 800 ICS 300: Intermediate ICS for Expanding Incidents ICS 400: Advanced ICS for Command and General Staff ICS position specific courses if deemed necessary
ESF's Primary & Alternates	ICS 100, 200, 700, 800 ICS 300: Intermediate ICS for Expanding Incidents FEMA Independent Study course for ESF specific Annual Portage County EOC training
IMAT	Specific trainings noted in IMAT manual
Communications Unit	Specific trainings noted in Communications team Manual
USAR team	ICS 100, 200, 700, 800 ICS 300: Intermediate ICS for Expanding Incidents ICS 400: Advanced ICS for Command and General Staff ICS position specific courses if deemed necessary USAR specific certifications
HAZMAT team	Specific trainings noted in HAZMAT SOG

Exercise

The PC OHS/EM per Ohio Revised Code (ORC) 5502.26 (A)(3) must conduct an annual exercise of the County Emergency Operations Plan (EOP). The Local Emergency Planning Committee (LEPC) per ORC 3750.04 (C) must conduct an annual exercise of the Hazardous Materials Plan. Most common exercise types are workshops, tabletops, drills, functional and full-scale exercises. Utilizing the Homeland Security Exercise and Evaluation Program (HSEEP) and LEPC Exercise design and Evaluation Manuals (EEM), the PC OHS/EM can follow a systematic approach to conducting and evaluating its program and policies. Each manual whether HSEEP or LEPC-EEM have set objectives that should be met in any emergency preparedness program. The objectives, along with the EOP hazard analysis planning guides personnel in appropriately choosing exercise types, stakeholders and organizations invited to participate.

Planning & Training — Drills — Table Top — Functional Exercise — Full Scale Exercise
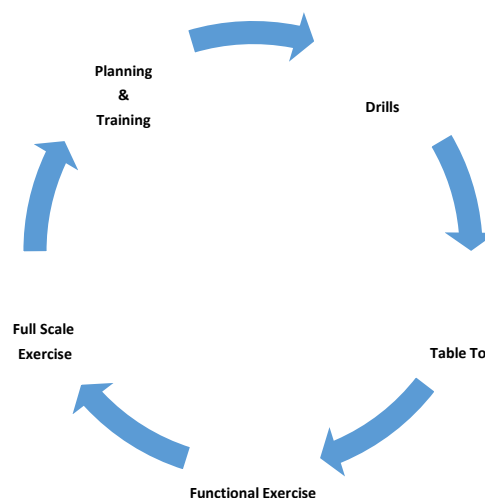
Figure 4

As new County hazards are identified PC OHS/EM appoints the appropriate stakeholders to an exercise design committee. The committee will establish goals, objectives and the exercise scenario as well as

help facilitate, control and evaluate the plan portions being tested. The LEPC conducts exercises on a four (4) year cycle, with thirteen (13) objectives to be met. Within that four year cycle a full scale exercise must be conducted. Emergency management exercises of the EOP along with LEPC exercises have very similar objectives and can be coordinated and tested together. This is the most practical approach to exercises.

The purpose of conducting exercises is to identify gaps and opportunities for improvement in the overall emergency response/management of incidents in Portage County. Following the exercise, teams will meet for purposes of conducting After Action Reviews (AAR). Gaps will be identified and Improvement Planning (IP) will commence. Through IP, a Corrective Action Program/Planning (CAP) will be established. Through this process of both exercises and real-world incidents, PC OHS/EM can continue to revisit plans, identifying gaps in training and re-exercise plans and procedures. PC OHS/EM will utilize this process to identify areas of improvement. Local training opportunities can be requested through Ohio EMA's Preparedness Branch (training and exercise coordinators).

Public Education

Emergency Preparedness is everyone's responsibility. The PC OHS/EM encourages all communities to participate in public education campaigns by sharing preparedness information via local community websites as well as the Portage Prepares website. Portage Prepares is a website designed to deliver timely information for emergency preparedness.

The PC OHS/EM also conducts public education through social media (Facebook, Twitter and YouTube). A Portage County Emergency Management Application (App) for smart phones was implemented in 2015 to continue to strengthen the public education efforts. PC OHS/EM, in coordination with other County departments, agencies, the Local Emergency Planning Committee (LEPC) and the Emergency Management Advisory (EMA) Board establishes a systematic approach to public education before, during and after an incident. More thorough public education information can be found in ESF 15 (Emergency Public Information and Warning).

Authorities & References

Authorities

The following authorities have been used in the development of the Portage County Emergency Operations Plan (EOP):

Ohio Revised Code 5502; County Emergency Management
Portage County Board of Commissioner's Resolution 89-122; Authorizing The Formations of the Portage County Emergency Management Agency
The Robert T. Stafford Disaster and Emergency Relief Act of 1966 (PL 89-769), and all amendments to date.
Flood Disaster Protection Act of 1973 (PL 93-234)
The Superfund Amendment and Reauthorization Act of 1986, (PL99-499), Title III (SARA)
National Flood Insurance Reform Act (PL 103-325)
Disaster Mitigation Act of 2000 (PL 106-390)
Presidential Homeland Security Directives 1 to 12
Telecommunications Act of 1996

Executive Order 11795, Delegating Disaster Relief Functions Pursuant to the Disaster Relief Act of 1974
Executive Order 11988, Flood Plain Management
Executive Order 11990, Protection of Wetlands
Executive Order 12656, Assignment of Emergency Preparedness Responsibilities
Presidential Directive Decisions 39 & 62
Americans with Disabilities Act of 1990
Rehabilitation Act of 1973
Fair Housing Act Amendments of 1988
Architectural Barriers Act of 1968
Individuals with Disabilities Education Act (IDEA) of 1975

Incident Specific Plans and Annexes

Portage County Tactical Interoperability Communication Plan***
Portage County Incident Management Plan
Portage County Mass Causality Plan
Portage County Medical Surge Plan
Portage County Emergency Alert System Plan/ Amber Alert Procedure
Portage County Sheriff Winter Weather/Snow Emergency Plan
Portage County Public Emergency Public Communication Plan***
Portage County Mass Fatality plan
Portage County Emergency Evacuation Plan
Portage County Hazardous Materials Response Plan;
Mercury Response Plan
Response to Biological Incidents

Portage County Water Rescue Team Response Plan
Dive Rescue Plan
Swift Water Rescue Plan
Flood Rescue Plan
Portage County Search and Rescue Response Plan***
Portage County Health Departments Pandemic Response Plan
Portage County Health Departments Community Containment Plan
Portage County Health Departments Mass Dispensing
Portage County Health Departments Vector Plan ***
Portage County Medical Reserve Corp Plan***
Portage County Volunteer Reception Center Plan***
Portage County Water Systems Emergency Response Plan
Aviation Incident Plan***
Portage County Dam Failure Response Plan***

Supporting Documents and References

National Climatic Data Center
USGS
2012 Portage County Agricultural Census
Portage County GIS
National Incident Management System (NIMS)
National Response Frameworks; Prevention, Protection, Mitigation, Response and Recovery
Comprehensive Preparedness Guide 101 V2
Ohio Emergency Management Agency Plan Development Guide
State of Ohio Emergency Operations Plan
Homeland Security National Terrorism Advisory System
State of Ohio Assistance tool box
Cuyahoga, Geauga, Mahoning, Stark, Summit Trumbull Counties Emergency Operations Plans

EPA fact sheet and guidance documentation for recovery
Ohio Fire Chiefs Emergency Response Plan with county SOP
East Central Ohio Emergency Alerting System Operations plan
Portage County Races Plan
PARTA Security and Emergency Preparedness Plan
Critical Incident Management Debriefing and Rehabilitation Procedure
Ohio Police Chiefs Emergency Response Plan
Portage County Engineers SCADA maps
State of Ohio Races plan
Snow emergency classification
IMAC/EMAC resource lists

*** = to be developed or in development

Tab B

Acronyms and Abbreviations

AAR	After-Action Report
AM	Area Manager
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol; also Corrective Action Program
C/B	Chemical/Biological
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CFR	Code of Federal Regulations
COG	Continuity of Government; also Council of Governments
COOP	Continuity of Operations
CPG	Civil Preparedness Guide
CRU	Crisis Response Unit
CSEPP	Chemical Stockpile Emergency Preparedness Program
CST	Civil Support Teams
CW/CBD	Chemical Warfare/Contraband Detection
DECON	Decontamination
DEP	Department of Environmental Protection
DEST	Domestic Emergency Support Team
DFO	Disaster Field Office
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DoD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOT	Department of Transportation
DPP	Domestic Preparedness Program
OEAS	Ohio Emergency Alert System
EHS	Extremely Hazardous Substance
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EM	Emergency Management
EMI	Emergency Management Institute
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EOP	Emergency Operations Plan
EPA	U.S. Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act
ERG	Emergency Response Guide
ERT	Emergency Response Team/Environmental Response Team

ERT-A	Emergency Response Team – Advance Element
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FOC	Field Operations Center
FOG	Field Operating Guide
GIS	Geographical Information Systems
HA	Hazard Analysis
HazMat	Hazardous Material(s)
IAP	Incident Action Plan
IC	Incident Commander
ICC	Incident Command Center
ICP	Incident Command Post
ICS	Incident Command System
IMS	Incident Management System
IMT	Incident Management Team
IND	Improvised Nuclear Device
IST	Incident Support Team
IT	Information Technology
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
LNO	Liaison Officer
LO	Logistics Officer
MA	Mutual Aid
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NBC	Nuclear, Biological, and Chemical
NCP	National Contingency Plan
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NIPC	National Infrastructure Protection Center
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NRP	National Response Plan
NRT	National Response Team
NWS	National Weather Service
ODP	Office for Domestic Preparedness (DHS)

OSC	On-Scene Commander
OSFM	Office of State Fire Marshall
OSHA	Occupational Safety & Health Administration
PA	Public Assistance
PDA	Preliminary Damage Assessment
PHS	Public Health Service
PIO	Public Information Officer
POC	Point of Contact
POD	Point of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PUC	Public Utilities Commission
RACES	Radio Amateur Civil Emergency Service
RDD	Radiological Dispersion Device
RNAT	Rapid Needs Assessment Team
ROC	Regional Operations Center
SA	Staging Area
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act of 1986 (also known as EPCRA)
SCBA	Self-Contained Breathing Apparatus
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SITREP	Situation Report (Also SitRep)
SLG	State and Local Guide
SO	Safety Officer
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
UC	Unified command
UCS	Unified Command System
USDA	United States Department of Agriculture
USAR	Urban Search and Rescue
VHF	Very High Frequency
WMD	Weapon(s) of Mass Destruction
WMD-CST	WMD Civil Support Team

Tab C

Terms and Definitions

National Preparedness Overview

The National Preparedness Goal → National Frameworks → NIMS → ICS

The National Preparedness Goal (NPG) sets the stage for where the Federal Emergency Management Agency (FEMA) aims to be with respect to the Nation's overall resilience to and preparedness for emergencies. The overarching Goal is as follows;

"A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk."

The NPG is the foundational building block and guiding principle towards developing the National capacity to have plans in place for managing emergency and/or disaster situations. The Nation's building blocks are established through local municipalities/territories (etc.), counties, regions, states, and the Federal Government. As such, Portage County, through application of Federal methodologies, adapts the planning processes to align with the NPG by applying the 5 Mission Areas:

- *Prevention.*
  - Preventing, avoiding, or stopping a threatened or an actual act of terrorism.
- *Protection.*
  - Protecting our citizens, residents, visitors, assets, systems, and networks against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- *Mitigation.*
  - Mitigating the loss of life and property by lessening the impact of future disasters.
- *Response.*
  - Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an incident.
- *Recovery.*
  - Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and the economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by an incident.

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption		Long-term Vulnerability Reduction	Critical Transportation	Economic Recovery
Screening, Search, and Detection		Risk and Disaster Resilience Assessment	Environmental Response/Health and Safety	Health and Social Services
Forensics and Attribution	Access Control and Identity Verification	Threats and Hazards Identification	Fatality Management Services	Housing
	Cybersecurity		Fire Management and Suppression	Natural and Cultural Resources
	Physical Protective Measures		Logistics and Supply Chain Management	
	Risk Management for Protection Programs and Activities		Mass Care Services	
	Supply Chain Integrity and Security		Mass Search and Rescue Operations	
			On-scene Security, Protection, and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

Five Mission Areas w/ Core Capabilities
From the FEMA NPG Manual

These key Mission Areas are similar to but not solely the Phases of Emergency Management. Each of the aforementioned Mission Areas specify, in detail, how best to apply and utilize the processes within them. These processes, known as Core Capabilities, are the executable pieces of the Emergency Management continuum. The executable guidance is set forth by the National Frameworks (**National Prevention Framework, National Protection Framework, National Mitigation Framework, National Response Framework, and National Disaster Recovery Framework**).

The direct application of the concepts delivered via the National Frameworks offers the platform in which the Portage County Office of Homeland Security and Emergency Management provides the service of emergency preparedness to the County. From planning to action, the frameworks take form by implementation during real-world and training exercises through the direct application of the National Incident Management System (NIMS). The NIMS concepts establish a systemized approach to emergency management, offering a Common Operating Picture (COP) to those in real-time under the umbrella of the Incident Command System (ICS). NIMS encompasses much more than only ICS, however, and provides actionable guidance for mutual aid and planning.

The National Preparedness Goal, the National Frameworks, and NIMS – which includes the ICS – all function in tandem and unison as emergency managers attached to an incident work towards ensuring that the community is resilient and prepared. Through a Common Operating Picture (COP) established by using all the above references and expounding upon the need for Mutual Aid and Cooperation among all necessary agencies, the County, as a whole stands, more prepared to face the unique challenges the future may hold.

Definitions

After Action Review – An After Action Review (AAR) is a learning tool intended for the evaluation of an incident or project in order to improve performance by sustaining strengths and correcting weaknesses. An AAR is performed as immediately after the event as possible by the personnel involved. An AAR should encourage input from participants that is focused on (1) what was planned, (2) what actually happened, (3) why it happened, and (4) what can be done in the future. It is a tool that leaders and units can use to get maximum benefit from the experience gained on any incident or project.

Agency – A division of government with a specific function offering a particular kind of assistance.

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

Amateur Radio – A service of radio communications, performed by persons interested in the radio art solely for personal gain and without pecuniary interest. Operates in the public interest, convenience or necessity, therefore is available for use in emergency situations.

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

Biological Agents – Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material. Biological agents may be used as liquid droplets, aerosols, or dry powders.

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

Catastrophic Disaster – For the purposes of this plan, a catastrophic disaster is defined as an event that results in large numbers of deaths and injuries; causes extensive damage or destruction to facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.

CERCLA Hazardous Substance – A Superfund Hazardous Substance listed in Table 302.4 of 40 CFR Part 302.4, which mandates facilities to comply with specific release notification requirements under CERCLA and Title III. (Reportable Quantity Chemicals).

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

Chemical Agent – A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects. These agents are generally separated by severity of effect: lethal, blister, and incapacitating.

Chief – The ICS title for individuals responsible for management of function sections: Operations, Planning, Logistics, and Finance/Administration.

Civil Disturbance – The degeneration of a law-abiding group into an unruly, unmanageable and law challenging mob.

Civil Preparedness Guide (CPG) – A FEMA Publication which provides guidance to State and Local Emergency Preparedness Directors and others with emergency responsibilities.

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

Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) – Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these cleanups. Amended and extended by SARA. (See CERCLA).

Consequence Management – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. State and local governments exercise primary authority to respond to the consequences of terrorism (Source: Federal Response Plan [FRP] Terrorism Incident Annex, page TI-2, April 1999). The Federal Emergency Management Agency (FEMA) has been designated the lead agency for consequence management to ensure that the FRP is adequate to respond to terrorism. Additionally, FEMA supports the Federal Bureau of Investigation (FBI) in crisis management.

Continuity of Government (COG) – Efforts to maintain the governmental body and identify emergency delegation of authority in accordance with applicable laws, during emergencies or disasters. COG planning ensures continued line of governmental authority and responsibility.

Continuity of Operations (COOP) – Efforts in which individual departments and agencies ensure the continuance of essential functions/services during emergencies or disasters. COOP also includes activities involved with relocation to alternate facilities.

Continuity of Operations (COOP) Plan – A contingency plan that provides for the deliberate and planned deployment of pre-identified and trained personnel, equipment and supplies to a specific emergency relocation site and/or the transfer of essential functions to another department, agency or organization.

Cyber-terrorism – Malicious conduct in cyberspace to commit or threaten to commit acts dangerous to human life, or against a nation's critical infrastructures, such as energy, transportation, or government operations in order to intimidate or coerce a government or civilian population, or any sequence thereof, in furtherance of political or social objectives.

Dam Failure – Full or partial collapse of a dam constructed to hold back large volumes of water.

Damage Assessment (DA) – The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident and chemical explosion.

Decontamination – The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the hazardous material.

Deputy – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task.

Disaster – An event that creates an inability to provide critical functions/services for a significant period of time. Normally this is a widespread event causing destruction and distress; however, while this may include a large-scale event, as in a "natural disaster", a localized event may present sufficient impact to a jurisdiction to be classified as a disaster.

Disaster Field Office (DFO) – The office established in or near the designated area to support Federal and State response operations.

Disaster Recovery Center (DRC) – A center established in or near a disaster area to provide information and/or deliver assistance to disaster victims. DRCs are established when a Presidential Disaster Declaration is issued. Local, State, and Federal agencies will staff the DRC (i.e., social services, State public health, and the IRS).

Distribution Centers – Facilities operated by local governments, local churches, community-based organizations, and voluntary agencies for providing donated goods directly to disaster victims.

Division – The partition of an incident into geographical areas of operation. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency – An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Any occasion or instance in which the Governor determines that State assistance is needed to supplement local response efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat or impact of a catastrophe in any part of the State.

Emergency Alert System (EAS) – A voluntary network of broadcast stations and Inter-connecting facilities, which have been authorized by the Federal Communications Commission (FCC) to disseminate information during an emergency, as provided by the Emergency Alert System plan. EAS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at National, State or local levels.

Emergency Management (EM) – A system of organized analysis, planning, decision-making, assignment, and coordination of available resources for the mitigation of preparedness for, response to or recovery from major community-wide emergencies. Refer to local and State emergency legislation.

Emergency Management Director/Coordinator – The individual who is directly responsible on a day-to-day basis for the jurisdictions effort to develop a capability for coordinated response and recovery from the effects of disaster.

Emergency Medical Services (EMS) – Local medical response teams, usually rescue squads or local ambulance services, which provide medical services during a disaster.

Emergency Operations Center (EOC) – A protected site from which government officials and emergency response personnel exercise direction and control in an emergency. The Emergency Communications Center (ECC) is normally an essential part of the EOC.

Emergency Operations Plan (EOP) – An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

Emergency Public Information (EPI) – Information disseminated to the public primarily in anticipation of an emergency, or at the actual time of an emergency as a means of warning the public of impending danger and/or to provide instruction as to emergency preparedness action to be taken.

Emergency Response Team (ERT) – FEMA group, composed of a headquarters element and a regional element that is deployed by the Director, FEMA, to the scene of an extraordinary situation to coordinate the overall Federal response.

Emergency Support Function (ESF) – A functional area of response activity established to facilitate the delivery of State or Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health, and to maintain public safety.

Environment – Water, air, and land, and the interrelationship, which exists among and between them and all living things.

Evacuation – Relocation of civilian population to safe areas when disaster, emergencies or threats thereof necessitate such action.

Exercise – Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

Extremely Hazardous Substance (EHS) - 366 "acutely toxic" chemicals on the Environmental Protection Agency's (EPA) list of extremely hazardous substances listed in the in 40 CFR 355 Appendix A. Since the requirement for this list is contained in Section 302 of the Emergency Protection and Community Right to Know Act (EPCRA), these chemicals are also known as 302 chemicals. The list and additional information about each chemical can be obtained by contacting the EPA. A copy of the list is provided in Appendix E-3 to this ESF.

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

Facility – As defined by section 101 of CERCLA, means any building, structure, installation, equipment pipe or pipeline (including any pipe into a sewer or publicly-owned treatment works), well, pit, pond, lagoon, impoundment, ditch, landfill, storage container, motor vehicle, rolling stock, or aircraft, or any site or area where a hazardous substance has been deposited, stored, disposed of, or placed, or otherwise come to be located; but does not include any consumer product in consumer use or any vessel. For the purpose of the emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Federal Response Plan (FRP) – The FRP establishes a process and structure for the systematic, coordinated, and effective delivery of Federal assistance to address the consequences of any major disaster or emergency declared under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S. Code [USC] et seq.). The FRP Terrorism Incident Annex defines the organizational structures used to coordinate crisis management with consequence management (Source: FRP Terrorism Incident Annex, April 1999).

Function – Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration.

Functional Areas of Responsibility – Numerous ESFs are tasked with the responsibility of providing a variety of essential services/functions during emergencies/ disasters in support of local response operations. Each of the ESFs should identify those areas of responsibility within their portion of the State/Local EOP. The ESFs should identify the services/functions provided (e.g., traffic control, disaster relief services), and the department/agency responsible for providing those services/ functions, and the

primary tasks/activities associated with the particular service/function (e.g., coordinate the provision of temporary housing assistance). If an ESF/Functional Area or Group has developed a team structure to provide those services the team(s) should be identified. However, the composition and specific of the team(s) should be addressed in an SOP/SOG for each essential service/function identified. Any specialized teams (i.e., Search and Rescue teams, EOD, etc.) are to be addressed in the section of the ESF/Functional Area or Group component labeled Specialized Units/Teams.

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

Group – Established to divide the incident management structure into functional areas of operation.

Hazard – Any situation that has the potential for causing damage to life, property, and the environment.

Hazard Analysis – A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazardous Material – A substance or material, which may pose an unreasonable risk to safety, health or property. Hazardous Material may be chemical, biological, etiological (infectious materials), radiological or explosive in nature.

Hazardous Materials Incident - The unplanned release or potential release of a hazardous material to the environment.

Hazardous Waste – Materials declared by the U.S. Environmental Protection Agency (EPA) to be toxic, corrosive, ignitable or chemically reactive.

Incident – An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property.

Incident Action Plan – The plan that is usually prepared at the beginning of each operational period that contains general control objectives reflecting the overall operational strategy and specific action plans for the next operational period.

Incident Command Post – The location where primary command functions are made.
May be the Emergency Operations Center (EOC), Disaster Field Office (DFO), or Logistical Staging area. As command function transfers, so does the Incident Command Post (ICP).

Incident Command Staff - Members of the Incident Command System including the Safety Officer, Liaison Officer, Operations Section Chief, and Public Information Officer who report directly to the Incident Commander. Members of the Command Staff may have assistants.

Incident Command System (ICS) – A combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. The structure can be expanded, as situation requires larger resource, without requiring new, reorganized command structure.
Incident Commander (IC) – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources.

Incident Management Team (IMT) – The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy and the tactical direction of resources.

Infrastructure Protection – Proactive risk management actions intended to prevent a threat from attempting to or succeeding at destroying or incapacitating critical infrastructures. For instance, threat deterrence and vulnerability defense.

Joint Information Center (JIC) – A combined public information office that serves two or more levels of government or Federal, State, local agencies.

Joint Information System (JIS) – Integrates incident information and public affairs into cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations.

Joint Operations Center (JOC) – A centralized operations center established by the FBI Field Office during terrorism-related incidents to provide a single point of direction, control, and coordination for emergency response operations. The JOC resolves conflicts in prioritization of resource allocations involving Federal assets.

Jurisdiction – A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical, or functional (e.g., law enforcement, public health).

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

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

Local Emergency Management Director/Coordinator – The local government official responsible for the emergency management program at the local level, county or municipal.

Local Emergency Planning Committee (LEPC) – A committee appointed by the State Emergency Response Commission (SERC), as required by SARA Title III, to formulate a comprehensive emergency plan to deal with hazardous materials within its jurisdiction.

Local Government – A political subdivision of the State that is usually at the County or municipal levels.

Logistics - Providing resources and other services to support incident management.

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

Major Disaster – As defined under P.L. 93-288, any natural catastrophe, (including any hurricane, tornado, storm, flood, high water, wind-driven water tidal wave, tsunami, earthquake, volcanic eruption, landslide, mud slide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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

Mass Care – Efforts to provide shelter, feeding, water, first aid and distribution of relief supplies following a catastrophic or significant natural disaster or other event to disaster victims.

Memorandum of Agreement/Understanding (MOA/MOU) – A document negotiated between organizations or legal jurisdictions for mutual aid and assistance in times of need. A MOA/MOU must contain such information as who pays for expense of operations (financial considerations), the party that will be liable for personal or property injury or destruction during response operations (liability considerations), and appropriate statements of non-competition of government resources with private enterprise (commercial considerations).

Mitigation – Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management and public education programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.

Mobilization – The rapid assembly, procurement, production or deployment of resources to meet the requirements of a disaster/emergency situation, including war.

Multi-Hazard – A functional approach to planning, which treats the numerous emergency management requirements that are present in any disaster situation as common functions. This reveals a broad base foundation of recurring disaster tasks that are common to most disasters. In this manner, planning which concerns an application of the recurring tasks can be used in response to any emergency.

Multiagency Coordination Systems – Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

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

Mutual Aid Agreement – A formal or informal understanding between jurisdictions pledging the exchange of emergency or disaster assistance.

National Flood Insurance Program (NFIP) – A Federal program to provide flood insurance coverage in those communities, which enact and enforce floodplain management regulations.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

National Oceanic and Atmospheric Administration (NOAA) – A Federal agency within the U.S. Department of Commerce, which deals in ocean survey/exploration and atmospheric studies in coastal storms and lower atmospheric disturbances. Emergency Management relies heavily on the coastal hazards office of NOAA for storm surge modeling.

National Response Center (NRC) – Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required.

National Response Plan (NRP) – A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Team (NRT) – Organization of representatives from 14 Federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

National Security – Measures taken to protect the Nation from the direct or indirect acts of war, sabotage, or terrorism directed at the United States. These acts include but are not limited to, conventional and unconventional war, chemical, biological and nuclear war or terrorism.

National Weather Service (NWS) – A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes, tornadoes, tropical storms, etc.

Operational Period – A period of time set for execution of operational actions specified in the Incident Action Plan. Traditionally these periods are initially 12 to 24 hours in length. As the incident winds down, they may cover longer periods of activity.

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

Operations Section Chief (OSC) - Senior official designated to oversee the technical operational procedures relating to containment, control, removal of the hazardous material(s) release(s). This position is always staffed during hazardous material incident responses.

Personal Protective Equipment (PPE) - Refers to the garments and devices worn by emergency response personnel to protect them from chemical and respiratory hazards presented by a hazardous materials release.

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

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

Plume – Airborne material spreading from a particular source; the dispersal of particles, gases, vapors, and aerosols into the atmosphere.

Preliminary Damage Assessment (PDA) – An assessment of damage taken immediately following a disaster or potential disaster. Emphasis is on high-level infrastructure such as roads and power production.

Preparedness – Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

Prevention – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations,

isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Agency – An agency, organization or group designated as an ESF/Functional Area or Group primary agency serves as the executive agent under the *State/Local EOP* to accomplish the assigned ESF/Functional Area or Group Mission. Such a designation is based on that agency having performed that function on a day-to-day basis or by direction of a statutory mandate and/or regulatory requirements. Certain ESFs may have more than one agency designated in which cases they would be identified as "co-primary" agencies.

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

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

Promulgate – To promulgate, as it relates to the Local Emergency Operation Plan (EOP), is the act of the jurisdiction officially proclaiming, declaring and/or adopting, via local ordinance, Executive Order (EO), or etc., the *State/Local EOP* as the emergency operations plan for the jurisdiction.

Public Health – A common function in multi-hazard planning, which focuses on general health and medical concerns, under emergency conditions, including provisions for accomplishing those necessary actions related to disease and vector control activities. Concerns extend to sanitation and preventing contamination of food and water.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Radiation – High-energy particles or gamma rays that are emitted by an atom, as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.

Radioactive - A substance giving off, or capable of giving off, radiant energy in the form of particles (alpha or beta radiation) or rays (gamma radiation) by the spontaneous disintegration of the nuclei of atoms.

Radiological - Any radioactive material dispersed in the air in the form of dust, fumes, mist, vapor or gas.

Radio system – A combination of electrical and electronic equipment, including but not limited to radios, consoles, mobile units, towers, antennas, generators, etc., which together enable communications between desired points.

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

Reception Center – A donations management facility to receive specific, undesignated or unsolicited goods such as food, water, clothes, and building supplies.

Recovery – Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of

affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

Release – Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment (including abandonment or discarding barrels, containers, and other closed receptacles) of any Hazardous Chemical, Extremely Hazardous Substance, or CERCLA Hazardous Substance.

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

Resource Agencies, Organizations or Groups – Other agencies, organizations, groups, and individuals, not assigned as primary or support to an ESF/Functional Area or Group may have authorities, expertise, capabilities, or resources required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services and resources. (Resources provide personnel and/or stuff (equipment, resources or supplies).

Response – Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter, and other protective measures.

Revised Statutes Annotated (RSAs) – The specific form of State Law, codified and recorded for reference.

Safety Officer – A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics and Finance/Administration.

Shelter – A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

Site Safety Plan - Written plan formulated for each incident by the SO that addresses the safety and health hazards of each phase of site operations and includes the requirements and procedures for employee protection in accordance with KY-OSH regulations 29 CFR 1910.120 (q) (2). The plan must be conspicuously posted at the Incident Command Post and appropriate locations within the response area.
Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Specific Activity - A measure of the amount of radioactivity per unit amount of substance. This is based on the number of disintegrations per minute (dpm) per unit amount where the amount can be expressed as grams or moles.

Staging Area (SA) – A pre-selected location having large parking areas such as a major shopping area, schools, etc. The SA is a base for the assembly of personnel and equipment and resources during response operations. A SA can also serve as an area for assembling people to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees.

Standard Operating Guide (SOG) – A SOG is a complete reference document focused on the collection of actions and activities established to accomplish one or more functions. The document user is afforded

varying degrees of latitude in accomplishing functional actions or activities. As necessary, SOGs can be supported by one or more standard operation procedures (SOPs).

Standard Operating Procedures (SOP) – A SOP is an instructional document constituting a directive that provides prescriptive steps towards accomplishing a specified action or task. SOPs can supplement SOGs by detailing and specifying how assigned tasks are to be carried out.

State Coordinating Officer (SCO) – The representative of the Governor (usually the Director/Coordinator of Emergency Management) who coordinates the State response and recovery activities with those of the Federal Government. See GAR Governor's Authorized Representative.

State Emergency Response Commission (SERC) – Designated by the Governor, the SERC is responsible for establishing HazMat planning districts and appointing/overseeing Local Emergency Planning Committees (LEPC).

State Emergency Response Team (SERT) – A team of senior representatives of State agencies, State level volunteer organizations, and State level corporate associations who have knowledge of their organization resources and have the authority to commit those resources to emergency response. SERT operates from the State EOC and the Director/Coordinator of EM serves as the SERT leader.

Subject Matter Experts (SMEs) – Other agencies, organizations, groups, and individuals, have authorities, technical expertise, and/or capabilities required for disaster operations. Those agencies, organizations, groups or SMEs may be requested to participate in planning and operations activities, designate staff to serve as representatives to the ESF/Functional Area or Group, and/or provide services.

Superfund – Trust fund established under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and extended under the 1986 Superfund Amendments and Reauthorization Act (SARA) to provide money for cleanups associated with inactive hazardous waste disposal sites. (See CERCLA) Superfund Amendments and Reauthorization Act of 1986 (PL99-499) SARA. Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

Support Agency – An agency, organization or group that provides an essential function or service critical to the ESF/Functional Area or Group and has a requirement in the decision process for the conduct of the operation using its authorities and determines priorities in providing cognizant expertise, capabilities, and resources.

Task Force – A group of resources with shared communication and leader. It may be pre-established and sent to an incident or it may be created at the incident.

Terrorism – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat – An indication of possible violence, harm or danger.

Title III (of SARA) – The "Emergency Planning and Community Right-to Know Act of 1986." Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC annotated, sec. 1101, et. seq.-1986). Trans-species Infection - An infection that can be passed between two or more animal species. This may include human hosts.

Toxicity – A measure of the harmful effects produced by a given amount of a toxin on a living organism.

Unified Command – A team that allows all agencies (with geographical or functional responsibility for the incident) to co-manage an incident through a common set of objectives and strategies. Agencies' accountability, responsibilities, and authorities remain intact.

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

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

Very high frequency (VHF) – Ranges from 30 MHz to 300 MHz. For public safety use, defines the frequency sub bands of 30-50 MHz and 150-174 MHz.

Vital Records – Records or documents, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization's ability to conduct business or provide essential services.

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

Vulnerability – Susceptibility to a physical injury or attack. Vulnerability refers to the susceptibility to hazards.

Vulnerability Analysis – A determination of possible hazards that may cause harm. Should be a systemic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, emergency services, security, and safety systems at a particular facility or within a jurisdiction.

Weapon of Mass Destruction – Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled
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Tab D

VITAL RECORDS LIST

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

   I.   **GOVERNMENT - EXECUTIVE, LEGISLATIVE AND JUDICIAL**
   - A. Constitutions
   - B. Charters
   - C. Statutes & Ordinances
   - D. Court Records
   - E. Official Proceedings
   - F. Other Legal Records
   - G. Financial Records
   - H. Other Records, as deemed necessary

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

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

Tab E

Change Request Form

Please fill out the Change Request Form to recommend changes be made to the Portage County Emergency Operations Plan. Submit your detailed request to the Portage County Office of Homeland Security and Emergency Management for thorough review. You will be notified of the resolution via written correspondence after careful consideration.

Change Request Number	*Date Requested*	*Requested By*
[Enter the Change Request Number]	*[Enter the current date]*	*[Enter who is requesting this change]*

Change Request Description
[Describe the change]
Business or Technical Justification For Change Request *[Describe why implementing this change is important]*
Priority ☐ High ☐ Medium ☐ Low
Impact of Not Making the Change *[Describe what would happen if this change request was not implemented]*

Change Request Resolution	
Change Request Decision ☐ Approved ☐ On Hold ☐ Denied	**Decision Date**
Decision Made By ☐ Board of Commissioners ☐ EMA Director ☐ Other	
Reason for Decision	

Tab F

PORTAGE COUNTY

PROCEDURES FOR REQUESTING COUNTY EMERGENCY ASSISTANCE

AVAILABLE LOCAL RESOURCES SHOULD BE EXHAUSTED PRIOR TO DETERMINING IF COUNTY RESOURCES ARE APPLICABLE;

OR

THE INITIAL ONSET OF THE INCIDENT IS CLEARLY OUTSIDE THE SCOPE OF THE LOCAL JURISDICTION.

STEP 1.

- **Local Elected Official(s) determine an impending incident will exhaust all available local resources;**

  OR

- **The incident, or emergency, has grown or is growing beyond the capabilities of the local jurisdiction;**

  AND

- **A local emergency declaration has been issued;**

  OR

- **Mutual Aid with adjacent jurisdictions has been initiated in real-time as the incident progresses;**

  AND

- **Further resources and/or coordination is imminent.**

STEP 2.

- **Have ready information available on the following:**
    1. **Current situation;**
    2. **Current response(s) in action;**
    3. **Responder(s) on-scene**
        I. **Law Enforcement**
        II. **Fire**
        III. **EMS**
    4. **Current resources in use;**
    5. **County resources requested in addition to on-scene;**
    6. **Current damage(s) – public and/or private;**
    7. **Number of persons affected;**
    8. **Expectation/Need of County involvement.**

STEP 3.

- **Initiate Contact with Portage County Office of Homeland Security and Emergency Management to request assistance via the following:**

    - **Contact the Portage County Sheriff's Office Dispatch;**
        - **330-296-5100**

    - **Contact PC OHS/EM Director Ryan Shackelford (or Designee);**
        - **Office: 330-297-3607**
        - **24 Hour: 330-697-2689**

Tab G

STATE OF OHIO

PROCEDURES FOR REQUESTING STATE DISASTER ASSISTANCE

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

STEP 1.

- **COORDINATE WITH THE PORTAGE COUNTY EMERGENCY MANAGEMENT DIRECTOR, RYAN SHACKELFORD OR DESGINEE**
  (OFFICE) 330-297-3607, (CELL 24/HR) 330-697-2689 PCSO DISPATCH- 330-296-5100

- **ISSUE LOCAL DECLARATION OF EMERGENCY W/ JURISDICTION AND OR INCIDENT/EVENT IS COUNTYWIDE**

STEP 2.

- **PROVIDE THE FOLLOWING INFORMATION TO PORTAGE EMA:**
  (Portage County EMA will provide info to Ohio EMA on your jurisdictions' behalf)

THE OHIO EMERGENCY MANAGEMENT AGENCY
Ohio EMA Watch Office, Ohio Emergency Management Agency
eocassmt@dps.ohio.gov 24 Hour Line: 614-889-7150

IN 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 and private property**

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

STEP 3.

CONFIRM YOUR REQUEST BY FAX/EMAIL

FROM: LOCAL HEADS OF GOVERNMENT

TO: GOVERNOR, STATE OF OHIO
ATTN: DIRECTOR, EMA
2825 W. DUBLIN-GRANVILLE ROAD
COLUMBUS, OHIO 43235-2712
FAX: 614-889-7183

Tab H

LOCAL EMERGENCY PROCLAMATION

It was moved by XXXX, seconded by XXXX that the following resolution be adopted:

WHEREAS,   Portage County, Ohio has been or is immediately threatened by a (INSERT NATURAL, TECHNOLOGICAL, OR OTHER) hazard in the form (ENTER INCIDENT) which commenced on (DATE); and whereas the (INCIDENT) resulted in (SITUATION AND DURATION OF HAZARD) where it was necessary to effectively coordinate response and recovery efforts; now therefore be it

RESOLVED,   that the Portage County Board of Commissioners declares that a state of emergency exists in the county and that the Board hereby invokes and declares portions of 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 Portage County and the restoration of local government with a minimum of interruption; and be it further

RESOLVED,   that reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5502 of the Ohio Revised Code; and be it further

RESOLVED,   that all public officers and employees of Portage 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 lawas, regulations, and directives-state and local; and be it further

RESOLVED,   that 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 indentified officers; and be it further

RESOLVED,   that all operating forces will direct their communications, operations and request for assistance directly to the Portage County Emergency Operations Center; and be it further

RESOLVED,   that the Board of Commissioners finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Roll Call vote was as follows:

Commissioner, Yea;   Commissioner, Yea;   Commissioner, Yea;

I, Clerk of the Board of County Commissioners do hereby certify that the foregoing is a true and correct copy of a resolution of the Board of County Commissioners of Portage County duly adopted Date and Year and appearing upon the official records of said Board, Volume XX, page _____.

_____

Clerk, Portage County Board of Commissioners

Emergency Operations Plan

Emergency Support Function

Transportation

1

ESF-1 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	March 2016		Full Revision and Update Start	RTS-CMB

ESF-1 Record(s) of Distribution

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

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Portage County
Emergency Operations Plan

Emergency Support Function #1

Transportation

Coordinating Agency: Portage County Office of Homeland Security and Emergency
Management (PC OHS/EM)

Primary Agency(s): Portage Area Regional Transportation Authority (PARTA)
Portage County Engineer (PCE)
Portage County Sheriff's Office (PCSO)

Support Agency(s): Local School Districts
Municipal Road/Street Maintenance Personnel
Family & Community Services, Inc.
Ohio State Highway Patrol (OSHP)
Ohio Department of Transportation (ODOT)

I. INTRODUCTION

A. Purpose

This Annex to the Portage County Emergency Operations Plan (EOP) provides
more detail on Emergency Support Function #1 (ESF-1) – Transportation, which
provides information in–addition–to the EOP (Base Plan). This Annex aims to
accomplish the following:

- Describe/identify the process for transporting citizens in Portage County
  in the event of an incident;
- Describe/identify the process for monitoring the status and/or damages to
  the transportation system including, but not limited to; impacted
  transportation vehicles, methods for recourse, and damage(s) to County
  infrastructure (i.e. – County roadways) as a result of an incident;
- Describe the coordinating effort towards restoration and recovery of
  transportation systems and infrastructure, including reentry operations of
  the evacuated population.

B. Scope

ESF-1 encompasses several key operational responsibilities during an
emergency such as; evacuation (if necessary), damages to infrastructure leading
to re-routing those attempting to self-evacuate, traffic control in relation to the
evacuation operations, and the repair to damaged transportation infrastructure –
to name a few. The *Primary Agencies* listed above and detailed below are those
whose primary responsibility is to take action and make decisions towards
solving the problems posed during an incident as well as coordinating with all
agencies involved through the Emergency Operations Center (EOC); and, if

applicable – adjacent County, State, and Federal Agencies. ESF-1 is a Core Functional Support Activity that supports incident response and recovery.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;

B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County will periodically experience emergency situations which may damage current transportation infrastructure and impede the movement of emergency personnel, as well as delay the delivery of vital resources. Disasters reduce the availability of many local resources and may require the transportation of goods and resources to affected areas. Large scale and continual operations will require the proper utilization of the EOC to ensure effective and efficient coordination of resources and assets that may be needed during these types of events. Emergency evacuations are usually conducted by local responders. PC OHS/EM will help coordinate evacuation efforts when local resources are exhausted. Most state transportation resources cannot be committed off the state highway system without a declaration of emergency by the Governor. For this reason, identifying the need for a declaration based on county resources will be an immediate priority. Portage County will coordinate transportation activities including; Snow removal, transportation of hospital personnel, and Chem.-Pak/SNS deployment (ESF-8). PC OHS/EM maintains and updates county-wide resource lists (ESF-7) identifying equipment and personnel that will assist with the objectives of this Essential Function.

B. Assumptions

- Local/municipal resources will be exhausted and request(s) for County Assistance is warranted;

- Not all of the County's population will be in need of evacuation and that self-evacuation measures are likely to be taken;

- Transportation coordination during disaster response is difficult and traffic routes may be blocked, damaged, and/or covered with debris;

- Repairs to transportation systems will be based on the benefit to disaster victims and the effects of the disaster to the community;

- Transportation resources may need to be augmented with Regional, State, or Federal agencies;

- Limited communication capabilities can occur during emergency operations;

- The required resources for immediate life-saving response may exceed Portage County's assets;

- Demands in transportation need (evacuation) and the Portage County Engineer (infrastructure) will operate in a coordinated effort with the PC OHS/EM, Executive Policy Group (EPG), Incident Commander(s) and will determine when to request State assistance.

IV. CONCEPT OF OPERATIONS

A. General

PARTA (evacuation), PCE (infrastructure), PCSO (traffic control) are the lead agencies for ESF-1 and will coordinate emergency response with PC OHS/EM to assure all support agencies have been notified.

PCE, PARTA, and PCSO should attempt to send representatives to the EOC to ensure proper resource allocation and assignment(s). The following is a list of objectives that will be considered when allocating and assigning resources;

- Damage assessments of transportation infrastructure;
- Transportation route repair activities;
- Technical assistance to local governments;
- Hauling of debris materials;
- Repairing slips, slides, bridges, culverts;
- Support of local evacuation efforts;
- Provide rental equipment and supplies;
- Identifying and securing alternate traffic routes;

Emergency requests for state transportation resources will be coordinated with the primary and support agencies named in this plan within the Incident Command structure. The official request will be made by Elected Official(s) or designee operating within the Executive Policy Group (EPG).

B. Organizational Responsibilities

- All organizations that support this ESF are responsible for developing their respective SOP's and SOG's for conducting or supporting transportation operations in the County.

- All organizations that support this ESF in the County will coordinate their plans and operations with the Director of PC OHS/EM.

- All organizations that support this ESF are responsible for both coordinating with other organizations from which they require support and developing memorandums of understandings or mutual aid agreements for that support.

- All organizations that support this ESF are responsible for ensuring compliance with all required NIMS and ICS training levels as required by appropriate regulatory authorities.

- All organizations that support this ESF are responsible for maintaining updated reports leading to the preservation of historical records and evidencing of expenditures.

- When the EOC is activated, agencies coordinate and provide timely operational updates and normal incident reports, as appropriate.

V. ASSIGNMENT OF RESPONSIBILITY

A. General

Large-scale incidents require the coordinated actions of numerous departments to meet the transportation needs of affected communities. Communication must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken during disaster and ongoing operational periods. Depending on the incident affecting transportation in Portage County the appropriate agency will be contacted to support as subject matter experts (SME) for Incident Management.

B. Task Assignments

i.   Coordinating Agency

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):
- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - State and Federal Assistance – Acquisition and Coordination.

ii.   Primary Agencies

a. Portage Area Regional Transportation Authority (PARTA):
- Transport evacuees to area shelters and staging areas;
- Provide information to the EOC of road closings/damage, as necessary;
- Transport non-critical patients from staging areas and disaster sites to the appropriate medical facility when requested;
- At the request of the Incident Commander, report to staging area, send an ESF coordinator to the EOC, and report status of equipment and personnel.
- Continue to deliver essential services to the following:
  - Area Agency on Aging
  - Portage County Board of DD
  - Portage Area Senior Service
  - Kent State University
  - Portage County Department of Job and Family Services.
- Transport police and safety personnel to Local, State, and Regional disasters, if applicable.

b. Portage County Engineer (PCE):
- Serve on damage assessment teams to observe and coordinate repairs of transportation infrastructure;
- Coordinate with ESF-1 support agencies to prioritize missions;
- Support State emergency personnel, goods, and services to the site of a disaster, including established safe staging areas;
- Coordinate with PC OHS/EM for the procurement of goods and services through contracting agencies;
- Give emergency response and recovery missions the highest priority for resource allocation and assignment;
- Provide fuel and maintenance for local vehicles involved in response and recovery activities, if applicable;
- At the request of the Incident Commander, report to staging area, send an ESF coordinator to the EOC, and report status of equipment and personnel;
- Coordinate debris/snow removal, if applicable.

c. Portage County Sheriff's Office (PCSO):
- Provide traffic control of critical routes during emergencies;
- Assist local authorities in emergency evacuation relocation and reentry operations, if necessitated;
- Support assessment of damage to transportation infrastructure while carrying out PCSO assigned duties;

Primary Agencies *(continued)*

Portage County Sheriff's Office (PCSO) *(continued)*:

- Support local rerouting and redirecting of roads/highways to expedite evacuation;

- Support Strategic National Stockpile Pharmaceutical Cache Transportation.

iii.   Support Agencies

a.   Local School Districts:

- Share and deploy transportation resources such as buses, when requested;

- Allow garages and maintenance facilities as storage units and transportation support for life saving equipment and supplies, when requested;

- Document all expenditures for forwarding to the PC OHS/EM;

- Provide a Liaison to the EOC to allow efficient use of resources and to prevent duplication of effort, if applicable.

b.   Municipal Road/Street Maintenance Personnel:

- Report damage of infrastructure to the EOC and assist in coordinating repairs of transportation infrastructure;

- Coordinate with ESF-1 agencies to prioritize mission(s);

- Support State emergency personnel, goods and services to the site of a disaster, including established safe staging areas;

- Coordinate with PC OHS/EM for the procurement of goods and services through contracting agencies;

- Give emergency response and recovery missions the highest priority for resource allocation and assignment;

- Provide fuel and maintenance for local vehicles involved in response and recovery activities;

- Provide expertise and insight on local priorities/special situation(s) in regards to unique transportation requirements;

- Provide a jurisdictional point of contact to assist with establishing priorities;

- Coordinate debris/snow removal.

c.   Family and Community Services, Inc.:

- Share and deploy transportation resources when requested;

- Allow garages and maintenance facilities as storage units and transportation support for life saving equipment and supplies when requested;

Support Agencies *(continued)*

Family and Community Services, Inc. *(continued)*:

- Document all expenditures for forwarding to the PC OHS/EM;

- Provide a Liaison to the EOC to allow efficient use of resources and prevention of duplicated effort(s), if needed;

- Maintain transport priority of the functional needs citizens of Portage County during disaster operations.

d. Ohio State Highway Patrol (OSHP):

- Provide traffic control of critical routes on state highways and other traffic routes during emergencies, as directed;

- Assist local authorities in emergency evacuation relocation and reentry operations;

- Support assessment of damage to transportation infrastructure;

- Support local rerouting and redirecting of roads/highways to expedite evacuation;

- Support Strategic National Stockpile Pharmaceutical Cache Transportation.

e. Ohio Department of Transportation (ODOT):

- Identify qualified contractors to assist with recovery/ restoration services;

- Perform damage assessments to state transportation routes;

- Provide an agency liaison to the PC EOC, if needed;

- Coordinate team members to assist with roads, bridges and culverts clearing/repair in correlation with emergent priorities set by the PC EOC and state authorities;

- Coordinate the removal of debris and open State transportation routes to ensure access for first responders;

- Assist local agencies in the restoration to transportation routes in the County;

- Coordinate jurisdictional SOP's with PC OHS/EM before, during, and after a disaster.

VI.   ADMINISTRATION AND LOGISITICS

A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance, operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

- Vital Records will need maintained at the municipal level, and at every stage of incident response and recovery activities as well as through all phases of emergency management.
- Emergency Management records will be maintained via ICS Forms while operating within the scope of NIMS.
- The coordinated effort from the PC EOC will be utilizing WebEOC in order to maintain communications with State level government and that documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management

  o When the situations exceed the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM and finalized by Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).

  o Requests for assistance from local, private, and public sector groups will be made as appropriate by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number and point(s) of contact.

VII.   RESOURCE REQUIREMENTS FOR ESF-1

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.

B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power.

C. A listing of available transportation resources (evacuation and/or infrastructure specific) within each jurisdiction should be maintained by each respective organization, department, and/or agency.

D. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

VIII.   REFERENCES

1. National Frameworks (Prevention, Protection, Mitigation, Response, & Recovery)
2. National Incident Management System (NIMS)
3. State of Ohio EOP
4. ODOT Playbook – Emergency Response Planning
5. PARTA Security and Emergency Preparedness Plan
6. PC OHS/EM EOP
7. PCSO Policy and Procedures Manual
8. PCE Policies, Plans, and Procedures – Asset Rosters & SCADA Maps

Emergency Operations Plan

Emergency Support Function

Communications

2

ESF-2 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	March 2017		Full Revision and Update Start	RTS-CMB-BK-JA-MD

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Portage County
Emergency Operations Plan

Emergency Support Function 2

Communications and Information Technology

Coordinating Agency: Portage County Office of Homeland Security and Emergency
Management (PC OHS/EM)

Primary Agency(s):   Portage County Office of Homeland Security and Emergency
Management (PC OHS/EM)
Portage County Information Technology Services (PC ITS)
Portage County Sheriff's Office (PCSO)
Portage County Police Chief's Association (PCPCA)
Portage County Fire Chief's Association (PCFCA)
Portage County Communications Unit (PCCU)

Support Agency(s):   Radio Amateur Civil Emergency Service of Portage County
(RACES)
Amateur Radio Emergency Service of Portage County (ARES)
Ohio Private-Public Partnership (OP3)

I.   INTRODUCTION

A. Purpose

Information and communication systems are the most integral component to any emergency situation. The channel's for communication capability across the spectrum of operations from emergency operations centers, mobile command posts and field communications establishes a common operating picture (COP). Interoperable communications is essential for efficient response to, and recovery from, small incidents to large disasters. Emergency Support Function #2 – Communications and Information Technology (ESF-2) serves to broadly identify the partners and assets available to ensure these systems are in place under emergency conditions.

B. Scope

This plan will serve as a comprehensive overview of support communications and capabilities of Portage County, local communities and emergency operations. This plan will cover the baseline understanding of information systems in place to establish and support a COP in the Portage County EOC as well as in the field i.e. WebEOC, GIS and the incident command system. Lastly, based on the current threat spectrum of Cyber Security, this plan will serve as the cyber security annex to the Portage County Emergency Operations Plan.

This Plan will not serve as tactical communication operations as such would be public safety sensitive.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;

B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

D. State of Ohio Emergency Alert System Plan, September 2003

E. East-Central Ohio Emergency Alert System Plan

F. Ohio Amber Plan/ Amber Alert Checklist for Law Enforcement

G. OASIS Common Alerting Protocol (CAP) V1.1

H. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

I. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County is comprised of 20 individual fire and/or EMS departments and 13 law enforcement agencies serving just less than 500 square miles. The two primary means of radio communications in the County is through Very High Frequency (VHF) 30 MHz to 300 MHz and the Multi-agency Radio Communication Systems (MARCS). MARCS is a 700/800 MHz radio and data network that the State of Ohio has embraced as a statewide interoperable communications system. Most, if not all, state agencies are on the MARCS system.

Locally, the Portage County Sheriff's Office utilizes MARCS while having VHF capabilities in their Public Safety Answering Point (PSAP). University Hospitals Portage Medical Center, the Portage County Combined General Health District as well as a host of local schools and municipal PSAP's have a MARCS radio and VHF capabilities.

PC OHS/EM ESF-2 Communications Room

PC OHS/EM

The Portage County Office of Homeland Security and Emergency Management's (PC OHS/EM) Emergency Operations Center (EOC) houses a Communications Room, the operational area for ESF-2. This room is outfitted with all the communication capabilities in the county to include VHF for all fire departments, VHF for all law enforcement, MARCS, and amateur radio capabilities. This room is outfitted with both mobile and portable radio communications which are operated primarily by Communications Unit (CU) Members who are also members of either the Radio Amateur Civil Emergency Service (RACES), and/or the Amateur Radio Emergency Service (ARES). The CU is a diversely trained team serving under the Director, PC OHS/EM. Upon activation of the EOC the Portage County Information Technology Services (ITS) department will assist the EOC in any information technology needs.

B. Assumptions

- Local communities have basic ICS training to all safety forces for baseline communication standards.
- Local mutual aid has addressed interoperable needs prior to emergencies.
- Additional communication resources may be requested from Ohio EMA to supplement local capabilities.
- Coordination with private industry may be necessary for additional communication support and timely restoration of services.
- Local municipalities know communication limits and will account for such limitations during risk assessments.
- Local jurisdictions have support in place to meet information technology demands and/or response to cyber incidents.

IV. **CONCEPT OF OPERATIONS**

A. General

1) **National Incident Management System**

   - *NIMS Communications and Information management* lays the framework for successful interoperable communications and information sharing which ensures a common operating picture (COP) is established across all networks of response to an incident. To effectively establish a COP, all responsible parties (i.e. IC/UC, EOC's, DOC's or MAC's) need to gather, collate, synthesize and disseminate incident information on available platforms to on-scene and off-scene personnel. This will give a clear and concise picture of the incident, current and past situational reports, and status of available resources as well as ongoing operations. This also encourages timely and accurate decision making while ensuring efficient use of available resources.

   1.1) **Field Operations**

   - Currently, each community utilizes VHF for radio communications. If the township or municipality has both a fire department and law enforcement,

those respective agencies are able to communicate with each other on their VHF platform. Mutual aid for fire/EMS emergencies in Portage County operate using the Mutual Aid Box Alarm System (MABAS), where established preexisting protocols are in place based on the type of fire/EMS emergency. MABAS requests are made through VHF from public-safety answering points (PSAP) and/or secondary dispatch centers. MABAS response is designed by jurisdiction and based on geographical proximity. This mutual aid is essentially requested through the serving PSAP. Similarly, law enforcement mutual aid is also requested through PSAP's, primary, and/or secondary dispatch centers.

- When a first response agency responds as mutual aid, that agency may not have specific radio channels. In Portage County fire departments have 8 specific, incident dependant, channels capable of interoperability: Fire ground, water shuttle, EMA 1, EMA 2 and TAC 1 – 4.
- If a law enforcement agency is responding for mutual aid to another jurisdiction, fire and law enforcement agencies have two mutual aid channels that can be utilized for interoperability: EMA 1 and EMA 2; if available.
- Responding law enforcement agencies utilize dispatch as a means for communications. Currently, Portage County has 6 primary PSAP's and 1 secondary PSAP.

Primary PSAP and Jurisdictions Served						Secondary PSAP	Outside Portage County Dispatch
Aurora	**Kent**	**Kent State University**	**PCSO** Receives all initial 9-1-1 calls from the townships	**Ravenna City**	**Streetsboro**	**Mantua**	Atwater FD (Nimishillen)
Aurora PD & FD	Kent PD & FD	KSU PD	PCSO	Ravenna City PD & FD	Streetsboro PD & FD	Mantua PD & FD	Brady Lake PD (Nimishillen)
Community EMS	Brady Lake PD	Brimfield PD & FD		Charlestown FD	Windham PD	Garrettsville PD	Randolph FD (Stow)
Garrettsville FD				Deerfield FD			Suffield FD (Nimishillen)
Hiram PD & FD				Edinburgh FD			
				Palmyra FD			
				Paris FD			
				Ravenna Township FD			
				Rootstown FD			
				Windham FD			

- Upon notification of an incident, the PSAP will dispatch emergency response assets. Whether the incident is fire, law enforcement, or a combination of both, the initial arriving units will need to establish a formal incident command (IC) or unified command (UC) until a higher ranking or experienced official(s) arrives. The establishment of an IC/UC will be

essential for not only response and resource acquisition but the ability to establish effective and integrated communications.

- Based on available resources (i.e. – personnel) the IC/UC would establish a Communications Unit. The Communications Unit is typically established under the logistics branch and is responsible for the development of an incident communications plan and the ICS 205/ 205A form. The Communications Plan will lay the ground work for tactical and support communications.

1.2)   Common Terminology

- Communicating clearly is essential to emergency operations. Agencies from various backgrounds use differing communication styles which include acronyms, codes, "plain language", and formal resource names (typing). It is encouraged that all disciplines use plain language during multi-jurisdictional incidents, a policy the IC/UC would call into effect upon assuming command. This will ensure information shared and resources requested are clear and understood by all parties. *Note: Specific incidents (active shooter or terrorism related events) may require more secure methods of communication such as the use of codes and/or encrypted radios. This will need to be established by the responding agencies and detailed in Tactical Interoperable Communications Plans (TICP).*

- Radio etiquette is expected to be utilized by all responding agencies. Based on initial limited interoperable channels, radio etiquette will be essential for efficient use of communications.

1.3)   Emergency Management Interoperable Communications Support

- Portage County OHS/EM has available resources upon request that can assist with interoperable communications. The Mobile Command Post (MCP) is outfitted with the ACU-1000. The ACU-1000 has the ability to patch public safety entities in the County as well as some support agencies. The IC/UC will need to formally request the MCP from PC OHS/EM. The MCP can be outfitted with EMA staff, EMA Comms. Unit/Amateur Radio members, Portage County Incident Management Assistance Team (PC IMAT) members, and incident command staff/ local safety forces to assist for incident communications and overall incident management.

- PC OHS/EM within the MCP has a cache of VHF portable radios that can be issued at the scene depending upon the need. This will need to be confirmed by the IC/UC and coordinated with the Comms. Unit Leader for deployment and tracking. Outside VHF, PC OHS/EM has a small cache

PC OHS/EM

of MARCS portable radios that can be deployed to a scene where the same procedures as above will be followed. The PCSO also has a cache of MARCS portable radios that may be available if requested. The Comms. Unit Leader will utilize the Cache Radio Log for accountability of portable radios.

1.4)   Amateur Radio Support Overview

- The Amateur Radio Service was created by Part 97 of the Rules of the Federal Communications Commission. In those rules the first purpose given for amateur radio is "*Recognition and enhancement of the value of the amateur service to the public as a voluntary noncommercial communication service, particularly with respect to providing emergency communications.*" It is called "amateur" only because the operators may not be compensated for their service.   All operators are licensed by the FCC after passing written exams.
- A subset of amateur radio also created by Part 97 is the Radio Amateur Civil Emergency Service (RACES). RACES groups can only be formed by emergency management agencies and may only provide communication services to public entities. Each RACES unit operates under its own policies and procedures. In 2007 the Portage County Commissioners adopted a resolution creating a RACES group which is now a part of the OHS/EM Communications Unit.
- The national organization for amateur radio operators, the American Radio Relay League (ARRL), as part of its field operations, has created the Amateur Radio Emergency Service (ARES). There is an ARES team in almost every county, including Portage, in the country. Each has a different approach to how it meets its mission, whether providing communications for public service events such as marathons or parades, or emergency communications during disasters or other serious incidents.
- The amateur radio operators in the OHS/EM Communications Unit are the most versatile because they can assist with the communications needs of everyone from local police and fire departments or for public service events such as the Ravenna Cruise-In. During the most serious incidents when there is a RACES activation they can also operate under RACES rules and regulations. In Portage County the CU/RACES and ARES members work together cooperatively.
- Perhaps the true value of amateur radio during disasters or serious incidents is its flexibility – it can provided multi-mode communications on the HF, VHF and UHF bands without relying on infrastructure. Amateur radio operators have trained and equipped themselves to activate and deploy in a short time period. They can set up self-supporting radio stations that can provide voice, data, image (e.g., photo or PDF), and real time video to emergency responders and incident commanders. Hence the amateur radio motto: "When all else fails, amateur radio is there."

2.)   Common Operating Picture

- A common operating picture or COP is defined as the gathering, collating, synthesizing and disseminating incident information to all appropriate partners (NIMS, 2008). In the field, this process is completed by the coordination and development of Incident Action Plans, IAP's and the ComL's ability to establish tactical and Support communications within the ICP and strategic communications with the EOC and or local elected officials.
- The PC OHS/EM Emergency Operations Center, Standard Operating Procedure (EOC SOP) lays the framework for effective communications with the local IC/UC's, emergency support functions located within the EOC as well as the overall decision making authority of the Executive Policy Group. *(See graphic below as a reference)*
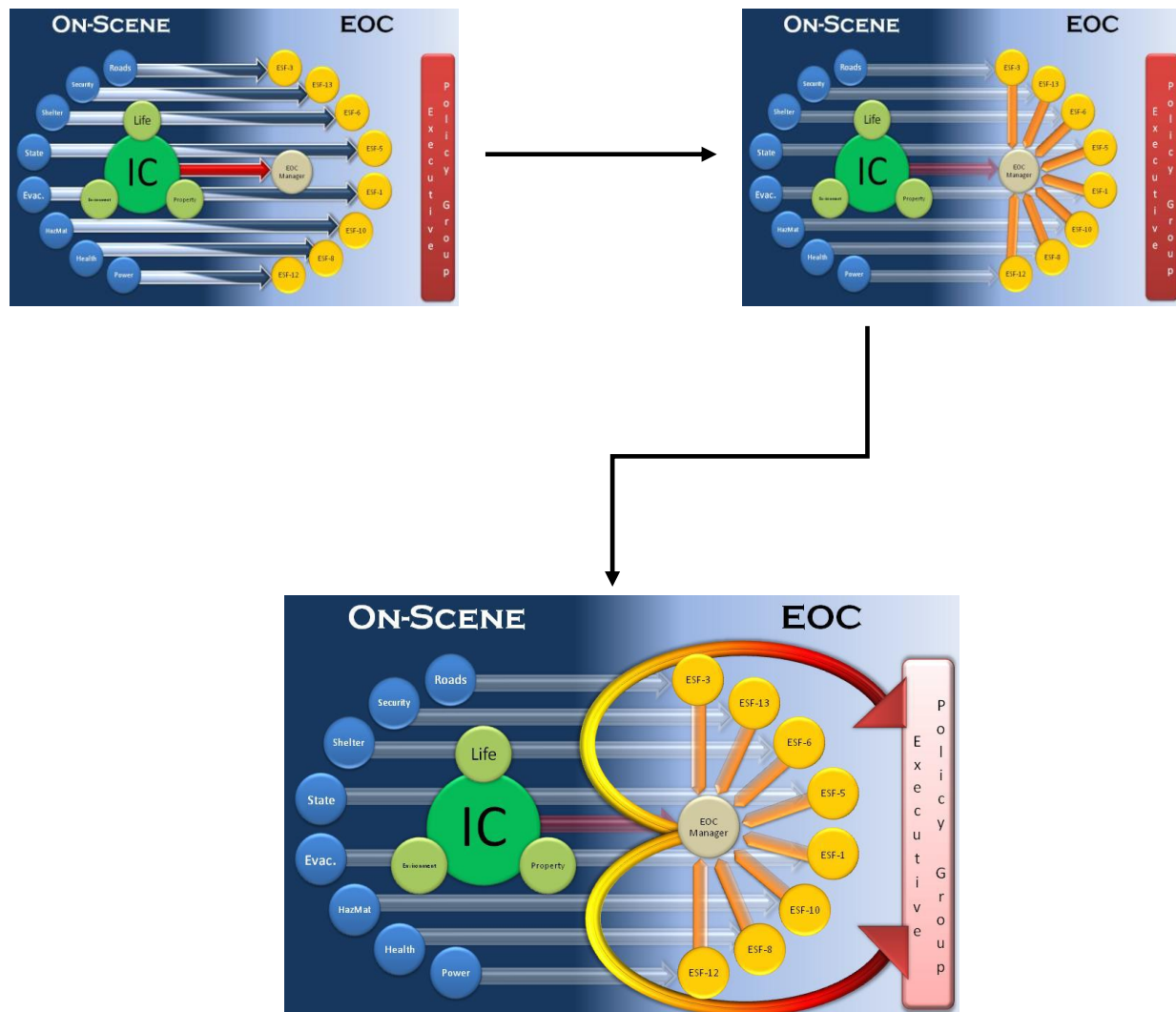
- As further explained in the EOC SOP, the EOC Manager is in constant contact with the IC/UC and or Communications Liaison established by the IC/UC or sent to the field via the EOC manager from the Comm's Unit or PC IMAT. The information being relayed can be done on numerous platforms to include landline, cell phone, email, radio, WebEOC and runners/ liaisons this will be established within communications plans in the EOC as well as the IC/UC.
- The EOC will take this information to include resource requests or additional assistance needed and provide that information to the ESF's and EPG. The ESF's dependent on the agency can coordinate with their respective field counterparts or DOC's for additional assistance needed and to obtain situational reports or SITREP's from the field. All this information to include Field IAP's will be organized into a continually updating EOC SITREP, WebEOC posts and the development of strategic objectives and the EOC IAP from the EPG. Additional EOC SITREP material and EOC IAP development can be found in the EOC SOP.

2.1) **WebEOC 8.2**

- Portage County OHS/EM utilizes WebEOC 8.2 as it's main COP platform. Each respective ESF reps, EPG, planning staff and the IC/UC can utilize WebEOC to post relevant and important information about the incident. All members within WebEOC will see these posts and essentially will be in the loop regarding the incident. The EOC Manager will also do 30 minute or 1 hour interval all-hands briefs to keep situational awareness of all activity in the EOC.
- If additional resources are needed the EOC Manager or Planning Section Chief, ESF-5 will make a mission request via WebEOC to Ohio EMA. This will include additional communications needs if the incident has caused a failure in public safety communications.
- The new Web EOC operations and training site can be accessed via: https://webeoc.dps.ohio.gov , https://webeoctraining.dps.ohio.gov

3.) **Information Technology Support**

- Upon activation of the EOC, the PC Information Technology Services Department will be activated for support. This will include but not limited to:
  - Internet Support to include bandwidth increasing.
  - Additional Wi-Fi support if needed for adjacent EOC rooms.
  - Assistance in Outlook remote login for Portage County Staff.
  - All IT related issues resolution.
  - Geographic Information Technology, GIS support.
  - Telephone/ VOIP support.
  - Coordination with vendors for the restoration of IT/Communications services.
  - MCP IT field support.
  - Coordination with local impacted communities and IT departments for unmet needs and support.
  - Cyber Security and information security support.

3.1) <u>**Geographic Information Systems Support**</u>

- Geographic Information Systems (GIS) are computer-based tools used to map and analyze objects and/or events. It combines the power of a database with the visualization capabilities offered by maps. This helps analysts discover relationships among geographically referenced data sets. GIS is used to solve problems in areas such as environmental protection, health care, land use, asset deployment and routing, natural resources, conservation, business efficiency, etc.

Image Courtesy of the Portage County Auditor

- The ability to display time sensitive and possibly life saving information through mapping systems could substantiality help during emergency operations. Within the ITS Department is the GIS manager. Upon activation of the EOC and within reasonable time frames the GIS department can support the EOC with the displaying of data ranging from damage assessments, aerial imaging, remote sensing, municipality data, demographic data, flood plain data and other ranges of data that can help Portage County officials assess impacts to our community. The GIS department can work remotely and send maps electronically and/or printed.
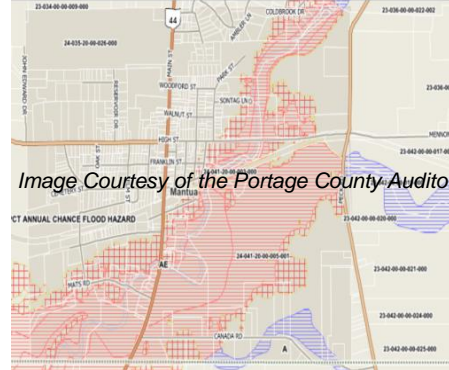
3.2) <u>**Cyber Security**</u>

- The *National Protection Framework* describes cyber security as securing the cyber environment and infrastructure from unauthorized or malicious access, use, or exploitation while protecting privacy, civil rights, and other civil liberties. Portage County is susceptible to cyber attacks which could result in a significant reduction in our communications infrastructure.
- Portage County ITS is the lead department for securing and protecting County information technology (IT) infrastructure from such events. In the event of an incident, they will take the necessary actions and coordination with the private sector to return services to normal. PC OHS/EM shares information to stakeholders regarding threats to our communities and infrastructure specific to cyber security.
- Public education campaigns such as "Stop, Think, Connect" assist in educating employees in the public and private sector regarding cyber security.

STOP | THINK | CONNECT™

4.) <u>**Public Address Communications, Common Alerting Protocol**</u>

- Public Address communications consist of emergency alerts and warnings, media briefings, and other additional information sharing to the public as well as officials and media regarding an incident. Public information, public information officers (PIO) and all items regarding media are covered within ESF-15 External Affairs.
- ESF-2 looks to address communications as it relates to emergency notifications and alerts to the general public. Common Alerting Protocol or CAP is a comprehensive international system of sending alerts over a variety of networks with one consistent message. FEMA established IPAWS or Integrated Public Alert and Warning System as a means for local governments to send dire alerts on available common alerting platforms. Locally, Portage County organized IPAWS under Inspiron Logistics, Wireless Emergency Notification System or WENS. Utilizing WENS and the IPAWS system, Portage County now has the capability to send emergency messages to Radio and T.V. stations via Emergency Alert System (EAS), to cellular phones via the Wireless Emergency Alerts (WEA) and Non-Weather Emergency Messages (NWEM) to NWS weather radios.
- Working with ESF-15 PIO's within the EOC Joint Information Center, media releases and emergency Information can be sent to all local and regional media outlets including Paper, TV, and Radio as well as PC OHS/EM social media outlets; Facebook, Twitter and Youtube, the Portage County Website, Portage Prepares and the PC OHS/EMA smart phone app.
- ESF-2: (Tab A & B); Common Alerting Protocol/Emergency Public Information (IPAWS) provides an overview of the IPAWS capabilities and procedures for Portage County.
- WENS User guide 5.0 and IPAWS walkthrough for alerting procedures can be requested via the OHS/EM office.

V.   ASSIGNMENT OF RESPONSIBILITY

A. General

Large scale incidents require the coordinated actions of numerous departments to meet the communication and information technology needs of an affected community or county. Communication must be utilized to inform responsible officials of the situation, in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken during disaster and ongoing operational periods. Depending on the incident in Portage County, the appropriate agency will be contacted to support as subject matter experts (SME) for incident management

B. Task Assignments

i.   <u>Coordinating & Primary Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - State and Federal Assistance – Acquisition and Coordination.

ii. Primary Agencies

    a. Portage County Information Technology Services (PC ITS):

- Respond to the PC EOC during activation for ESF-2 support.
- Internet Support to include bandwidth increasing.
- Additional Wi-Fi support if needed for adjacent EOC rooms.
- Assistance in Outlook remote login for Portage County Staff.
- All IT related issues resolution.
- Geographic Information Technology, GIS support.
- Telephone/ VOIP support.
- Coordination with vendors for the restoration of IT/Communications services.
- MCP IT field support.
- Coordination with local impacted communities and IT departments for unmet needs and support.
- Cyber Security and information security support.

    b. Portage County Sheriff's Office (PCSO):

- Respond to the PC EOC during activation for ESF-13 support.
- Provide guidance on interoperability of LE radio communications.
- Assist in the development of tactical interoperability plans.
- Establish ComL and communication plans with the ICS and share necessary information with an activated EOC.
- Assist with available portable MARCS radios as capable.
- Assist and coordinate as needed with dispatching services.

    c. Portage County Police Chief's Association (PCPCA):

- Respond to the PC EOC during activation for ESF-13 support.
- Coordinate local communication channels for interoperability.
- Assist in the development of tactical interoperability plans.
- Establish ComL and communication plans with the ICS and share necessary information with an activated EOC.

    d. Portage County Fire Chief's Association (PCFCA):

- Respond to the PC EOC during activation for ESF-4 support.
- Coordinate local communication channels for interoperability.

- Assist in the development of tactical interoperability plans.
- Establish ComL and communication plans with the ICS and share necessary information with an activated EOC.

    e. Portage County OHS/EM Communications Unit (PCCU):

- Respond to the PC EOC during activation for ESF-2 support, field support and other duties as assigned.
- Coordinate local communication channels for interoperability.
- Assist in the development of tactical interoperability plans.
- Support as a communications liaison to the EOC from the ICP.
- Support the ComL and communication plans with the ICS and share necessary information with an activated EOC.

    iii.   <u>Support Agencies</u>

    a. Radio Amateur Civil Emergency Service of Portage County (RACES)

- Provide communication capabilities to public entities during emergency situations.
- Follow established protocols for RACES per FCC rules.

    b. Amateur Radio Emergency Service of Portage County (ARES)

- Provide communication capabilities to public-private and other entities as needed during incidents, planned events or disaster situations.
- Follow protocol as established by the American Radio Relay League, and local plans, policies and procedures.

    c. Ohio Private-Public Partnership (OP3)

- Assist communities with restoration of critical communications infrastructure following an incident or disaster.

VI.   ADMINISTRATION AND LOGISITICS

    A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

- Vital Records will need maintained at the municipal level, and at every stage of the incident response activities through all phases of emergency management operations.

- Emergency Management records will be maintained using all applicable forms while operating within the scope of NIMS.

- The coordinated effort from the EOC will be utilizing WebEOC in order to maintain communications with State level government and this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management
  - o When the situation exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM with appropriate declarations issued by local Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).
  - o Requests for assistance from local, private, and public sector groups will be made as needed by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number(s) and contact person(s).

VII.   RESOURCE REQUIREMENTS FOR ESF-2

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.
B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power
C. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

Emergency Operations Plan

Emergency Support Function

Engineering & Public Works

3

ESF-3 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	March 2016		Full Revision and Update Start	RTS-CMB

ESF-3 Record(s) of Distribution

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

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Portage County
Emergency Operations Plan

Emergency Support Function #3

Engineering and Public Works

Coordinating Agency: Portage County Office of Homeland Security and Emergency
Management (PC OHS/EM)

Primary Agency(s):   Portage County Engineer (PCE)
Portage County Water Resources (PCWR) Department
Local/Municipal Service Departments

Support Agency(s):   Portage County Solid Waste (PCSW) Department
Portage County Building Department
Ohio Department of Transportation (ODOT)
Public Utilities Commission of Ohio (PUCO)
Dominion East Ohio (DEO)
First Energy Corporation (FEC)

I.   INTRODUCTION

A. Purpose

This document will identify stakeholders and activities used to coordinate the repair, replacement or restoration of public works, utilities, facilities, roads, bridges and critical infrastructure issues that could create additional hazards to the local population during an emergency.

This plan will outline broad objectives that will provide for the greatest protection of life and property that can be achieved with available resources. It should be used as a guideline for those responsible for implementing this plan. In general, Portage County Engineering (PCE) and Local/Municipal Street Departments address most engineering concerns.

The Portage County Water Resources (PCWR) Department and local water departments address most waste water, municipal water and drinking water concerns. Organizations such as Dominion East Ohio (DEO) and First Energy Corporation (FEC) address most utility (electric & gas) concerns and the restoration of such services.

All support agencies for Emergency Support Function #3 (ESF-3), Engineering and Public Works, may be required to report individually on their emergency missions to the Portage County Emergency Operations Center (EOC), established Department Operation Centers (DOC), Disaster Field Office (DFO), or at the site of the disaster. All Local Jurisdictions who presently have emergency response procedures will coordinate those procedures with the PC OHS/EM.

B. Scope

ESF-3 agencies may be involved in any of the following activities:

- Damage Assessments
- Infrastructure protection
- Infrastructure inspections
- Debris Removal
- Reconnaissance
- Demolition and stabilization projects
- Temporary and permanent construction
- Technical Advice
- Repair, response, and recovery contracting
- Emergency supply and support service
- Emergency repairs
- Infrastructure evaluations

All public agencies likely to be responders or assisting agencies to a large-scale incident/event in Portage County maintain and operate their own resources used by their employees. They will employ those resources during response. ESF-3 identifies those resources as well as the ways that they can be used to achieve effective response and recovery during an incident. Efforts to coordinate the resources identified will be facilitated through the PC OHS/EM ESF-3 at the Emergency Operations Center (EOC). When appropriate, the Incident Commander should designate a Logistics Section Chief to manage logistical needs.

II.   **STANDARDS OF OPERATIONS**

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to an individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;
C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;
D. The policies and procedures at the County level will operate under the following established guidance:
   - Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
   - Emergency Support Function (ESF) – Standard Operating Guide (SOG);
E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III.   **SITUATIONAL CONDITIONS AND ASSUMPTIONS**

A. Situational Conditions

Portage County will periodically experience emergency situations which may overwhelm current service capabilities, damage major transportation routes,

damage critical infrastructure/key resources and disrupt gas and/or power services to the population. First response organizations responding to protect life, property and the environment may be significantly delayed. Large scale and on-going operations will require the proper utilization of the Portage County EOC to ensure effective and efficient coordination of resources and assets that may be needed during these types of events. It can be expected during an emergency situation that Portage County could experience downed power lines, ruptured utilities as well as utility outages which will affect a large portion of the population.

B. Assumptions

- Existing emergency plans will be coordinated with PC OHS/EM;
- The need for resources will increase significantly during a major disaster, civil disturbance, or other emergency situation. During these events, resources may need to be augmented with Regional, State, or Federal agencies;
- Limited communication capabilities may create ineffective response strategies;
- ESF-3 will prioritize local emergency missions by addressing life safety and human health issues first;
- Rapid damage assessment of the disaster area will be necessary to determine the potential work load/operational period. Assessment reports will be communicated to, and coordinated with, the PC EOC to prevent or limit duplication of effort and to assure resources are following Incident Command objectives;
- Disposal of materials for debris clearance and demolition activities will be according to applicable rules and regulations, unless environmental waivers are granted by the Director of the Ohio EPA;
- All named Agencies in this plan will coordinate with first responders whenever a hazardous material is released in accordance with the Portage County Hazardous Materials Response Plan (ESF-10).

IV. CONCEPT OF OPERATIONS

A. General

- Portage County Office of Homeland Security and Emergency Management (PC OHS/EM) will notify the Primary and Support Agencies in this plan when Public Works and Engineering capabilities are required. Full or partial activation of this plan depends on the types of activities required;
- ESF-3 agencies will staff the EOC on a twenty-four hour basis and provide personnel and equipment for emergency response, as necessary;
- Additional Public Works and Engineering resources can be contracted by PC OHS/EM by utilizing the resource list kept by the Director, PC OHS/EM.

- Close coordination will be maintained between ESF-3 organizations during emergencies in order to:

  - ♦ Prioritize assignments;
  - ♦ Share and update information;
  - ♦ Avoid redundant activities;

  - ♦ Ensure a unified effort with IC;
  - ♦ Provide accurate information;
  - ♦ Identify needs.

- Each ESF-3 organization is responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies;

- Resources may be pre-positioned depending on the type of hazard;

- ESF-3 will coordinate with ESF-5 (Information and Planning) and ESF-7 (Resource Support) to assure efficient response. Staging areas, equipment, personnel, contact numbers, and capabilities are a few of the items that need to be coordinated between the mentioned Emergency Support Functions.

- Deactivation can be a long term process, lasting long into the recovery phase. Deactivation must be coordinated with the EOC and local authorities.

B. Organizational Responsibilities

- All organizations that support this ESF are responsible for developing their respective SOP's and SOG's for conducting or supporting emergency operations in the County.

- All organizations that support this ESF in the County will coordinate their plans and operations with the Director, PC OHS/EM.

- All organizations that support this ESF are responsible for both coordinating with other organizations from which they require support and developing memorandums of understandings or mutual aid agreements for that support.

- All organizations that support this ESF are responsible for ensuring compliance with all required NIMS and ICS training levels as required by appropriate regulatory authorities.

- All organizations that support this ESF are responsible for maintaining updated reports leading to the preservation of historical records and evidencing of expenditures.

- When the EOC is activated, agencies coordinate and provide timely operational update and normal incident reports, as appropriate.

V. **ASSIGNMENT OF RESPONSIBILITY**

A. General

Large-scale incidents require the coordinated actions of numerous departments to meet the needs of affected communities. Communication must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in

order of execution priority. They represent a guide for actions to be taken when ESF-3 is activated.

B. Task Assignments

   i. <u>Coordinating Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - Coordinate with State partners during periods of extreme heat or cold when there are shortages of energy;
  - State and Federal Assistance – Acquisition and Coordination.

   ii. <u>Primary Agencies</u>

   a. Portage County Engineer (PCE) and Local/Municipal Street Departments:

- Inspect structures under departmental purview;
- Provide an agency liaison to the PC EOC;
- Identify qualified contractors to assist with recovery/ restoration services;
- Perform damage assessments;
- Coordinate team members to assist with roads, bridges and culverts clearing/repair in correlation with emergent priorities set by the County Engineer with coordination to the EOC and Incident Command;
- Coordinate the removal of debris and open primary and alternate transportation routes to ensure access for first responders;
- Coordinate jurisdictional SOP's with PC OHS/EM before, during, and after a disaster.

   b. Portage County Water Resource (PCWR) Department:

- Provide information on local and State water resources;
- Provide an agency liaison to the PC EOC;
- Coordinate with PC OHS/EM regarding debris management;
- Inspect structures under departmental purview;

Primary Agencies *(continued)*

Portage County Water Resource (PCWR) Department *(continued):*

- Represent the lead agency for the repair/ restoration of local water and wastewater systems

- Assist with temporary water distribution and waste water collection systems until normal operations resume

- Assist with emergency drainage problems;

- Coordinate with Portage County Hazardous Materials Response Team in regards to waterway protection;

- Implement contingency plans and notifications to the public when water is contaminated.

iii.   Support Agencies

a. Portage County Solid Waste (PCSW) Department:

- Coordinate with PC OHS/EM regarding debris management;

- Provide an agency liaison to the PC EOC;

- Provide situational reports of damaged critical infrastructure and key resources (CIKR);

- Coordinate private contractors to assist with restoration of CIKR.

b. Local/Municipal Service Departments:

- Inspect structures under departmental purview;

- Perform preliminary damage assessments;

- Coordinate team members to assist with roads clearings in correlation with emergent priorities set by Incident Command;

- Coordinate with private contractors to assure efficient completion of assigned tasks;

- Coordinate jurisdiction SOP's with PC OHS/EM before, during, and after a disaster;

c. Portage County Building Department:

- Perform and/or assist with preliminary damage assessments;

- Provide an agency liaison to the PC EOC;

- Coordinate with local responders during large-scale and ongoing incidents to restore heating and cooling units during emergencies/disasters (Drought, Blizzard etc.);

- Provide situational reports of damaged critical infrastructure and key resources (CIKR);

- Coordinate private contractors to assist with restoration of CIKR.

Support Agencies *(continued)*

   d. Ohio Department of Transportation (ODOT):

- Identify qualified contractors to assist with recovery/ restoration services;

- Perform damage assessments to state transportation routes;

- Provide an agency liaison to the PC EOC, if needed;

- Coordinate team members to assist with roads, bridges and culverts clearing/repair in correlation with emergent priorities set by the PC EOC and State authorities;

- Coordinate the removal of debris and open State transportation routes to ensure access for first responders;

- Assist local agencies in the restoration to transportation routes in the County;

- Coordinate jurisdictional SOP's with PC OHS/EM before, during, and after a disaster.

   e. Dominion East Ohio (DEO):

- Perform preliminary damage assessments;

- Provide an agency liaison to the PC EOC, if needed;

- Provide equipment and manpower for monitoring hazardous atmospheres in damaged structures;

- Coordinate with local responders during large scale and ongoing incidents to restore heating and cooling units during emergencies/disasters (Drought, Blizzard etc.);

- Assist with logistical needs and sheltering services in the event of a gas line rupture and relocation affected populations;

- Coordinate the repair and restoration of natural gas services including safety inspections before the return of affected populations.

   f. Public Utilities Commission of Ohio (PUCO):

- Provide emergency coordination for information between Public Works and the local EOC as needed for emergencies.

   g. First Energy Corporation (FEC):

- Perform preliminary damage assessments;

- Provide an agency liaison to the PC EOC, if needed;

- Coordinate work efforts is accordance with command priorities to re-establish communications to those affected by a disaster;

- Coordinate with local responders during large-scale and ongoing incidents to restore heating and cooling capability during emergencies/disasters.

Support Agencies *(continued)*
First Energy Corporation *(continued)*

- Identify critical infrastructure (medical facilities, nursing homes, schools) and prioritize re-establishment of power based on disaster victim benefit.

VI. DIRECTION AND CONTROL

A. Private organizations (FEC and DEO, for example) generally have ICS familiarity and systems in place. Jurisdictions who have established Department Operations Centers (DOC) will handle specific agency coordination utilizing their ICS structure and requests from the on-scene Incident Commander(s) and coordinate response actions, unless otherwise specified, or;

B. When incidents require the PC EOC to be activated, the responding agencies will shift assignment of staff to report to the PC EOC and coordination of the DOC will occur at the PC EOC through the Multi-Agency Coordination System(s) (MACS).

VII. ADMINISTRATION AND LOGISITICS

A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance, operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.
- Vital Records will need maintained at the municipal level, and at every phase of emergency management.
- Emergency Management records will be maintained via ICS Forms while operating within the scope of NIMS.
- The coordinated effort from the PC EOC will be utilizing WebEOC in order to maintain communications with State level government and that this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management

  o When the situations exceed the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM and made by Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).

  o Requests for assistance from local, private, and public sector groups will be made as appropriate by contract agencies listed in the County Resource Manual maintained by the Director, PC OHS/EM. It

identifies agencies or groups that can provide assistance along with telephone number and point(s) of contact.

VIII.   RESOURCE REQUIREMENTS FOR ESF-3

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.

B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power.

C. A listing of available resources within each jurisdiction should be maintained by each County EMA Director and/or the respective Agency/Department office.

D. County and municipal coordinators as well as private organizations should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

IX.   REFERENCES

1. National Frameworks (Prevention, Protection, Mitigation, Response, & Recovery)
2. National Incident Management System (NIMS)
3. State of Ohio EOP
4. ODOT Playbook – Emergency Response Planning
5. PC OHS/EM EOP
6. PCE Policies, Plans, and Procedures – Asset Rosters & SCADA Maps
7. PCWR Department SOP/SOG
8. PCSW Department SOP/SOG
9. PC Buildings Department SOP/SOG
10. DEO Emergency Response Guidelines
11. FEC Emergency Response Guidelines
12. PUCO Regulations, Policies, and Procedures
13. Local/Municipal Plans, Policies, Procedures, and Guidelines

Emergency Operations Plan

Emergency Support Function

Fire Fighting

4

ESF-4 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	March 2016		Full Revision and Update Start	RTS-CMB

ESF-4 Record(s) of Distribution

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

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Portage County
Emergency Operations Plan

Emergency Support Function #4

Firefighting

Coordinating Agency: Portage County Office of Homeland Security and Emergency
                          Management (PC OHS/EM)

Primary Agency(s):   Portage County Fire Chiefs Association (PCFCA)

Support Agency(s):   Portage County Police Chiefs Association (PCPCA)
                          Portage County Sheriff's Office (PCSO)
                          Portage County Prosecutor's Office
                          Portage County Coroner's Office
                          University Hospitals – Portage Medical Center (UH-PMC)
                          Summit, Portage, Medina Counties Chapter – American Red
                          Cross (SPM-ARC)

I.   INTRODUCTION

A. Purpose

This document will serve to provide guidance for the cooperative efforts of the
fire services agencies in Portage County and to provide a coordinated and
effective response to events caused by natural, technological, or other
conditions.

B. Scope

Fire protection operations are challenges faced daily by local fire departments.
These activities become more complex during multi-hazard incidents such as
major Hazardous Materials events, severe weather, or other incidents which may
cause local fire departments to be overwhelmed. Such occurrences may cause
the need for specialized emergency response.

There are related functions, such as; Emergency Medical Services (EMS),
Technical Rescue, Water Rescue and Urban Search & Rescue operations – to
name only a few – that may involve fire suppression personnel and resources.
These considerations will affect the ability to meet all the situations within the
scope of Emergency Support Function #4 – Firefighting.

Planning for every firefighting contingency is far beyond the scope of ESF-4. This
plan will outline broad objectives that will provide for the greatest protection of
life, property, and the environment that can be achieved with available resources.
It should be used as a guideline for those in Command of firefighting, Command
staff operating from the Emergency Operations Center (EOC) or other situation
and should not be viewed as a prescribed plan of action for firefighting.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency in which ESF-4 is activated at the County Level;

B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency/firefighting operations including, but not limited to the following examples:

- The use of the Pass Port Accountability System;
- The utilization of the Portage County Critical Incident Stress Management Team (CISM);
- Medical Control's protocols for Firefighters safety and return to emergency operations, etc.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County will periodically experience emergency situations, which may overwhelm current fire service capabilities and/or equipment and personnel may be damaged or unavailable. Large-scale and on-going incidents will require the proper utilization of the PC EOC (EOC) to ensure effective and efficient coordination of resources and assets that may be needed during these types of events.

Each local, State or Federal agency will assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in other jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper and official channels for efficient delivery of fire services.

The authority having jurisdiction will, in most cases, be the jurisdiction where an event occurs. In the case of incidents that may occur across multiple jurisdictions or involve multiple agencies, a Unified Command (UC) or Area Command (AC) will have the primary responsibility for Command and Control. This includes establishing Incident Command, delegations of authority, requesting activation of the Portage

County Emergency Operations Center (EOC), and/or activating the Ohio Fire Chief's Association (OFCA) Emergency Response Plan (ERP).

The Portage County Fire Chief's Association (PCFCA) Representative assigned to the EOC will be responsible for the higher coordination of local fire resources as well as other counties and agencies including specialty response teams. ESF-4 will assist in securing resources from State and Federal entities that are requested by the local jurisdiction(s) in coordination with the PC OHS/EM. The Command Element(s) will work in a combined effort with the appropriate agencies to determine potential avenues of reimbursement regarding emergency, disaster, or incident operations if availability exists.

B. Assumptions

- Portage County Fire Departments and personnel will be able to cope with most emergency situations utilizing local resources and current mutual aid agreements when necessary;
- Local fire protection activities will increase significantly during a major disaster, civil disturbance or other emergency situation. During these events, resources may need to be augmented with regional, State, or Federal agencies;
- Limited communications capabilities may create overwhelming confusion and ineffective fire response strategies;
- Mutual Aid resources may be quickly exhausted or nearly exhausted resulting in the request for additional resources through the OFCA ERP;
- Fire agencies within Portage County have complied with firefighting standards and have developed department policies and procedures;
- The vast majority of structure fires in Portage County are single family residential structures;
- Portage County Fire Departments cannot meet the demands of all the standards, laws, and safety regulations for structure fire response without utilizing multiple mutual-aid agreements.

IV. **CONCEPT OF OPERATIONS**

A. General

During periods of expanding operations regarding emergencies, incidents, or other disasters the scope of an incident will grow resulting in the activation of the EOC. As a Safety Force, the primary role of the Fire Department(s) is the preservation of life, safety, and the environment. The PCFCA will appoint personnel based on the situation to staff the EOC as the ESF-4 Representative for coordinating multi-jurisdictional response that may or may not be out of normal mutual aid operations.

B. Organizational Responsibilities

- All organizations primary and support relative to ESF-4 are responsible for developing their respective SOG and SOPs for conducting or supporting firefighting operations in the County;
- All organizations that support this ESF in the County will coordinate their plans and operations with the PC FCA and the Director of the PC OHS/EM;
- All organizations that support this ESF, are responsible for coordinating with other organizations from which they require local support to develop memorandums of understandings or mutual aid agreements for that support;
- All organizations that support this ESF, are responsible for ensuring compliance with all required NIMS and ICS training levels as required by appropriate regulatory authorities;
- Initiate and maintain updated reports, leading to the preservation of historical records evidencing of expenditures of the incident;
- When the PC EOC is activated, coordinate and provide timely operational update(s) and normal incident reports, as appropriate.

    i. Training

    - o Firefighters, Safety Inspectors and Fire Service Instructors as well as other personnel involved in direct firefighting activity must meet required training, standards, and applicable laws;
    - o Supporting ESF-4 organizations have training and certification standards as well which must be met in regards to direct activity involving ESF-4 as a Safety Response Force;
    - o It is a coordinated effort of both PC OHS/EM & local FD organizations to ensure that Staff members are trained appropriately to the standard required in order to staff and support ESF-4 during emergency operations, to include Staff assigned to the EOC.

V. **ASSIGNMENT OF RESPONSIBILITY**

A. General

Large-scale incidents require the coordinated actions of numerous departments to meet the needs of affected communities. Communication must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken when ESF-4 is activated.

B. Task Assignments

i. <u>Coordinating Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - State and Federal Assistance – Acquisition and Coordination.

ii. <u>Primary Agency</u>

a. Portage County Fire Chiefs Association:

- Command and Control;
- Provide resources for locating, confining, and extinguishing fire(s) and utilize pre-existing mutual-aid agreements;
- Follow strategic priorities of life, property, and environment and establish incident priorities;
- Coordinate all resource requests as well as public information through the EOC;
- Utilize available resources to ensure MOU's and resource lists can be located in the EOC as a basis for needs assessments and resource requests.

iii. <u>Support Agencies</u>

a. Portage County Police Chiefs Association (PCPCA):

- Law Enforcement will provide traffic control and re-routing on scene as necessary;
- Provide security at critical sites such as on-scene, morgue(s), Family Assistance Centers, Hospital and/or Funeral Homes, and shelters;
- Provide forensic assistance under the guidance of the PC Coroner;
- Provide escorts and security of critical resources being transported to staging areas;
- Understand and utilize existing county resources' such as SWAT and Portage County bomb detection capabilities.

b. Portage County Sheriff's Office (PCSO):

- Law Enforcement will provide traffic control and re-routing on scene as necessary;

<u>Support Agencies</u> *(continued)*

Portage County Sheriff's Office (PCSO):

- Provide security at critical sites such as on-scene, morgue(s), Family Assistance Centers, Hospital and/or Funeral Homes, and shelters;
- Provide forensic assistance under the guidance of the PC Coroner;
- Provide escorts and security of critical resources being transported to staging areas;
- Understand and utilize existing county resources' such as SWAT and Portage County bomb detection capabilities;
- Coordinate with PSATF in response to suspected or confirmed incidents of Arson.

c. Portage County Prosecutor's Office:

- Provide legal counsel at the EOC including but not limited to interpretation of the Robert T. Stafford Act.

d. Portage County Coroner's Office:

- Determine level of response necessary and what additional resources needed to safely bring the situation under control working within the Incident Command Structure established;
- Communicate with or establish Public Information Office to handle Media;
- Call for appropriate transport system for deceased;
- Call for Ohio Mortuary Response Team and coordinate arrival with IC and EOC;
- Notify appropriate regulatory authorities based on cause of situation.

e. University Hospitals – Portage Medical Center (UH-PMC):

- Provide guidance for Critical Incident Stress Management peer support program for firefighters;
- Provide rehabilitation guidance for firefighters involved in emergency.

f. Summit, Portage, and Medina Counties Chapter – American Red Cross (SPM-ARC):

- Provide all aspects of Mass Care as needed for responders, victims and families and provide sheltering for evacuees.

VI.   DIRECTION AND CONTROL

A. Local fire jurisdictions understand and utilize the ICS structure during daily operations, such as structure fires. ICS Operations and EOC Operations differ with respect to application; i.e. – ICS Operations in the field vs. ICS Operations within the coordinating structure of EOC Operations. The EOC, when staffed by

an ESF-4 Representative appointed by the PCFCA will utilize this control system within the scope of EOC Operations.

B. EOC Operations are employed in accordance with its primary function of being a single location of resource deployment and resource allocation when local jurisdictions become overwhelmed and require complex coordination in addition to their normal system in place with memorandums of understanding.

C. As further resources are required, dependent upon the circumstance, the designated ESF-4 representative will coordinate the effort with the EOC Manager, who in turn compiles all currently available intelligence on the situation for briefing to the Local Elected Official(s) with authority to determine, as a collective, the overall best course action to most effectively resolve all issues present within the context of the incident.

VII.   ADMINISTRATION AND LOGISITICS

A. Administration

- When the situations exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be initiated by the IC, and made by the Chief Elected Official through the EOC.
- PCFCA along with the PC OHS/EM has been and will continue to establish plans at both the local and county levels to assure an efficient response in the event of large or on-going emergency situations.
- This plan, as an Annex to the Base Plan, does not replace or attempt to replace pre-existing memorandums of understanding or the Mutual-Aid Box Alarm System (MABAS) set in place as pre-established, needs based response frameworks. Rather, ESF-4, as a plan, identifies how to work in tandem with these standard procedures already in place.
- This ESF, as a plan, does not replace or intent to replace SOP's related to special teams response, their capability, or who activates/requests a specialty team. This ESF, as a plan, works in tandem with these SOP's to facilitate a more organized activation and response of specialty teams.
- Each fire/rescue organization will maintain internal personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC, dispatch centers and response teams

B. Logistics

- Resource Management

  o Resources within the scope of ESF-4 are specific to each jurisdictions capability for responding to an incident. Local fire jurisdictions know what equipment they have, and based on the incident, what they will need to resolve and recover from the incident.
  o When the situation expands outside of MABAS protocol, needing further resources, the coordinated effort takes place through the EOC

via the ESF-4 Representative. The management of the additional resources is the responsibility of the organization in charge of that particular resource arriving on scene.

VIII. RESOURCE REQUIREMENTS FOR ESF-4

A. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power.

B. A listing of available fire and rescue resources within each jurisdiction should be maintained be each County EMA Director and/or the president of the local fire association. The State Fire Marshal's (SFM) Office is in the process of obtaining resources list from all fire and rescue organizations throughout Ohio. SFM will make certain that the accuracy of these lists is maintained.

C. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

IX. REFERENCES

1. "The Robert T. Stafford Disaster Relief and Emergency Assistance Act", as amended, 42 U.S.C. Sections 5121, et seq.
2. Ohio Revised Code, Sections 5502.21 through 5502.5 and 5502.99, Emergency Management.
3. Ohio Revised Code Chapter 3750, State Emergency Response Commission.
4. Firefighter, Fire Safety Inspectors, and Fire Service Instructor, ORC and OAC 4765.
5. Sara title III, The Right to Know Act.
6. Portage County fire Mutual-Aid Box Alarm System (MABAS).

Emergency Operations Plan

Emergency Support Function 4

Fire Fighting

OFCA ERP
Activation/Notification

Tab A

Portage County
Emergency Operations Plan
Emergency Support Function #4 – Firefighting

Tab A

Ohio Fire Chiefs Association
Emergency Response Plan
Activation/Notification Procedures

TO REQUEST ASSISTANCE (FIRE – EMS – RESCUE – HAZMAT)

Whenever the incident resource needs (fire, EMS, special teams and/or equipment) exceed the mutual aid capabilities of the affected community (including county or inter-county mutual aid response plans) notify the Central Dispatch Center.

OHIO FIRE/EMS EMERGENCY RESPONSE PLAN
1-888-822-4900

You will be asked the following:

1. Name of affected jurisdiction and the name of the fire department responsible for providing service to that community.

2. Name of the calling agency; name and rank of caller. Call back phone and fax numbers.

3. Incident Commander (name, rank and department) requesting assistance.

4. Type of emergency.

5. Type and number of needed apparatus (i.e. 20 engines, 30 medics and 4 structural collapse teams).

6. Location of Staging Area (use major highways that can be located on highway road maps).

7. Type of response needed:

   - "IMMEDIATE " or "SCRAMBLE" (en-route within 30 minutes and be able to be on site for up to 24 hours).

   - OR LONG TERM or "STANDARD" (en-route within 3 hours and be able to be on site for up to 72 hours).

Central Dispatch, after obtaining the requested resources, will notify the call back point that the request has been filled.

Emergency Operations Plan

Emergency Support Function

Planning, Information & Emergency Management

5

ESF-5 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	March 2016		Full Revision and Update Start	RTS-CMB

PC OHS/EM

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Portage County
Emergency Operations Plan

Emergency Support Function 5

Information, Planning, & Emergency Management

Primary Agency(s):   Portage County Office of Homeland Security and Emergency
                       Management

Support Agency(s):   All Emergency Support Functions

I.   INTRODUCTION

A. Purpose

Emergency Support Function 5 – Information, Planning & Emergency Management (ESF-5) is an element of the incident management system within the Portage County Emergency Operations Center (EOC) and is consistent with the planning activities addressed in the National Response Framework. ESF-5 manages the collection, processing, and analyzing of information for dissemination to operational elements and executive staff within the EOC. It responds to the information requirements of assessment, response, and recovery. During emergency operations ESF-5 becomes the planning branch of the EOC. The planning branch does not directly collect raw data from the field. The planning branch relies on data attained from local officials and responders as well as agencies operating as emergency support functions, volunteer organizations, state and federal agencies, as well as private contractors.

B. Scope

ESF-5 accumulates, consolidates, and disseminates information to assist in the development of the planning tools as well as operational objectives and documentation in support of EOC activities.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;
C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Any situation may require the activation of ESF-5. The Planning Branch will support the initial assessment of developing incidents and the identification of overall priorities for county level emergency activities. These tasks will be completed through research, developing displays and briefings, and by accumulating the flow of information while preparing for its dissemination.
Some emergencies will not require all elements of the planning branch to be staffed. Planning Branch personnel will report to the EOC Manager who, in-return, reports to the Executive Policy Group (EPG).

B. Assumptions

- Demands for information support will be immediate and will be continuous during an emergency.
- Local personnel in the field are the best source of vital information regarding damage assessments, needs assessments, as well as geographical, logistical, and other necessary site-area information.
- There may be delays in establishing full operational capability because telecommunications may be impacted, and lead-time will be required to establish the PC EOC.
- PC OHS/EM personnel and other needed local staff that support the Information, Planning and Emergency Management ESF will receive regular training in their functions.
- Capabilities and the development of such planning documents will be dependent upon staffing levels and staffing levels within ESF-5 may, at times, be limited.

IV.   CONCEPT OF OPERATIONS

A. General

In response to an incident, the EOC Manager will decide which level of EOC activation is necessary as prescribed in the EOP Base plan. This includes ESF-5. The decisions will be based on the need to monitor a potential or developing

incident and to determine priorities for information collection, processing and distribution during initial assessment, response, and recovery.

Pro-active information gathering through available channels and a proper risk analysis to plan for known and potential events that could require large amounts of resources is a priority for ESF-5.

In the initial period of an incident, the main sources for the collection of disaster information will be from local sources. Information will be obtained from initial emergency responders as well as any pertinent authority (NWS, ESF Primary Agencies, etc…).

It will be the responsibility of ESF-5 to support WebEOC operations, load relevant and timely information into WebEOC and assist other ESF's in thoe processes. WebEOC will be used as the main dashboard for information sharing in the EOC for each ESF position.

B. Organizational Responsibilities

- Coordinate WebEOC activities;
- Development of the Situations Report during operational periods;
- Providing needs assessment to the EOC Manager and EPG;
- Contacting hazard specific SME's and coordinating ESF's;
- Developing the Incident Action Plan for the next operational period in the EOC;
- Assisting in tracking the demobilization of resources of personnel and equipment.

V. ASSIGNMENT OF RESPONSIBILITY

A. General

The general responsibilities of ESF-5 is within the context of Information, Planning, and Emergency Management activities as assigned by the Director of the PC OHS/EM and/or EOC Manager during and throughout activation.

B. Task Assignments

i. Primary Agency

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide information, planning, logistics support, and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;

- State and Federal Assistance – Acquisition and Coordination.

- o Additional Roles and Responsibilities:
    1. Situation Unit
        - Collects, updates, integrates and analyzes information regarding an incident for potential or actual situations that may impact the incident and develops action plans.
        - Collects, updates and disseminates information about the status of missions assigned to local agencies throughout the EOC activation Process.
        - Collects and updates current incident specific needs on a regular basis and works to fulfill proposed incident needs.
    2. Documentation Unit
        - Develop appropriate media for displaying information in operations, assessment, and executive rooms of the EOC.
        - Logs major events, significant activities, and impacts of the event.
        - Collects all reports into a master document binder for later analysis, reporting, and other actions.
    3. Demobilization Unit
        - Coordinates the identification of needs for each operational period for input into action plan.
        - Coordinates demobilization of field resources for transition to staging/JFO.
    4. Response Action
        - The planning Brach may begin response operations at the occurrence of the event/incident, prior to the event/incident, were information indicates that an event may be imminent. These operations will occur in the EOC, Mobile Command Unit, or pre-designated planning area depending on nature and location of incident.
        - Pre-deployment of resources may occur at the request of Incident Command Center or in support of the Emergency Management Assistance Compact.
    5. Continuing Actions
        - Planning Branch actions continue as long as they are neccassary. Overtime, disaster operations will transition from response to recovery as part of demobilization activities. Transition will not change the mission of the planning branch nor will it affect the basic unction of information gathering, analysis, dissemination, and planning. Planning staff will gradually be reduced as the disaster response tempo slows down.

ii.   <u>Support Agencies</u>

a. All Emergency Support Functions:
- Receive information within the EOC;
- Update WebEOC accordingly;
- Deliver ICS 214 form to ESF-5 coordinator for record keeping purposes;
- Support any additional information requests as needed.

VI.   ADMINISTRATION AND LOGISITICS

A. Administration

The administrative capacity of ESF-5 rests within the ability to track and maintain the flow of information and accommodate resource request activities in conjunction with Emergency Support Function 7 – Logistics (ESF-7) operations. These requests as well as information acquisition and plans will be complied through the use of the following tracking methodologies:

- ICS Forms;
- Situation Reports Form;
- Incident Action Plan Form;
- Resource Request Forms;
- WebEOC Documentation;
- EOC Message Forms.

B. Logistics

ESF-7 will work closely with ESF-5 during incident resolution to ensure that all the appropriate information on resources is being maintained.

- Resource Management
  - ESF-5 will assist in the tracking and information dissemination of resources as requested by ESF-7.

Emergency Operations Plan

Emergency Support Function 5

Emergency Management, Information & Planning

EOC Standard Operating Procedure

Tab A

Portage County
OFFICE OF HOMELAND SECURITY
&
EMERGENCY MANAGEMENT

EMERGENCY OPERATIONS CENTER (EOC)

STANDARD OPERATING
PROCEDURE (SOP)

Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	April 2016		Full Revision	CMB

Portage County
Office of Homeland Security and Emergency Management
Emergency Operations Center (EOC)
<u>Standard Operating Procedure (SOP)</u>

Introduction

The Portage County, Office of Homeland Security and Emergency Management (PC OHS/EM) operates the Emergency Operations Center (EOC) out of its *Primary Location* of:

8240 Infirmary Road

Ravenna, OH 44266

Located at the Portage County Justice Center on Infirmary Road, the PC OHS/EM point of entry is at the rear of the building upon entering the premises and is well labeled on the Justice Center grounds. Parking is located directly across the entrance to the PC OHS/EM Headquarters (HQ). In the event that the Primary Location of the EOC has been, or is expected to be compromised the secondary EOC Location will become active, and emergency operations will be conducted from said secondary location. The *Secondary EOC* is located at:

4132 Tallmadge Road

Rootstown, Ohio 44272

This secondary location at the Rootstown Township Fire Station is in place as a planned redundancy with the intention of having functionality similar to that of the EOC at PC OHS/EM HQ.

The activation of the EOC for incident management is dependent upon several factors which will be outlined in detail throughout the entirety of this Standard Operating Procedure (SOP). The primary purpose of the EOC is to have an established operational platform in which an organized and informed staff can coordinate the efforts to resolve the problems posed during an emergency. This happens by having a consolidated point for information acquisition and dissemination, meaning that information about the incident comes into the EOC and decisions

can be made on resource allocation or expanding the scope of response to include State and even Federal entities. The decisions made in the EOC by key Officials work in tandem with the First Responders, the Incident Command established on-scene, and all other stakeholders to ensure operations continue as normal throughout the County and the situation has been recovered from. In order for the EOC to function properly, the SOP must be established and abided by to ensure that all parties are working within a Common Operating Picture (COP) to resolve a significant event.

The Emergency Operations Center has the capability for interagency communication with separate meeting rooms for Executives and Public Information Officials as well as information technology capabilities such as laptops and 4 large flat panel televisions for display purposes in the Operations Room.   Bunking rooms designed for temporarily housing personnel during incidents in which the operational period requires personnel to stay onsite for extended hours are available.

Purpose

The purpose of the Emergency Operations Center's Standard Operating Procedure (SOP from this point forward) is the following:

- To identify the methods in which Emergency Operations Center (EOC) assists local first responders to resolve incidents requiring further coordination of effort with multiple jurisdictions.
- To detail the roles of personnel within the EOC during the coordinated effort.
- To establish formal Levels of Activation (LoA) regarding the management of incidents when assistance from the Portage County Office of Homeland Security and Emergency Management (PC OHS/EM) is requested.
- To describe the administration of EOC Activation as well as through the LoA.
- To outline the procedures and precedence's associated with EOC Activation.
- To implement real-world, all-hazard methodologies toward EOC Operations with respect to the total functionality of the EOC and its capabilities.

Roles within the EOC

The roles within the EOC are comprised of internal and external agencies representing a specific single point of resource allocation determined by event severity and representatives called into the EOC to resolve the situation. The organization being represented by the pre-assigned individual embodies a support function that is required for the purposes of coordinating a timely resolution to the emergency at hand. In accordance with the National Incident Management System (NIMS), these individuals represent an essential Emergency Support Function (ESF). The each ESF representative works within their specialty and when assigned as a primary call-out member will be recommended to partake in training in order to further understand their role with the EOC in the event of activation in a real-world incident.

Emergency Support Functions					
ESF-1	Transportation	ESF-6	Human Services	ESF-11	Agriculture
ESF-2	Communications	ESF-7	Logistics	ESF-12	Energy
ESF-3	Engineering and Public Works	ESF-8	Public Health and Medical Services	ESF-13	Law Enforcement
ESF-4	Firefighting	ESF-9	Search and Rescue	ESF-14	Long-Term Recovery
ESF-5	Planning and Information	ESF-10	Hazardous Materials	ESF-15	Public Information

The ESF Representative assigned to operate from the EOC during an emergency has a designated area in which they will operate from in the main operations room. The assigned seating is based upon ESF represented and at each representatives table, a placard indicating which ESF is located at which table will guide each representative to their appropriate location. An image of the EOC is on the following page (5).

Although the EOC is designed to facilitate maximum person-to-person communication via the open square, communication by means of developing effective coordination measures is completed by the EOC Manager.

EOC Manager

The role of the EOC Manager is that of the primary coordinator of all information coming into and leaving the EOC. The EOC Manager maintains consistent communication with the Incident Commander (IC) On-Scene to develop the direction in which the first responders necessitate based on the issues that arise due to resource exhaustion. The EOC Manager coordinates with the IC to fulfill resource requests that are outside of the normal response mutual aid agreements which may include; Regional, State, and Federal Resources. The EOC Manager also receives information from others involved in the incident who are not directly

involved in protecting life, property, or the environment. Communications, for example, is ESF-2 and while communications (ESF-2) does not constitute life, safety, or the environment it is common to have information regarding phone line restoration information come through to the EOC Manager. That information, in turn, develops into a broader Situation Report (SITREP) that is comprised of all the current information from the other ESF Representatives. The EOC Manager reports directly to the Executive Policy Group.

Executive Policy Group (EPG)

The Executive Policy Group (EPG) is comprised of the Local Elected Officials of the affected area and/or the County Elected Officials, as well as the Chiefs of Safety Forces when applicable. There is no designated EPG Members, and the EPG will be determined by the needs of the incident. Also involved in the EPG are the Budget and Finance Officers who report to their respective Elected Official. Furthermore, if the situation requires, the EPG may also

consist of Regional, State, and Federal Officials. The EOC is equipped with the Executive Room, annotated in the above EOC image by the **Red Dot.**
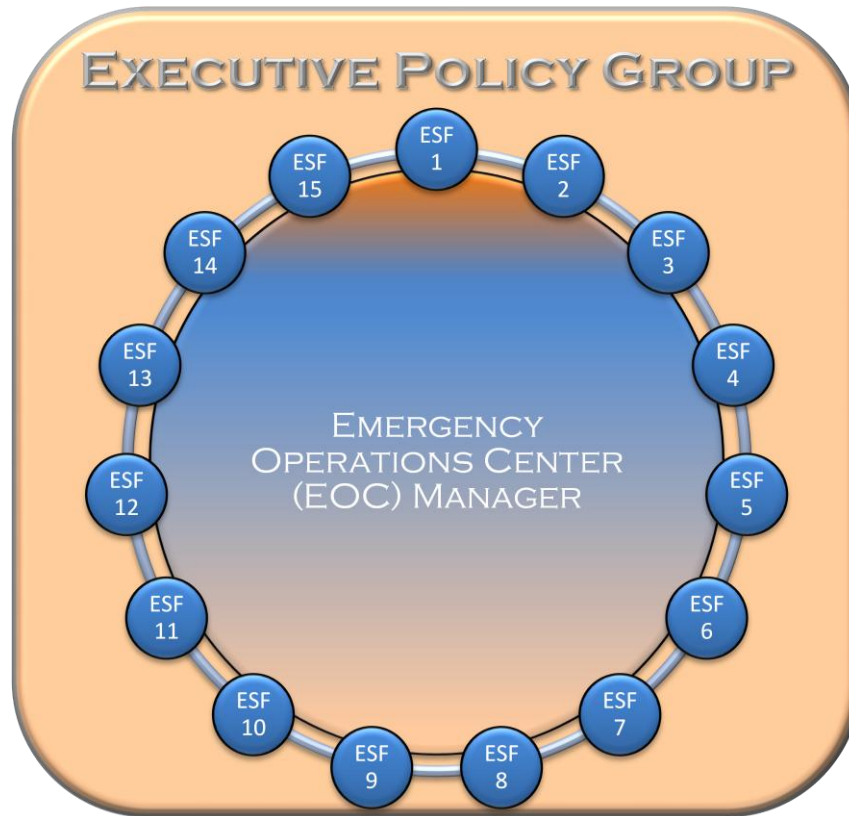
### Portage County Office of Homeland Security and Emergency Management (PC OHS/EM) Staff

The PC OHS/EM maintains three full time staff members, one part-time employee, and one volunteer.

PC OHS/EM Personnel		
Full Time	Part-Time	Volunteer
Director, PC OHS/EM	Logistics Specialist	Public Information Officer
Deputy Director		
Emergency Management Administrative Specialist		

The Portage County Emergency Management Agency (EMA) Advisory Board

As required, the PC OHS/EM meets with the EMA Advisory board on a regularly scheduled basis outside of emergency specific operations. The EMA Advisory Board, although having no authority regarding Direction and Control of the PC OHS/EM, consists of valuable community members and stakeholders within Portage County and may be called upon for valuable recommendations during and after an emergency.

SOP

EOC Organizational Chart


PC OHS/EM – EOC Organizational Chart
Est. May 2016
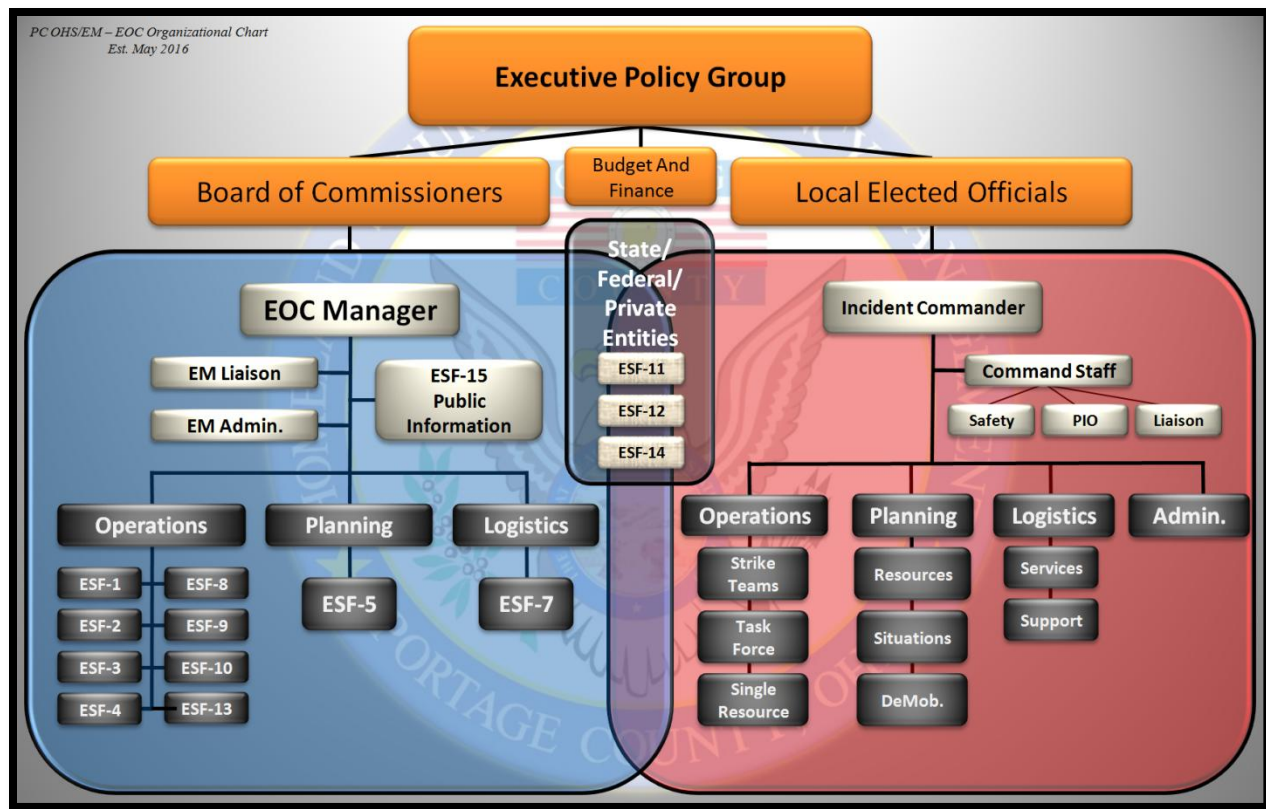
EOC Activation Levels

The EOC operates within the scope of 5 activation levels, tiered from 1 to 5. Level 1 being least significant and Level 4 representing the fully activated EOC while Level 5 operating status indicates the Recovery Operations (which includes de-escalation and demobilization).

Levels of Activation (LoA), should generally follow scaled and tiered response efforts at the local level prior to the escalation of LoA's. Meaning, as the local response efforts and resources become exhausted the EOC's activation level may increase. As a standard acceptable practice, the PC OHS/EM will follow best practices which outline the concept of Emergency Declarations in relation to the LoA. The image below depicts the phases of Emergency Declaration through the spectrum of emergency management.

Activation Levels in Conjunction with Emergency Declarations
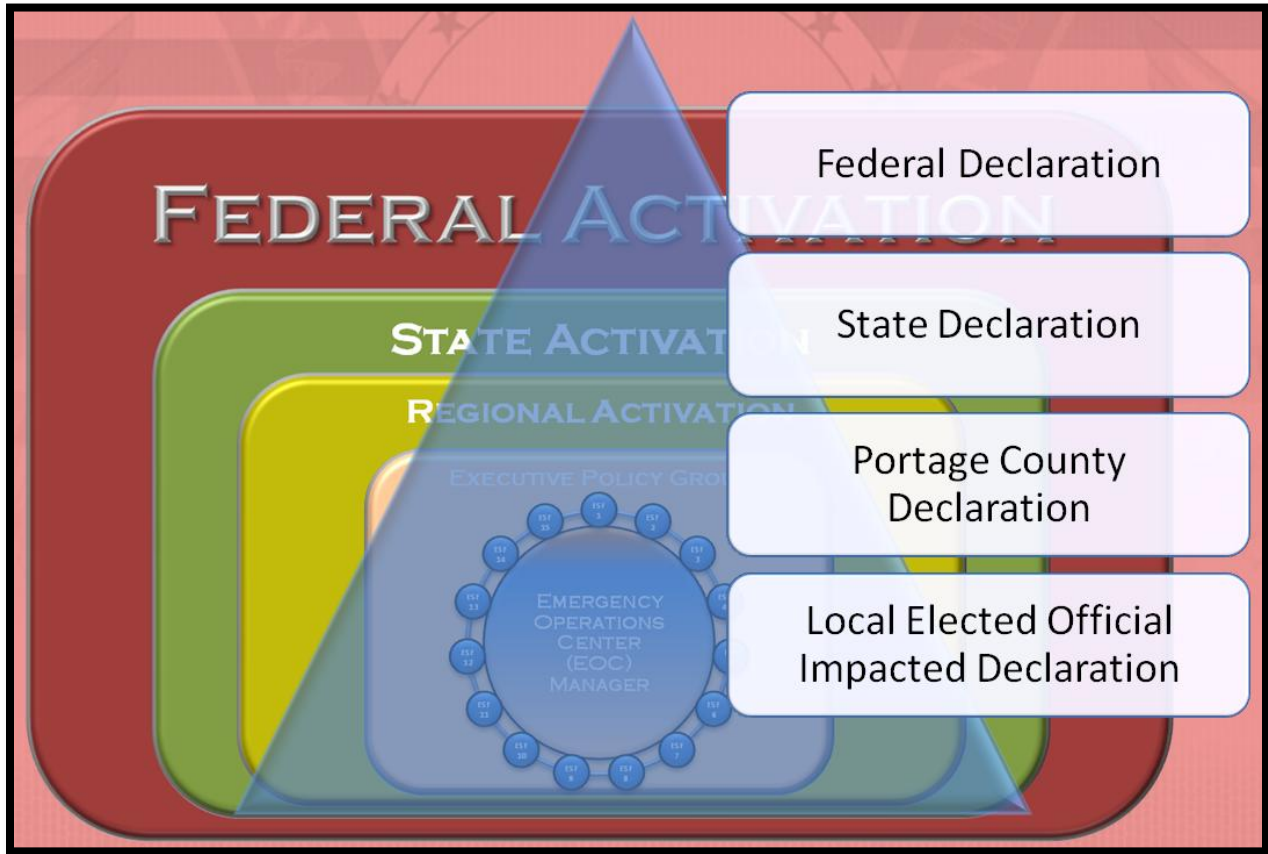
Roles of Echeloned Activation Entities

When an incident has occurred that grows beyond the scope of Portage County's ability to effectively management the emergency insofar as the protection and preservation of life, property, and the environment – the Executive Policy Group (EPG) may execute an Emergency Declaration. A County Emergency Declaration will allow for requests to be sent in to the State for Regional Asset allocation to the affected area within Portage County. The process, post-declaration, involves sending Mission Requests to the Ohio Emergency Management Agency (OEMA) who will then facilitate resource allocation through the County EOC.

In the event that Regional assets are likely to not remedy the situation, State Level Resources may be activated in response to whatever may be needed regarding the needs of the Incident Commander or the needs of the community as a whole.

EOC Capabilities

The capabilities of, and within, the EOC rest within the context of the demands of each specific incident, the activation level, and threat/hazard or recovery processes the County is

currently engaged in. The situation, in general, will dictate the capability employed and/or deployed. However, there are capabilities inherent to the EOC regardless of incident and available with relative immediacy. These include, but are not limited too;

- Designated Public Information Headquarters (Joint Information Center – JIC)
- Conference capable Executive Room (Print, Phone, Computer w/TV display)
- Communications Room with interagency (fire/law) capabilities utilizing:
    - (2) iCom IC-F5021: VHF Mobile Two-Way Radios
    - (1) Yaesu FT-8800R: Dual Band FM Transceiver
    - (1) iCom ID-880H: Digital Dual Band D-Star Mobile Transceiver
    - (1) iCom IC-706 Mk2G: All Mode Transceiver
    - (5) Handheld Multi-Agency Radio Communication System (MARCS) units (Motorola)
    - (1) Mobile MARCS unit
- Deployable assets via PC OHS/EM (or Specialty Team Command):
    - Mobile Command Post
    - Decontamination Trailer
    - Hazardous Materials Trailer
    - Urban Search and Rescue Trailer
    - Light Tower
    - Point of Dispensing Trailer
    - Mass Casualty Trailer
    - Gator (w/trailer)
    - Wood Trailer
    - Video Trailer
- Multi-Agency Coordination (MAC)
- WebEOC
- Mapping (affected area – GIS)
- Administration function(s), including Mission Requests to the State and administration through Recovery

Administration

Administrative procedures accompanying EOC operations regardless of activation level, allows for the tracking of resources, documentation of processes, and ensures that County

Emergency Management functions/actions can be tracked in a manner that abides by State and Federal guidelines. In order to accomplish certain administrative functions, PC OHS/EM staff will utilize the following forms for completing certain tasks. These tasks are situation dependent, as well as dependent upon activation level, and the needs of the incident. Below is a list of forms to be utilized by PC OHS/EM.

<u>**Incident Command System Forms**</u>

- ICS Form 201 – Incident Briefing
- ICS Form 202 – Incident Objectives
- ICS Form 203 – Organization Assignment List
- ICS Form 204 – Assignment List
- ICS Form 205 – Incident Radio Communications Plan
- ICS Forms 205a – Communications List
- ICS Form 206 – Medical Plan
- ICS Form 207 – Incident Organization Chart
- ICS Form 208 – Safety Message/Plan
- ICS Form 209 – Incident Status Summary
- ICS Form 210 – Resource Status Change
- ICS Form 211 – Incident Check-in List
- ICS Form 213 – General Message
- ICS Form 214 – Activity Log
- ICS Form 215 – Operational Planning Worksheet
- ICS Form 215a – Incident Action Plan Safety Analysis
- ICS Form 218 – Support Vehicle/Equipment Inventory
- ICS Form 219-1 through 219-10 – T-Card System
- ICS Form 220 – Air Operations Summary
- ICS Form 221 – Demobilization Check-Out
- ICS Form 225 – Incident Personnel Performance Rating

<u>**FEMA Forms**</u>

- FEMA 90-49 – Request for Public Assistance
- FEMA 90-91 – Project Worksheet
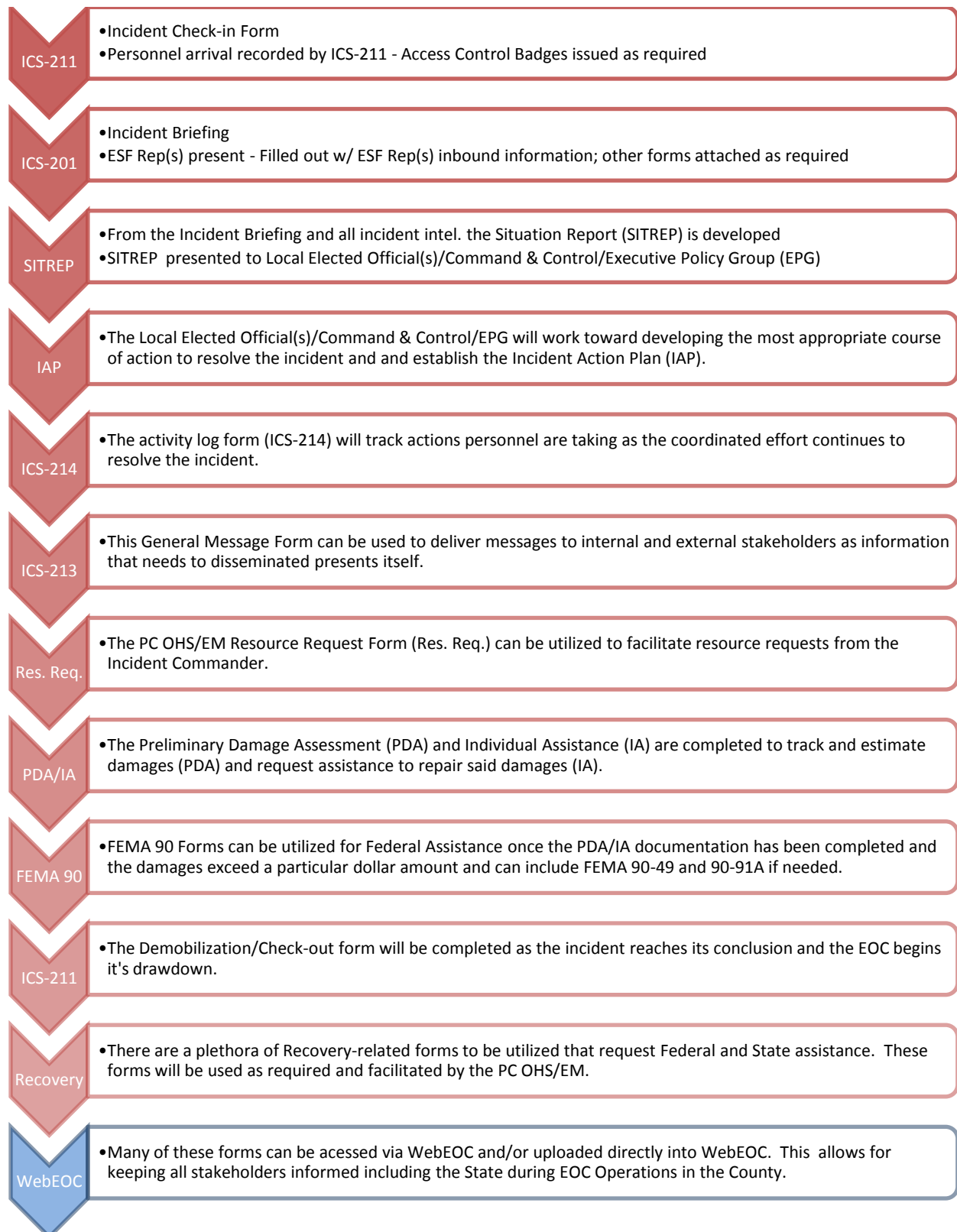- FEMA 90-91A – Damage Description/Scope of Work

- FEMA 90-91B – Cost Estimate Continuation
- FEMA 90-91C – Maps and Sketches
- FEMA 90-91D – Photo Sheet
- FEMA 90-121 – Private Non-Profit (PNP) Facility Questionnaire
- FEMA 90-123 – Force Account Labor Summary
- FEMA 90-124 – Materials Summary
- FEMA 90-125 – Rented Equipment Summary
- FEMA 90-126 – Contract Work Summary
- FEMA 90-127 – Force Account Equipment Summary
- FEMA 90-128 – Applicants Benefits Calculation Worksheet
- FEMA 90-129 – Mission Assignment
- FEMA 90-136 – Action Request

Portage County Forms

- Incident Action Plan (IAP) Form
- Situation(s) Report (SITREP) Form
- Incident Management Assistance Team (IMAT) Activation Form
- Access Control/Badge Forms
- Initial Resource Request Form
- Non-Emergency Resource Request Form
- Preliminary Damage Assessment (PDA)/Individual Assistance (IA) Form
- Portage County Local Emergency Planning Committee (LEPC) Incident Spill or Release Form

Many of these forms can be filled out digitally or submitted in full via online systems such as WebEOC. These forms are also available to be filled out manually and submitted through conventional means. The following provides an example of how forms can be utilized during EOC activation. This example is not exhaustive, or specific. Each incident will require differing forms and documentation procedures. Form will be completed as required based on the needs of the incident.

Example: *Form utilization during EOC*

ICS-211
- Incident Check-in Form
- Personnel arrival recorded by ICS-211 - Access Control Badges issued as required

ICS-201
- Incident Briefing
- ESF Rep(s) present - Filled out w/ ESF Rep(s) inbound information; other forms attached as required

SITREP
- From the Incident Briefing and all incident intel. the Situation Report (SITREP) is developed
- SITREP presented to Local Elected Official(s)/Command & Control/Executive Policy Group (EPG)

IAP
- The Local Elected Official(s)/Command & Control/EPG will work toward developing the most appropriate course of action to resolve the incident and and establish the Incident Action Plan (IAP).

ICS-214
- The activity log form (ICS-214) will track actions personnel are taking as the coordinated effort continues to resolve the incident.

ICS-213
- This General Message Form can be used to deliver messages to internal and external stakeholders as information that needs to disseminated presents itself.

Res. Req.
- The PC OHS/EM Resource Request Form (Res. Req.) can be utilized to facilitate resource requests from the Incident Commander.

PDA/IA
- The Preliminary Damage Assessment (PDA) and Individual Assistance (IA) are completed to track and estimate damages (PDA) and request assistance to repair said damages (IA).

FEMA 90
- FEMA 90 Forms can be utilized for Federal Assistance once the PDA/IA documentation has been completed and the damages exceed a particular dollar amount and can include FEMA 90-49 and 90-91A if needed.

ICS-211
- The Demobilization/Check-out form will be completed as the incident reaches its conclusion and the EOC begins it's drawdown.

Recovery
- There are a plethora of Recovery-related forms to be utilized that request Federal and State assistance. These forms will be used as required and facilitated by the PC OHS/EM.

WebEOC
- Many of these forms can be acessed via WebEOC and/or uploaded directly into WebEOC. This allows for keeping all stakeholders informed including the State during EOC Operations in the County.

SOP

Forms are not the only measure of the administrative processes and procedures during EOC activation. Mission requests to the State Emergency Operations Center are not completed via formal documentation. These missions are requested via phone or email to the State Watch Office once emergency declarations have been made. **Mission Requests to the State EOC** can be made by calling the following phone number:

(614) 889-7150

The State Emergency Operations Center Watch Office may also be emailed reports directly at:

emawatch@dps.ohio.gov

The preferred method for Mission Requests in Portage County is utilizing the Ohio Emergency Management Agency's (OEMA) Regional Field Office. This coordination is completed via the EOC Manager and/or the PC OHS/EM Director or the Director's appointee.

WebEOC

Ohio WebEOC is a software platform made available by the State of Ohio as an incident management system to track and analyze disaster information. WebEOC employed in the Portage County EOC during incidents that require cross-collaborative information sharing allows for information to be shared among stakeholders, develop a common operating picture, and complete requests for assistance in the form of mission requests to the State.

The ICS and FEMA forms in the SOP (see pgs. 11-12) can be filled out via WebEOC and posted to the WebEOC Board. WebEOC will be utilized by each ESF Representative coordinating information on behalf, or for, their respective discipline in the EOC during emergency/incident operations. A log-in and password has been created for each ESF Representative and by following the check-list in this SOP and at each ESF workstation, the representative can access the system. WebEOC will automatically be displayed when accessing the internet via Internet Explorer, or available on the bookmark toolbar.

Employment of WebEOC will be completed by the user first logging in and subsequently finding the "incident" or "event" name. Entering into the active bulletin board, the user will be able to post relevant information about the incident to keep concerned parties informed for further decision making. Further steps to be taken in regards to postings and WebEOC can be found as an Annex (Annex A) to the EOC SOP.

Geographical Information Systems (GIS)

The PC OHS/EM has several options for events that require the GIS capability. If required, the PC OHS/EM can call upon the Portage County GIS Department for services. However, in the circumstances where professional GIS services are not needed for direct mission related activities, the PC OHS/EM has GIS access to software suites such as EPA Flexview, the CAMEO and ALOHA suites, as well as utilizing software such as WISER to be able to map affected areas depending upon the type and scope of incident. With the ability for projecting these maps onto large screens (TV's and projector) the EOC may also use general internet maps to develop situational awareness.

Other Capabilities in the EOC

The EOC is equipped to accomplish a large array of both mission essential functions as well as functionality to increase productivity and in-house services. These include the following;

- 15 – deployment capable laptops;
- 5 – field ready, Damage Assessment Team (DAT) tablets;
- 5 – Large Screen Televisions for displaying multiple information sources;
- Public Information Room – Joint Information Center (JIC) Capable;
- JIC – 4 Flat screen televisions capable of monitoring up to 12 news channels simultaneously;
- 4 – designated bunk rooms for multi-operational period incidents;
- Kitchen (w/o stove);
- Loose paper binding (thermal and ringed);
- Printing;
- Projector;
- Wi-fi;
- Executive meeting space w/ conference phone;
- Located within the designated structural bomb/severe weather area in the facility.

** All of the capabilities listed within this SOP will be utilized on an "as needed" basis and will be based on the needs of the incident. **

EOC Operations

Levels of Activation (LoA)
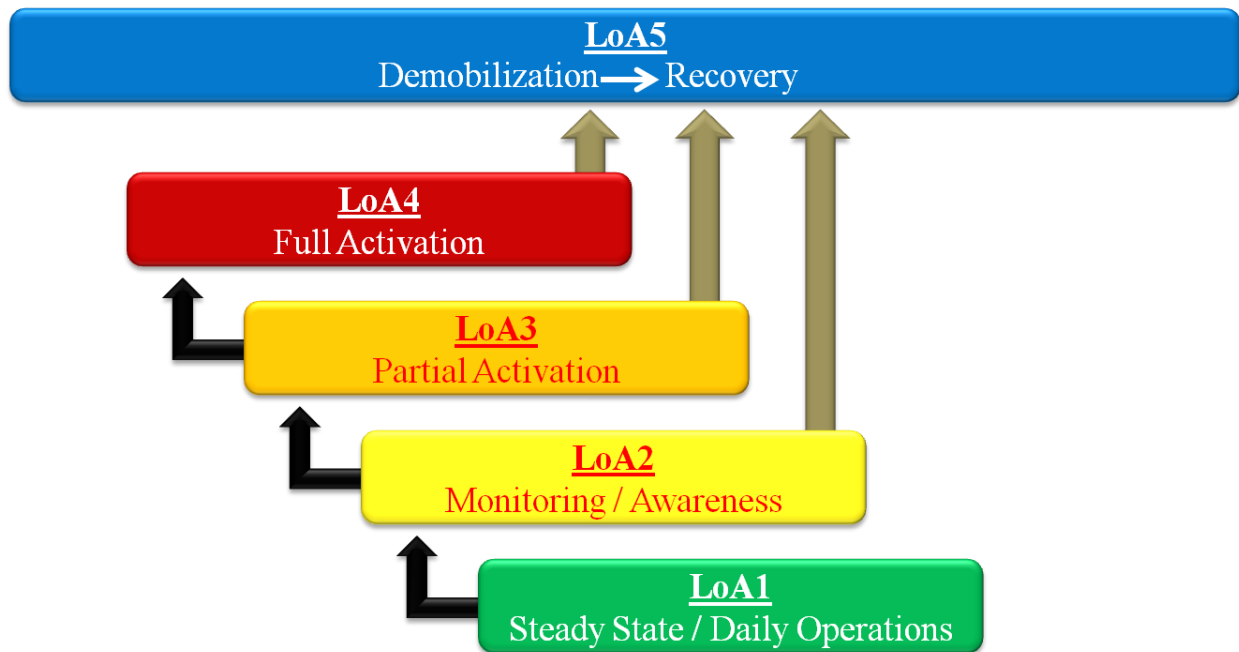
Level 1 (LoA1) – Daily/Routine Operations – Steady State

Level 1 (LoA1) or Normal/Daily/Steady State operations within the EOC consist of the general administration of the Countywide Emergency Management program. This includes, but is not limited to the following:

- Plan development and maintenance;
- Training and exercises;
- Stakeholder engagement;
- Records maintenance and retention;
- Public Education;
- Community Outreach;
- Special event preparation and coordination;

- Emergency management intelligence gathering – receiving updates from the State Watch Office and Weather Alerts/Warnings;
- Disseminate pertinent emergency management information to County Leaders.

While in LoA1 status, if a preplanned or unplanned event takes place in which a heightened level of monitoring is required, the EOC will move into Level 2 (LoA2) – Situational Awareness and Monitoring. In general, the shift from LoA1 into LoA2 is accompanied by a notification. Notifications are most often received directly from first responder elements such as fire, police, or health department personnel or from these departments via 9-1-1 services.

Level 2 (LoA2) – Situational Awareness and Monitoring

When appropriate, the Director of the PC OHS/EM, or designee, will move the EOC into LoA2 operating status after notification of an incident that is in keeping with the guidelines of the County Emergency Operations Plan (EOP). These incidents are most often those that have the potential to grow beyond the capabilities of the local municipality but have not reached the parameters generally considered to involve County level coordination. LoA2 involved the monitoring and increased situational awareness of the incident and may include the following actions;

- Creation of an incident in WebEOC
  - o Sharing information with other agencies
  - o Relaying awareness level information to the State
- Monitoring developments of ongoing incidents both preplanned and unplanned
- Placing PC OHS/EM Staff on standby
  - o Logistics
  - o Planning
- Preparation of ICS Forms
- Deploying Damage Assessment Teams (DAT)
  - o Notification to DAT Members
  - o Field Gear Checks and Preparations
- Incident notifications to the County Board of Commissioners
- Modular Deployment of County Resources
  - o HazMat and/or Decontamination trailer for hazardous material specific incidents
  - o Search and Rescue Truck
  - o Specialty Teams

- Incident Management Assistance Team deployment for Incident Commander support
- Call outs and notifications to key personnel and team leaders for awareness

Procedures for Modular Deployment of Assets and Teams

In LoA2 activation status, situations may need a modular deployment of resources. Modular deployment refers to individual resource deployment to the location of the incident. These resources may be personnel or specific PC OHS/EM physical assets. Modular deployment from LoA2 status will require direct communication from the on-scene Incident Commander or personnel with the authority to request resource allocation. The procedures for requesting assets are as follows;

1.) Incident Notification to the Director of the PC OHS/EM, or designee
2.) Establish a direct line of communication with the requesting authority
3.) Development of the situations common operating picture
4.) Notification to PC OHS/EM personnel, if applicable
5.) Notification to specialty/volunteer team leaders, if applicable
6.) Initiate record keeping via available forms
7.) Mobilization of teams and deploy to site
8.) Mobilization of physical assets and deploy to site

LoA2 offers the capability to assist Incident Commanders within the County on an as needed/as required basis without the necessitation of calling upon representatives to be employed in the ESF role operating from the EOC. For most incidents requiring LoA2 operating status, further coordination beyond increased monitoring and accurate situational awareness is not needed. LoA2 operating status can be modified by way of time lines for monitoring and situational awareness acquisition. For example, a given situation may not require 24-7 monitoring, and LoA2 operating status may be modified to being operational during normal business hours, extended hours, or full 24-7 monitoring at the Director's discretion. However, in the event that the incident (preplanned or unplanned) grows beyond the capability of the local municipality, the EOC will move into LoA3.

Level of Activation 3 – Partial Activation

LoA3 – Partial Activation operating status is the next higher tiered organizational capability for incident resolution. LoA3 encompasses all facets of LoA2 plus the call-out and

staffing of ESF personnel in the EOC. The representatives called upon to staff the EOC during partial activation will vary between ESF roles and will be in line with the requests from the Incident Commander as well as the current and projected incident needs determined by the Director (PC OHS/EM) or designee to resolve the incident. The process flow for LoA3 (as well as LoA4) for activation through the end of the first operational period should follow the below process flow chart as closely as feasible, but will ultimately be determined by the needs of the incident.

EOC LoA3 & LoA4 Activation Process Flow
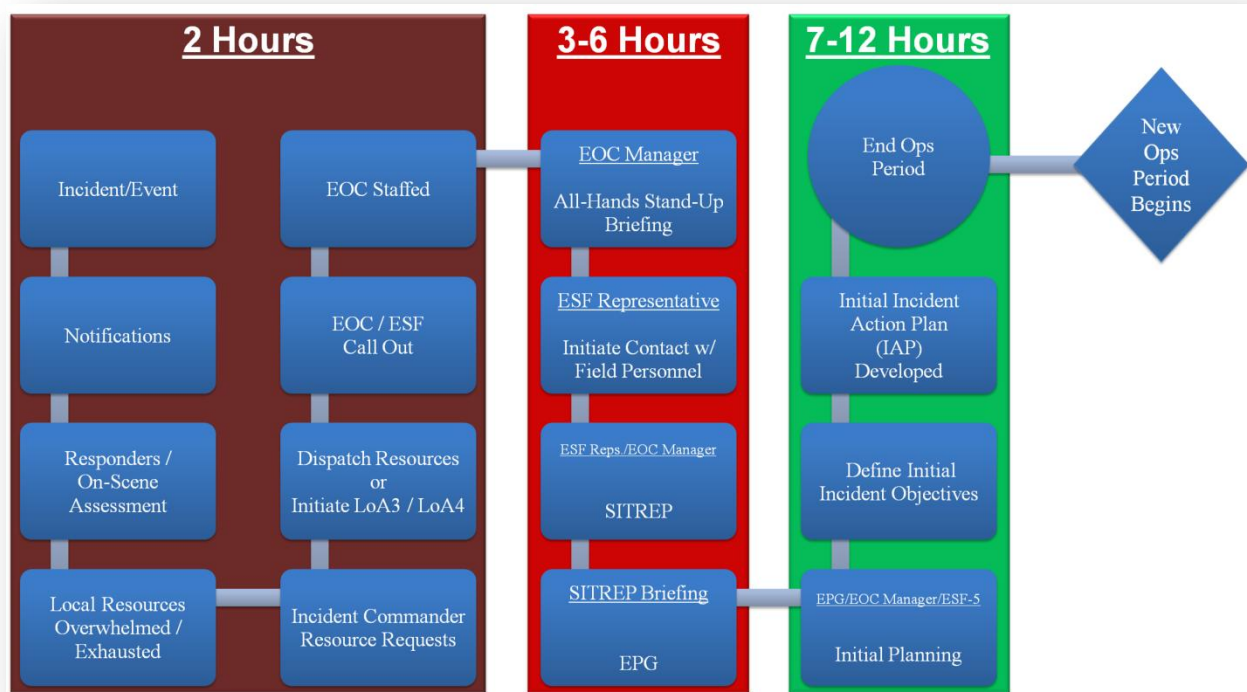
When activating the EOC for LoA3 (and LoA4), the checklist located in the checklists section will be utilized in preparing the EOC for activation and to receive the ESF representatives, volunteers, and PC OHS/EM staff. The local resources insofar as first responder capabilities ***need not be exhausted in every case for requesting activation of the EOC. Certain incidents will require immediate LoA3 (or LoA4) operating status and subsequent activation of the EOC. The determination to move directly into the activation statuses of LoA3 (and LoA4) will be at the discretion of the PC OHS/EM Director, the Director's designee, or other personnel vested with EOC Activation authority. The EOC activation process has no requirement of sequential order (e.g. LoA2→LoA3→LoA4, etc.) and LoA operating status level will be dependent upon the needs of the incident.***

Resource Deployment and Allocation

Similar to that of LoA2, resources can still be deployed in accordance with the needs of the incident and will be deployed in modular form. The modular deployment of resources (teams and physical assets) will be conducted as discussed in the LoA2 section of the SOP.

Resource Tracking

In LoA3 (and LoA4), resource tracking procedures will change given the likely involvement of multiple assets being deployed simultaneously. The difference in tracking methodologies between LoA2 and LoA3 lies within (a) multiple resources being deployed modularly and (b) the presence of the ESF Representative. An example of this can be seen in a minor hazardous materials release and a large-scale hazardous materials release. During a minor hazardous materials release, the deploying resource may only be the specialty Hazardous Materials Team which would require EOC LoA2 activation status to ensure that the PC OHS/EM is consistently informed of the situation and tracks the team for record keeping purposes. However, in a large-scale hazardous materials release requiring LoA3 operating status, there may be; multiple areas affected, injured personnel and civilians, and perhaps decontamination capabilities required on site. In the latter example, LoA3 operations would (at the least) require the ESF-10, ESF-8, ESF-7, and ESF-5 representatives to be on site. Regarding resource tracking in the LoA3 example, the hazardous materials team would control the County Decontamination Trailer on site and maintain contact with the ESF-10 representative throughout operations. At the same time, the ESF-8 representative would be tracking injured personnel and coordinating efforts with hospital services. ESF-7 would be coordinating the delivery of resources to the site, and ESF-5 would be gathering information and developing reports based on the information ascertained from ESF-10, ESF-8, and ESF-7. Those reports would be delivered to the EOC Manager and the EOC Manager, in conjunction with the affected areas elected officials or other designated command and control element, would develop the incident objectives and formalize the Incident Action Plan (IAP)

The current method in place for tracking resources in LoA3 operating status is through the use of the T-Card system. The T-Card system will be utilized in either digital or physical form (printed out) in which the T-Card will be filled out with the resource information, location, and general status. As information regarding the particular resources status changes, the T-Card will be adjusted accordingly.

Redundancy in Communication

It is imperative to the operability of the EOC, regardless of operating status, to ensure consistent and timely communication with the Incident Commander. The primary communication method preferred during EOC operations is via telephone (either cellular or landline). However, in the event that this particular means of communications fails, ESF-2 and/or the PC OHS/EM Communication Unit can become activated to assist in maintaining communication via radio. If available, the Incident Commander may utilize WebEOC as well a field communication tool if required. Specific communication information is located in the ESF-2 planning document in the Emergency Operations Plan.

Incident Action Plan (IAP)

The IAP will be completed in accordance with accomplishing the five primary phases in accordance with Appendix B, Tab 8 of the National Incident Management System (NIMS, 2008) which is as follows;

- Understand the Situation
- Establish Incident Objectives and Strategy
- Develop the Plan
- Prepare and Disseminate the Plan
- Execute, Evaluate, and Revise the Plan

In order to accomplish the production of an IAP that results in the best courses of action leading to incident resolution, certain members within the EOC will be assigned responsibility toward the IAP development. The following table outlines some of those responsibilities and serves as an example.

IAP Component	Prepared By
ICS-202 - Incident Objective Form	EOC Manager/EPG
ICS-203 - Organizational Assignment List or Chart	ESF-5
ICS-204 - Assignment List	ESF-5
ICS-205 - Incident Radio Communications Plan	ESF-2
ICS-206 - Medical Plan	ESF-8
Incident Maps	ESF-5
General Safety Message/Site Safety	Safety Officer
Site Security - Field & EOC	ESF-13
Sheltering/Mass Care	ESF-6
Traffic Control	ESF-13
Evacuation	As required
Hazardous Materials	ESF-10

The previous table serves as an example only, it is important to keep in mind that each component need not be completed by this specific entity and will be based on the needs of the incident. Furthermore, as per the County Emergency Operations Plan (EOP), the first consideration that the ESF representative must take into account prior to reporting the EOC is that they should secure the safety of themselves as well as their family. Thus, availability of each ESF representative can shift and as such, the preparation of a given component of the IAP and responsibility of each component will ultimately be *as assigned* by the Director of the PC OHS/EM.

Developing the IAP

The development of the IAP will be executed using the following basic IAP components during LoA3;

      1.) PC OHS/EM IAP Cover Page Form

      2.) PC OHS/EM SITREP Form

      3.) ICS-202 – Incident Objectives

      4.) ICS-203 – Organizational Assignment (List or Chart)

      5.) ICS-204 – Assignment List

These forms will be utilized, at the very least, for each incident requiring the EOC operating status of LoA3 (and LoA4). Different forms can be used during partial activation when required and the IAP in LoA3 will be developed at the discretion of the Director of the PC OHS/EM. The IAP will be developed once per operational period (standard 12 hours, unless modified per incident needs).

The PC OHS/EM Cover Page

The IAP Cover Page is a document that allows any individual the opportunity to glean immediate information about the IAP, the documents which make up the package as a whole, and assists in creating the common operating picture (COP) during any shift change in personnel. Filling out the IAP Cover Page, the preparer will utilize the checkboxes and fill-in the appropriate information in the designated boxes.

The PC OHS/EM Situational Report (SITREP) Form

The SITREP Form delivers to the current operational status as information is acquired from field personnel. The SITREP Form consists of the following line items; Current Situation, Weather Updates, EOC Actions, ESF Actions, EOC Reports, Emergency Declaration(s)/ or

Disaster Reports, and Notes/Remarks. The SITREP Form will be filled out after the information has been acquired that develops the proper overall situational picture and answers the current questions of; *"what are we dealing with and what has been done so far?"*

As a base of reference regarding LoA3 operating status and SITREP development, if the operational period has not been modified per the needs of the incident or at the direction of a designated authority then the operational period can be defined by a time span of 12 hours. Regardless of the modification to operational period timelines, the SITREP will be developed at the mid-point of every operational period. Thus, if the operational period is 12 hours the SITREP will be developed at hour 6 and 12. At the 12th hour of any operational period, it will be responsibility of the out-going personnel to develop the SITREP (in conjunction with the IAP) to be handed over and briefed to the incoming personnel for the start of a new operational period. The same aforementioned criteria will hold true if an operational period has been deemed as 4 hours (SITREP every 2 hours), 6 hours (SITREP every 3 hours), 8 hours (SITREP every 4 hours) and so on.

The SITREP development timelines can also shift and is dependent upon current incoming information. If pertinent incident information comes to the EOC and needs to be disseminated via SITREP, a SITREP will be developed and need not be in-line with the previously mentioned timeframes. On the contrary, if no new information has been ascertained, new SITREPS may not be developed at the specified timeframes as no pertinent information has been received and this will be the assumed status until information presents itself for SITREP development. The SITREP will accompany the IAP, as required and will be developed by ESF-5. The SITREP may also be accompanied by ICS Form 201, as needed.

ICS Forms and Other Attachments

The primary ICS Form to be completed during the IAP development process is the ICS 202 – Incident Objectives. The Incident Objectives set the tone for the actionable, coordinated efforts that will take place in working toward incident resolution. The incident objectives will be guided by the needs of the incident, and defined by the EPG with the Director of the PC OHS/EM (or designee) acting as the Chief Advisor to the EPG

Other attachments to the IAP may include several different ICS Forms, maps and overlays, or hazardous materials information to name a few. These attachments, whether ICS Forms, or independent of the forms listed in the SOP will be included to develop the fullest account of the current situation that can be made at the time of the IAP development.

IAP Approval

      The final approving authority for the IAP is the Board of Commissioners, or in LoA3 operating status the Local Elected Official, Chief Appointed Official, or other designated Elected Official. Once developed with all pertinent and relevant information regarding the incident and defining the incident objectives, the EOC Manager will brief all EOC personnel and the IAP will be disseminated to all parties required by ESF-5 within the specific timelines either per SOP or as modified by the Director of the PC OHS/EM (or designee/EOC Manager). The PC OHS/EM EOC, as a strategic EOC vs. that of the tactical EOC organizes the IAP planning process slightly different than the tactically oriented "Planning P" methodology. The image below represents the planning cycle using a modified "Planning P" as it applies to the planning cycle within the EOC strategic mission.
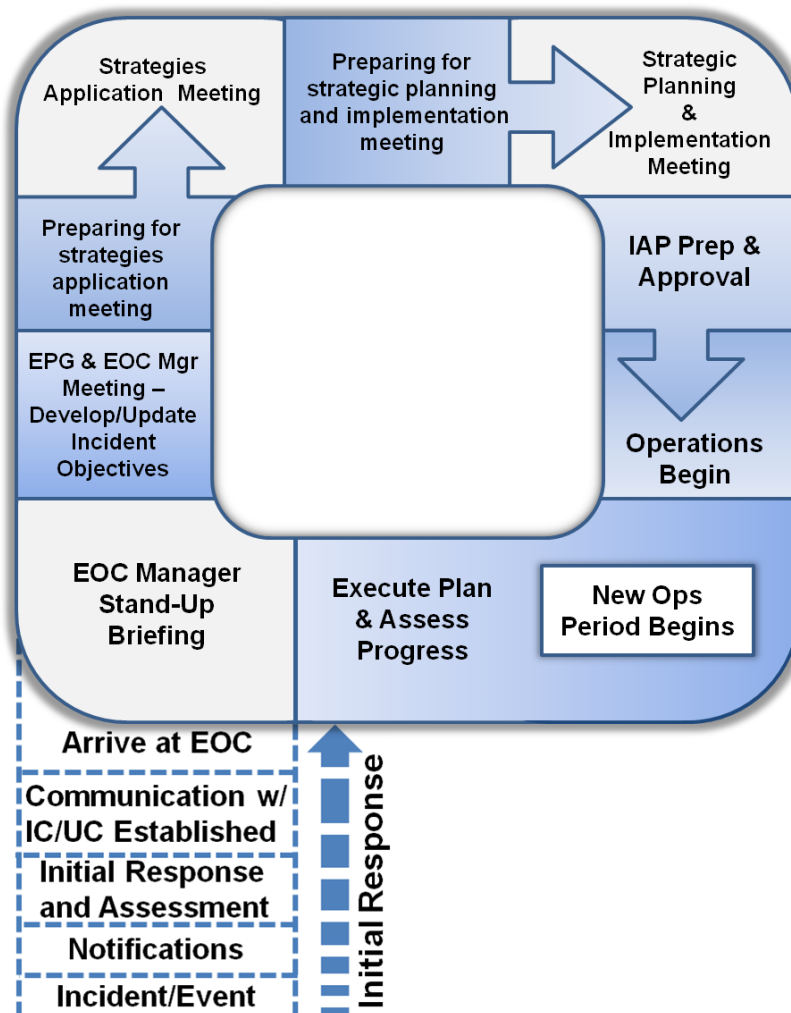
IAP Continuation

If an incident requires several operational periods, several IAP's may need to be developed. The planning process for follow-on IAP development and execution will follow a pattern similar to that pictured below.
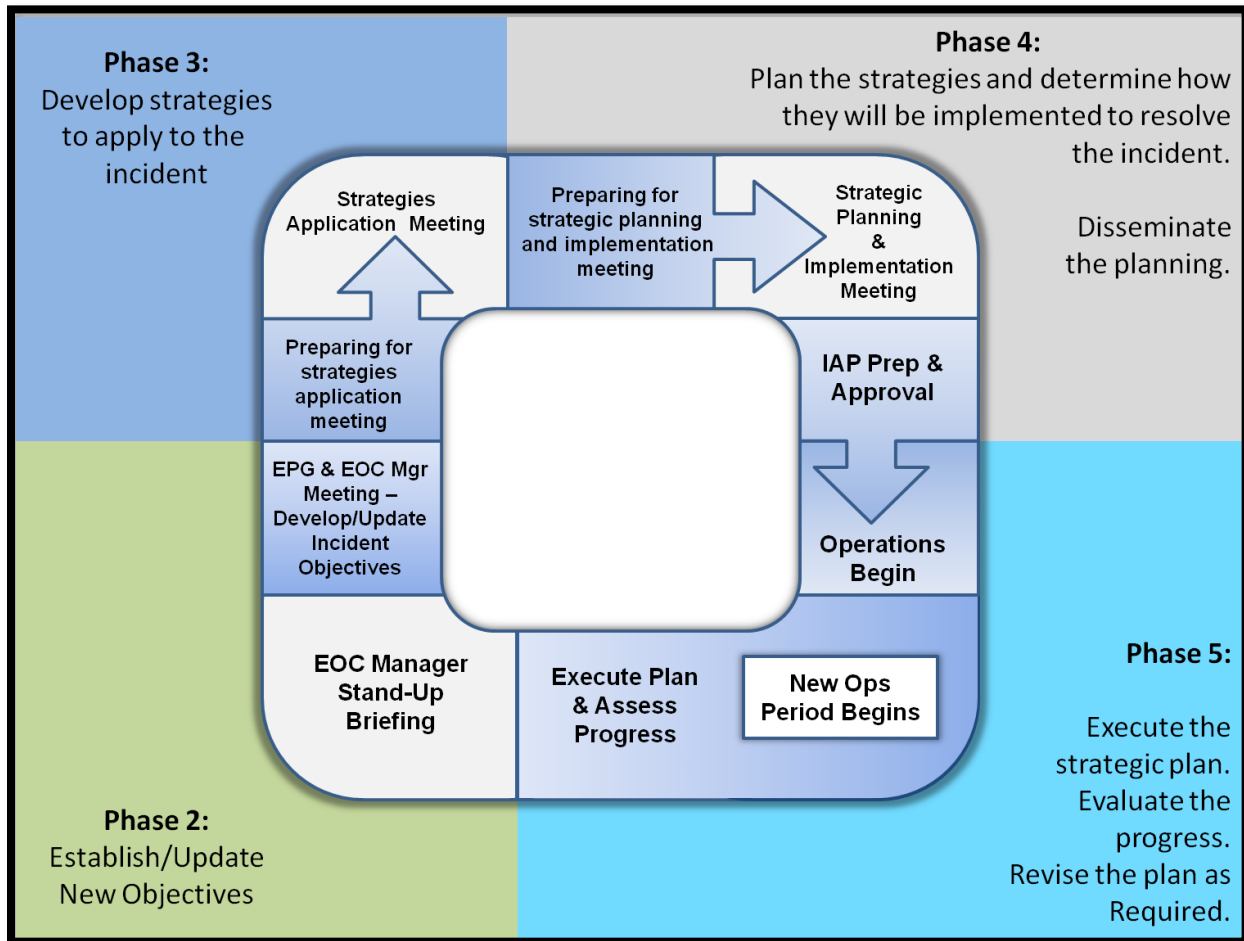
LoA3 – Administration

The administration and/or administrative burden associated with LoA3 will be working closely with the local municipalities affected, the County and County specific resources, and liaison activities with the State. However, it is possible that an incident only requiring LoA3 activation status could begin the process for federal disaster funding. Predominantly, however, the tracking and annotation of expenditures at LoA3 will be able to be accomplished without federal intervention and as such, the application of programs such as the State Disaster Relief Program (SDRP) and possible Small Business Administration (SBA) loan programs.

The PC OHS/EM has in place the forms necessary facilitate the initial damage assessments in order to forward on to the State. Furthermore, the PC OHS/EM has the following fill-able documents prepared to be ready to assist the recovery process via the SDRP such as:

- SDRP Financial Summary
- SDRP Rented Equipment Summary Sheet
- SDRP Material Summary Sheet
- SDRP Contract Work Summary Sheet
- SDRP Labor Summary Sheet

These forms will be utilized to track overall expenses during LoA3 (as well as LoA4) and will be readily available to forward on to the State, if needed for consideration in recovery funding. These sheets/forms assist in tracking pressing items the result in common problems such as overtime pay and the cost of contractors assisting in the process. It will be important that these sheets be filled out accurately during LoA3 operations as they will be tracked in this level of activation and submitted during the recovery (LoA5) phase to the appropriate authority. The administration of these documents (tracking and/or filling) may be completed by those normally assigned administrative tasks within particular departments or municipalities. During LoA5, or the recovery phase, these individual municipality/departmental records will be consolidated by the PC OHS/EM administration specialist and submitted to the State via PC OHS/EM reporting.

Level of Activation 4 – Full Activation

The PC OHS/EM, in its design of the EOC and overall operational capabilities, is structured with the intent to grow as the demands of a given incident requires. This is accomplished by standardizing the approach throughout activation levels ensuring that the same processes and procedures occur and is applicable to all-hazards. There are two different ways in which Level of Activation 4 – Full Activation (LoA4) can come to fruition.

1. The demands of the incident has grown beyond the capability of the personnel in the EOC during LoA3, or;
2. The incident, at its onset, requires the immediate LoA4 operating status in order to meet the expected demands on the incident.

The difference, as an example, may be that a hazardous materials incident has grown into a County-wide response effort as an example of (1). As an example for (2), a large tornado impacting multiple jurisdictions may constitute an immediate LoA4 operating status. The level of

activation will be at the Direction of the PC OHS/EM Director or designee and will be based upon the current or expected needs of the incident.

The Difference between LoA3 and LoA4

The primary difference, by design, between LoA3 and LoA4 is the amount of personnel operating within the EOC. During LoA3, an incident may be resolved with only a few key ESF representatives. However, during LoA4, the concept of *"all-hands on deck"* is in effect. The PC OHS/EM has in place the call-down/call-out information for a representative to be able to work within the EOC that can make decisions and take action for every ESF. During LoA4 each ESF (1-15) will be staffed within the EOC and operating in tandem to assist in resolving the issues the incident has presented the County with. During a large-scale incident requiring LoA4, there would be multiple areas in which individual organizations would be employed in to achieve a common goal. This is what is known as a Common Operating Picture (COP). Establishing and maintaining the COP will be a key task of the EOC Manager.

The Common Operating Picture (COP)

The COP is a critical piece of the coordinated effort to resolve the incident as everyone works in concert to achieve the goals, or objectives, which will be established by the IAP. The COP is also important in LoA3, but is more easily managed due to the decreased amount of personnel working within the EOC. The COP is maintained through strategic communication procedures that the EOC framework and design provides. An example of how communication to maintain the COP may work during an incident begins on the following page.

The flow of information from the field to the EOC during an event requiring LoA4 capabilities will come from a wide array of personnel. These personnel in the field will be working towards objectives such as debris cleanup, or mass transportation. These field personnel will report their updates to the EOC by maintaining a continual line of contact with the representative in the EOC (thus, the EOC rep. should be a supervisor – at least). Each ESF representative, as new SITREPS are required to be completed based upon the needs of the incident, delivers this update to the EOC Manager for determining the overall County status relative to the IAP and its overarching objective. This concerted effort of information flow and consolidation is depicted in the visual on the next page and known as the COP Communication Diagram.
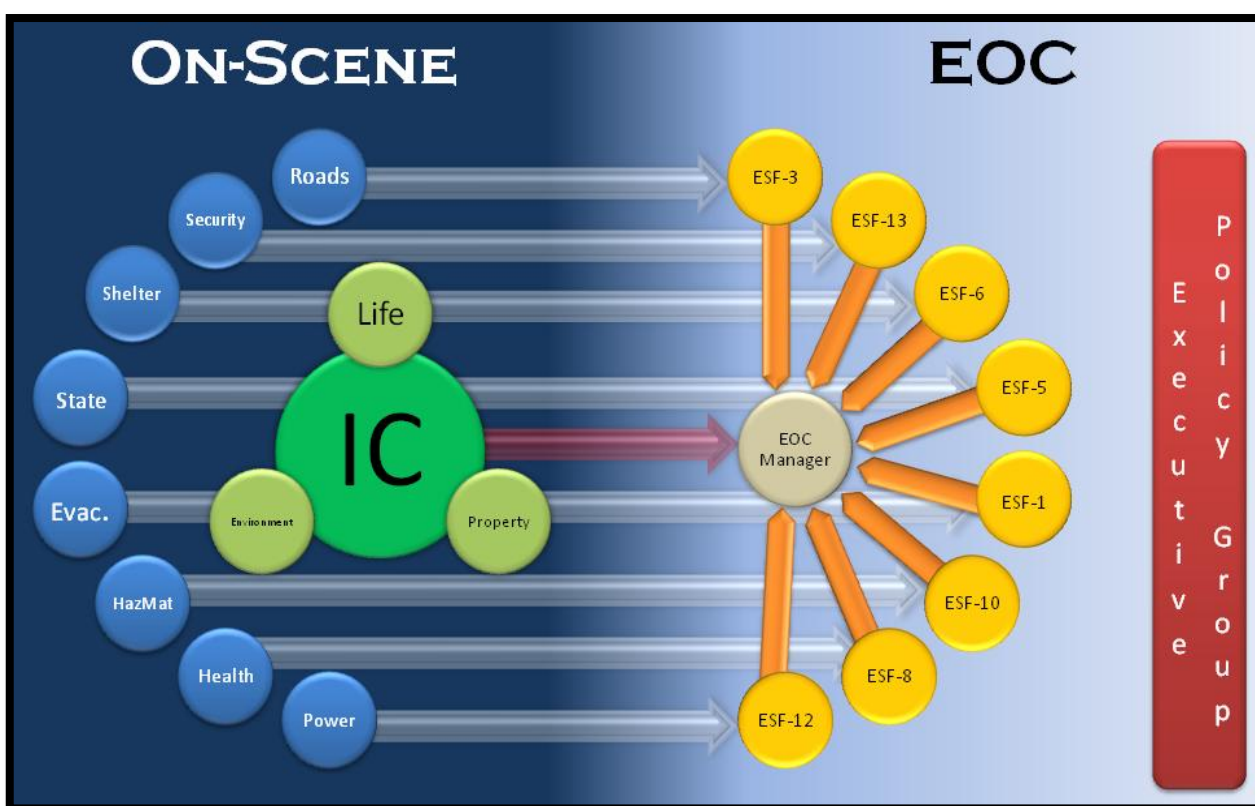
The COP Communication Diagram

Part 1

- The blue circles on the left represent field personnel.

- The yellow circles on the right are ESF personnel.

- The green circle represents the Incident Commander (who is concerned with the primary – life, property, and the environment).

- The brown circle represents the EOC Manager.

- Communication – *the arrows* – moves from the field personnel to their respective organizational leader in the EOC.

- The IC is **always** in contact directly with the EOC Manager.
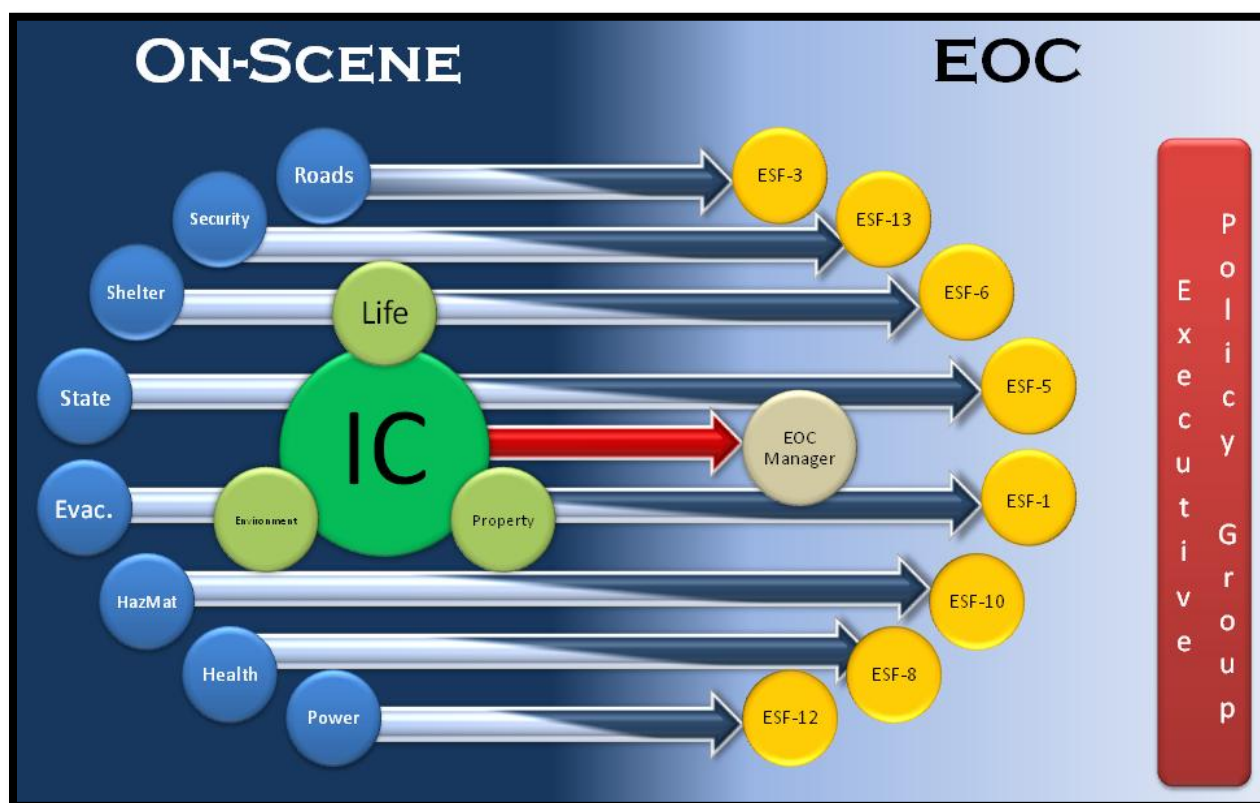
** Continued on the next page **

Part 2

- At specific intervals, based on the needs of the incident, the SITREP will be developed and the IAP will be based upon the current incident situation. Both are developed by the communication received from each ESF representative by those reporting to the EOC from the field.

- Those ESF representatives report their information to the EOC Manager for determining actionable intelligence, resource allocation (the priority), and ensuring the COP is maintained. The IC is still in constant communication with the EOC Manager.

Part 3

- As part of the IAP development and ensuring the COP is maintained, the EOC Manager updates/reports current and relevant information to the Executive Policy Group (EPG) for overall Command and Control decisions.

- The EPG, being comprised of the Elected Officials, has the authority to re-allocate reserve funds to apply to the situation and are responsible for the large-picture outcome of the incident.
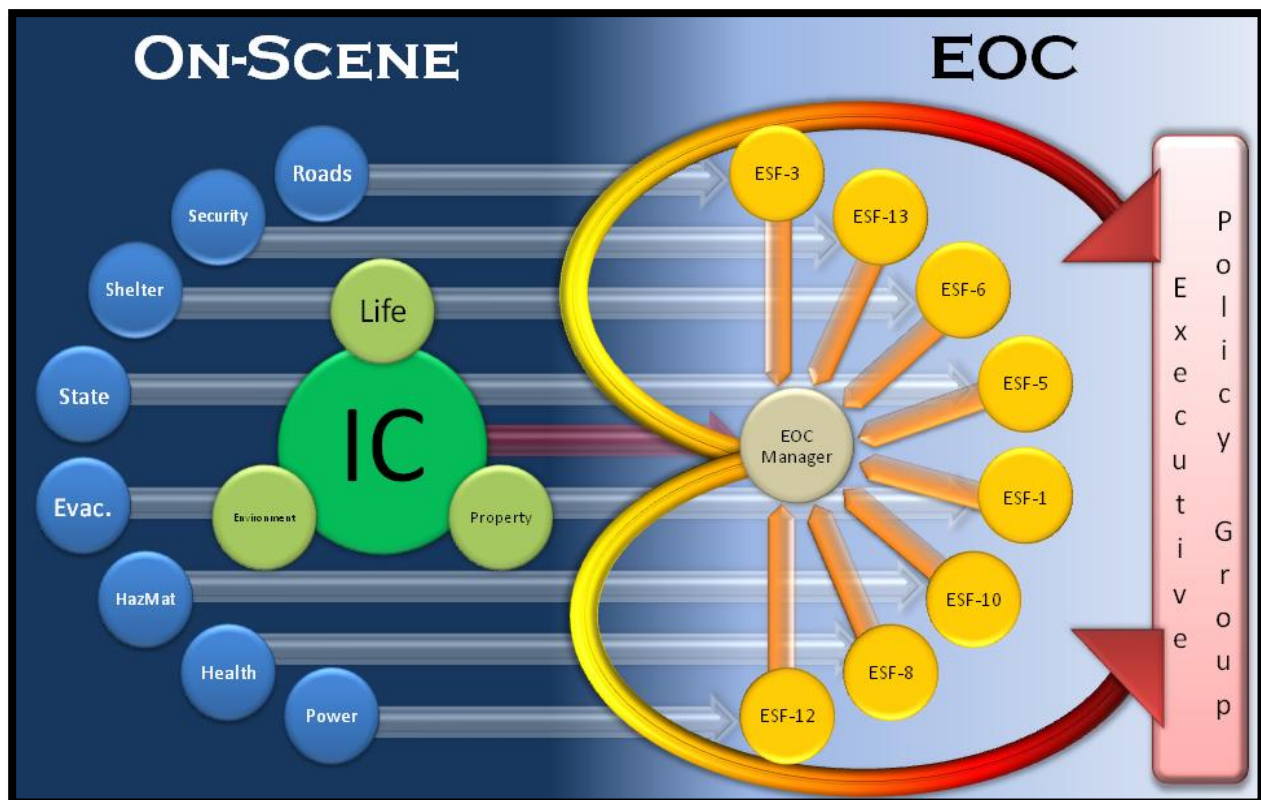
LoA4 and Federal Resources

If an incident requires full activation of the EOC, the severity of the incident may be great enough to require Federal Assistance. Federal Assistance can be requested through the State EOC via mission request. These mission requests can be sent as described in LoA3 via WebEOC. Furthermore, if Federal Assistance is required, the Federal Forms found in the forms section of the SOP will also need to be utilized.

Other Considerations in LoA4

The complexity and coordination required during an event leading to full activation of the EOC may be extensive. As such, the PC OHS/EM maintains a Primary, Secondary, and Tertiary roster of individuals that can represent each ESF. The first consideration in staffing the EOC (regardless of activation level) is the personal/family safety of the individual and for that reason multiple individuals have been identified as being able to serve in the EOC for each ESF.

Each ESF representative should have a certain amount of authority defined through an organizations procedure for delegations of authority. The Delegation of Authority allows the ESF representative to make decisions from the EOC that may involve the directing of their organizations resources, to include personnel in the field.

At any given time throughout an incident, an ESF representative may be called up while working in the EOC to stay on-site for continual, 24-hour operations. While the PC OHS/EM cannot mandate 24-7 operations for any individual, it may be requested. In that instance, the bunk rooms may be utilized for rest periods as needed. The incident will dictate whether a request for an ESF representative or subject matter expert (SME) is requested to be on-site for 24 hour operations. However, all reasonable efforts will be taken to ensure that this situation would be limited.

The current max capacity of the EOC is 49. The number may be enforced at any time throughout an incident if the amount of personnel in the EOC begins to deter operations. Access and Badge procedures will be utilized during full activation.

LoA5 – Recovery Operations

The Recovery Phase begins almost in tandem with response. When the primary threat has diminished, recovery begins. Recovery, as a mission area is the most complex and longest lasting aspect of emergency operations. Recovery can involve the Private Sector, Regional, State, and Federal resources working in unison to resolve the situation at hand. There also may be a large influx of volunteers within the County working towards achieving the more immediate goals of recovery operations. As the EOC begins to transition to recovery you will see a demobilization of Emergency Support Functions and the activation of Recovery Support Functions to assist with unmet needs. PC OHS/EM will support local communities with Stafford Act support, IA, PA, SDRP, SBA and other assistance as applicable. PC OHS/EM will assist local communities in transition to recovery and partner with them in community engagement and

planning. Eventually, full transition to recovery will be the responsibility of the local municipality and PC OHS/EM will assist with this transition as county assistance is no longer applicable.

Joint Information System (JIS) / Joint Information Center (JIC)

During emergency situations, the Joint Information System (JIS) allows for coordination, development, review and dissemination of emergency pubic information. The purpose of the JIS is to bring necessary stakeholders together to provide one coordinated emergency message to the public. This ensures that media created is timely, accurate, useful and approved by all involved prior to dissemination.

Upon activation of the EOC in LoA3 or LoA4, ESF-15 may be needed to support many facets of emergency communication to include but not limited to:

- News/Press Releases
- News/Press Conferences
- Emergency Public Advisories or Service Announcements
- Rumor Control, Social and local media monitoring
- EOC WebEOC operations
- Other EOC documentation as needed

Within the EOC and ESF-15 is the Joint Information Center or JIC. The JIC is the physical location where Public Information Officers or necessary stakeholders and spokespersons can prepare appropriate media content. The JIC is coordinated by the JIC Manager who is represented as the lead PIO for PC OHS/EM. The JIC Managers three main responsibilities are:

1. Keeping situational awareness of the emergency and ongoing operations. This includes monitoring media, WebEOC and other common operating picture functions in the EOC.
2. Monitor the public's response to the emergency, analyzing needs and responding to inquiries as applicable.
3. Provide accurate, timely, comprehensive information regarding the incident and the response and recovery actions thereof.

In efforts to keep situational awareness and accurate information, the JIC needs to be recognized as the central location for information receiving and dissemination. Efficient information flow is essential to JIC operations and upon EOC activation, needed agencies coordinate information to and through the JIC.
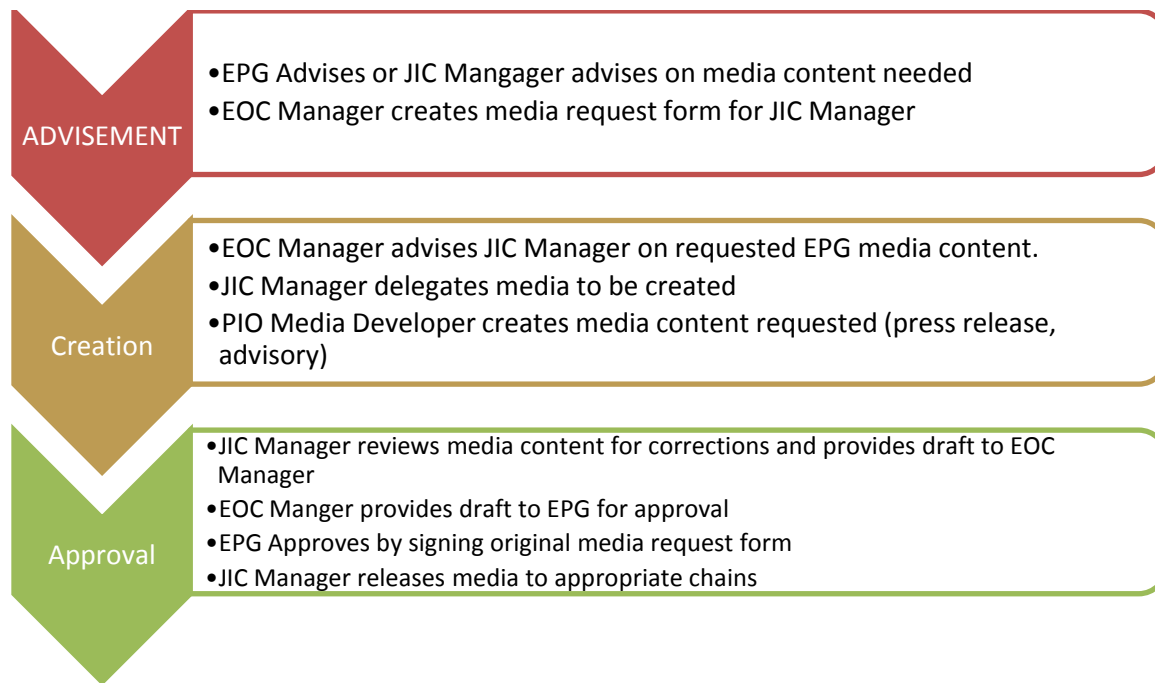
| Gather Information | → | Verify Information | → | Coordinate Information | → | Disseminate Information |

Joint Information Center (JIC) Chain of Command

The physical size of the Portage County OHS/EM JIC is relatively small and can accommodate 3 – 5 PIO's comfortably. Based on the need of the incident and available PIO's the following minimum positions would be needed:

- JIC Manager
- PIO Media Monitor, rumor control and WebEOC manager
- PIO Media Developer (press releases, advisories etc.)

Within an activated EOC the JIC Manger falls under the EOC Manager as does each ESF. Typical NIMS IC/UC structure calls for the lead PIO to be a part of the Command Staff. The JIC Manager will advise the EOC Manager on all situational awareness regarding media, social media, rumor control and recommended press releases. The EOC Manager will take these recommendations to the Executive Policy Group for discussion and approval. In reverse, the Executive Policy Group can advise on press releases and media content they want to create, when they want it disseminated and approval processes. The EOC Manager will provide this information to the JIC Manager who will delegate those requests to the PIO Media Developer. The media approval matrix will be as follows:

ADVISEMENT
- EPG Advises or JIC Mangager advises on media content needed
- EOC Manager creates media request form for JIC Manager

Creation
- EOC Manager advises JIC Manager on requested EPG media content.
- JIC Manager delegates media to be created
- PIO Media Developer creates media content requested (press release, advisory)

Approval
- JIC Manager reviews media content for corrections and provides draft to EOC Manager
- EOC Manger provides draft to EPG for approval
- EPG Approves by signing original media request form
- JIC Manager releases media to appropriate chains

All PIO's located in the JIC will communicate directly to the JIC Manager and will not surpass leadership or the chain of command. The JIC Manager will communicate directly to ESF's and the EOC Manager. Any adjustments can be included with direct communication to the EPG if needed. The size and staffing required will be incident dependent as well as the overall capability of the physical structure. The JIC Manager for small incidents may be able to coordinate solely while large incidents and prolonged operations will need support of numerous PIO's throughout the County.

Joint Information Center Positional Roles and Responsibilities

JIC Manager

The JIC Manager is the appointed lead PIO or designee for PC OHS/EM and has overall responsibility and approvals of the JIC. The JIC Manager activates, maintains and recommends demobilization of the JIC. Recommends Public affairs actions to the EOC Manager and correlating EPG. Essential responsibilities include but not limited to:

- Establish additonal PIO needed staff based on the incident.
- Operationally prepare the JIC for incoming support including starting computers, TV's, space, WebEOC and additonal resources needed.
- Participate in the initial SitRep briefings to incoming EPG members for overall situational awareness. Receive media related feedback as necessary from EPG members.
- Disseminate all final approved media documentation to appropriate recipients.
- Approve all social media responses and rumor control activities.
- Prepare Press Conferences and scheduling of executive staff.
- Delegate WebEOC and EOC forms duties to PIO Media Monitor as necessary.
- Delegate Rumor control and media monitoring the PIO Media Monitor as necessary.
- Delegate press release and media creation responsibilities to the PIO Media Developer.
- Operate the JIC to meet the needs of the incident or the EOC Manager as needed.

PIO Media Monitor

The PIO Media monitor is a pivotal role in the JIC. They have the overall responsibility of monitoring local media paper and TV; social media outlets & Portage Prepares and rumor control via local media and social media. Essential responsibilities include but not limited to:

- Continuously monitor media outlets; paper, television, internet, social media for information being broadcasted for situational awareness.
- Provide rumor control on social media as well as local media outlets in the event misleading or incorrect information is being provided.
- Receive approval from JIC Manager regarding responses to rumors or incorrect information.
- Answer phones in the JIC as well as fill out EOC forms as required.
- Coordinate all ESF-15/JIC information as necessary to WebEOC. Monitor WebEOC on behalf of ESF-15 and keep JIC staff apprised of changing conditions and or relevant information.

PIO Media Developer

The PIO Media Developer is the hands on individual drafting press released to local and regional media outlets. Essential responsibilities include but not limited to:

- Receive media request form and briefing from JIC Manager on expected media content to be drafted.

SOP

- Use pre-drafted templates to increase time spent creating media.
- Prepare press releases for review by the JIC Manager.
- Prepare public advisories or service announcements as requested by the EPG, EOC Manager and JIC Manager.
- Assists Media Monitor as necessary for responses on social media.

Press Conferences and Media Briefings

During emergencies, it is not uncommon to establish a joint press conference. The purpose of this press conference is for impacted leadership to provide updated information and facts as they are known. Leadership can also brief response and recovery actions and protective actions to the public. It will be the responsibility of the JIC Manager to coordinate a time, locations, participants and prepare the initial briefing prior to the conference. The release will need coordination so conferences are recommended to be scheduled 2 hours prior and or a regularly occurring schedule until the incident resides or more information becomes available. Press conferences can also be called upon if new information is received that needs to be briefed. Press conference times will be scheduled throughout the EPG/EOC Manager IAP development phase via ICS-230 Form.

Incident Commander Media Brief

September 2017 Joint LEPC Functional Exercise

TABS and Media Templates

- JIC Manager Activation & Daily Checklist
- ICS 213 General Message Form
- ICS 214 Activity Tracking Log
- ICS 230 Meeting Schedule
- Media Release Approval Form
- Rumor Control Media Correction Form
- News Conference/ Media Briefing Worksheet
- Sample News Conference Briefing template
- Sample Advisory
- Sample Press Release
- Sample Public Service Announcement
- Local Media Contact Listings
- Local Community Contact Listings
- Portage County PIO Listing

Recommended Training for JIC Manager and Supporting PIO's

- IS 42 Social Media in Emergency Management
- IS 100 Introduction to the Incident Command System
- IS 200 ICS for Single Resources and Initial Action Incidents
- IS 250a Emergency Support Function 15 (ESF15) External Affairs: A New Approach to Emergency Communication and Information Distribution
- IS 230 Fundamentals of Emergency Management
- G-290 Basic Public Information Officer
- G-291 Advanced PIO, Joint Information System/Joint Information Center Planning for Local Governments (JIC Manager Only)
- ICS 300 Incident Command System (JIC Manager Only)
- ICS 400 Advanced ICS (JIC Manager Only)
- IS 700 National Incident Management System an Introduction
- IS 775 EOC Management and Operations
- IS 800 National Response Framework an Introduction

Emergency

Operations

Plan

Emergency Support Function 5

Emergency Management, Information & Planning

IMAT Operations Manual

Tab B

Record of Changes

Change #	Date Entered	Data	Posted By
Original	January, 2011	Original document.	-
Revision #1	May, 2013	Minor revisions.	KSG
Revision #2	February 2015	Minor revisions / corrections	KSG
Revision #3	July 2016	Moved record of changes, added appendices. Updated document.	KSG

Intent

The intent of this team manual is to serve as a reference document for all team members outlining how the Portage County All-Hazards Type 4 Incident Management Assistance Team (PC IMAT) will function. It is not intended to replace national standards contained within NIMS or to conflict with local standards.

Team Vision

The Portage County IMAT vision is to provide assistance for continued training and multi-agency coordination/organization for large scale events/incidents based in Portage County in accordance with the National Incident Management System.

Team Mission

The PC IMAT has been established primarily to support/fortify local and county responders when dealing with large-scale incidents/events; or when deemed necessary by the local authority having jurisdiction, to accept a delegation of authority to provide assistance to help manage all or part of an incident/event as safely, efficiently and effectively as possible.

Home Rule

Home rule authority means local control and PC IMAT will respect that local government has the ultimate authority to make relevant decisions on matters within their jurisdiction, including emergency management.   Issues like diversity of populations, traditions, resources, geography, and economic fluctuations often preclude generalizations about proper functions, powers and priorities.   Although people differ philosophically and, sometimes, ardently about what functions should be shared and how things should be done, Ohio is a home-rule state; and PC IMAT will respect the authority of local governments.

Requesting Jurisdiction or Agency Responsibilities

The PCIMAT is to *assist* the requesting governing body or agency, *not to take over*. The requesting governing body must determine the mode, type and level of response needed from the PC IMAT. A local official with decision making and spending authority must be available to work with the PC IMAT. Adequate work space, meals, and lodging will be provided for the team, if it is needed and available.

Decision to Activate

The decision to activate rests solely with the Director of the Portage County Emergency Management Agency and the Incident Management Assistance Team Coordinator.

Activation Process

The local agency shall request PC IMAT through Kent Police and Fire Dispatch at 330-673-7732. The dispatch center will then alert the team via Swift911®. ***Team members should prepare for deployment at this time. <u>DO NOT DEPLOY</u> until you receive further information from the Director of the Portage County OHS/EMA or the Team Commander via Swift911®.*** The Director or Team Commander will determine the deployment needs of the team after consulting with the appropriate person on scene.

<u>Required Information to Activate the Team</u>:

- Description of the Situation & Status of the incident
- Requesting party: name, title, and direct contact phone number
- On-scene point of contact (if different): name, title, and direct contact number
- Location of incident (exact street address with zip and county)
- Location of Command Post
- Location of Mobilization Site or Staging
- Location of local DOC, if activated
- Type of Activation

Level of Activation

There are 2 levels of activation. The level of activation will be determined by the PC IMAT Coordinator and PC DHS/EMA Director during their initial conference.

1. <u>*Short Team Response*</u>

A Short Team Response (STR) consists of 4-6 team members that will report directly to the scene in order to provide support and fortification to the local agency as determined by the Agency Administrator's Briefing (or equivalent meeting). Assignments will likely include: Public Information Officer (PIO), Logistics Officer (LOFR), Safety Officer (SOFR), Resource Unit Leader (RESL), Situation Unit Leader (SITL), Communications Unit Leader (COML), and Liaison to the EOC. In rare instances, the Incident Commander's (IC) position may need to be filled.

2. <u>*Full Team Response*</u>

A Full Team Response (FTR) consists of 10-14 team members that will report to an IMT mobilization site where they meet and coordinate their efforts as determined by the PC OHS/EMA Director and/or the IMAT Coordinator.

See Appendix A for an expanded ICS Flow Chart / Chain of Command.

Modes of Activation:

Support & Fortify Mode
Support and Fortification is the most common response mode. In this mode, the PC IMAT will supplement the existing local IMT or Incident Commander (IC) so that the locals can maintain authority throughout the disaster. The PC IMAT will also provide subject matter proficiency to the existing local IMT/IC.

Partial Delegation Mode
In Partial Delegation Mode, the local responsible agency will transfer a specific functional or geographical responsibility to the PC IMAT in a written delegation of authority. Example: Management of a multi-day wide-area search to allow the local leadership to resume their daily responsibilities.

Complete Transfer of Command Mode
When the local agency determines that they want the PC IMAT to take complete responsibility, a signed delegation of authority will be required. This situation would be rare and would likely only occur when the local IMT/IC has become victims of the disaster leaving them unable to perform their duties.

DEPLOYMENT

Deployment of the PCIMAT will be in accordance with the *Deployment of* Resources as outlined in the Ohio Fire Service Emergency Response Plan, as described below:

Scramble Response
Time frame for deployment shall be as soon as possible but preferably within thirty (30) minutes of notification. Unless otherwise stated, the anticipated duration of the deployment will be less than 24 hours.

Regular Response
Unless specified otherwise, the standard for deployment of team members shall be within three (3) hours of notice. Unless otherwise stated, the anticipated duration of the deployment will range from 24 hours to a maximum of 72 hours.

Deployment Process

Deployment in this context begins with the first notice of activation (an ICS 214 begins at this point) and ends with arrival/check-in at the EOC or other assigned location. Members are expected to understand their basic responsibilities; to be detail oriented to information and directives; and to be somewhat self-sufficient with regard to their deployment to the incident. (ICS 214 continues throughout the course of the IMAT team activities).

Specifically, members need to read their communications (e-mail and text messages) for all details. Team members must show initiative; solve their own problems when possible; and keep in mind the scope of what the IC is dealing with when activating the IMAT. Members shall avoid contacting IC's directly. Direct contact will be made by the EMA Director or Team Coordinator. All IMAT members responding will direct questions through the designated IMAT Leader to minimize demand on local IC's on scene. When on scene, IMAT members shall follow the established chain of command. A chain of command example is in appendix A.

PC IMAT Deployment Activation Center (DAC)

An IMAT Deployment Activation Center may be established during any activation and the contact number provided to the deploying members at the time of activation. The DAC will provide immediate, remote support and coordination throughout the team's deployment with the emphasis of responsibility during the activation and deployment phase of a response. The DAC will likely be staffed by the PC IMAT Coordinator or other senior staff (possibly from their home or office).

The IMAT DAC will be responsible for at least the following:
1. Serve as the Point of Contact and go-between for the IC and deploying members during the activation and deployment phase of a response.
2. Provide intelligence to the IC as needed.
3. Disseminate information to deploying members during the activation and deployment.
4. Assist the IC as directed during the activation and deployment phase.
5. Assist deploying members as appropriate.
6. Provide logistical support.
7. Update off-site stakeholders as appropriate.
8. Serve as the Point of Contact for member's employer/family for emergency contact needs.

Deployment Checklist:

Members should follow this basic checklist when deploying:

1. Begin ICS214
2. Obtain Deployment Info (See page 26)
   a. Type: Scramble   Regular
   b. Type: Short   Full
   c. Mobilization Site:
   d. Reporting time:
   e. Incident Commander & contact number
   f. DAC Manager & contact number
   g. Communication assignment, if any
   h. Organization assignment, if determined
3. Assemble travel bag (check list)
4. Assemble ICS Go-Kit (See page 24)
5. Check the weather
6. Map & confirm route, with alternate route (all routes will start from PC EOC)
7. Follow local employer notification procedures
8. Notify emergency contact of DOC contact number.

INDICENT PRIORITIES

Over-Arching Priorities:

Decision-making shall be guided by the overarching priorities:

1. Life Safety
2. Incident Stabilization
3. Damage to Property & Environment
4. Customer Satisfaction

Team Organizational Management Priorities:

PC IMT will generally follow these listed priorities during the initial response to an incident:

1. *Assess Situation & Status; begin and maintain ICS214 Unit Log. See Appendix C for sample.*
2. Develop Unified Objectives between stakeholders
3. Account For and Manage Resources, starting with team members (ICS 211)
4. Develop Appropriate Organization
5. Establish Initial ICS Facilities
6. Determine Communication Status
7. Develop Immediate Contingencies
8. Produce Documents that Facilitate Current Operations
9. Transition to Planning Process Cycle
10. Prepare for replacement of team members on prolonged operations, or demobilization at the conclusion of the incident.

Contacting Agency Administrator:

Once the team has been activated, the Director of PC OHS/EMA or the PC IMAT Coordinator will contact the ordering unit to gather intelligence, discuss arrival times, agency administrator briefing, transition time frames, and any other pertinent information. (The PC IMAT Logistics Section Chief as assigned will call the local dispatch center and/or the local unit to discuss the initial order.)

The team will be briefed as soon as practical. If feasible, a conference call with the local incident IC, Agency Administrator and available Command & General Staff should be held prior to mobilization.

Agency Administrator Briefing:

When responding to activation, the PC IMAT assigned IC may want to call the responsible agency to see if they use a transition form. If no transition form is used by the responsible incident jurisdiction the PC IMAT Leader may suggest they consider using one and fax or email a copy to them, confirming its receipt.

During these deployments, members should expect the form to be incomplete and lacking a depth of information. It is not unusual for the IC/team and agency administrator to jointly fill out the form. This may require some education (for both parties) and negotiation. There could be instances where the form will not work at all. However, it can serve as a guide to develop some other mechanism of pertinent information transfer and documentation.

Command and General Staff and additional team members as requested by the appropriate section chief, are expected to participate in the Agency Administrator's Briefing. The PC IMAT Coordinator or designee and the Agency Administrator will determine the time and location of the briefing. Upon arrival at the briefing location, team members should be organized and available as predetermined to begin the briefing, keeping impacts to the local unit to a minimum. The Planning Section Chief will facilitate the Team's portion of the briefing. After the host agency has presented the briefing, each function will have the opportunity to address functional questions or clarification of information.

Matching the Customer:

Local agencies familiarity and comfort level with ICS can vary greatly. Especially when dealing with sections that they rarely use like the planning section (resource unit, situation unit, IAP, and planning "P") that are essential during large and/or complicated incidents. It would be unrealistic to expect local agencies to be completely comfortable with a system that they rarely use. If they were confident and experienced with advanced ICS, they probably would not need us.

Like a teacher must assess the student and match the lesson plan to the student, we must match our deliverables to our customer. A successful teacher does not teach the student at the level that they *should* be, but instead, gears their lesson plan and expectations to the actual level of the student.

We will be most successful with our assistance when we match the ICS capability of the people we are supporting and fortifying. We must be careful to not be condescending, judgmental, or impatient.

Therefore, we must quickly and respectfully assess the comfort and operating level of the local IMT we are assisting and then provide our services to match their capability. This may mean stepping off the ICS purist path and onto the real world path.

Greatest Need:

The IMAT, led by the assigned team leader, will quickly establish the team's objectives to line up with the greatest need of operation at that time. Experience has taught us to expect the greatest needs to be associated with the challenges of managing a large and disparate workforce (accountability, communications, and organization) and with a large and complicated incident (situational awareness, unified objectives, and contingencies).

Therefore, during the initial phases of the incident, the PC IMAT will first focus on the following 4 areas:
1. Resource Management
2. Communication Management
3. Transitioning into a Planning Process
4. SMART Unified Objectives/strategy

Depending on the staffing and capability of the existing operation, the PC IMAT Coordinator or designee will likely assign most of PC IMAT assets to getting a strong position in these four areas.

In addition, our members will also likely deal with determining the situation and status of the event and contingency planning. Finally, we will assess the current communication process to develop and publish a snapshot of current communication pathways in order to facilitate the current operation.

Ordinarily, the IMAT focuses on the next leg of the planning - P. However, in the early stages, the IMAT must focus on providing support to the current operational period (what is getting done right now); as well as the upcoming operation periods (what will we do tomorrow). Consequently, our priority will be the current needs with movement toward planned needs as quickly as practical.

There is a downside to stepping off the ICS Purist Path: It is not ICS and criticism may result. However, this criticism is uninformed and it will be our responsibility to educate those that are uninformed.

ASSUMPTIONS

Transitioning:

Think about the act of transitioning an incident to a team. It hasn't been a good day for those requesting our team. Not only is the incident not going well but there could be tremendous amounts of property loss, injuries or deaths associated with it by the time the team arrives. You normally will be dealing with an agency administrator (AA) who may or may not have been part of the decision to activate your team. Regardless, the AA has an unfathomable amount of details and/or possible political pressures to deal with while wanting only one thing from our group (all who might be strangers): MAKE IT BETTER! The AA may have little understanding of an IMAT, ICS or even their own responsibilities as the person with final authority.

At the same time, all an Incident Management Assistance Team wants is "to make it better"—a common goal. The IMAT understands that it needs all necessary pertinent information and the official authority to perform the task. Obviously, if a transition isn't done efficiently, something important could easily be lost. A rapid transition could well be the worst action taken on an incident.

To avoid "dropping the ball," transitions should be approached in a clear and systematic manner that transfers the most information possible. Documentation of this transfer is required for later reference. These documents will become the cornerstone to an Incident Management Assistance Team's actions and written history of the incident.

Members should also view the transitioning process as an opportunity to make that lasting "first impression" upon the responsible agency by assessing and understanding the position of those they are there to assist.

First Operational Period:

That first operational period faced by an Incident Management Team is a kaleidoscope of effort. Each member's function is furiously gathering, exchanging, and disseminating information, while formulating plans and structuring their specific jobs with needed staffing. Initial response personnel need relief and retrofitting; incoming personnel need to be properly demobilized; incident facilities need development; long-range planning begins and an in-depth view of all safety aspects of the incident is required. These and many other tasks must be undertaken beneath the pressures of interagency coordination and the ever watchful eye of the media.

The status of the Incident Management Team is also a composite of effects. Personnel are routinely working extended hours. The incident's setting could be unfamiliar to them. Personnel currently working on the incident may have limited information. Resources and materials of all types are invariably still "en route". Mentally, the team knows what to do and desires to do it. Physically, frustration will set in when demands outdistance ability to supply.

Experience and training will assist in limiting this frustration. Once you've lived through a "first operational period," the next is taken in stride. Some details initially felt to be critical have proven to be less so. Shortages have been compensated for. Information lacks have become expected. While it is not acceptable for a team to just throw their hands up in disgust, knowledge that an initial start-up of team operations could be a little rough should be learned. One of the strongest points of an experienced Incident Management Assistance Team is ability to recognize and adapt to situations thrown at them.

Providing a professionally controlled and confident posture during the start-up phase is one of the brightest attributes and lasting impressions a team can impose on an incident.

Recognizing and expecting resource shortages should be a major consideration for coping with the "first operational period". Information of all types will be in short supply. Expect vital items in this period to be missing. These items may include but not be limited to:

- ETA's of ordered resources and supplies
- Situation reports or maps with little useful information
- Announcements of important person visits
- Accurate reports of resources currently assigned
- Timely reports of past injuries, losses, or costs

Anticipation of these shortages can greatly decrease initial chaos.

Response Team Leader:

If you are first on scene, you should assume the position of Response Team Leader. The Response Team Leader of the IMAT will be assigned to gather the best available information PRIOR to the arrival of the balance of the team. This is an effective method to facilitate the transition/integration of the IMAT.

1. Consider if time/travel allows directing a team "logistics" person to routinely go to the responsible agency dispatch center. Their mission is to:
   a. Get copies of all agency documents utilized while gathering resources and supplies.
   b. Determine procedures and identification of contact person(s) for the continuation of ordering/confirmation with pertinent contact methods and numbers.

2. Consider if time/travel allows directing a team "planning" person to the responsible agency dispatch center. Their mission is to:
   a. Retrieve copies of any agency incident situation and resource status documentation developed from the start of the incident.
   b. Obtain copies of any news releases, incident cost calculations and weather forecasts/projections.
   c. Get any information available concerning past incidents within the general area of the current one.

3. Assign a team "operations" person who is available to personally recon the current situation. This may be done rather than attending the Transition Briefing as long as the Operations Section Chief is present for the briefing.
    a. Hands-on review of current strategies, resources and projections will greatly enhance a team's ability to produce a useful Incident Action Plan (IAP) when called upon to do so.

Overestimation Syndrome

Ordering more assistance is not always an answer. In fact, more resources may increase confusion.

A common pitfall during "first operational period" is a tendency to overestimate production. While this happens less in the Operations section, it is common in Planning and Logistics sections (less familiarity, experience, and overhead shortages). Overestimation can happen to any team member in their quest to accomplish their function. Members should consider the possibility of overestimating their own production, especially during that first operational period.

From a practical standpoint, it may not be possible to draw together an IAP for the next period while providing service to the current operation, as well as developing immediate contingency plans, in addition to developing necessary facilities and communications. Each member will not realistically accomplish all required actions within that "first operational period". Consider the following items:

- Individual function heads must prioritize specific work to be accomplished. Functional staffing is routinely still short and only so many "things" can be accomplished; What is most important? List them and get them done in that order.
- Should an individual's priorities impact other team functions, this must be shared with the other team members. A full team meeting four to five hours into that first operational period works excellent for this intra-team sharing of information about projected shortfalls and accomplishments.
- Recognize when the impossible just takes a little longer to accomplish. Most challenges faced by a team when organizing an incident can be successfully met in numerous ways. Be adaptive and creative while guarding against expending precious time on a scheme with marginal chances of success. A standard "book" answer is not always needed or required. Experience will teach to expect the unexpected....Be Flexible and *ADAPT*.

An IMAT Incident Commander of the incident *may* be determined at this time. The IC will be determined at the request of the local agency administrator/initial local IC and the implementation of the Delegation of Authority.

Planning Section Priorities

General Schedule

A general schedule will be established for each incident. The schedule will be flexible and may be adjusted to meet the needs or the demands of the incident, such as: one or two operational periods per day (24 hour period), burning conditions, time of year, daylight hours, agency constraints, operational tempo etc. The schedule will be clearly posted on incident situation display boards and in the command post. The following meetings and briefings should be included on the schedule:

- OPERATIONAL BRIEFING
- COMMAND AND GENERAL STAFF MEETING
- TACTICS MEETING
- PLANNING MEETING
- IAP INPUTS DUE

See "The Operational Planning P" with associated explanations in Appendix B.

The following planning section positions should be assigned as soon as personnel are available.

Resources Unit Leader (RESL)

The Resources Unit Leader (RESL) is responsible for establishing all incident check-in locations and procedures, and maintaining an organized master check-in list of resources assigned to the incident. The check-in area will be well labeled, and convenient to incoming resources. The Resources, Situation, Documentation, and Demobilization work areas may be co-located. The Resources Unit will take the lead in compiling the ICS-203 and ICS-204's for the Incident Action Plan, with input from many others. This unit will supply the information regarding the numbers of assigned resources required for the bottom half of the ICS-209.

Under the guidance of the RESL, an assigned Status Check-in Recorder (SCKN) will establish and manage all check-in locations as needed on each incident. The RESL or SCKN will work with Operations to collect check-in data at staging areas and etc. during the first operational period or as necessary. The Resources Unit needs to be established immediately to ensure accountability of all responders.

T-Cards
The RESL will require the status/check-in recorder(s) to record information about incident resources on ICS 219 (T-Cards) and displayed (racks). Several displays may be required to accurately portray the status and location of all incident resources. Note: OSC may also track resources assigned to operations separately from the incident resource tracking that RESL does for <u>all</u> resources involved with the event/incident.

Situation Unit Leader (SITL)

The Situation Unit is responsible for the collection and organization of incident status and situation information and the evaluation, analysis, and display of that information for the duration of the incident. The SITL is responsible for completing and updating maps needed for operational, planning, and logistical activities. Incident Action Plan maps should include a grid to facilitate the location of specific points on the incident. Facilities on the IAP map and Medical Plan, to which a helicopter may be dispatched, such as helispots, and hospitals, will have their longitude and latitude displayed in the IAP. The primary maps to be completed by the SITL include the following:

- Incident Location Map
- Facilities Map
- Traffic Plan Map

Additional maps may be needed. However, requests for additional maps should be made through the Planning Section Chief. These requests will be prioritized and efforts made to complete maps as needed.

The SITL will take the lead in completing the ICS-209 Incident Status Summary, including the Continuation Sheet, to meet agency requirements. (NOTE: ensure all resources listed as critical needs have been ordered). This will require coordination with the Resource Unit, Finance Section, Planning Section Chief and Incident Commander. It is expected that the SITL will complete and forward the ICS-209 daily.

The SITL will debrief Field Observers and Division Supervisors after each operational period. These debriefings will be used to update information on the incident perimeter; suppression accomplishments; and the addition of drop points, safety zones, water sources, helispots, etc., so that maps can be prepared with as much accuracy and detail as possible. **If Field Observers are not available, the SITL is responsible going to the field and collecting this data.**

OPERATIONS SECTION – GENERAL GUIDELINES

This team will typically function with one Operations Section Chief assigned responsibility per operational period unless otherwise determined by PC IMAT IC.

Operational Period

The operational period during an incident assignment is determined by the IC. When possible, operations will be conducted during daylight hours to maximize personnel safety and overhead efficiency. If a situation warrants, night shift operations will be added to the daily schedule. Operational periods may vary by agency administrative direction, availability of resources, weather and incident type.

Operations Section Chief

Primary contact between Operations Section and Command and General Staff with the expectation that most time will be spent at ICP.

- Attends scheduled planning and tactics meetings for interaction with other staffs.
- Develops the operational portion of the ICS 214 in conjunction with the RESL in advance of the scheduled planning meeting.
- Develops the ICS-215(A) in conjunction with the Safety Officer.
- Assigns and briefs incoming resources assigned to the Operations Section. On large incidents this may only be a general briefing and may be delegated to another position in Operations section.
- In conjunction with planning, determine resource demobilization priorities and initiate recommendations for release through Plans in advance of action.
- Determines excess resources and in conjunction with the LSC provides scheduling for demobilization.
- Drafts operations narrative portion of incident summary.
- Conducts situation update portion of operational period briefing.
- Conducts tactical operations in conjunction with Division Supervisors with expectation that most time will be spent on the incident.
- Approves all changes in tactical operations and reports changes to IMT through Planning.
- Provides information to the Planning for Incident Action Plan Development including the ICS-215 and ICS215A in a timely manner.
- Supervises incident operations. Includes development of alternate strategy and tactics.
- Assembles and disassembles Strike Teams and Task Forces assigned to the Section.
- Determines all needs and requests for additional resources in anticipation of need.

Logistic Section Priorities

Supply Unit (Logistics Section)
Supplies

All orders for personnel, equipment and supplies will be placed with the Supply Unit Leader. All orders submitted to the Supply Unit Leader will be in writing (ICS 213) and signed by the functional chief or a designated representative.

Mission Tasking

Occasionally, incident personnel may not know what type and kind of resources are required to complete the task. In that instance, it would be appropriate to order resources by "mission tasking". A mission-tasking order/request is where one simply describes what they need done in detail. Providing this information allows the person fulfilling the request to make sure the right type/kind of resource is delivered.

Medical Unit (Logistics Section)
Med Plan

The medical plan pertains to the responders and an initial plan which should be developed as quickly as possible.

Communication Unit (Logistics Section)
Initial ComPlan

The initial goal of the ComPlan should be to capture and disseminate the current communication systems in place. In other words, find out how everyone is currently communicating (what radio, what talkgroup, and phone numbers) and provide that information to those that may need it.

Radio Communication

PC IMAT will use the Communications Order Model:

In order for the IC (or any message sender) to obtain confirmation that his radio message/order was received, understood, and the receiver is taking correct action, the **radio message must be repeated**. This repeat does not need to be a word-for-word repeat of the original message, but should be a brief and concise summary of the intent of the message or order from the sender.

The format of the repeat should assure the IC [sender] that the message was received by the intended receiver [target], was correctly understood, and the receiver is taking correct action.

The benefit of the communications order model is best illustrated when the receiver misunderstood the message and is taking incorrect action. This inappropriate action could be life threatening to responders. During the repeat back, the IC [sender] has an obligation to detect the error and make corrections before inappropriate actions are taken.

Public Information Officer

A public information officer should be assigned as soon as possible to help manage media concerns and the flow of information to the public. All information, prior to being released, shall be approved by the Incident Commander or their designee.

MISCELLANEOUS

Transition-In

The PC IMAT Leader, with input from the Team, will negotiate a safe and appropriate phase-in period and official time for the team to integrate with the local agency or to assume the incident (preferably at the beginning of an operational period). The PC IMAT Leader will assure that the transfer of command is completed in a professional, timely, smooth and efficient manner with emphasis on integration of information from the departing team.

Transition-Out

The Incident Commander, with input from the Team Leader, will negotiate an appropriate phase-out period and official time for the Team to demobilize or transfer the incident back to the local jurisdiction and/or appropriate management configuration. When needed, the Planning Section will be responsible to assist the local jurisdiction in facilitating an extended Incident Action Plan that assigns the appropriate number and kind of qualified resources to the organization.

Agency Closeout

A final written transition plan, a written demobilization plan, an incident summary (ICS 209)-final, a complexity analysis-final and a transitional organizer is reviewed at the closeout meeting. Attendance is mandatory for Command and General Staff, Air Operations, and the Documentation Unit Leader if one is designated. Additional team members may attend providing room is available and the hosting agency is supportive. Each function provides a summary of major points that occurred during the incident.

Incident/Team After-Action Review

The Team Leader will schedule an After Action Review (AAR) for all team members prior to release from the incident. The AAR will focus on lessons learned and follow the outline below:
1. Sustainment (Things we did well)
2. Improvements (Things we would like to do better)
3. Takeaways (A specific training, exercise or equipment suggestion to be implemented by the team within a specified time after the AAR)

Other Considerations

Forms
PC IMT will use the standard ICS forms (*indicates a part of the IAP)
- 201 – Incident Briefing (if not already completed)
- *202 – Incident Objectives
- *203 – Organization Assignment
- *204 – Assignment List (Individual)
- *205 – Communication Plan
- *206 – Medical Plan
- *207 – Incident Organizational Chart
- *208 – Safety Message / Plan
- 209 – Incident Status / Situation Summary
- 211 – Incident Check-In List
- 213 – General Message form (to be used for all messages)
- 214 – Activity (Unit) Log
- 219 – Resource Status Card T-Card
- 221 – Demobilization

Other ICS forms that may be utilized:
- *210 – Resource Status Change*
- *215 – Operational Planning Worksheet*
- *218 – Support Vehicle / Equipment Inventory*

Unit Log 214

All members are required to initiate an ICS 214 at the moment of their activation and then maintain a 214 for each of their shifts. Complete with signature, members shall forward their 214's to the Planning Section Chief (PSC) or Documentation Unit Leader (DOCL) at the conclusion of their shift. *See Appendix C for sample.*

Planning P

PC IMAT will follow the ICS "Planning P" as their planning cycle guide. Members may find that some local agencies initially may not be utilizing this guide.

FOGS

Members are encouraged to use the NIMS Incident Command System Field Guide™ and any other appropriate field guides that will enhance their ability to function as a Team member.

Checklist & Job Aides

Members will find the checklists and job aides provided the U.S. Coast Guard particularly helpful.

Safety

Safety is always paramount. Proper PPE shall always be worn. Members should always lead by example regarding safety. Members must report all unsafe acts to the Safety Officer (SOFR) immediately and to the IC appropriately. The Team Leader shall be made aware of all unsafe acts and any action to correct same in a timely manner.

Injury

Members shall immediately report any and all injuries, illnesses or suspected exposures to their immediate supervisor and as soon as possible to the Team Leader. All injuries, illnesses or suspected exposures must be reported in writing to the Incident Commander and Team Leader.

Conflict

Conflict is a natural part in any organization and should be expected when working with disparate workforces under emergency conditions. Every effort should be made to deal with conflict in a positive and constructive manner. Instances of unresolved conflict must be reported to immediate supervisors, who will then notify the IC appropriately.

Conflicting Orders

Members receiving orders that conflict with previous order must notify the party issuing the second order(s) that they are under previous orders. It is then the second party's responsibility to decide which orders stand. If the second party decides to over-ride or change the initial orders, they are responsible to advise the party issuing the first set of orders. Keep in mind that conflicting orders should not occur when Unity of Command exists; however, they are a fact of life on the emergency ground and this is a productive method to resolve the conflict. Fighting (verbal & otherwise) is strictly prohibited.

Drugs & Alcohol

- PC IMAT members shall not deploy while under the influence of alcohol, non-prescribed drugs or prescribed drugs that warn against operating machinery or vehicles.
- Alcohol or drugs are strictly prohibited anytime during deployment, assignment, or demobilization.

Travel
- Team members are encouraged to drive to assigned incidents providing they adhere to the Work/Rest Guidelines and their agency driving regulations.
- Team members should partner-up and travel with other members when possible.
- All team members are encouraged to obtain authorization to drive agency vehicles when activated, or privately owned vehicles to all incidents within the region.
- Members shall not travel without proper rest intervals.
- Upon arrival, be mindful of parking your vehicle in an area that does not disrupt on-going operations.

Work/Rest Guidelines
- Work/Rest Guidelines – Plan for and ensure that all personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest). Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception and shall be approved by Incident Command/Agency Administrator and the Team Leader. No work shift should exceed 24 hours.

- In situations where this does occur (for example, initial attack) incident management personnel will resume the 2:1 work/rest ratio as quickly as possible. The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio.

Fatigue

In order to limit fatigue, team members will adhere to the work/rest guidelines previously written. Any team member that feels fatigued shall immediately seek relief from duty in order to obtain adequate rest and nourishment. A team member may be involuntarily pulled from an assignment if they appear fatigued.

Once released from an incident assignment, team members may be held for rehab. Factors taken into consideration when deciding to demobilize a team member(s) include, but not limited to: Duration of deployment; Not returning to their home base before midnight; Weather conditions

Human Rights/Harassment/Discrimination

The Incident Management Team fully supports EEO and will not tolerate any form of harassment or discrimination.

PC IMAT Training Requirements:

All members shall obtain the following NIMS certifications to further enhance the PC IMAT capabilities. The certificates will be obtained in three phases. Phase 1 being the initial team member requirements for **Active Member** status and Phase 2 to be obtained for certification of Command and General Staff positions as requested by Ohio IMT training course plan for Local Incident Management Teams. Phase 3 obtained as soon as classes are made available. Team members must realize that some travel to attend classes will be required.

NIMS COURSES

PHASE 1   **PHASE 2**   **PHASE 3***

ICS 100   ICS 300   **PSC** – Planning Section Chief
ICS 200   ICS 400   **RESL**- Resource Unit Leader
ICS 700a   IS 701a MAC   **SITL** - Situation Unit Leader
ICS 800a   IS 702a PIO   **LOGS** – Logistics Section Chief
                 IS 703a Res. Mgmt.   **COML**- Comm. Unit Leader
                 IS 706 IMAC
                 IS 802 COMM

Phase 1 shall be completed before submitting formal application for team membership. Copies of certificates shall be submitted to the IMAT Coordinator to be recorded.

Phase 2 shall be completed within one year of initial team membership approval unless circumstances beyond the control of the team member prevent this. Copies of certificates shall be submitted to the IMAT Coordinator to be recorded.

Phase 3 training shall be completed within 2 years of initial approval of team membership unless circumstances beyond the control of the team member prevent this. *Team members are encouraged to complete additional Independent Study (IS) and in class courses as time and opportunity allow.*

PC IMAT trainings will take place on the first Wednesday of every month at 10:00 a.m. at the PC EOC unless otherwise advised. Team members are required to attend a minimum of 50% of all monthly drills or trainings each year to remain an active member. Participation is necessary for enhanced team capabilities and efficiency and will be recorded.

Any individual that does not meet training or meeting requirements may be excluded from team response at the discretion of the EMA Director and Team Coordinator.

Portage County IMAT Member "Go Kit"

This is a list of items that IMAT members might want to assembly for their activation "Go Kit". It is not necessary to take everything, and may vary with the individual and the logistical capability of the incident. This kit should be pre-assembled, with the exception of perishable items, so that deployment is not delayed.

- Team ID and other Legal identification
- Two pairs of pants, BDUs or jeans
- Two work shirts
- Extra underclothing and socks
- Baseball cap or other appropriate hat
- Appropriate clothing for off duty wear
- Tennis shoes and appropriate work footwear
- Jacket (if season and climate require)
- Lightweight raingear
- Sunglasses, sunscreen, lip balm
- Hearing protection
- Medications (Advil, Tylenol)
- Toiletry items- Soap, towel, washcloth, toothbrush, toothpaste, razor, shave cream etc.
- Insect repellant
- Small flashlight / extra batteries
- Extra bottles of water
- Prepackaged snack bars
- Personal protective equipment- Boots, Gloves, Hardhat
- Cash- (Recommend $50-$100 in small denominations and loose change, especially quarters.)

Portage County Incident Management Assistance Team Activation Worksheet

Description of Situation & Status of the Incident:

Date & Time _____

Requesting Party:
Name:
Title:
Phone #:

On Scene point of contact (if different):

Name:
Title:
Direct contact #:

Location of Incident:

Location of Command Post:

Location of Mobilization Site or Staging:

Location of local EOC if activated:
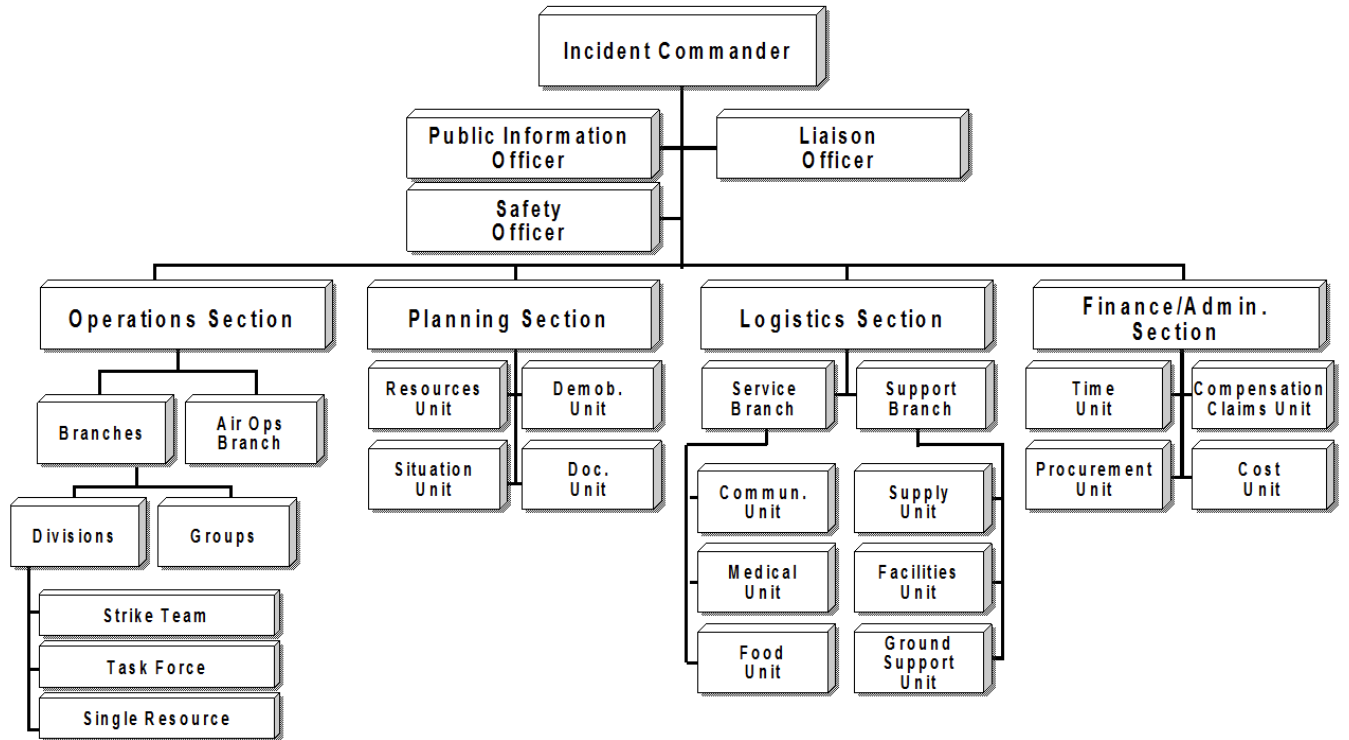
Type of PC IMAT Activation: Short   Full   **Response:** Scramble   Regular

PC IMAT member
Name_____Signature_____

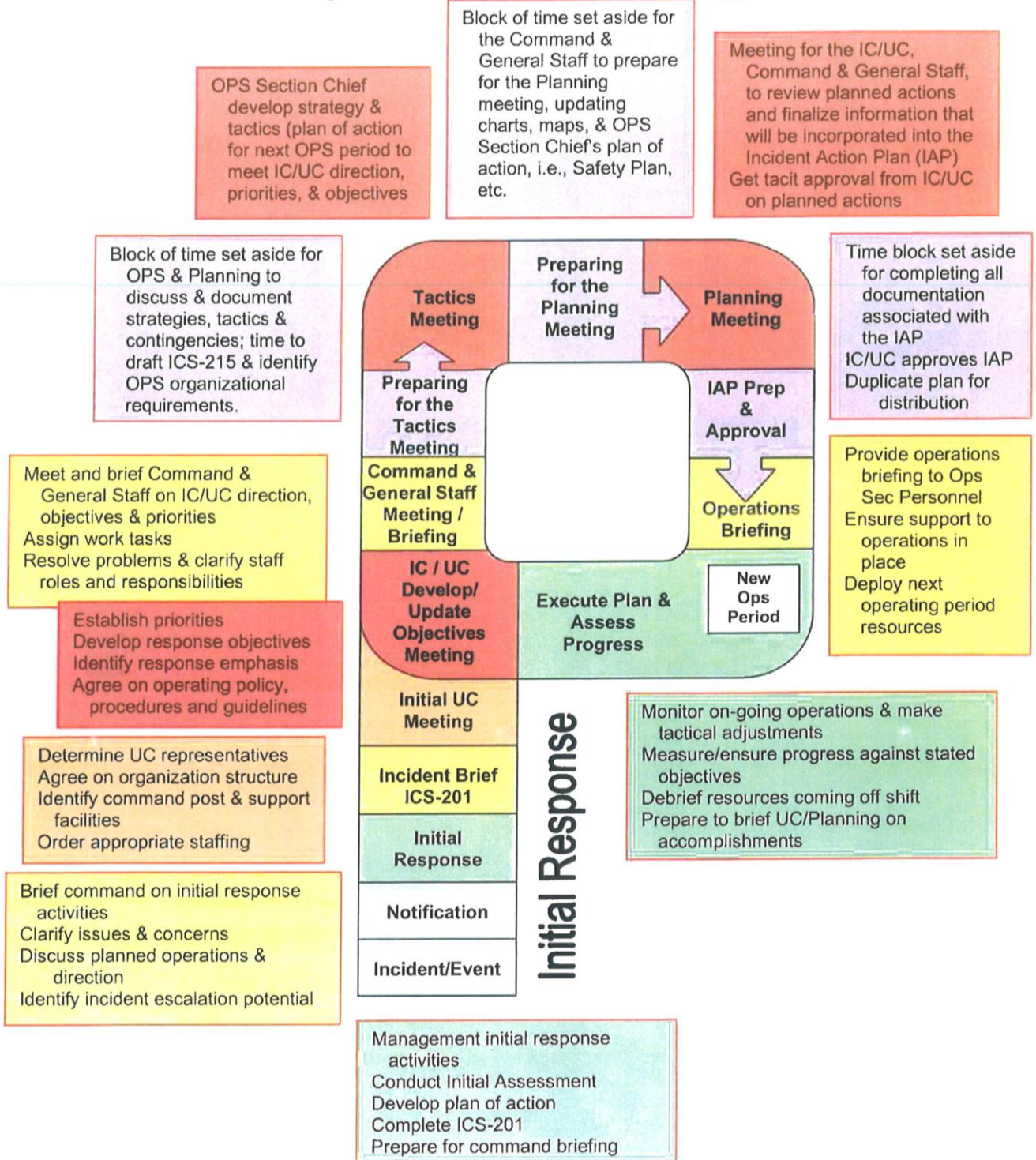# Appendix A

Sample ICS Flow Chart / Chain of Command

Incident Commander

- Public Information Officer
- Liaison Officer
- Safety Officer

Operations Section
- Branches
- Air Ops Branch
  - Divisions
  - Groups
    - Strike Team
    - Task Force
    - Single Resource

Planning Section
- Resources Unit
- Demob. Unit
- Situation Unit
- Doc. Unit

Logistics Section
- Service Branch
- Support Branch
  - Commun. Unit
  - Supply Unit
  - Medical Unit
  - Facilities Unit
  - Food Unit
  - Ground Support Unit

Finance/Admin. Section
- Time Unit
- Compensation Claims Unit
- Procurement Unit
- Cost Unit

UNITED STATES COAST GUARD   **General Activities**

The Operational Planning "P"

Block of time set aside for the Command & General Staff to prepare for the Planning meeting, updating charts, maps, & OPS Section Chief's plan of action, i.e., Safety Plan, etc.

Meeting for the IC/UC, Command & General Staff, to review planned actions and finalize information that will be incorporated into the Incident Action Plan (IAP) Get tacit approval from IC/UC on planned actions

OPS Section Chief develop strategy & tactics (plan of action for next OPS period to meet IC/UC direction, priorities, & objectives

Block of time set aside for OPS & Planning to discuss & document strategies, tactics & contingencies; time to draft ICS-215 & identify OPS organizational requirements.

Time block set aside for completing all documentation associated with the IAP
IC/UC approves IAP
Duplicate plan for distribution

Tactics Meeting

Preparing for the Planning Meeting

Planning Meeting

Preparing for the Tactics Meeting

IAP Prep & Approval

Command & General Staff Meeting / Briefing

Operations Briefing

IC / UC Develop/ Update Objectives Meeting

Execute Plan & Assess Progress

New Ops Period

Initial UC Meeting

Incident Brief ICS-201

Initial Response

Notification

Incident/Event

Initial Response

Meet and brief Command & General Staff on IC/UC direction, objectives & priorities
Assign work tasks
Resolve problems & clarify staff roles and responsibilities

Establish priorities
Develop response objectives
Identify response emphasis
Agree on operating policy, procedures and guidelines

Determine UC representatives
Agree on organization structure
Identify command post & support facilities
Order appropriate staffing

Brief command on initial response activities
Clarify issues & concerns
Discuss planned operations & direction
Identify incident escalation potential

Provide operations briefing to Ops Sec Personnel
Ensure support to operations in place
Deploy next operating period resources

Monitor on-going operations & make tactical adjustments
Measure/ensure progress against stated objectives
Debrief resources coming off shift
Prepare to brief UC/Planning on accomplishments

Management initial response activities
Conduct Initial Assessment
Develop plan of action
Complete ICS-201
Prepare for command briefing

UNIT LOG | 214

INCIDENT NAME:	OPERATIONAL PERIOD:
UNIT DESIGNATION:	UNIT LEADER:	UNIT REPORTS TO:
ASSIGNMENT:	TOTAL NUMBER OF PERSONNEL ASSIGNED:

RESOURCES ASSIGNED

NAME	ICS POSITION	HOME AGENCY
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

ACTIVITY LOG

TIME	Notable Activities (actions, accidents, agreements & achievements)

TIME	Notable Activities (actions, accidents, agreements & achievements)
# UNIT LOG (continued)	214

TIME	Notable Activities (actions, accidents, agreements & achievements)

Please note any injuries, equipment or operational problems:

COMPLETED BY:	Signed:	Date & Time:

Appendix D

Meeting List

MEETING	LIMIT and WHEN	ATTENDEES
Agency Administrator's Briefing	30 minutes. Upon Arrival	All Team Members

- Using an <mark>ICS 201 Form and/or other communications and notes</mark>, all attendees should ensure that they have received the information they will need to fulfill their function upon the Team's assumption of or integration into the incident.
- Any concerns regarding the Team's acceptance of the incident assignment based on the information presented should be voiced during this meeting.

MEETING	LIMIT and WHEN	ATTENDEES
Outgoing IC / Incoming IC Briefing	30 minutes. Upon IC / Team Arrival	Outgoing IC, Incoming Command & General Staff

- Using <mark>ICS 201 Form and/or other communications and notes</mark>, ensure that all critical available information is gathered.
- Attach ICS 201 or its equivalent should wither be presented or generated during this meeting.
- Establish date/time of official transition into the incident.

MEETING	LIMIT and WHEN	ATTENDEES
Strategy Meeting	30 minutes. Prior to initial planning meeting. Additional as determined by IC.	Command & General Staff

- Objectives to be established by IC with input from Team Members as appropriate.
- Strategic Plan developed or validated and presented to Team.
- Timelines and information requirements for Team activities will be established.

MEETING	LIMIT and WHEN	ATTENDEES
Initial Planning Meeting	1 hour	Command & General Staff

- Complete 215 Operational Planning Worksheet
- Complete 215A IAP Safety Analysis Worksheet
- Develop IAP for first operational period as directed.

MEETING	LIMIT and WHEN	ATTENDEES
Pre-Planning Meeting	30 minutes. Each Operational Period. Just prior to Planning Meeting.	Planning Section Chief, Ops. Section Chief, Logistics Section Chief, Safety Officer (others as needed).

- Complete DRAFT 215
- Complete DRAFT 215A

MEETING	LIMIT and WHEN	ATTENDEES
Planning Meeting	1 hour or less. Each Operational Period.	IC/UC, Safety Officer, Liaison Officer, PIO, Planning Section Chief, Situation Unit Leader, Ops. Section Chief, others as deemed appropriate.

- Finalize 215
- Finalize 215A
- Develop IAP for next Operational Period

MEETING	LIMIT and WHEN	ATTENDEES
Operational Period Briefing	30 minutes. Beginning of each Operational Period.	IC/UC, Safety Officer, Liaison Officer, PIO, Planning Section Chief, Situation Unit Leader, Ops. Section Chief, Logistics Section Chief, Finance/Admin. Section Chief.

- IAP's available for all attendees
- Brief discussion by each section
- Follow up with separate small group briefings by divisions to resources assigned

MEETING	LIMIT and WHEN	ATTENDEES
Command Staff Meeting	15 minutes. Following Operational Period Briefing.	IC/UC & Command Staff

- Each member of the Command Staff updates IC/UC on status of activities
- Command Staff priorities are set for the operational period

MEETING	LIMIT and WHEN	ATTENDEES
Demob. Planning Meeting	1 hour. Soon after incident stabilizes. Prior to development of demob. plan.	Command & General Staff, DMOB (if assigned), Agency Dispatch Representative (if available).

- Identify release priorities (routine and emergency)
- Identify release procedures (routine and emergency)
- Identify check out procedures (routine and emergency)
- Begin development of the Demobilization Plan.

MEETING	LIMIT and WHEN	ATTENDEES
Transition Out Meeting	1 hour. When time to transition out.	Incoming IC & Team (or) Outgoing IC & Team

- Provide incoming Team & IC with complete set of information using Team Briefing Form.
- Agree which Team resources will remain after transition.
- Establish date / time of official transition to incoming IC & Team or Transition Out.

MEETING	LIMIT and WHEN	ATTENDEES
Team Critique	1-2 hours. After transition out. Prior to closeout.	All Team Members (IMAT members only)

- Meeting conducted by Planning Section Chief (if position filled) or Team Incident Leader.
- Self-critique of performance by Team.
- Each section / assignment will self-critique and present to group. ***This is a no fault meeting.***
- Determine issues that should be raised at Closeout Meeting.

MEETING	LIMIT and WHEN	ATTENDEES
Incident Closeout	1 hour. After transition out occurs.	All Team Members, Command, others as deemed appropriate (Agency Administrator, etc.)

- Jurisdictional Agency reviews Team performance on incident.
- Agenda may be set by Agency Administrator, IC/UC, and/or Team Incident Leader.
- Copy all forms. Originals to Agency Administrator. Copy to Team Leader, Emergency Management Agency Director.

MEETING	LIMIT and WHEN	ATTENDEES
Incident Management Assistance Team Meeting	As determined / needed	All Team Members

- Lead by Team Leader or Team Incident Leader. Sharing of issues or concerns that need to be addressed to improve Team performance.
- Team members share positive actions that are enhancing Team performance.

Appendix E
PCIMAT Team Evaluation Form

Team Lead: _____ Date: _____

Incident Name: _____

Local Jurisdiction Incident #: _____ Completed by: _____

1. Did the Team accomplish the objectives as expected? [ ] YES   [ ] NO

2. Was the Team cost effective in their management of the incident? [ ] YES   [ ] NO

3. Was the Team sensitive to political and social concerns? [ ] YES   [ ] NO

4. Was the Team sensitive to resource limits and environmental concerns?   [ ] YES   [ ] NO

5. Was the Team professional in the manner that they assumed appropriate management of the incident to the benefit and satisfaction of the hosting agency?   [ ] YES   [ ] NO

6. Did the Team anticipate and respond to changing conditions in a timely manner?
   [ ] YES   [ ] NO

7. Did the Team place proper emphasis on safety?   [ ] YES   [ ] NO

8. Did the Team activate and manage demobilization in a timely, cost-effective manner?
   [ ] YES   [ ] NO   [ ] NOT APPLICABLE

9. Did the Team express a sincere concerns and empathy for the hosting agency and local conditions?
   [ ] YES   [ ] NO

10. Other comments:

*Please return completed evaluation form **within 48 hours** of end of incident / event to Director Ryan Shackelford at the Portage County Emergency Operation Center, 8240 Infirmary Road, Ravenna, Ohio 44266.*

Portage County Homeland Security and Emergency Management – IMAT Manual

Emergency Operations Plan

Emergency Support Function 5

Emergency Management, Information & Planning

Damage Assessment Standard Operating Guide

Tab C

Tab A

PORTAGE COUNTY
OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT
INDIVIDUAL ASSISSTANCE (IA) DAMAGE ASSESSMENT
STANDARD OPERATING GUIDE

I.   Purpose:

The purpose of this Standard Operating Guide is to provide guidance on how Portage County, Ohio will conduct damage assessment on private and public property in accordance with state and federal requirements.

II.   Situation:

Portage County is faced with many hazards that could cause significant damage to life, property and environment of Portage County citizens, businesses, public offices and infrastructure.

In the event of an incident, Portage County will work collaboratively with local entities and citizens to record all damages and losses occurred.

Multiple departments of Portage County will have responsibility in recording damages and assisting with damage assessment.

All aspects of our community have equal opportunity in emergency services.

III. Introduction:

Damage Assessment is defined as the systematic process of determining and appraising the extent of loss, suffering and/or harm to a community. This process helps establish common operating picture while identifying resource needs, keeps stakeholders informed, develops information base for possible federal assistance and fulfills regulatory requirements for FEMA and Small Business Administration. Historical records after disaster can be used in future mitigation planning.

IV.   Concept of Operations:

Portage County Office of Homeland Security and Emergency Management will identify, train and equip damage assessment teams.

The DAT or Damage Assessment Team will consist of multidepartment/ agency members with subject matter expertise in engineering, communications and building codes and regulations.

The damage assessment procedure helps identify the impact and the magnitude of the event and must be quick, detailed and accurate.

Local municipality officials are encouraged to participate in this process to help enhance DA at the municipal level. This will allow us to facilitate information quicker to Ohio EMA for assistance.

V.   Line of Succession:

Damage Assessment for the private sector typically is prioritized first. DA for the public sector will be performed by local officials and usually follows the private sector.

VI.   Types of Damage Assessments/ Recovery options:

a. Individual Assistance Damage Assessment

   i)   Individual Assistance (IA) DA is for *primary* residence and businesses impacted in an emergency
   ii)   Local IADA must be completed prior to joint federal, state, local IADA.
   iii)   Answers the question, how bad is it? DAT members must:
           • Quantify primary homes and businesses impacted
           • Record info regarding the severity and magnitude of the incident
           • Identify 25 (or more) homes and/or businesses that have sustained 40% or more uninsured loss of the estimated fair market value
   iv)   Key Factors:
           • Concentration of damages equals greater impacts
           • Scattered impact may not meet the minimum of 25 primary residences/businesses for Small Business Administration agency only declaration
           • Insurance: homeowners insurance or flood insurance, including the amount of coverage/active coverage
           • Functional Needs population: low income, elderly, unemployed, language barriers, physically – mentally challenged

b. U.S. Small Business Administration Loans

   i.)   SBA can issue an agency-only declaration
   ii.)   Only the Governor may submit a written request
   iii.)   Key Factors:
           • Request must certify uninsured private damages meet SBA criteria

- 25 or more primary homes and/or businesses with major or destroyed damage
- uninsured losses of 40% or more
- Functional Needs population: low income, elderly, unemployed, language barriers, physically – mentally challenged

VII. Categorizing Damages

 c. Destroyed:
  • permanently uninhabitable; total loss/not repairable
 d. Major:
  • uninhabitable; requires extensive repairs
 e. Minor:
  • uninhabitable; but repairs can be made within 30 days
 f. Affected:
  • habitable without repairs

VIII. Administration & Forms

 g. See pages below for examples and forms to use conducting damage assessment.

Wind Damage Example
Single Family Dwelling and Mobile Home

WIND DAMAGE: SINGLE FAMILY DWELLING

Examples:
- Only foundation remains.
- Two or more walls destroyed and roof substantially damaged or destroyed.
- Total loss; not repairable.

DESTROYED

WIND DAMAGE: SINGLE FAMILY DWELLING

Examples:
- Substantial roofing elements damaged or missing (i.e. roof decking, trusses/framing).
- Structural failure of exterior walls, floors, foundation, etc. that is repairable (i.e. clearly lifted roof; bowed or collapsed walls).
- Uninhabitable. Repairs will take longer than 30 days.

MAJOR

WIND DAMAGE: MOBILE HOME

Examples:
- Roof is missing or significant damage to roof covering, sheathing and framing.
- Frame is bent, twisted or otherwise compromised.
- Total loss; not repairable.

DESTROYED

WIND DAMAGE: MOBILE HOME
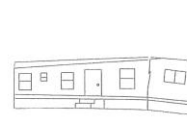
Examples:
- Significant damage to structural components (i.e. windows, doors, wall coverings, roof, bottom board insulation, ductwork, etc.)
- Displaced from foundation.
- Uninhabitable. Requires extensive repairs.

MAJOR

WIND DAMAGE: SINGLE FAMILY DWELLING

Examples:
- Unsecured windows or doors (i.e. broken windows; buckled or broken window frames or doors).
- Some damage to roof and/or exterior walls.
- Home may be made habitable in less than 30 days.

MINOR

WIND DAMAGE: SINGLE FAMILY DWELLING

Examples:
- Minimal damage to structure (i.e. some shingle damage, dents in siding, cracked window(s))
- Habitable without repairs.

AFFECTED

WIND DAMAGE: MOBILE HOME

Examples:
- Minimal structural damage (i.e. windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook-up.
- May be made habitable in less than 30 days.

MINOR

WIND DAMAGE: MOBILE HOME

Examples:
- Cosmetic damage (i.e. minor dents to roof or siding.
- No damage to structural components.
- Habitable without repairs.

AFFECTED

Water/Flood Damage Example
Single Family Dwelling and Mobile Home

FLOOD DAMAGE: SINGLE FAMILY DWELLING

Examples:
- Complete failure of 2 or more major structural components (i.e. collapse of basement walls/foundation, walls or roof)
- Pushed off foundation
- Total loss; permanently uninhabitable.

DESTROYED

FLOOD DAMAGE: SINGLE FAMILY DWELLING

18 inches or more

Examples:
- 18 inches or more of water on the first floor or water that covers electrical outlets.
- Homes with a basement where the water level has compromised the structural integrity of the home. (**Note: For SBA purposes, a collapsed basement wall(s) is considered minor damage.)
- Uninhabitable. Will take more than 30 days to repair.

MAJOR

FLOOD DAMAGE: SINGLE FAMILY DWELLING

3-18 inches

Examples:
- 3 to 18 inches of water on the 1st floor. (With or without basement)
- Damage to mechanical components (i.e. furnace, water heater, HVAC)
- Damage or contamination to private well or septic system.
- Uninhabitable, may be made habitable in less than 30 days.

MINOR

FLOOD DAMAGE: SINGLE FAMILY DWELLING

Less than 3 inches

Examples:
- Less than 3 inches of water on the first floor. (With or without basement)
- No structural damage; habitable without repairs.

AFFECTED

FLOOD DAMAGE: MOBILE HOME

Examples:
- A water line higher than 12 inches within the living area.
- Frame bent or twisted or otherwise compromised.
- Total loss; repairs are not economically feasible.

DESTROYED

FLOOD DAMAGE: MOBILE HOME

Examples:
- Water that impacts the floor system (to include bottom board insulation, ductwork and subflooring.
- Water line up to 12 inches within the living area.
- Requires extensive repairs. Cannot be made habitable in a short period of time.

MAJOR

FLOOD DAMAGE: MOBILE HOME

Examples:
- Water line is below the floor system.
- Skirting or HVAC may be impacted.
- Uninhabitable. May be made habitable in a short period of time with minimal repairs.

MINOR

FLOOD DAMAGE: MOBILE HOME

Examples:
- Cosmetic damage only
- No damages affecting habitability.

AFFECTED

Guidance for Conducting
FEMA and SBA Individual Assistance Damage Assessment

SINGLE FAMILY, CONDOS, APTS.	TORNADO EVENT	FLOOD EVENT	REPAIRABLE/ HABITABILITY
AFFECTED	-Cosmetic damage i.e. some shingle damage, dents in siding, cracked window	-Less than 3 inches of water on the first floor. -No structural damage	Minimal damage Home is habitable without repairs.
MINOR	-Windows or doors unsecured (damaged/blown in)	-3 to 18 inches of water on the first floor. -Damage to mechanical components (i.e. furnace, water heater, HVAC). -Damage or contamination to private well or septic system.	Uninhabitable. May be made habitable within 30 days.
MAJOR	-Substantial roofing elements damaged or missing (roof decking, trusses/framing) -Structural failure of exterior walls, floors, foundation, etc. that is repairable.	-18 inches or more of water on the first floor. -Water that covers electrical outlets on the first floor. -Homes with a basement where the **water level has compromised the structural integrity** of the home. *	Significant damage Uninhabitable Requires extensive repairs Damages will take more than 30 days to repair.
DESTROYED	-Only foundation remains -Two or more walls destroyed and roof substantially damaged or destroyed.	-Complete failure of 2 or more major structural components (collapse of basement walls/ foundation, walls, or roof) -Pushed off foundation	Not repairable Structure is permanently uninhabitable.

MANUFACTURED HOMES	TORNADO EVENT	FLOOD EVENT	REPAIRABLE/ HABITABILTY
AFFECTED	-Cosmetic damage i.e. minor dents to roof or siding -No damage to structural components.	-Cosmetic damage only	Minimal damage Home is habitable without repairs.
MINOR	-**Minimal** structural damage i.e. windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook-up	-Waterline is below the floor system. Skirting or HVAC may be impacted.	Uninhabitable, but repairable in a short time. Damaged, but can be used without significant repairs.
MAJOR	-Displaced from foundation -Significant damage to structural components	-Water that impacts the floor system (to include belly board insulation, ductwork and subflooring) -Waterline up to 12 inches in an **occupied or required room.**	Significant damage Uninhabitable Requires extensive repairs Damages will take more than 30 days to repair.
DESTROYED	-Missing the roof, or significant damage to roof covering, sheathing and framing. -Frame is bent, twisted or otherwise compromised.	-Greater than 12 inches of water in the primary living area. -Frame is bent, twisted or otherwise compromised.	Total loss Uninhabitable Not repairable

Note: For SBA purposes, a collapsed basement wall(s) is considered minor damage.
Source: From FEMA's Operation Manual, "Preliminary Damage Assessment for Individual Assistance," July 2012

C-3

Quick Reference Guide for Individual Assistance Preliminary Damage Assessment

Guidelines for Determining Damage to Manufactured Homes			
Degree of Damage	Definition	For Flood Damage	For Damages Other Than Flood (i.e. Wind Driven Rain, Earthquake)
Affected	The structure has minimal damage; dwelling is habitable without repairs.	No damages affecting habitability; cosmetic damages only.	The dwelling's frame is not bent, twisted, or otherwise compromised. No structural components of the dwelling have been damaged (i.e., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up).
Minor	The structure is damaged and uninhabitable, but may be made habitable in a short period of time with minimal home repairs. The dwelling has some damage, but can be used without significant repair (repairable).	Water line is below the floor system. In general, skirting or HVAC may be impacted.	The dwelling's frame is not bent, twisted, or otherwise compromised; however, there is minor structural damage (e.g., it has not been displaced from the foundation). Other structural components may have sustained minor damage (i.e., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up).
Major	The structure has sustained structural or significant damages; uninhabitable dwelling that requires extensive repairs. The dwelling is unusable in its current condition and cannot be made habitable in a short period of time.	Water that impacts the floor system (to include belly board insulation, ductwork, subflooring) or a water line of up to 12 inches within the living area would equate to a major designation.	The dwelling's frame is not bent, twisted, or otherwise compromised; however, there is more than minor structural damage (e.g., it has been displaced from the foundation) and other structural components have been damaged (i.e., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hook up).
Destroyed	The structure is a total loss; damaged to such an extent that repairs are not economically feasible.1 There is no value associated with the structure except for its basic material content (scrap).	A water line higher than 12 inches would equate to a destroyed designation. To be otherwise designated as destroyed, the dwelling's frame must be bent, twisted, or otherwise compromised. The dwelling interior must be so compromised by contamination that clean up is infeasible.	The dwelling's frame must be bent, twisted, or otherwise compromised. The dwelling must be missing the roof or has sustained significant damage to the roof covering, sheathing, and framing.

* Definitions taken from entitled " Preliminary Damage Assessment for Individual Assistance Operations Manual (9327.2-PR) dated July 18,2012
Last Reviewed:July 2012
Region V

Quick Reference Guide for Individual Assistance Preliminary Damage Assessment

Category of Damage	Definition	Flood Examples	Tornado Examples
Affected	This category includes dwellings with minimal damage to structure and/or contents and the home is habitable without repairs.	Affected homes have minimal flooding with less than 3 inches of water in an occupied or required room.	Minimal damage to structure and home is habitable without repairs.
Minor	Minor damage exists when the home is damaged and uninhabitable, but may be made habitable in less than 30 days. Some of the items that determine minor damage are listed below: • Windows or doors unsecured (damaged) • Damage to functional components (i.e. furnace, water heater, HVAC, etc.)	• Three to eighteen inches of water in an occupied or required room • Damage, or disaster related contamination, to private well or septic system. *Note: If water has remained in structure for more than a day, more extensive damage may have occurred. Watch for foundation damage.*	Windows or doors unsecured (damaged) May be made habitable in less than 30 days.
Major	Major damage exists when the home has sustained structural or significant damages, is uninhabitable and requires extensive repairs. Any one of the following may constitute major damage: • Failure of structural elements of the residence (e.g., walls, roof, floors, foundation, etc.) that are repairable • Damage to dwelling that will take more than 30 days to repair (not to include contractor delays or availability of materials)	• Eighteen inches or more of water on the first floor or water that covers electrical outlets • Homes with a basement may be considered for major damage if the water level has compromised the structural integrity of the home *Note: If water has remained in structure for more than a day, more extensive damage may have occurred watch for extensive wall and foundation damage.*	Substantial roofing elements damaged or missing (e.g., roof decking, trusses/framing), damage to windows, doors, exterior walls, interior wind damage, rain/water damage, extensive debris and utility problems. Damage to dwelling that will take more than 30 days to repair (not to include contractor delays or availability of materials)
Destroyed	Destroyed means the structure is a total loss. Any one of the following may constitute a status of destroyed: • Structure is permanently uninhabitable • Complete failure of two or more major structural components (e.g., collapse of basement walls/foundation, walls, or roof) • Condemned structure that will require demolition or removal by local or government because of disaster-related health and safety concerns • An unaffected structure that will require removal or demolition by local or county government because of a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes)	Complete failure of two or more major structural components (e.g., collapse of basement walls/foundation, walls, or roof) (for instance, pushed off the foundation). *Note: Depth, velocity, and duration of water in and around the structure may have a significant impact on degree of damage.*	• Only foundation remains or two or more walls destroyed and roof substantially damaged or destroyed

Portage County
Damage Assessment Team (DAT)
Standard Operating Procedure

I. Purpose:

The purpose of this Standard Operating Procedure is to provide guidance on how the Damage Assessment Team Leader will conduct a preliminary damage assessment.

II. Situation:

Portage County is faced with many hazards that could cause significant damage to life, property and environment of Portage County citizens, businesses, public offices and infrastructure.

In the event of an incident, Portage County will work collaboratively with local entities and citizens to record all damages and losses occurred.

Multiple departments of Portage County will have responsibility in recording damages and assisting with damage assessment.

All aspects of our community have equal opportunity in emergency services.

The DAT Leader will organize the DAT team and prepare to conduct preliminary assessments

III. Concept of Operations:

1) PC OHS/EMA will notify the DAT Leader of a possible approaching incident if early notification was provided

2) The DAT leader will notify the DAT if a impending incident can occur if early notification was provided

3) The DAT leader will be requested upon notification of an incident by the PC OHS/EMA

4) Upon notification, the DAT team leader will respond to the PC EOC to have an situational awareness briefing of the incident

5) The DAT team leader will notify the DAT and request members organize at the PC EOC or alternate location based on transportation access to the EOC

6) PC OHS/EMA will coordinate with the senior official and IC of the jurisdiction effected prior to starting the DA.

7) The DAT leader will meet if needed with the Senior Official and IC prior to start of the DA.

8) The DAT Leader will organize the DAT into groups and prepare the DAT to conduct the DA. This includes:
   - Brief refresher training if needed
   - Maps
   - DA forms
   - Camera, or phone for pictures
   - Writing utensils
   - Situational report
   - Communications Plan ICS/ 205
   - Accountability
   - Estimated times of arrival

9) Each DAT group will be assigned one person in charge who will be the point of contact (POC) to the DAT lead. Each DAT group will consist of 2 -4 people and should have:
   - Team Lead
   - Driver
   - Scribe
   - Spokesperson

10) All issues that apprise during the conduction of the DAT will be managed by the DAT leader. If a situation appraises itself that cannot be handled by the DAT leader request for assistance will be coordinated through the PC EOC. All DAT members do not have to conduct activity they do not feel safe. All safety in the field will be the responsibility of the DAT group leader and DAT leader. DAT group leader will need to schedule breaks, lunch and organize members based on comfort level with the mission.

11) Once the DAT is prepared a final map briefing will be conducted ordering the DAT teams on which areas will be given priority first. Most heavily impacted areas should be viewed first. Be prepared to show all damages. A final safety briefing will be held prior to dispatch.

12) DAT groups will conduct the DA. Make sure not to overlap areas impacted. If a team finishes early they may be asked to assist another team.

13) DAT group leader will make the final call of degree of damages. (this is perception, please use charts to make the best judgment call)

14) DAT group leader will summarize the results of the assessment and turn in results to the DAT Leader.

15) DAT Leader will summarize all the findings and submit the forms to the PC EOC for review and final submittal to Ohio EMA.

16) If Ohio EMA finds the findings accurate and wants to do a joint Federal-State and Local DA, The DAT Leader will organize the assessment and go with them for the review.

IV.   Records Retention:

All records created during a disaster or incident will be kept on record at PC OHS/EMA indefinitely.

V.   Liability:

As a member of the DAT you may be exposed to significant images of injury, personal loss, sadness and even death. No one is mandated to conduct this activity and members of the DAT are volunteer. If a DAT member does not feel comfortable conducting DA, they can stop or refuse to at any time and can return to home station.

VI.   Damage Assessment Forms and Direction

Ohio EMA Preliminary Damage Assessment
Individual Assistance Worksheet Instructions

As a member of the IA PDA Team, your mission is to quantify primary residences and businesses impacted by the disaster; and to record information regarding the severity and magnitude of the event. The attached worksheet has been designed to be used in the field to record observed damages. For additional guidance on conducting an IA damage assessment, please refer to the *EMA Preliminary Damage Assessment Field Guide* or the *Assistance Toolbox,* developed and distributed by the Ohio EMA.

Block A: Location
Information regarding the location of damaged or impacted primary residences can be recorded in one of several ways. A structure or group of structures may be identified by an individual address, a block of addresses (i.e. 5500-5565 North Street), or the name of a complex or park (i.e. apartments, condominiums or mobile home park.) Please note, it is not necessary to capture each individual address. However, enough information should be provided that in the event of a joint Federal/State PDA, damaged structures can be easily revisited. In the case of businesses record the name of the business and street address. You may want to capture businesses on a separate worksheet for ease in reporting the total number of businesses impacted.

Block B: Type of structure
Type of structure is defined as: single family (SF); mobile home (MH); apartment (apt); condominium (condo); or business (bus). Secondary homes are not quantified and should not be included in this section. However, information regarding impact to these structures should be provided under the comment section in Block D.

Block C: Status
Status refers to whether the occupant(s) are owners (O) or renters (R).

Block D: Notes/ tally / miscellaneous
This section is used for notes, comments and additional information. Access issues and information regarding impact to secondary residences should be reported here.

Block E: Depth of water
This block is utilized when assessing flood damages. Two (2) entries are required. First, record the level of water that entered the structure. Next, indicate whether the water was in the basement (b) or entered the first floor (1st) living area.

Block F: Habitability
There are 4 degrees of damage: destroyed, major, minor and affected. Please reference the *EMA Preliminary Damage Assessment Field Guide* for examples and illustrations of each of these categories. Based on criteria, record the degree of damage for each structure.

Block G: Insurance
It is important to determine the extent of applicable insurance coverage. In a flooding event, you will want to determine whether the occupants carry flood insurance. For a wind event, it is important to note applicable homeowners insurance.

Block H: Totals
Two sets of numbers are required. First, add the total number of primary residences for each degree of damage. Then, do the same for businesses. Report your findings to the designated point of contact.

PRELIMINARY DAMAGE ASSESSMENT
INDIVIDUAL ASSISTANCE

Page ___ of ___

County	Name of Community Area	Date of PDA	Assessor's Name/Phone Number

LOCATION Street Address, Apt/Condo, Complex, MH Park	TYPE OF STRUCTURE SF, MH, Apt, Condo, Bus	STATUS O/R	NOTES/TALLY	DEPTH OF WATER B/1st	HABITABILITY				INS Y/N
					D	Maj	Min	A	
(A)	(B)	(C)	(D)	(E)			F		(G)
			(H) TOTALS		0	0	0	0	

PRELIMINARY DAMAGE ASSESSMENT
INDIVIDUAL ASSESSMENT

County	Name of Community Area	Date of PDA	Assessor's Name/Phone Number					

LOCATION Street Address, Apt/Condo, Complex, MH Park	TYPE OF STRUCTURE SF, MH, Apt, Condo, Bus	STATUS O/R	NOTES/TALLY	DEPTH OF WATER B/1st	HABITABILITY				INS Y/N
					D	Maj	Min	A	
TOTALS					0	0	0	0	

IA Local Damage Assessment
Summary Sheet

IA Damage Assessment Coordinator:				Ph.#		
Date:						
Community/neighborhood	Destroyed	Major	Minor	Affected	Businesses	Insured
Subtotal						
Total for County						

PDA Summary Sheet

Name of Community/County: The Plains, Athens County

SAMPLE

Date: 9/20/2010

Neighborhood/subdivision	Destroyed	Major	Minor	Affected	Insured	Businesses
Pine Aires (MH Park)	9	15	2	14	6	1
The Eclipse	0	1	4	12	6	2
Johnson	1	5	3	20	17	
Ohio Ave	0	4	2	15	6	
Oak St/N. McDonald	4	1	2	5	4	
North Clinton	2	6	8	12	9	
Carl Dr.	0	0	0	8	2	
East 1st Street	0	2	6	52	6	
West 1st Street	0	4	0	12	1	
Connett Road	0	2	0	1		
Floyd	0	0	9	12	15	
Channing Way	0	1	12	2	14	
Lewmaster	0	2	2	8	8	
Other	0	0	0	0	0	1
Total for The Plains	16	51	61	207	94	4
York Twsp/Matheny Rd, Kimberly	6	8	11	14	23	0
Total for York Twsp.	6	8	11	14	23	0
Total for Athens County	22	59	72	221	117	4

EXAMPLE

September 16, 2010 Tornadoes Severe Storms
Damage Assessment Compendium,
(Based on Vetted County or State Reports)

County	Destroyed	Major	Minor	Affected	Total	*w/Insurance	% w/ins
Athens (State Report)	30	55	79	239	403	176	44%
Meigs (County Report)	22	1	11	4	38	11	29%
Pickaway (County Report)	0	0	1	0	1	1	100%
Perry (County Report)	7	16	12	47	82	12	#90%
Wayne (State Report)	2	5	10	32	49	47	96%
Totals	61	77	113	322	573	247	

* Estimated number of residences with insurance
# While insurance coverage was addressed sporadically in source report, the estimate of 90% with insurance is based on socioeconomics of the impacted areas and the prevalent type of construction (frame) and approximate value of homes

Updated 11/15/2010

Emergency Operations Plan

Emergency Support Function 5

Emergency Management, Information & Planning

Volunteer Application/Policy

Tab D
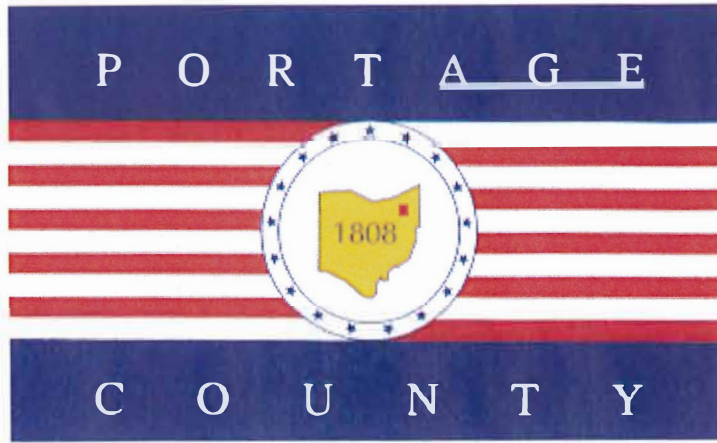
Portage County
Office of Homeland Security
& Emergency Management

Volunteer Application

Executive Summary

Emergency management agencies across the nation recognize the need for affiliated volunteers for disaster operations. Having a strong core of volunteers only strengthens the ability of emergency management offices to effectively respond and recover from disasters.

Affiliated volunteer organizations come in many forms and various backgrounds and degrees of training. The following are the current volunteer organizations under the purview of the Portage County Office of Homeland Security and Emergency Management: *Portage County Incident Management Assistance Team* "PC IMAT" and the *Portage County Communications Unit* or "Comms Unit". These teams strive to close gaps in emergency response, training and exercises, while serving in many facets of the emergency management program. Without affiliated volunteers meeting the deliverables as set forth by the National Preparedness Goal would be arduous.

On behalf of the Portage County Office of Homeland Security and Emergency Management, I want to say thank you to our volunteers and future applicants. Your consistent and steady assistance has ensured the success of emergency management operations past and present.

Ryan Shackelford, Director
Portage County OHS/EM

Scope

The purpose of this document is to set forth the understanding of capabilities and limitations of affiliated volunteers and the application process under the purview of the Director of the Portage County Office of Homeland Security and Emergency Management (PC OHS/EM). It is further understood that all volunteers are expected to know limitations as set forth by Ohio law.

PC OHS/EM Specialty Team, Job Descriptions

Portage County Incident Management Team
Job Description

Position: Incident Management Assistance Team member

Job Summary: This unpaid position reports to the Director of the Portage County Office of Homeland Security and Emergency Management (PC OHS/EM). The Team Commander and/or Incident Response Leads may provide appropriate direction, however such direction shall be consistent with policies, procedures, directives, etc. of the PC OHS/EM.

Minimum required Qualifications:

- Completion of the following Federal Emergency Management Agency (FEMA) courses: IS-700, IS-800, IS-100, IS-200, ICS 300, ICS 400.
- In addition, team members shall complete additional training as indicated in the current edition of the Incident Management Assistance Team manual, as approved by the Director of PC OHS/EM.

Duties:
- Provide situational awareness, subject matter expertise and documentation at or in support of an incident.
- Work with and in support of the PC OHS/EM at the Emergency Operations Center, Department Operations Center or at an incident or other location.
- Work with individuals at various levels of government and private sector; public and private organizations; the general public.
- Complete appropriate forms and other means of documentation.
- Initiate plans to prepare self and loved ones for hazards.
- Participate in initial and continuing education.
- Volunteer for projects related to the Incident Management Assistance Team to enhance the public safety of Portage County.
- Understand personal capabilities and limitations when deployed.
- Conduct oneself in a kind, constructive, and professional manner as a representative of the Team, Portage County OHS/EM, and Portage County.
- Record participation in all meetings, drills, tests, and participation in emergency management activities and ceremonies, as well as operations under disaster and/or emergency conditions.

- Other duties as requested by or on behalf of the Director of PC OHS/EM.

Competencies, Functions, Knowledge, Skills & Abilities:

Follow instructions; respond to direction with limited oversight at times.

Speak distinctly and deal courteously with partners and the public under stressful conditions.

Analyze and exercise good judgment and professional knowledge as a representative of the Portage County OHS/EM and Portage County IMAT.

Work with limited supervision.

Maintain working knowledge of incident management practices with the ability to adapt to situational needs using common sense.

Complete forms expeditiously with legibility and accuracy.

Represent PC OHS/EM and PC IMAT with professionalism.

Remain in communication with the PC OHS/EM, PC IMAT and others with no expectation of reimbursement.

Maintain an environment of teamwork and take necessary actions to ensure completion of necessary tasks.

Report important situation, including your status, as requested or otherwise appropriate, to the PC OHS/EM Director, PC IMAT Team Commander or their designees.

Knowledge of PC IMAT policies and procedures, skills and responsibilities.

Ability to receive text messaging with no expectation of reimbursement for phone service.

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person's race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

Portage County Communications Unit -
Radio Amateur Civil Emergency Service Volunteer
Job Description

Position: Communications Unit/Radio Amateur Civil Emergency Service Volunteer

Job Summary: This unpaid position reports to the Comms Unit Leader. The CU/RACES Volunteer participates in training programs and provides service, when activated, for critical incidents, emergencies, disasters and planned events.

Minimum Required Qualifications:

- IS-100, IS-200, IS-700, IS-800 (within one year of acceptance)

- Registration in Ohio Responds database (after acceptance)

- FCC Amateur Radio License (required for RACES volunteers)

Duties:
- Provide communication capabilities during critical incidents, emergencies, disasters and training
- Provide other support as requested during e critical incidents, emergencies, disasters and training

- Working cooperatively as a team with OHS/EM and public safety personnel and other volunteers
- Participate in continuing education, training, meetings, and exercises
- Volunteering for projects to enhance the public safety of Portage County
- Understanding personal capabilities and limitations when deployed
- Serving in disaster response operations including damage assessment, distribution, volunteer reception, traffic control, ushering, or other emergency management work
- In times of disaster, evaluate the communications needs of the jurisdiction and respond quickly to those needs
- Conducting oneself in a kind, constructive, and professional manner as a representative of the CU/RACES, Portage County OHS/EM and Portage County
- Working in disaster settings, including damaged areas, incident support locations, shelters, and volunteer reception centers, and areas with safety and security restrictions
- Recording participation in all meetings, drills, tests, and participation in emergency management activities and ceremonies as well as operations under disaster emergency conditions
- Participate in recruitment and training of new volunteers
- Any other duties as requested by the Portage County OHS/EM

Competencies, Functions, Knowledge, Skills & Abilities:
Follow instructions; respond to direction with limited oversight at times.
Speak distinctly and deal courteously with partners and the public under stressful conditions.
Analyze and exercise good judgment and professional knowledge as a representative of the Portage County OHS/EM and CU/RACES.
Work with limited supervision.
Maintain working knowledge of incident management practices with the ability to adapt to situational needs using common sense.
Represent PC OHS/EM and CU/RACES with professionalism.
Remain in communication with the PC OHS/EM, CU/RACES and others with no expectation of reimbursement.
Maintain an environment of teamwork and take necessary actions to ensure completion of necessary tasks.
Report important situation, including your status, as requested or otherwise appropriate, to the PC OHS/EM Director, CU/RACES Leader or their designees.
Knowledge of CU/RACES policies and procedures, skills and responsibilities.
Ability to receive text messaging with no expectation of reimbursement for phone service.

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person's race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

Portage County Volunteer Application

Name: _____

Position: _____

All information will be treated as sensitive material. With limited exceptions, the information you provide on this Application is subject to public records requests.

Registration on the Ohio Responds database requires volunteers to be no less than 18 years of age on the day of the volunteer application. Can you meet that requirement? (circle) Yes or No

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person's race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

We are very interested in the areas in which you are skilled and knowledgeable. Please rate the skills that apply to you by placing a checkmark in the appropriate box.			
Skill	**Minimal**	**Good/ Satisfactory**	**Above Average/ Expert**
Accounting			
Building Maintenance			
Caregiving (Child, Older Adult)			
Completing Forms quickly and legibly			
Communications (telephone, radios)			
Computer Use / Data Entry & Typing			
Data Entry/ Typing			
Digital Graphics (Acrobat, Photoshop)			
Directing People Traffic			
Directing Vehicle Traffic			
Direction (taking and providing)			
Event Planning			
Food Service Preparation (for groups)			
Foreign Language (please specify)			
Incident Command System / NIMS			
Incident Command Forms / completion &			

Incident Resource Management			
Job Training/ Instruction of others			
Logistics/ Distribution			
Mapping / use of map software			
Medical Training			
Organizational Skills			
Photography			
Public Speaking / Interaction			
Receptionist/Clerical			
Scheduling			
Sign Language			
SMART Objectives (formulation of)			
Supervision/Management/ Leadership			
Television/Video Programming			
Terminology related to NIMS / ICS			
Volunteer Management			

Completion of following courses: *Italicized courses recommended.*	YES	NO	INTERESTED
IS 100 (Successful Course Completion required for IMAT membership)			
IS 200 (Successful Course Completion required for IMAT membership)			
IS 700 (Successful Course Completion required for IMAT membership)			
IS 800 (Successful Course Completion required for IMAT membership)			
ICS 300 (Must obtain within 1 year)			
ICS 400 (Must obtain within 1 year)			
E/L 950 …Incident Commander			
E/L 952 ...Public Information Ofc.			
E/L 954 …Safety Officer			
E/L 956 ...Liaison Officer			
E/L 958 …Operations Section Chief			
E/L 960 …Division/Group Supv.			
E/L 962 ...Planning Section Chief			
E/L 964 ...Situation Unit Leader			

E/L 965 ...Resources Unit leader			
E/L 967 ...Logistics Section Chief			
E/L 969 ...Comms. Unit Leader			
E/L 970 ...Supply Unit Leader			
E/L 971 ...Facilities Unit Leader			
E/L 973 ...Fin./Admin. Section Chief			
E/L 975 ...Fin./Admin. Unit Leader			
MGT-347 ICS Forms Review			

1. **What skills/ qualities are you most interested in contributing as a volunteer? Is there anything that you do not want to do?**

2. **Are there any skills, trainings, or certifications that you would like to obtain as a volunteer?**

3. **Is there any other information that would assist us with your placement as a volunteer?**

Personal Information

| Title: | Mr.   Mrs.   Miss   Ms.   Other: | | | |

Last Name:	First Name:	Middle Initial:

Address:	City:

State:	Zip:	Email:

Home Phone:	Business Phone:	Cell Phone:

Do you accept text messages? Y or N	Other:	Other:

Emergency Contact

Name:	Relationship:

Complete Address:

Day Phone:	Evening Phone:	Night Phone:

Cell Phone:	Email:	Other:

Availability (please circle all that apply)

Days:	Mon, Tues, Wed, Thurs, Fri, Sat, Sun			
Times:	Morning 6am-12pm	Afternoon 12pm-6pm	Evening 6pm-12am	Nights 12am-6am

Would you be able to assist in preparedness activities/ projects: Y or N

Time Commitment

How much time do you feel you want to commit to volunteering?

_____ times per week   _____ times per month

_____ time per year   Other (specify) _____

Licenses (Driver and Professional)

Training, Qualifications or Certifications

Do not include coursework already described above

Subject of Title of Training	Organization	Length of Training

Experience

In the areas below, please list your past experience beginning with your most recent. Military experience and volunteer work may also be included. Please attach additional sheets if necessary.

Employer:
Job Title:
Job Duties:

Employer:
Job Title:
Job Duties:

Employer:
Job Title:
Job Duties:

CERTIFICATION

I understand that any misrepresentation, deception, or false statement made in this Volunteer Application may result in my not being considered, and if not discovered until after being accepted, is grounds for, and may result in, my immediate termination.

I understand that I am applying for an unpaid volunteer position.

I certify that all statements herein are true and I agree and understand that any false statements or omissions may disqualify me from membership as a volunteer to the Portage County OHS/EM program. I authorize the release of any information that Portage County OHS/EM may need to verify the information contained in this application. I further authorize and consent to Portage County OHS/EM conducting a law enforcement agency criminal background check on me. I acknowledge and agree that I have a continuing duty to timely inform the Portage County OHS/EM of any material changes to the information provided herein

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person's race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

Signature: _____   **Date:** _____

PORTAGE COUNTY, OHIO OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Radio Amateur Civil Emergency Service

RACES

General Information for RACES Volunteers

The Portage County Radio Amateur Civil Emergency Service (**RACES**) was reactivated on 30 January 2007, when the Portage County Commissioners passed a resolution No. 07-0086 authorizing the county's Director of the Office of Homeland Security and Emergency Management (EMA) to create a new **RACES** program.

RACES is the only amateur radio emergency communication service officially established by the Federal Communication Commission's regulations. **RACES** may be activated for training or whenever an emergency or disaster concerns any of the following: safety of life; preservation of property; alleviation of human suffering and need; any disaster endangering the public; or an act of sabotage. Activation will only occur when authorized by the EMA director.

When activated, **RACES** can assist the EMA, area safety forces, the American Red Cross, and Robinson Memorial Hospital in meeting their emergency communication needs. Accordingly, the **RACES** goal is set forth in the **RACES** Communications Plan as follows:

> *" The goal of all* **RACES** *operations is to serve as a backup to regular emergency communication systems of public or governmental agencies in the county or to supplement them as may be necessary during disaster or emergency situations for the safety and protection of the community."*

Membership

Membership in **RACES** is open to any licensed amateur radio operator who meets and maintains the basic qualifications for membership and participates in **RACES** training programs and exercises. You do not need to be a resident of Portage County to be a **RACES** member.

All applicants must consent to a basic criminal background or records check to ensure that they do not have a criminal history that may disqualify them from participation. All applications are subject to the approval of the EMA director.

All **RACES** members will be required to participate in training, nets, and field exercises on a regular basis. Any member who has not completed the American Radio Relay League (ARRL) sponsored Amateur Radio Emergency Communication Level I prior to joining **RACES** must successfully complete that course within one year of the date that he or she joins.

Successful completion of courses offered by the Federal Emergency Management Agency (FEMA) will be required as specified by the EMA Director. These courses are necessary to ensure that all members are familiar with the National Incident Management System (NIMS) and the Incident Command System (ICS) and related procedures.

Members will be expected to be familiar with the **RACES** communications plan as well as its policies and procedures, and all applicable FCC rules and regulations.

Operations

The Portage County **RACES** unit will conduct biweekly on-air nets and members will be required to participate in at least one-third of the nets annually. Participation in exercises or training will also be required but may be excused under extenuating circumstances.

The **RACES** unit will look to provide a variety of emcomrn services as may be required by the served agencies. These will include voice and digital modes and members will be encouraged to expand their amateur radio skills and capabilities accordingly.

All **RACES** members will be expected to aspire to employing the highest quality amateur radio operating practices on the air and will ensure that their skills and equipment enable them to meet that standard.

The **RACES** operations will be conducted at the direction of the EMA Director and supervised by the **RACES** Radio Officer and Deputy Radio Officers who are appointed by the EMA Director. All **RACES** operations will be pursuant to the **RACES** Communications Plan and its Policies and Procedures and in a manner consistent with the Portage County Emergency Operations Plan.

If you are an amateur radio operator and interested in volunteering, please contact the **RACES** *Radio Officer, Jim Aylward, KC8PD, at* kc8 pd@aol.com *or by phone at 330-297-7979, for more information or for an application.*

Office of Homeland Security and Emergency Management
Radio Amateur Civil Emergency Service **(RACES)**
Portage County, Ohio

<u>Application for Membership</u>

Failure to provide complete and accurate information may be grounds for denial of this application.

Please print or type all answers

Name:	Address:	Home ph. ( )
	City:	Cell ph. ( )
	State:	Work ph. ( )
	Zip code:	Pager #
Email:		Employer:
Secondary Email:		Occupation:
Driver License #	State:	SSN:

Amateur Radio Information

Call Sign _ _ _ _ _ _ _ _   Date of License Expiration_ _ _ _ _ _ _

Current license: _   Technician   _ _ _ General   _ _ _ Amateur Extra

Emergency Communications Training (indicate all that apply):

    ARRL AREC   __   Level I   __   Level II   _ _ _ Level III

    Other (describe):_ _

    _____

FEMA training   __   100 __   200   _ _ 700   _ _   800

Other radio affiliations :   __   ARES   __   MARS call sign _ _ _ _ _ _ _ _

Describe briefly your home station {bands/modes of operation, equipment, backup or emergency power, digital capabilities, etc.)

_____

_____

_____

_____

_____

Describe briefly your portable station (bands/modes of operation, equipment, backup or emergency power, digital capabilities, etc.)

_____

_____

_____

_____

_____

Describe briefly your mobile station (bands/modes of operation, equipment, digital capabilities, etc.)

_____

_____

_____

_____

_____

Describe briefly any particular skills that you possess that you believe will be beneficial to the Portage County RACES program

_____

_____

_____

_____

I certify that all statements herein are true and I agree and understand that any false statements or omissions may disqualify me from membership in the Portage County RACES program. I authorize the release of any information that Portage County OHS/EM-RACES may need to verify the information contained in this application. I further authorize and consent to Portage County OHS/EM-RACES conducting a law enforcement agency criminal background check on me. I acknowledge and agree that I have a continuing duty to timely inform the Portage County OHS/EM-RACES of any material changes to the information provided herein.

Portage County complies with federal and state civil rights laws and does not discriminate on the basis of a person's race, sex, religion, color, national origin, age, ancestry, disability, or military or veteran status.

Date: _ _ _ _ _ _ _ _ _ _   _____
                                                  Applicant

The form and content of this application may be changed at any time deemed necessary by the Portage County EMA/RACES and the applicant may be required to then submit additional updated application(s) as may be required.

Submit application to:

Ryan Shackelford, Director, Portage County Office of Homeland Security and Emergency Management, 8240 Infirmary Rd. Ravenna, Ohio 44266. - or-

Jim Aylward, KCBPD, RACES Radio Officer, 762 Perry Ave., Ravenna, OH 44266

Application is: _____ Approved   _____Disapproved

Date_____   _____
                                                  PORTAGE COUNTY OHS/EM /RACES RADIO 221
                                                  OFFICER

Portage County Office of Homeland Security and Emergency Management
Volunteer Release and Waiver of Liability Form

In consideration of my participation as a volunteer with the Portage County Office of Homeland Security and Emergency Management (hereinafter, "PC OHS/EM"), I, _____, do on behalf of
[Print your full name]
myself and my administrators, assigns, executors, heirs and personal representatives, hereby agree as follows.

I agree that I am voluntarily participating in PC OHS/EM activities. I understand that these activities may involve strenuous physical activity that requires a high degree of physical fitness and conditioning to perform. I understand my volunteer service with PC OHS/EM may result in my exposure to inherently dangerous activities, foreseen and unforeseen, that may present substantial risk to both me and my property. These risks include property damage, serious and permanent illness, serious personal bodily injury, mental and/or physical disability, and even death. I hereby fully and completely assume these risks.

To the maximum extent permitted by law, I furthermore and forever release, waive and discharge the Portage County government, PC OHS/EM, the Portage County Board of Commissioners and all of their employees, officials, officers directors and agents from any and all liability, claims, demands or causes of action arising out of or resulting from my volunteer service with the Agency. **I understand I am giving up my right to sue any and all of the above named parties and persons by signing my name below.**

I expressly agree that this Release and Waiver is to be interpreted and applied as broadly, inclusively and protectively of Portage County government, PC OHS/EM, the Portage County Board of Commissioners and all of their employees, officials, officers, directors and agents, as possible. I agree that in the event any clause or provision of this Release and Waiver is deemed invalid or non-enforceable, the remaining provisions of this Release and Waiver shall not be affected. I understand and agree that the laws of the State of Ohio govern this Release and Waiver.

As a volunteer, I further understand that no employer-employee or contractor relationship exists as a result of my volunteer service with PC OHS/EM. I understand I will receive no pay or benefits for my volunteer service. I have received no promises or any other consideration in return for volunteering with PC OHS/EM

I grant and convey to Portage County government, the Portage County Board of Commissioners and PC OHS/EM all right(s), title, and interest(s) in and to any and all photographs, images, video, or audio recordings of myself or my likeness that may be generated or produced in connection with this volunteer service.

I have had ample time and opportunity to read this Release and Waiver and to speak to legal counsel prior to signing below. I understand I am giving up important legal rights by signing this Release and Waiver. I agree to all of the above terms. I am at least eighteen (18) years of age.

_____
Volunteer signature and date

_____
Volunteer name printed

Above signature witnessed by:

_____
Ryan Shackelford, Executive Director
Portage County Office of Homeland Security and Emergency Management

Emergency Management Worker/ Volunteer Oath

"I (NAME) do solemnly swear, that I will support and defend the constitution of the United States and the constitution of the state of Ohio, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the governor of the state of Ohio; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will faithfully discharge the duties upon which I am about to enter.

"And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates, the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am engaged in emergency management employment or activities, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence."

_____   _____   _____

Name (Printed)   Signature   Date

Emergency Operations Plan

Emergency Support Function

Mass Care & Human Services

6

ESF-6 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	July 2016		Full Revision and Update Start	RTS-CMB

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Portage County
Emergency Operations Plan

Emergency Support Function 6

Mass Care & Human Services

Coordinating Agency: Portage County Office of Homeland Security and Emergency
Management (PC OHS/EM)

Primary Agency(s):   Summit, Portage, and Medina Counties Chapter – American Red
Cross (SPM-ARC)
Portage County Family and Community Service (PC F&CS)
Portage County Department of Job and Family Services (PC JFS)
Portage County Combined General Health District (PCCGHD)

Support Agency(s):   Ohio Voluntary Organizations Active in Disaster (Ohio VOAD)
The Salvation Army
Portage County Board of Developmental Disabilities (PCBDD)
Mental Health and Recovery Board (MH&RB) of Portage County
Direction Home Akron Canton Area Agency on Aging &
Disabilities (Direction Home Akron Canton):
All local faith-based, social, non-profit, and public organizations
noted in Table 2

I.   INTRODUCTION

A. Purpose

To outline the roles, responsibilities, and general concept of operations of the
organizations that provides mass care and human services to the County during
emergency incidents that require such services. These services include life-
sustaining operations assisting in the sheltering, feeding, hydrating, reunifying,
and overall support of evacuees as well as the distribution of emergency
supplies.

B. Scope

Emergency Support Function 6 (ESF-6) aims to provide a wide array of services
throughout an incident that has led to a degradation of basic life necessities of
impacted individuals in the community. The Mass Care and Human Services
function plans, prepares, and equips their individual organizations to meet those
basic life necessities during a widespread emergency to provide services to the
general population as well as those with particular functional needs, children, the
elderly, and those limited in communication by language barriers.

II. STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;

B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. The Americans with Disabilities Act of 1990 (ADA) and all applicable Amendments to federal law, rules, and regulations regarding ADA;

D. Federal Emergency Management Agency (FEMA) - Guidance on Planning Integration of Functional Needs Support Services in General Population Shelters;

E. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

F. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP);
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

G. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III. SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County may periodically experience an emergency and/or non-emergency situation that presents residents with diminished resources such as food, water, and shelter along with an inability to acquire these resources which would be considered essential for sustaining life. Food, water, and shelter, however, is not an exhaustive list of resources to be provided via ESF-6. ESF-6 serves primary functional areas; Emergency Assistance, Housing, and Human Services. Table 1, below, represents the core tasks of each.

Emergency Assistance	Housing	Human Services
• Support to Evacuees (including registration and tracking of evacuees) • Providing aid and services to functional needs populations • Evacuation, sheltering and other emergency services for household pets and service animals • Support to specialized shelters • Nonconventional shelter management • Coordination of donated goods and services • Coordination of volunteer agency assistance	• Financial assistance for rent • Financial assistance for repairs • Loan assistance • Financial assistance for replacement • Direct housing • Semi-permanent and permanent construction • Housing assistance/resource referrals • Identification of accessible housing	• Crisis counseling • Individuals and household programs, other needs assistance, food stamps, personal property etc. • Disaster case management • Survivors of crime assistance • Disaster unemployment assistance • Veterans assistance • Disaster legal services

Table 1, ESF-6 Core Tasks

B. Assumptions

- Local agencies have policies and plans in place for mass care operations;
- All actions taken will not be outside of the scope and mission area of each individual agency;
- Local agencies will have the adequate resources to respond to the initial requirements of the incident;
- People may evacuate an area before given clear concise instructions;
- Individuals may resist or ignore evacuation orders;
- Individuals may not evacuate due to companion animals;
- Depending on the type of incident, decontamination may be necessary for entrance into such shelters;
- Individuals with functional needs that cannot be adequately addressed in general populations shelters (GPS) may arrive at GPS's. These individuals through coordination with the Incident Commander (IC) or Emergency Operations Center (EOC) may need treated on-site or transported to an adequate location;
- Family reunification sites have been identified during the incident based on the demands of the incident and geographical location;
- Portage County along with our various universities are home to transient and international students who may need specific assistance;
- During a large-scale incident, donations and volunteer influx may stress overall capabilities of the local entities;
- ESF-6 personnel will support mass care and human services response and recovery operations throughout the duration of the incident;
- Local law enforcement agencies will be able to assist in traffic and access control as well as security at reception centers, shelter, donation management locations and points of dispensing.

IV. **CONCEPT OF OPERATIONS**

A. Emergency Assistance

- Emergency Sheltering
    - The need for emergency sheltering may arise after large fires, damages to homes, disruption in utilities, hazardous materials spills and other manmade and natural disasters. The Summit, Portage, Medina Counties Chapter – American Red Cross (SPM-ARC) is the primary agency for sheltering assistance in Portage County.
    - SPM-ARC has plans and policies in place for mass sheltering to include, but not limited to:
        - Large numbers of displaced individuals and families;
        - Functional needs assistance in general population shelters;
        - ADA compliant shelter identification;

- o Caregivers and companion animals;
- o Feeding/ pantry services or hot meals to individuals displaced in shelters;
- o Assistance in family reunification;
- o Other temporary and long-term housing arrangements based on the need of the incident and individuals displaced.

- SPM-ARC will serve as the primary POC for registration and accountability of individuals in American Red Cross shelter locations.

- PC OHS/EM will serve to assist the SPM-ARC in communications coordination at shelter locations as well as assistance in finding additional volunteers by coordinating with other NPO's/NGO's, public agencies, the Medical Reserve Corps or other chapters of the American Red Cross.

- If additional resources are needed beyond local agency capabilities, PC OHS/EM will serve in an EOC function as the primary agency for resource and logistic support concerning mass care services. SPM-ARC does have supplies stored with in PC OHS/EM facilities for additional assistance.

- The Portage County Combined General Health District (PCCGHD) will serve as ESF-8 – Health and Medical within the EOC and will meet needs concerning health related activities during mass care incidents. PCCGHD is the main POC for the activation of Medical Reserve Corps (MRC) volunteers for assistance.

- PCCGHD will serve to inspect all food pantry and hot meal operations to determine overall safety and environmental conditions.

- If an incident requires the need for mass sheltering, notification to UH Portage Medical Center will occur to keep medical professionals informed and prepared for potential mass sheltering related injuries or sicknesses such as influenza or tuberculosis. Notification will include:
  - o Point of Contact(s) for the shelter;
  - o # of expected or registered recipients;
  - o Current medical conditions of recipients;
  - o Current medications;
  - o Expected hours or days of operations;
  - o Current capabilities of staffing and resources.

- If shelter residents are international, bilingual or deaf, contact will be made to the International Institute (Summit County), Kent State University or families for translation assistance.

- The PCCGHD can also assist with vendors who may be international and/or bilingual residents.

- If a current shelter location is compromised due to changing conditions PC OHS/EM will work with the SPM-ARC for assistance in indentifying other shelter locations through the National Shelter System.

- Emergency Transportation of individuals in need of evacuation to a shelter or shelter relocation will be coordinated through Portage Area Regional Transit Authority (PARTA) or Portage County Family and Community Services (PC F&CS). This includes individuals with functional needs.

- Portage County Department of Job and Family Services (PC JFS) & PC F&CS can assist with other social needs identified to include but not limited to:
  - o Welfare inquiry;
  - o Transitional/interim housing;
  - o Other individual/ family assistance programs;
  - o Family reunification.
- If the incident involves hazardous materials all individuals reporting to the shelter will be screened and decontaminated by the Portage County Hazardous Materials Response Team before being allowed entry.
- The PC OHS/EM and the Portage County Incident Management Assistance Team (IMAT) will assist SPM-ARC with distribution of public information to local media outlets and/or municipalities regarding shelter operations due to an incident as well as overall safety precautions.
- Local law enforcement agencies will provide site security at shelter locations and ensure safe operations if necessary.
- The local fire department or EMS units will provide emergency medical capabilities in the event of an injury or casualty.
- All shelter demobilization procedures will be followed in accordance with SPM-ARC procedures. The shelter used will be restored/returned to service in its normal capacity.
- During demobilization, transportation services to return evacuees will be coordinated through PARTA.

- Warming and Cooling Centers
  - Portage County experiences extreme cold conditions throughout the winter months and extreme heat conditions throughout the summer months.
  - Currently, coordination for warming and cooling shelters is coordinated through the Center of Hope.
  - Policy for warming shelters is prolonged extreme cold of 10' Fahrenheit or below. *not including wind chill.*
  - Policy for cooling shelters is prolonged extreme heat of 98' Fahrenheit or above. *not including heat index.*

- Reception Centers
  - In the event of an incident that does not justify the need for overnight sheltering or temporary housing, SPM-ARC can assist with temporary reception centers.
  - Reception centers serve as a temporary location that displaced individuals can go to evacuate the immediately affected area.
  - All procedures for sheltering will be followed to assist with the successful deployment of reception centers.

- Family Assistance Centers
  - In the event of a Mass Fatality Incident (MFI), a Family Assistance Center (FAC) may be established to assist the families and local agencies with coping or managing the scene.

    Typical assistance provided at the FAC is:
    - Getting information to victims;
    - Access to support services;
    - Mental health consultation/referral;
    - Allows authorities to retrieve information regarding the casualties to help identify victims;
    - SPM-ARC will support this mission in the event of a MFI. Support from other organizations identified by the PC OHS/EM for overall health and wellness of impacted families will be called upon as needed.

- Emergency Pet and Service Animal Sheltering
  - Evidence proves that most individuals will not evacuate or seek shelter without their pets or service animals. PC OHS/EM strives to meet this demand by pre-identifying partners that can assist in sheltering of pets and possibly larger farm animals.
  - Current operations are to work with local shelters to include the Portage County Animal Protective League, Portage County Dog Warden, veterinary's and local farm rescue locations.
  - Individuals and families seeking shelter will be registered by SPM-ARC to include their pet or service animal. Service animals are permitted into shelters but not all family pets are.
  - All pets will remain registered and found an alternate shelter location. The pets will be returned to their families upon end of the incident or when it's safe to return to their homes.
  - If prolonged housing is necessary due to an incident, a pet shelter will be identified to assist with prolonged kenneling. If a family is unwilling or unable to reunify with their pet, proper adoption procedures will be followed after a written release from the family has been acquired.
  - If an animal is abandoned due to owner loss of life during an incident, ESF-6 will identify a shelter location for the pet to transition into adoption services.
  - Any service animal will have to be inspected by the PCCGHD for fleas, vector-borne diseases, and other zoonotic illnesses in an effort ensure sanitary standards.

B. Housing
- In the event of a major incident, individuals may be without employment or damages to public housing may be beyond the scope of an organizations capability to resolve. Assistance may be available after an incident to help individuals and families recover both physically (materials and supplies) and financially (rent, loans, direct housing).

- Insurance will be the primary means of recovery for individuals and families with damages to homes.

- PC OHS/EM will coordinate with NGO's and other public agencies to meet housing needs to include financial assistance for rent and repairs.

- Temporary housing will be coordinated with SPM-ARC and other partners in an attempt to find housing, whether local hotels or other venues if a family is temporary displaced

- PC OHS/EM may meet the State and FEMA threshold for financial assistance through the damage assessment process. If met, PC OHS/EM will coordinate with Ohio EMA to effectively administer the financial recovery process.

- Small Business Administration (SBA) may administrate low interest loans to assist in the recovery process for individuals and families with homes impacted.

- All long-term recovery options will be coordinated with local public agencies, NGO's and Ohio EMA to indentify resources possible for long-term housing solutions.

C. Human Services

- <u>Crisis Counseling</u>

  - Human Services plays an integral role in the overall recovery and health of the community after a major incident. Portage County is home to numerous departments and agencies that can assist in the overall well-being of individuals and families following an incident.

  - PC OHS/EM will coordinate with Portage County Mental Health and Recovery Board (PC MH&RB) with crisis counseling following an incident. PC MH&RB has two sub teams within its purview that assists in the mental health and overall well-being recovery after a significant trauma event or incident:
    - Incident Response Team (IRT)
    - Critical Incident Stress Management (CISM) Team

  - IRT assists with providing an intervention for the general public following a traumatic event. IRT is not a first responder and does not provide crisis treatment. For Individuals and/or a family who is in immediate crisis, they should be directed to Coleman Access to receive help 24 hours a day.

  - CISM assists with interventions with health professionals and first responders following a traumatic event.

  - Traumatic events can overwhelm typical coping mechanisms. They can include but are not limited to:
    - Death of a child or co-worker;
    - Failed rescue attempt;
    - Prolonged incident with high stress or serious loss of life an injuries;
    - Active shooter events to include school setting;
    - Suicides;
    - Mass casualty incident or mass fatality incident .

- PC OHS/EM will coordinate with other stakeholders identified in Table 2 for crisis counseling in the event of a large incident or PC MH&RB resources are taxed.

- Other Human Services
  - PC OHS/EM will coordinate with PC JFS as well as PC F&CS to assist in other needs assistance pertaining to human services.
  - Other assistance may be but not limited to:
    - Individual or other household programs;
    - Federal disaster food stamps program, unemployment assistance or other special employment issues due to the incident;
    - Veteran's services;
    - Assistance to eligible elderly and disabled individuals;
    - Additional programs administered under JFS & FCS purview;
    - Additional advice or assistance as needed.

V. ASSIGNMENT OF RESPONSIBILITY

A. General

Large scale incidents require the coordinated actions of numerous departments to meet the mass care and human services needs of an affected community. Communication must be utilized to inform responsible officials of the situation, in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken during disaster and ongoing operational periods. Depending on the incident in Portage County, the appropriate agency will be contacted to support as subject matter experts (SME) for incident management.

B. Task Assignments

  i. Coordinating Agency

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - Coordination with PCCGHD for transportation assistance for bulk distribution and Points of Dispensing (POD);
  - State and Federal Assistance – Acquisition and Coordination.

ii.   Primary Agencies

    a.   Summit, Portage, and Medina Counties Chapter – American Red Cross (SPM-ARC):
- Open and staff shelters in response to local needs;
- Provide media to PIO's to increase public awareness of shelter operations;
- Serve as a primary representative for ESF-6 in the PC EOC as needed;
- Assist in feeding operations for shelters and also field conditions in the form of canteens;
- Distribute bulk materials in disaster relief;
- Coordinate with regional and state ARC partners for volunteer management and donations;
- Assists in coordination of other temporary and long term housing needs;
- Assist in the setting up and administration of a Family Assistance Center or FAC.
- Assist in identifying mass care needs during the incident as applicable to ARC operations.

    b.   Portage County Family and Community Service (PC F&CS):
- Serve as a primary representative for ESF-6 in the PC EOC, as needed;
- Provide media to PIO's to increase public awareness of mass care and human services operations;
- Coordinate numerous volunteer programs and indentify resources in both materials and people to assist with mass care and human service operations;
- Assist in identifying facilities for donations management;
- Provide staff for donations and volunteer management following an incident;
- Assist in identifying temporary and long-term housing solutions for displaced individuals and families;
- Assist in the setting up and administration of a Family Assistance Center or FAC.
- Assist in emergency transportation and resources for individuals with functional needs and developmental disabilities;
- Assist in identifying additional resources as needed for unmet needs post-incident.

    c.   Portage County Job and Family Services:
- Assist in the implementation of disaster assistance programs where applicable to PC JFS;
- Provide media to PIO's to increase public awareness of JFS operations;
- Assist in identify funding streams to assist families with financial assistance following an incident;

- Assist individuals with functional needs to include children and elderly with assistance as needed following an incident;
- Coordinate emergency assistance for feeding operations;
- Coordinate re-employment assistance following an incident;
- Assist in identifying resources with unmet needs post incident;
- Provide a liaison to fill ESF-6 in the PC EOC as needed.

d. Portage County Combined General Health District:

- Coordinate all shelter evaluations and inspections to verify shelters meet health and safety standards;
- Provide media to PIO's to increase public awareness of public health operations;
- Consult with ODH regarding radiological events and shelter operations for overall safety of participants;
- Assist local shelter operations for GPS as well as the functional needs population;
- Assist in other medical needs/MCM as indentified in shelter operations;
- Coordinate with ODH and federal partners for bulk distribution of resources to the incident area. Coordinate with PC OHS/EM for transportation assistance for bulk distribution and POD's;
- Activate the Medical Reserve Corps (MRC) as needed for assistance in shelters as well as Community Reception Centers (CRC);
- Represent as the POC for all local CRC operations.

iii. Support Agencies

a. Mental Health and Recovery Board (MH&RB) of Portage County:

- Coordinate necessary activities for overall mental health and well being recovery following an incident;
- Provide media to PIO's to increase public awareness of mental health resources for the effected community;
- Indentify, assist and provide resources to treat victims with incident related mental health disorders;
- Provide behavioral health clinical consultation services to the PC EOC and shelter locations;
- Activate the IRT & CISM teams, if needed, following a traumatic incident.

b. Direction Home Akron Canton Area Agency on Aging & Disabilities (Direction Home Akron Canton):

- Assist in the needs of older adults and caregivers in the incident area;
- Coordinate with other AAA for staffing and assistance;
- Indentify and assist with meeting the needs of older adults and caregivers;

- Assist in public information to older adults in the event of shelter-in-place or evacuation orders are given;
- Send a liaison to the PC EOC as needed per request or coordinate with the ESF-6 representative in the EOC;
- Assist older adults in any disaster relief services and disaster assistance programs;
- Assist in identifying any temporary and long term housing solutions for older adults and caregivers.

c. Portage County Board of Developmental Disabilities (PCBDD):

- Assist and recommend actions for individuals with developmental disabilities and caregivers in GPS;
- Provide media to PIO's to increase public awareness for individuals with developmental disabilities;
- Assist if needed the relocation of individuals with developmental disabilities to more appropriate shelter or temporary housing solutions including their caregiver;
- Assist in the identifying potential unmet needs of individuals with developmental disabilities;
- Coordinate post-incident education programs for individuals with developmental disabilities and their families;
- Assist in post –incident employment programs for individuals with developmental disabilities;
- Assist with temporary and long-term housing solution for individuals with developmental disabilities;
- Send a liaison to the PC EOC as needed per request or coordinate with the ESF-6 representative in the EOC.

d. The Salvation Army:

- Provide support to local shelter operations and mass care services;
- Assist in feeding and clothing operations during mass care operations, when requested;
- Coordinate financial, social service and spiritual support for mass care services;
- Assist in donation and volunteer management post-incident;
- Assist in identifying unmet needs post-incident;
- Send a liaison to the PC EOC as needed, as requested or coordinate with the ESF-6 representative in the EOC.

e. Ohio Voluntary Organizations Active in Disaster (Ohio VOAD):

- Coordinate all volunteer organizations that can support early services and resource support to the effected jurisdiction and individuals.

f. Additional local social, faith-based, non-profit & public organizations.

- Send a liaison to the PC EOC as needed, as requested or coordinate with the ESF-6 representative in the EOC;
- Provide media to PIO's to increase public awareness of mass care and human services operations;
- Assist in shelter operations and the indentifying of volunteers for ESF-6 oriented field operations;
- Assist in local feeding operations and bulk distribution;
- Assist in donations and volunteer management post-incident;
- Assist in the mental health recovery of the community following a traumatic incident;
- Provide spiritual assistance post-incident;
- Identify potential unmet needs post-incident.

VI. ADMINISTRATION AND LOGISITICS

A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

- Vital Records will need maintained at the municipal level, and at every stage of the incident response activities through all phases of emergency management operations.

- Emergency Management records will be maintained using all applicable forms while operating within the scope of NIMS.

- The coordinated effort from the EOC will be utilizing WebEOC in order to maintain communications with State level government and this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management
  o When the situation exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM with appropriate declarations issued by local Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).
  o Requests for assistance from local, private, and public sector groups will be made as needed by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number(s) and contact person(s).

VII. RESOURCE REQUIREMENTS FOR ESF-6

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.

B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power

C. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

Emergency Operations Plan

Emergency Support Function 6

Mass Care & Human Services

Organizational Capabilities

Tab A

Primary and Secondary Activities of ESF-6

P = Primary
S = Secondary

Agency/Organization	Sheltering Services	Transportation	Functional Needs Transpo.	Feeding/food services/pantry	Housing Temporary	Housing Long-term	Financial Assistance	Health and Medical Services	Mental Health Services	Disaster Recovery services	Home repair assistance	Family Reunification	Developmental Disabilities	Bilingual / International Assistance	Animal Assistance	Faith based services	Family assistance / counseling	Emergency First Aid	Bulk Distribution/POD	Donations Management	Volunteer Management/VRC	Public Info. – Demographic
Family and Community Services	P	P	P	x	P	P	S	S	P			S	P				P			S	S	P
Portage County Job and Family Services		S		S	S		P					P					P				S	
Portage County Combined General Health District	S							S		S								S	P		P	P
Portage Metropolitan Housing Authority					P	P	S															
University Hospitals Portage Medical Center								P	S								S	P				P
Fire & EMS Departments																		P				
Law Enforcement																		P				S
Portage County Board of Developmental Disabilities			P					P	P				P				P					
Portage County Veterans Commission		P			S		S	S														
Portage Industries		P	P						S				P				S					
Access Point								P														
American Red Cross S. M. P.	P			P		P		P	P	P							P		P			
Mental Health & Recovery Board of Portage County				P	P				P			P					P					P
Center of Hope (FCS)	S			P																P	P	S
Change Hunger				P																		
Catholic Charities				P	P					S		S					S				S	
Portage County WIC				P			P															
United Way OF Portage County																				P		
Habitat for Humanity					P																	
Salvation Army				P																P	P	
Kent Social Services (FCS)	S			P																P	P	S
Portage County Faith Based Organizations / Churches	P			P												P						
Suffield Fellowship Church	P			P												P						
Coleman Professional Services								P				P					P					
Children's Advantage									P			S						P				
Community Action Council of Portage County	S											P									S	P
CAC also Utility assist/child care																						
Goodwill Industries of Akron																				P		
Hattie Larlham	P		P					P	S							P						
Independence of Portage County								P		S												
Kent State University																						
Portage-Summit Diaper Bank																						
Town hall II									P								P					
Ohio Military Group	P		p						p						p		p		P		P	
Portage County Dog Warden, Portage County APL	P	P		P	P							S			P							
Happy Trails Farm Animal Sanctuary																						
Portage County Animal Preparedness Committee															P							

Primary and Secondary Activities of ESF-6

** P = Primary
** S = Secondary

Agency/Organization	Sheltering Services	Transportation	Functional Needs Transpo.	Feeding/food services/pantry	Housing Temporary	Housing Long-term	Financial Assistance	Health and Medical Services	Mental Health Services	Disaster Recovery services	Home repair assistance	Family Reunification	Developmental Disabilities	Bilingual / International Assistance	Animal Assistance	Faith based services	Family assistance / counseling	Emergency First Aid	Bulk Distribution/POD	Donations Management	Volunteer Management/VRC	Public Info. – Demographic
Portage County Veterinary's															P							
Portage Area Regional Transit Authority		P	P																			
International Institute (Summit County)														P								
Independence Inc.	P	P	P	P	P			P			P		P					P				
Local Lingua (Kent)														P								
Akron, Canton Area Agency on Aging																						
Ohio Volunteer Agencies Active in Disaster.			S				S			P	P					P				P		
Tri-County Independent Living Center								P						P								
Portage County Water Resources										P												
PCWR also County Drinking water and sewer																						
Food Bank (Summit County)																			P	P	P	

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Emergency Operations Plan

Emergency Support Function 6

Mass Care & Human Services

Community Resource Book

Tab B

Community Resource Guide

For Portage County Residents

OhioMeansJobs.com/portage

Developed by:

Job & Family Services

Welcome!

Are you interested in the resources that Portage County has to offer? The Community Resource Guide can assist you with any barriers, needs, or even just contact information. This guide is your link to success! The Community Resource Guide offers a brief explanation of available resources in Portage County.

This guide may be printed for your convenience by right clicking your mouse and selecting "print."

If any information is published in error, please submit changes via email by clicking here.

Numbers to Remember

24 Hour Crisis Hotline
(Townhall II) 330-678-4357
(Coleman Access)   330-296-3555

Area Agency on Aging
800-421-7277

Children's Advocacy
330-297-8838

Children's Advantage
330-296-5552

Coleman Professional Services
330-673-1347

Drug Task Force
330-296-8626

Family & Community Services
330-297-7027

Mental Health & Recovery Board
330-673-1756

National Alliance on Mental Illness
330-673-1756

National Runaway Switchboard
330-786-2929

Ohio Domestic Violence Network
800-934-9040

Ohio State Highway Patrol (Portage)
330-297-1441

Place of Peace
330-296-4522

Portage County Job & Family Services
CARES Children/Adult Protective Services
330-296-2273
Child Support Enforcement Agency
330-297-3791
OhioMeansJobs Portage County
330-296-2841
Public Assistance
330-297-3750

Portage County Sheriff
330-297-3408

Safer Futures
330-673-2500

Townhall II
330-678-4357

United Way
330-297-4636

UH Portage County Medical Center
330-297-0811

Last updated 3/3/16

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Coleman Adult Day Services
6695 N Chestnut St
Ravenna, OH 44266
(330) 296-3214
AdultDay@colemanservices.org

Open Monday – Friday 7:30am-5:30pm

Provides an adult-day care program in a supportive, socially stimulating environment. Service is for those with declining or limited physical and cognitive abilities. Service is offered through a progressive model of health care at an affordable rate.

Best Choice Senior Meals & Catering
7988 Infirmary Rd
Ravenna, OH 44266
(330) 296-9211

Assits the elderly by providing one nutiritionally balanced meal each weekday to individuals 60 years of age and older. Services are provided at various locations throughout Portage County. Home delivered meals are available.

Hiram Chrisitian Church
6868 Wakefield Rd
Hiram, OH 44234
(330) 569-7697

Phone to make a reservation.

Loans gently used medical equiment to individuals who need it and offers a congregate meal for older adults.

Independence of Portage County
161 E Main St
Ravenna, OH 44266
(330) 296-2851

Open Monday – Friday 9am-5pm

Provides a day program for adults with developmental disabilities in an activity center. Provides activities, training and assistance based on the needs of the individual. This may include recreation, crafts, daily living skills, personal hygiene, medication administration, transportation, vocational development, production skills, etc. also provides group homes for those who need 24 hour supervision, and cannot live completely independently.

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Mature Services
408 9th Street SW
Canton, OH 44707
(330) 479-0874
(866) 534-6312

Open Monday – Friday 8:30am-5pm

Develops workforce skills in unemployed, low-income older adults age 55 and older with poor employment prospects. Program participants are assigned to paid community service placements with a non-profit organization or governmental entity for purposes of training and acquisition or improvement of skills that may lead to unsubsidized employment or a job that is not subsidized by the program. In collaboration with the participant, the program must develop an Individual Employment Plan, which outlines steps for achieving goals as determined through personal interviews and assessment instruments.

The program participants are assigned to local non-profit agencies for 20 hours a week at the prevailing minimum wage to receive training in employment areas.

- Who Qualifies: Serves ages 55 and older, whose income is 125% of the Federal Poverty Guidelines.
- *Serves: Portage, Stark, Tuscarawas, Carroll, Holmes and Wayne Counties*

People Tree at Faith Evangelical Church
10585 Windham-Parkman Rd
Windham, OH 44288
(330) 527-40658

Open Monday – Friday 9am-5pm

Provides walkers, crutches, wheelchairs, hospital beds, and other medical aids (when available).

- Who qualifies: Serves residents of Windham, Windham Twp, Garrettsville, Nelson, and Freedom.
- Required Documents: Proof of residency, such as a current utility bill or benefits statement.

Portage County Senior Services Center
705 Oakwood St
Garden Level
Ravenna, OH 44266
(330) 297-3456

Offers social and recreational activities for senior citizens. Provides a variety of other services which include distribution of Farmers Market Coupons for free locally grown produce, bus trips, and free exercise classes and Tai Chi classes.

Portage Senior Corps Office
135 E Erie St
Ste 301
Kent, Ohio 44240

Offers a prescription program, Vial of Life, and helps with health insurance through OSHIIP. Also offers volunteer positions for the older adults.

The Portage Park District
705 Oakwood St. Suite G-4
Ravenna, Ohio 44266
(330) 297-7728

The Portage Park District is committed to providing quality outdoor exploration opportunities of Portage County. Provides nature education and outdoor recreation programs for all ages at our park locations throughout Portage County. Visitation to parks and trails are free and open to the public year round!

Substance Abuse Treatment

Coleman Professional Services
Addiction Recovery Services
3922 Lovers Lane
Ravenna, Ohio 44266
(330) 673-1347
www.colemanservices.org

Licensed and caring staff use a combination of interventions designed to address and provide help for people with substance abuse and dependence. Research-based therapeutic services provide the assistance one might need to move forward when suffering from addiction.

Family and Community Services
143 Gougler Ave
Kent, Ohio 44240
(330) 677-4124
www.fcsohio.com

The counseling department provides counseling for chemically dependent individuals, their spouses, and/or other family members. Services are provided to adolescents and adults.

 Referrals are accepted for mandatory and voluntary clients. Private pay, sliding fee scale, insurance, and Medicaid accepted.

Root House
Undisclosed location
Family and Community Services
Ravenna, Ohio
(330) 677-4124

Root House is a residential treatment facility for men recently released from incarceration who struggle with addiction. Support staff works with the men to overcome addictions and offer support so they may continue living a sober life.

Townhall II
155 E. Main Street
Kent, Ohio 44240
(330) 678-3006
www.townhall2.com
24 hour Crisis Line: 330-678-4357

Licensed, professional, and caring counselors provide an array of services designed to help people learn how to effectively manage their addiction and begin recovery.

Cost for services are charged based on a sliding fee scale (for Portage County residents), taking into consideration family size and income. Select private insurance and Medicaid are accepted. No one will be turned away due to inability to pay.

Horizon House (Townhall II)
Undisclosed location
(330) 678-3006

Horizon House is a women's residential halfway house that specializes in long-term, individualized alcohol and drug treatment. Typical stay is for 90 days. Individual and group counseling for resident's family members is available, as well as involvement in self-support recovery activities such as AA and/or NA.

- Who Qualifies: Adult women who are Ohio residents and have completed a drug and alcohol assessment through an ODMHAS certified program.
- Fees: When applicable, women are expected to contribute food stamps and a portion of their general assistance to help pay towards room and board.

Best Practices in Schizophrenia Treatment (BeST) Center
Department of Psychiatry
Northeast Ohio Medical University
4209 State Route 44, PO Box 95
Rootstown, Ohio 44722
(330) 325-6695
bestcenter@neomed.edu

The BeST Center promotes recovery and improves the lives of as many people with schizophrenia as possible by accelerating the adoption of evidence-based and promising practices by working with mental health consumers, family members, expert consultants, policy makers and mental health partners from northeast Ohio. We offer training, consultation, evaluation, education and outreach activities to build the capacity of local systems to provide state-of-the-art care.

Children's Advantage
520 N. Chestnut St.
Ravenna, Ohio 44266
(330) 296-5552
www.childrensadvantage.org

Open Monday – Thursday 8am-8pm; Friday 8am-5pm

Children's Advantage provides mental health/behavioral health services for children and adolescents teens with emotional or behavioral issues. Services offered include diagnostic assessments, individual, family, and group counseling, child psychiatry, disorders, community support services, school consultation services, early childhood mental health services and counseling by certified trauma therapists for children and teens who have experienced trauma.

- Fee: Sliding fee scale is available for qualifying Portage County residents. Insurance and Medicaid is also accepted.

Coleman Professional Services
Behavioral Health

5982 Rhodes Rd
Kent, Ohio 44240
(330) 673-1347
24 HR Crisis Line: (330) 296-3555
24 HR Crisis Walk-in:
Coleman Access
3922 Lovers Lane
Ravenna, Ohio 44266
www.colemanservices.org

24/7 Crisis Help Line and Access Services available to provide crisis intervention and stabilization when a stressful life event overwhelms an individual's ability to cope effectively.

Behavioral health services for adults include psychosocial rehabilitation, diagnostic assessment, case management, pregnancy support, addiction recovery and psychiatric management. Behavior health services for children and adolescents include diagnostic assessment, case management, and psychiatric management.

Counseling services are also offered for adults, children, and adolescents. Sessions are offered in group, individual, and family formats. Counseling provided include but is not limited to: depression, trauma, addiction, PTSD, grief and bereavement, anger management, anxiety disorders, and chronic pain.

Family and Community Services
143 Gougler Ave
Kent, OH 44240
(330) 677-4124
www.fcsohio.com

Provides counseling for individuals and families; including individual, marital, family, and couples therapy. The counseling department specializes in domestic violence treatment, trauma, grief, parenting, and post-traumatic stress issues.

Psychiatric service provides diagnosis, evaluation, treatment, and medication monitoring for adolescents and adults. (Medicaid Only)

 Referrals are accepted for mandatory and voluntary clients. Private pay, sliding fee scale, insurance accepted.

FIRST Portage County
5982 Rhodes Rd
Kent, 44240
(330) 676-6859
http://www.neomed.edu/academics/bestcenter/bestpracticefirstepisodepsychosis/first-portage-county

A comprehensive treatment program for individuals who have had an initial episode of a schizophrenia spectrum disorder who reside in Portage County.

Kent State Counseling and Human Development Center
Kent State University
325 White Hall
Kent, Ohio 44240
(330) 672-2208
http://chdc.educ.kent.edu/index.htm

Hours vary between semesters. Call for accurate hours of operation.

The Counseling Center offers individual and group counseling services for a wide variety of concerns for individuals from the university and community. The Center represents an opportunity to pursue progress, healing, or education relating to individual concerns.
- Fees: *From the University*: Free of Charge; *From the Community*: Rates based on income and varies from $0-$25.

Kent State University
The Psychological Clinic
176 Kent Hall
Kent State University
(330) 672-2372
https://www2.kent.edu/CAS/Psychology/clinic/index.cfm

Open weekdays from 8:00 AM to 5:00 PM with some evening appointments available.
Does not provide emergency/walk-in services or same-day appointments.

The Psychological Clinic prioritizes providing high quality services and for adults, adolescents and children. Services are provided by masters and doctoral students under the close supervision of clinical faculty members who are licensed psychologists.

- Fees: Clients from the community: Rates based on income and varies from $0-$25. Kent State Students: Therapy fee is $5.00 per therapy session including the intake.

National Alliance on Mental Illness (NAMI) - Portage County
330-673-1756 ex 201

A national organization of people with mental illness, their families, friends and community activists who work toward improving the lives of the mentally ill.

Townhall II
155 E. Main Street
Kent, Ohio 44240
330-678-3006
www.townhall2.com
24 hour Crisis Line: 330-678-4357

Services are available for victims of crime, survivors of trauma/sexual assault or abuse, for clients having relationship issues or experiencing mild/moderate mental health concerns.

- Fees: Cost for services are free for an individual who has been a victim of crime. For others, costs are based on a sliding fee scale (for Portage County residents), taking into consideration family size and income. Select private insurance and Medicaid are accepted. No one will be turned away due to inability to pay.

Townhall II

155 E. Main Street

Kent, Ohio 44240

330-678-3006

www.townhall2.com

24 hour Crisis Line: 330-678-4357

For individuals who are concerned about their gambling, services are designed to either halt the behaviors associated with pathological gambling or to help reduce the frequency/amount of gambling episodes/behaviors.

Cost for services are charged based on a sliding fee scale (for Portage County residents), taking into consideration family size and income. Select private insurance and Medicaid are accepted. No one will be turned away due to inability to pay.

People Care Pet Pantry
Ravenna Township, Ohio 44266
(330) 389-5116
http://www.peoplecarepetpantry.com/

Please call and leave a message, the call will be returned in one to two business days.

Provides pet food on a month to month basis and provides names and numbers of low cost clinics for spay/neuter and shots for pet owners experiencing financial hardship.

Portage Animal Protective League (APL)
8122 Infirmary Rd.
Ravenna, Ohio 44266
(330) 296-4022
http://www.portageapl.org/

Tuesday – Thursday, 12pm-4pm; Friday, 11am-3pm; Saturday, 11am-3pm.

Promotes the spaying and neutering of dogs and cats by sponsoring programs to provide low-cost alteration for animals who already have homes. Offers "Friends of Animals" certificates that can be used at local veterinarian clinics for low cost spay/neuter. Also offers a monthly mobile clinic for neuter/spay for cats and sponsors a PetFix clinic for the county.

CHILD CARE ASSISTANCE

Child Care Connection
Main Office
703 S Main Street, Suite 211
Akron Ohio, 44311
(330) 376-7706   (800) 407-5437
www.childcare-connection.org

Open Monday - Friday 8am-5pm

Connects families to child care options including licensed child care centers, family child care homes, preschools, school age programs, summer camps, and in home child care. Provides information on choosing quality child care, and provides professional development opportunities for individuals in the early care and education field.

- Who Qualifies: State Subsidized Child Care is for parents who are working or in school.
- Fees: Must apply with Job and Family Services in the county where resident resides. A fee or co-payment may be necessary based on income.

Portage County Department of Job and Family Services
449 S. Meridian St
Ravenna Ohio 44266
(330) 297-3750
www.co.portage.oh.us/jfs/index.html

Open Monday – Friday 8am-4pm

Assists with child care expenses for parents or guardians of minor children. Recipients who qualify will only be responsible to pay a monthly fee (calculated based on income) to the child care service of their choice. Individuals must choose a licensed child care center, school-age program, head start, a home provider or a certified in-home aide. Child care services are also available for children who require special-needs care or who are in need of protective child care services.

- Who Qualifies: Must be a Portage County resident, currently employed, in school, or participating in workplace training for initial application. Income must be 200% or less for current Federal Poverty Limit.
- How to Access: Walk-in for service
- Fees: Families may have to pay a co-payment based on gross income.

Portage County Board of Developmental Disabilities
Dennis M Coble Administration Building
2606 Brady Lake Rd
Ravenna, OH 44266
(330) 297-1202
www.portagedd.org

Open Monday – Friday 8am-4pm

Assists individuals in developing their abilities to achieve a life as active members of our community. Services and supports are provided across the lifespan which include services to young children, preschool and school age special education services, adult day services, family support services program, recreation and leisure activities, residential providers, transportation and waivers.

Opportunities for Ohioans with Disabilities (OOD)
161 S High Street Suite 103
Akron OH 44308
(330) 643-3080
www.ood.ohio.gov

Open Monday – Friday 8am-5pm

Ohioans with disabilities who want to work can rely on one of two OOD bureaus: **The Bureau of Vocational Rehabilitation (BVR)** –assists people with physical, mental and emotional disabilities through vocational rehabilitation and other services. **The Bureau of Services for the Visually Impaired (BSVI**) assists individuals who are blind or have visual impairment.
Once you complete an application for services, an interview will be set up between you and a counselor. Information will be gathered to assist in determining if you are eligible for our program.

- Eligibility is based on three factors:

(1) You have a physical or mental impairment which results in a substantial impediment to employment;

(2) You can benefit from services that lead to employment; and

(3) You require VR services to prepare for, secure, retain, or regain employment.

DISABILITY SERVICES

The ARC- Summit and Portage Counties
3869 Darrow Rd
Ste 109
Stow, Ohio 44224
(330) 836-5863
http://www.thearcneo.org/

Open Monday-Friday 8:30am-5pm

Provides advocacy and supprot for people with developmental disabilities and their families. Assists parents with development, implementation and monitioring of a formal Individual Education Plan (IEP) for their children and assists adults with the development, monitioring, and implementation of a formal IEP.

- Who qualifies: Children and adults with developmental disabilities, and their families.

Brady Lake Post Office
2231 Brady Lake Rd.
Brady Lake Ohio 44211
(330) 678-0793

Open Monday – Friday 8am-12pm, 3pm-5pm; Saturday, 8am-12pm

Provides a variety of gently used clothing for free; availability will depend upon what has been donated.

Deerfield Evangelical Friends Church
1261 St Rt 14
Deerfield, OH 44411
(330) 584-6777

Distribution is second Saturday of each month, 10am-12pm

Distributes free clothing once a month.

Phyllis Zumkehr County Clothing Center
3377 State Route 59
Ravenna Ohio, 44266
(330) 296-0503
http://www.fcsohio.org/programs-services/basic-needs/county-clothing-center/

Open Monday – Friday 10am-2pm; Tuesday & Thursdays evenings, 6pm-8pm

Provides gently used clothing at no cost to individuals and families in need. Provides special clothing needs upon request. Provides durable goods/household goods with a referral from an agency. Also has a Christmas season program where young children can shop for three presents for other family members.

Family and Community Services
3377 State Rte. 59
Ravenna, OH 44266
(330) 296-0503
http://www.fcsohio.org

Open Monday – Friday 10am-2pm, Tuesday and Thursday 6pm-8pm

Provides household goods to families and individuals in need. Items may include small used appliances (toasters, irons, alarm clocks, etc.), silverware, pots and pans, dishes, curtains and bedding, small and possibly larger furniture pieces (i.e. kitchen chairs, tables, end tables, beds, couches, etc.). Large appliances (such as stoves and refrigerators) are also sometimes available.

Restore Site
1510 S Water St
Kent, OH 44240
(30) 677-8881
http://habitatofportage.org/

Open Tuesday – Saturday 10am-5pm

Offers new and like-new building and home improvement materials, furniture, appliances, and housewares at low cost. Offers low-cost new and gently used building items for home improvement or construction. Items offered vary depending on what has been donated. May also have furniture. Occasionally offers large appliances for resale.

Renaissance Family Center
9005 Wilverne Dr
Windham, OH 44288
(330) 326-3003
http://www.windhamrfc.com/

Open Monday and Tuesday 10am-4pm; Friday, 12pm-4pm

Provides a thrift shop where people can shop for used items such as furnishings and clothing. Does not carry large appliances.

- Fees: Fixed fee

Fortis College
653 Enterprise Pkwy
Ravenna, OH 44266
(330) 297-7319
www.fortis.edu

FORTIS College and FORTIS Institute campuses prepare students for careers in healthcare, business and technology and various trades. FORTIS also offers online learning platforms for many of its programs. FORTIS in Ravenna provides training in Practical Nursing, Medical Assisting, Health Information Technology, Business Administration, Criminal Justice, HVAC-R, and Welding. Our programs train students so that they can excel in these fields and be successful. We are offering hybrid online programs in Practical Nursing and Medical Assisting—a combination of online learning and classroom experience.

- Fees: Financial aid is available to those who qualify.

Maplewood Career Center
7075 Ohio 88
Ravenna Ohio 44266
(330) 296-2892
http://www.mwood.cc/GED.aspx

Open Monday – Thursday, 6pm-8:30pm

Provides adult basic education in literacy, improving reading, writing, and math skills. Offers GED preparation, job readiness, employability skills, English speaking citizenship preparation other languages (ESOL).

- Fees: There is no fee for the classes or materials. When the student is ready to take the GED test, paperwork may be completed to receive an $80 voucher, making the price of the test $40.

Student may choose the site they prefer to attend:

- Goodwill
- Opportunity Resource Center
- Streetsboro Community Center (Municipal Center)
- Windham High School

Lovelight
154 N Water St
Kent, OH 44240
(330) 673-5839
http://www.lovelightinc.org/

Open by appointment, M-F 9am-7pm

Provides tutoring on a wide variety of subjects including academics. Tutoring includes aspects of Blomberg Rhythmic Movement Training.

Renaissance Family Center
9005 Wilverne Dr
Windham, OH 44288
(330) 326-3003
http://www.windhamrfc.com/

Offered Tuesday and Thursday, 3:30pm-5:30pm.

Offers tutoring for elementary students.

- Who qualifies: Elementary age students, generally 5-10 yrs old.

Upper Room Cultural Development Corp.
3090 St Rt 59
Ravenna, OH 44266
(330) 296-2178

Provides after school tutoring during the school year for children.

EMERGENCY SERVICES

Community Action Council of Portage County
1036 W Main St |1115 Franklin Ave | 9005 Wil-Verne Dr
Ravenna, OH 44266 | Kent, OH 44240 | Windham, OH 44288
(330) 297-1456
http://cacportage.net/

Available to provide assistance once per heating season, November 1st - March 31st. It is eligible for low-income homeowners. In addition to renters that are disconnected, threatened with disconnection, or have less than a ten-day supply of bulk fuel. E-HEAP will restore or maintain primary heat source and/or secondary energy source. Benefit is based on total dollar amount needed to resolve crisis situation for the primary and/or secondary energy source, and does not cover total debt owed by the client.

- Who Qualifies: Must have a primary/secondary energy source (gas/electric) that has been disconnected, is threatened with disconnection, or have less than a 10 day supply of bulk fuel (fuel oil, propane, wood, coal). Must also be at or below 200% of the federal poverty guidelines and have an energy bill that is in an adult member of the household's name.

- How to Access: Walk-in to apply, or call for appointment.

- Fees: Free

Consumer Credit Counseling
705 Oakwood St
Ste 106
Ravenna, OH 44266
(888) 258-0694
http://www.fcsohio.org/programs-services/financial-services/cccs/

Provides financial counseling, court required counseling for those filing for bankruptcy, as well as debt management which works to establish a payment plan between client and creditors. Also offers alternate payee services for indiviudals who are unable to manage their finances due to physical and/or mental illness and addictions. This office is not affiliated with the agency now called Apprisen.

HEATING HELP

Housing & Emergency Support Services (HESS)
705 Oakwood St, Suite 115
Ravenna, Ohio
(330) 296-1111
http://www.fcsohio.org/programs-services/shelter/hess/

Assists families and individuals with longer term solutions to increase household stability. Provide crisis intervention service, short-term case management, and coordination with other community resource to ensure that maximum support is available to meet each household's needs. Emergency financial assistance is also available which includes housing start-up costs for the homeless, eviction notices for those at risk for homelessness, and limited utility, prescription, and hotel assistance.

- Who Qualifies: Portage County residents in addition to funding requirements set forth by local, state, and government entities.

- How to Access: Client must go through Coleman Access and must be homeless before moving into a unit.

- Fees: Cost is based on a sliding fee scale for Portage County residents, taking into consideration family size and income. Select private insurance and Medicaid are accepted. No one will be turned away due to inability to pay.

FINANCIAL HELP

Emergency Assistance
Catholic Charities
206 W. Main St.
Ravenna, Ohio 44266
(330) 297-7745
http://ccdoy.org/locations/catholic-charities-serving-portage-and-stark-counties/

Open Monday – Friday, 8:30 am- 4:30 pm

Combines material and financial assistance with advocacy efforts for people in need. Services include emergency rent and mortgage assistance, emergency utility assistance, work-related expenses, community and agency referrals and possible other services essential to well-being. *Please note that services may vary by site.*

- Who Qualifies: Serves Portage residents with income at or below 200% Federal Poverty Guidelines.
- Required Documents: Valid photo ID with current address, utility bill for proof of residency
- How to Access: Call for appointment
- Fees: Free

Portage County Job and Family Services
PRC
449 S. Meridian St 2nd floor
Ravenna Ohio 44266
(330)297-3750
http://www.co.portage.oh.us/jfs/pdfs_misc/PRC_PLAN.pdf

Open Monday – Friday 8am-4:30pm

Provides benefits and services to needy families and low-income employed families who are in need of help with essential support to move out of poverty and become self-sufficient. Provides new opportunities to develop and implement creative and innovative strategies and approaches to remove families from a cycle of dependency on public assistance and into work.
- Who Qualifies: Must have a minor child living in the household and have gross household income at or below 200% of the federal poverty guidelines.
- Required Documents: Recent utility bill, 3 months proof of income and social security numbers for all adults in household.
- How to Access: Walk in for application or call to schedule appointment.
- Fees: Free

Saint Vincent Depaul Society
Saint Joseph's Parish
2643 Waterloo Rd
Mogadore, OH 44260
(330) 628-9941

Open: Monday – Tuesday and Thursday – Friday 9am-5pm

Provides limited financial assistance in emergency situations. Generally assits with rent, rental deposit, mortgage payment, transportation, utilities (gas, electric, heating fuel), making the home more accessible for people who disabilities or injury and prescription payment assistance.

- Who Qualifies: Serves residents of Randolph, Atwater, Suffield, and Mogadore (within Portage County). Generally serves low-income households and/or those experiencing temporary financial or medical difficulties. Assistance is for short-term emergency situations and is given on a case-by-case basis.
- Required documents: Three forms of identification (Photo ID, Social Security card, utlitiy bill with current address, etc.) Will also require documentation of the situation such as past due rent notice, utlitity shut off notice, prescription reciept, etc.

FINANCIAL HELP

Catholic Charities
206 W. Main St.
Ravenna, Ohio 44266
(330) 297-7745
http://ccdoy.org/locations/catholic-charities-serving-portage-and-stark-counties/

Open Monday – Friday, 8:30 am- 4:30 pm

By appointment Monday and Wednesday, 1pm-3pm, Friday, 10am-12pm and 1pm-3pm. Schedule is subject to vary.

Provides help to individuals and families on an emergency basis and offers emergency food pantries at both of their Ravenna and Canton locations. In cooperation with the Akron-Canton Regional Food bank, each site provides non-perishable food items as well as taxable items.

- Who Qualifies: Serves Portage residents with income at or below 200% Federal Poverty Guidelines. Service is available once in a 30 day period.
- Required Documents: Valid photo ID (State ID or Driver's License). If current address is not on the ID, you will need to bring a recent piece of mail as proof of having a Portage address.
- How to Access: Call for appointment
- Fees: Free

Church of Christ Ravenna
3897 Summit Rd
Ravenna Ohio 44266
(330) 296-3637
www.ravennachurchofchrist.org

Open second Wednesday of every month, 8 am-10 am

Distributes emergency food to those living in Ravenna, Ravenna Township, Rootstown, and Charlestown Township. Households in Ravenna should not have received help already from the Center of Hope.

- Who Qualifies: Serves households at or below 150% of poverty guidelines.
- Required Documents: Current proof of address (photo ID or current utility bill), family size (social security cards, birth certificates, school records), and income (pay stub, benefits letter) is required.
- How to Access: Walk-ins welcome. May phone the church office for more information anytime (leave a message and the call will be returned).
- Fees: Free

Crestwood 4C's
Hilltop Christian Church
4572 W. Prospect St.
Mantua, OH 44255
(330) 274-3310
http://www.mantuacentercc.org/4cs.htm

Open Monday, Wednesday, Friday, 1pm-3pm
Pantry closes if Crestwood Schools closed for inclement weather

Provides food on an emergency basis to needy families in the Crestwood School District. Residents of Crestwood school district include Hiram, Hiram Township, Shalersville, Mantua and Mantua Township, parts of Streetsboro, Aurora and Ravenna Township. Residents may use pantry once in a 30 day period.

- Who Qualifies: Residents of Crestwood School District.

- Required Documents: Photo ID for adult picking up the food and proof of address (mail or utility bill) for all adults in the household.

- How to Access: Walk-in for service. Appointments may be scheduled if needed outside of operating hours. If needed, clients may send a representative in their place (with proper paperwork) to pick up food.

- Fees: Free

Lifepointe Church of Atwater
6498 Waterloo Rd.
Atwater, OH 44201
(330) 947-2259 General Information
(330) 257-3753 Emergency Services
http://www.callithome.org/

Open first Saturday of the month, 10am-12pm
Emergencies by appointment 7 days a week, 9am-7pm

Provides emergency food (generally about 75 pounds of food).

- Who Qualifies: Serves those with low income or who are facing temporary hardship
- Required Documents: TEFAP self-declaration form
- How to Access: Walk-in for services or call for emergency appointment
- Fees: Free

Riverwood Community Chapel
1407 Fairchild Ave.
Kent, OH 44240
(330) 678-7000
http://www.riverwoodchapel.org/

Open Tuesdays, 9 am-11 am, 1 pm-3pm
Office open Monday – Friday 8:30 am-5pm

Provides emergency food to individuals and families in the Portage and Summit county area.

- Who Qualifies: Portage County residents. May only access service once per month.
- Required Documents: State ID or Driver's License
- How to Access: Walk-in for service
- Fees: Free

Salvation Army Center for Worship and Service
9005 Wil-Verne Dr.
Renaissance Family Center
Windham, OH 44288
(330) 326-6133
www.salvationarmy.org

Open Monday and Tuesday 10am-3:30pm
Main office open Monday – Friday 9am-4pm

Windham Distribution (Red Shield Pantry North), 4th Tuesday of every month, 11am-1pm

Provides emergency food to individuals and families who live in the Garrettsville and Windham School Districts. Residents may only access service once every 30 days.

- Who Qualifies: Serves residents with income at 200% or less of the Federal Poverty Guidelines.
- Required Documents: Photo ID and proof of residency (mail or utility), proof of income, and proof of children and ages in home.
- How to Access: Walk-in for service
- Fees: Free

Streetsboro Christian Cupboard

10206 Page Rd.
Streetsboro, Ohio 44241
(330) 626-5449

Open by appointment Monday – Friday. However, most appointments occur on Tuesdays and Thursdays.

Provides emergency food assistance to residents of Streetsboro. Clients are advised to bring their own boxes or bags. Households may only use cupboard once every month.

- Who Qualifies: Serves residents of Streetsboro and Hudson. Income limits go by TEFAP guidelines (approximately 150% of the federal poverty guidelines or below).
- Required Documents: None
- How to Access: Call to schedule appointment
- Fees: Free

Streetsboro United Methodist Church

8940 State Rt 43
Streetsboro, OH 44241
(330) 626-2239

Open by appointment Monday – Tuesday, 1pm-4pm;
Thursday – Friday 9am-12pm.

Provides emergency food for Streetsboro residents. During November and December, pantry clients may sign up to receive supplies for a holiday meal, while supplies last.

- Who Qualifies: Serves Streetsboro residents in need of food as well as Hudson zip code 44236 on Wellman Street onkly. Households may use the pantry one time per month.
- Requried documents: Adult picking up food must bring current photo ID and proof of address for each adult member of household (a current piece of mail or utlity bill). Must declare number of children as well as their ages.

Trinity Lutheran Church
600 S. Water St.
Kent, Ohio 44240
(330) 673-5445
http://www.trinitykent.org/

Open 1st Wednesday of every month, 9am-12pm

Emergency assistance offers up to forty food vouchers for eggs, milk, and bread at a first come first serve basis.

- Who Qualifies: Serves Kent and Franklin Township area residents. Service may be accessed once per month.
- Required Documents: None
- How to Access: Walk-ins welcome
- Fees: Free

Winfield Church of God in Christ
6595 Winfield St
Ravenna, OH 44266
(330) 296-5880.

Open last Monday of the month, 11am-12pm

Provides emergency food, packed according to family size.

- Who qualifies: Serves Portage County residents
- Required Documents: Photo ID

Volunteers of America
1063 N Aurora Rd.
Aurora, Ohio 44202
(330) 562-2118
http://www.food2share.org/aurora/

Open by appointment Wednesdays and Fridays, 2pm-4:30pm

Provides emergency food for Aurora residents. Targets, but is not limited to older adults, the unemployed, and those receiving government assistance.

- Who Qualifies: Aurora residents who are facing financial hardship.
- Required Documents: Adults picking up food must bring current photo ID as well as a current piece of mail (within the last 30 days) addressed to all other adult members of the household. Will need to declare number of children as well as their ages.
- How to Access: Call for appointment
- Fees: Free

HOUSING

Freedom House – Veteran's Shelter
1213 Anita Drive
Kent, Ohio 44240
(330) 673-0705
http://www.fcsohio.org/programs-services/shelter/freedom-house/

Services available 24 hours a day, 7 days a week.

Freedom House provides emergency shelter and supportive services to adult male veterans who are experiencing a housing crisis. Provides a 90-day shelter that includes individual case management, advocacy, information and referrals to area resources. The Resident Advocate meets regularly with the shelter residents to establish a case plan that will focus on goals such as housing, income, job training, education, counseling, financial planning and other goals.

Miller Community House
(330) 673-0034
http://www.fcsohio.org/programs-services/shelter/miller-community-house/

Miller Community House provides emergency shelter to Portage County adults and children in a housing crisis while also providing support, advocacy and referrals to encourage self-sufficiency and movement towards permanent housing.

- Who Qualifies: Homeless or at risk of becoming homeless. Last permanent address in Portage County and must currently be sober. Must not be actively psychotic, suicidal or homicidal. Must not have any active warrants out for arrest and does not have a violent criminal history.
- How to Access: Call for services.

Miss Liberty House – Veteran's Shelter
643 Crown Street
Ravenna, Ohio 44266
(330) 703-2585
http://www.fcsohio.org/programs-services/shelter/liberty-house/

Miss Liberty Home will serve to empower women veterans and their dependent children through housing and specialized resources. Services will center on intensive home-based case management and family/individual development. Services include linkage and coordination of community services and resources, counseling, support groups, parenting support, transportation, crisis intervention, and other services as needed.

Safer Futures
Portage County Sheriff's Office
8240 Infirmary Rd
Ravenna, OH 44266
http://www.fcsohio.org/programs-services/shelter/safer-futures/

Offers assistance in dealing with the justice system to victims of violence, stalking, sexual assault or related crimes. Acts as intake for all restraining order in Portage County. Will help the victim fill out and file any necessary paperwork and will accompany victim to all legal proceedings.

Safe Path
705 Oakwood St
Ravenna Ohio 44266
(330) 346-0623
http://www.fcsohio.org/programs-services/shelter/safe-path/

Safe Path is a transitional housing program for families who have experienced domestic violence. This facility is in a secure location that requires a code for entrance. Partnered with Portage Metropolitan Housing Authority (PMHA), therefore many residents are eligible for reduced rent and security deposits. Participants may stay at building for up to two years, while working on building a violence free life and acquiring permanent housing. Safe Path offers participants Case Management, Counseling, and personal/career development, on site, to help meeting their goals and self-sufficiency.

Coleman Professional Services
Housing Services
5982 Rhodes Rd
Kent, Ohio 44240
(330) 673-1347
www.colemanservices.org

Assists in accessing safe, decent, affordable housing. Also assists with funds for utility connections, security deposits, and past due bills as well as with rental subsidy (short or long term).

Note: some funds are location specific and some are only for homeless persons.

- Who Qualifies: Those engaged in treatment, have a mental diagnosis and are working with a therapist. Families who have children who are severely and emotionally disabled are also eligible.

- How to Access: Client must go through Coleman Access

Fair Housing Contact Services, Inc.
441 Wolf Ledges Parkway, Suite 200
Akron, Ohio 44311
(330) 376-6191
(877) 376-6191
www.fairhousingakron.org

Fair Housing Contact Service strives to prevent and eliminate housing discrimination and to promote equal housing opportunity. They provide assistance to individuals pursuing legal rights and rememdies related to fair housing, offering housing assistance and counseling, providing community education, promoting community involvement, performing research in the area of housing and assisting the professional housing industry in designing, implementing and evaluating programs for affirmative action towards an open housing market in the greater Akron region.

Habitat for Humanity
6630 Cleveland Rd
Ravenna, OH 44266
(330) 296-2880
http://www.habitatofportage.org/

Operates as a non-profit housing ministry working in partnership with people in need to build decent, affordable housing for low-income families. Houses are built with volunteers and approved families, then sold to qualifying recipients with a no-interest mortgage and for no profit. Offers home ownership training for recipients and continued support after moving into the house.

- Who qualifies: must be 21 yrs of age or older. Must have willingness to live in Portage County, have low to moderate income, currently living in substandard living conditions or rent-burdened. Must have the ability to make payments on a zero interest, no money down loan and have the willingness to commit to sweat equity hours.
- Required documents: proof of income and expenses; will be advised about other documents

Housing Services Council
3920 Lovers Ln
Ravenna, OH 44266

Hours vary. Group meets quarterly on the second Tuesday of the month (January, April, July, and October)

Assits in the coordination and development of services for those who are homeless through planning, education, and advocacy.

Neighbor 2 Neighbor
Fuller Center of NW Portage County
PO Box 96
Aurora, OH 44202
(330) 548-4170 (Leave a message)
http://www.n2nofnwportage.org/

Provides a faith based, volunteer driven home repair service to low income and disabled persons in Northwest Portage County. Typical projects include refurbishing roofs, installing or rebuilding plumbing, renovating porches and steps, installing wheel chair ramps, installing insulation and weatherizing homes. Does not do repairs of a purely cosmetic nature.

Neighborhood Development Services
120 E Main St
Ravenna, OH 44266
(330) 297-6400
http://www.n2nofnwportage.org/

Open M-F 8am-5pm

Provides down payment assistance and rehabilitation funds for new home purchases. This program can be used in conjunction with the agency's Home Ownership Program. It revitalizes neighborhoods and communities in Northeast Ohio through the provision and/or promotion of affordable housing, economic development through low or no interest loans, housing counseling for first time homebuyers, and foreclosure prevention program.

Portage Area Transitional Housing (PATH)
Renaissance Place
5650 S. Prospect St, #101
Ravenna Ohio 44266
(330) 296-0024
http://www.fcsohio.org/programs-services/shelter/portage-area-transitional-housing/

PATH supports single adults and homeless families with children in their efforts to secure and maintain permanent housing up to 12 months. The program provides transitional housing and supportive services to assist clients with achieving education, training, gaining employment, addressing personal barriers that impact their client's stability and self-sufficiency.

Portage Metropolitan Housing Authority (PMHA)
2832 State Route 59
Ravenna, Ohio 44266
(330) 297-1489
http://www.portagehousing.org/page5.html

PMHA provides subsidized housing to low and moderate income families and individuals. It has 305 units owned and operated by PMHA. Offers resources for self-sufficiency, adult education, construction, job training, and homeownership programs to agency tenants. Section 8 waiting list is currently closed.

- Who Qualifies: Low income households in Portage County may be eligible for Public Housing as well as the Family Self Sufficiency (FSS) Program.

White House
642 W Main St
Ravenna, 44266
330-703-2585
http://www.fcsohio.org/programs-services/shelter/white-house/

Serves up to 4 formerly homeless and disabled veterans. Each apartment includes one bedroom, one full bathroom, a kitchen with an eating area, and a living room. Veterans work toward sobriety, employment and/or community volunteering as well as independent living.

HOT MEALS

American Legion Post 674
9960 E Center St.
Windham, OH 44288
(330) 326-3188

Open last Tuesday of every month, 5pm-6pm

Provides a free community meal. The meal is provided by the St. Nicholas Greek Orthodox Church of Warren.

Caritas Café
200 W Main St
Ravenna OH 44266
(330) 297-7745

Open Monday – Friday 9am-11:30am

Procides hot coffee, refreshments, and socialization.

Center of Hope
1081 W. Main St.
Ravenna, Ohio 44266
(330) 297-5454
http://www.fcsohio.org/programs-services/food/center-of-hope/

Open Monday – Wednesday & Friday 9am-3pm; Thursdays 9am-5pm
Meals Served – Monday – Wednesday & Friday 11:30-12:15pm; Thursdays 4pm-5pm
*Dinner served at 4:00 on the 1st, 2nd, and 3rd Sunday of each month.

Hot meals are offered at no cost five days a week and typically include 75-100 individuals per day. Opportunities for socialization, cooking classes and referral services are also offered.

Christ Lutheran Church
10827 Main St.
Mantua, OH 44255
(330) 274-2849
www.lutheransonline.com/christmantua

Open 3rd Monday of every month, 5pm-6:30pm
"Loaves and Fishes" community meal is a free meal for all community members. Access meals through the basement.

Covenant Bible Fellowship
8146 High St. Garrettsville, OH 44231
(330) 527-4205

Open 3rd Tuesday of every month, 5:30pm-7pm
Provides a hot meal and worship services.

First United Methodist Church of Ravenna
263 S. Prospect St.
Ravenna, Ohio 44266
(330) 297-7196
http://www.fumcofravenna.org/

Open Saturdays 11:30am-12:30pm

"Loaves and Fishes" is a weekly free lunch program. It is held every Saturday in Fellowship Hall on the second floor. Various Ravenna area churches and community groups rotate the preparation and service of the luncheon.

Hilltop Christian Church
4572 W. Prospect St.
Mantua, OH 44255
(330) 274-2771
http://www.hilltopchristianchurch.org/index.html

Open 3rd Wednesday of every month, 12pm-2pm

Provides a hot meal for the community.

Kent Social Services
1066 S. Water St.
Kent, Ohio 44240
(330) 673-6963
http://www.fcsohio.org/programs-services/food/kent-social-services/

Open Monday, Tuesday, Wednesday and Friday 11:30am-12:30 pm, and Thursday 4pm-5pm, Sunday 5pm every 1st, 2nd, 4th, and 5th weeks.

Hot meals are offered at no cost five days a week and typically include 50 to 60 individuals per day. Opportunities for socialization, cooking classes and referral services are also offered.

Kent United Church of Christ
1400 E Main St.
Kent, OH 44240
(330) 673-9534
http://www.kentucc.org/

Open 3rd Sunday of every month, 5pm-6pm

Provides a monthly hot meal for the community. Walk-in for service during scheduled meals. Schedule may change around major holidays, call to check schedule Monday, Wednesday and Friday, 9am-3pm and Thursday 12pm-5:30pm.

Lake Brady United Methodist Church
1995 Brady Lake Rd.
Brady Lake Ohio 44240
(330) 673-0145

Open 3rd Wednesday of every month 5:30pm-7:00pm

Provides a monthly meal for the community.

Mantua Center Christian Church
4118 St. Rt. 82
P.O. Box 550
Mantua, Ohio 44255
(330) 274-8258
http://www.mantuacentercc.org/

Open the last Thursday of every month, 5pm-6:30pm.

Loaves & Fishes Community Meal was formed to meet the social, financial and spiritual needs of people and families in Mantua, Hiram, Garrettsville, and surrounding communities. Walk-ins are welcome. Eat-in or take-out (limit 4 per adult on take-out) in the Fellowship Hall. Arrangements can be made to deliver meals to shut-ins.

Nelson United Methodist Church
9367 St Rt 305
Nelson Township, OH 44231
(330) 527-2268
http://www.nelsonunitedmethodistchurch.com/

Open Last Friday of every month, 4pm-6pm.

Provides a monthly hot meal and worship services.

- Who qualifies: Nelson, Nelson Township, Garrettsville, and Windham residents.

Randolph / Suffield / Atwater Food Shelf
St. Joseph Church School
2617 Waterloo Rd.
Atwater, OH 44201
(330) 628-1801
http://stjosephmantua.com/free-community-meals

Open 4th Monday of every month, 5pm-6pm

Offers weekly community meals at three local churches.

Randolph / Suffield / Atwater Food Shelf
St. Nicholas Church
755 S. Cleveland Ave.
Mogadore, OH 44260
(330) 628-1801
http://stnickoca.org/stn/index.html

Open 2nd Monday every month, 5pm-6pm. Each site serves from 5pm-6pm.

Randolph / Suffield / Atwater Food Shelf
Suffield United Church of Christ
1115 State Rte. 43
Suffield Township, OH 44260
(330) 628-4038

Open 3rd Monday of every month, 5pm-6pm

HOT MEALS

Renaissance Family Center
9005 Wilverne Dr
Windham, OH 44288
(330) 326-3003

Open fourth Thursday of the month, 5pm-6:30pm. No meal in December.

Provides a monthly hot meal. Offers recreational activities for the community and meeting space for groups.

Saint Paul Lutheran Church of Ravenna
170 N Freedom St.
Ravenna, Ohio 44266
(330) 297-7336
http://www.splcravenna.com/

Open last Sunday of every month 4pm-6pm

Provides a monthly community dinner in the Fellowship Hall. Walk-in for service through main church entrance.

Skeels Vernon L. Mathews Community Center
4378 Skeels St.
Ravenna, Ohio 44266
(330) 297-0192

Open Wednesdays and Fridays, 12pm-1pm
Site is closed when Ravenna Schools are closed

Streetsboro United Methodist Church
8940 State Rte. 43
Streetsboro, OH 44241
(330) 626-4393 Church
(330) 626-4439 Food pantry line
http://www.streetsboroumc.com/

Open 4th Tuesday of every month 5pm-6:30pm

Provides a monthly community meal for Streetsboro residents. Meals are held in the Fellowship Hall. Handicap entrance is located behind the church.

Suffield United Church of Christ
1115 St Rt 43
Suffield Township, OH 44260
(330) 628-4038

Open Tuesday – Friday 11:30am

Provides a congreate meal for older adults

- Who qualifies: Serves Portage County residents age 60 and older

Trinity Lutheran Church
600 S. Water St.
Kent, OH 44240
(330) 673-5445
http://www.trinitykent.org/home

Open Saturdays, 11:30am-12:30pm

"Lord Lunches" are served to approximately 30 people each week.

Upper Room Cultural Development Corp.
3090 St Rt 59
Ravenna, OH 44266
(330) 296-2178

Open second Saturday of every month, 12pm-1pm

Windham Congregational Church
United Church of Christ (Brick Chapel)
900. N Main St.
Windham, Ohio 44288
(330) 326-3926

Open 2nd Saturday of every month, 12pm-1pm.

Winfield Church of God in Christ
6595 Winfield St.
Ravenna, Ohio 44266
(330) 296-5880

Open Mondays 2:30pm-3:30pm

Brimfield Cupboard
Faith United Methodist Church
1235 Tallmadge Rd.
Kent, Ohio 44240

Open Tuesdays and Thursdays 9:30am-11:30am

Provides groceries on a monthly basis for Brimfield residents who need assistance. The cupboard is located in the basement of the Faith United Methodist Church. Cupboard may be used once a month, with 30 days between usage.

- Required Documents: Must take current proof of address (mail with current address) and documentation of low-income (pay stub, W-2, benefits letter).

Center of Hope
1034 W. Main St.
Ravenna, Ohio 44266
(330) 297-5454 or (330) 296-2158
http://www.fcsohio.org/programs-services/food/center-of-hope/

Open Monday – Wednesday and Friday, 9:15am-11:15am & 12:30pm-2:30pm, Thursday 9:15am-3:30pm

Groceries are available monthly through the Christian Cupboard. Pantry hours correspond to open hours above, but require an appointment to be made in advance for a specific time. It is recommended to call 3-4 days in advance if possible.

- Required Documents: None.

Kent Social Services
1066 S. Water St.
Kent, Ohio 44240
(330) 673-6963
http://www.fcsohio.org/programs-services/food/kent-social-services/

Open Monday, Wednesday, Friday 9:30am – 2:30pm; Tuesday 1pm – 2:30pm; Thursday 12:30pm – 2:30 pm

Groceries are available monthly through the Lord's Pantry. The Lord's Pantry provides three bags of groceries to income-eligible households per month. Groceries, diapers and personal care products are also provided in emergency situations. Additionally, holiday food is offered at Thanksgiving and Christmas. Toys are distributed to over 600 children at Christmas. Serves Kent, Brady Lake and Franklin Township residents. Service may be used once per month.

- Required Documents: Proof of residency such as a utility bill and photo ID.

Nelson Garrettsville Community Cupboard
8147 Center St.
Garrettsville, Ohio 44231
(330) 527-2011

Open Mondays 3pm-6pm, and Wednesdays 9am-12pm

Provides groceries to all eligible residents who live in the James A Garfield School District. Participants may visit the cupboard once every month with no appointment necessary.

- Required Documents: Photo ID and proof of residency (recent utility bill or mail).

Salvation Army
251 W. Spruce St
Ravenna, Ohio 44266
(330) 296-7371
www.salvationarmy.org

Open Monday – Thursday, 9 am-4pm

The Salvation Army operates two monthly bulk food distribution sites for Portage County residents. Food is government surplus. Must bring own bags or boxes. There are often weekday and evening activities such as prayer groups, family events, lunch groups, youth clubs, and meetings for seniors.

Ravenna Distribution (Red Shield Pantry South), 1st Wednesday of every month, 11am-1pm, Registration begins at 10:15am.

- Required Documents: Current photo ID (Driver's License or State ID)

St. Joseph Church
St. Joseph Parish & School
2643 Waterloo Rd.
Mogadore, OH 44240
(330) 628-9941
http://stjosephrandolph.org/website

Provides short term food assistance for eligible clients. Appointments often fill up two weeks in advance and is not considered an emergency pantry. *By appointment only.*

Streetsboro Church of Christ
1386 Russell Dr.
Streetsboro, OH 44241
(330) 626-4282
http://streetsborochurch.org/

Open 1st and 3rd Saturdays of every month, 2pm-4pm
Office open Monday – Thursday 9am-3:30pm

Provides Portage County residents with a 3-5 day supply of food packed according to family size. Packages may contain frozen meat and milk. Residents must be below or at the 200% federal poverty limit.

- Required Documents: Must bring photo ID. Family will have to fill out a form stating income, family size & ages.

Trinity Lutheran Church
600 S. Water Street
Kent, Ohio 44240
(330) 673-5445
www.trinitykent.org

Open last Saturday of every month, 9am-12pm through the Akron Food Bank

Distributes surplus food at the end of the month to those in the community who are in need.

- Required Documents: Photo ID

FOOD PANRTIES

Community Action Council of Portage County Inc.
243 S Prospect Street
Ravenna Ohio 44266
(330)296-8720
www.cacportage.net

Open Monday – Friday, 9am-5pm

Offers free basic computer training through CONNECT OHIO. Classes are 6 hours long and held twice a week for those interested in job preparation training, work experience, or pursuing training in technology.

- Fees: There is a fixed fee for the classes but financial assistance may be available.

Coleman Professional Services
Employment Services
5982 Rhodes Rd
Kent Ohio 44240
(330) 673-1347
www.colemanservices.org

Coleman Employment Services works in conjunction with area agencies that have an interest in assisting youth and adults obtain and maintain employment. The employment coordinators help find meaningful employment for people with disabilities. These services can be used by those with mental or physical disabilities, mental or physical health limitations, drug and/or alcohol dependencies, developmental disabilities, disabilities related to military service, and auditory or visual impairments.

- Who Qualifies: Portage County residents with disabilities.

OhioMeansJobs Portage County
449 S. Meridian St., 1st Floor
Ravenna, OH 44266
Phone: (330) 296-2841

www.ohiomeansjobs.com/portage

Open Monday – Friday, 8am-4:30pm

Provides a center where individuals can access fax machines, telephones, copiers, computers with internet access, and printers to conduct job searches and create/update resumes. Workplace staff offer basic computer skills training, job search, and placement assistance, vocational and literacy evaluations, and labor market information.

- Who Qualifies: Portage County residents who are age 14 and over
- Fees: Free

Portage County Job Club
Portage County Job and Family Services
449 S. Meridian St., Second Floor
Ravenna, Ohio 44266
(330) 297-3829
www.ohiomeansjobs.com/portage

Job Club is designed to help OWF applicants and anyone interested from the public with obtaining necessary skills to seek and obtain employment. Workshops are led by an instructor who is there to relay necessary information about job search skills as well as offer assistance and support to those seeking employment.

Course Topics

Adult Education	Career Exploration	Ethics
Keyboarding	Ohio Consumer Counsel	Soft Skills
Alcohol & Drug	Computer Skills	Financial Education
Education Mental	Ohio Means Jobs	Time Management
Health Awareness	Tutorial	Goal Setting
Applications	Customer Service	(S.M.A.R.T.)
Mock Interviews	Resume & Cover Letters	WIA Orientation
Behavioral Interview	Dress for Success	Job Search Techniques
Networking	Social Media	

Portage County Clerk of Courts
Common Pleas Court
203 West Main Street
Ravenna, Ohio 44266
(330) 297-3644
http://www.co.portage.oh.us/clerk_pdfs/the%20expungement%20process.pdf

A person may file for expungement after 3 years of a final discharge of a felony and after one year of final discharge of a misdemeanor.

- Who Qualifies: Must be "eligible offender" pursuant to applicable sections of the Ohio Revised Code. An "eligible offender" is a person convicted in this or any other jurisdiction (R.C.2953.31) who has no more than one felony and one misdemeanor conviction, or not more than two misdemeanor convictions, if not from the same offense.

- Fees: $75 filing fee. In some cases, an additional $50 may be required.

Community Legal Aid Services Inc.
250 S Chestnut St Suite 22
Ravenna, OH 44266
(330) 297-1569
http://www.communitylegalaid.org/

Open Monday and Wednesday, 9am-12pm; Tuesday and Thursday, 1pm-4pm

Civil legal aid in Ohio refers to the free legal services provided by hundreds of attorneys and paralegals throughout the state. These professionals work through local, and regional, legal aid offices, volunteer, pro bono programs, and reduced fee contracted services to help thousands of low-income people gain access to legal representation. Civil legal aid helps low-income people resolve urgent, non-criminal legal problems that make a difference in their everyday lives.

- How to Access: 1-800-998-9454 (Community Legal Aid's HelpLine). Apply for help online and someone will contact within two business days.

Buckeye

1 (800) 998-9454

http://www.buckeyehealthplan.com/

Open Monday and Wednesday, 9am-12pm, and Tuesday and Thursday, 1pm-4pm

CareSource

1 (800) 998-9454

www.caresource.com

Open Monday and Wednesday, 9am-12pm, and Tuesday and Thursday, 1pm-4pm

Molina

(800) 246-4358

http://www.buckeyehealthplan.com/

Paramount

http://www.paramounthealthcare.com/

United Health Care

1 (800) 905-8671 TTY: 711

http://www.uhc.com/

Open 8am-8pm, 7 days a week

Help Me Grow

Family & Community Services

705 Oakwood St., Suite 221

Ravenna, Ohio 44266

(330) 298-4545

http://www.fcsohio.org/programs-services/youth-services/help-me-grow/

Designed for families who have children birth age to three years old. Help Me Grow works with families who have children with developmental concerns or special needs and with first-time pregnancy mothers, or first time parents of children less than 6 months old. Service Coordinators can provide developmental screenings for the child, share information on child's growth and development, and connect with helpful community resources and services.

First Step Center for Family Support

Catholic Charities Serving Portage and Stark Counties

206 W Main St.

Ravenna, OH 44266

(330) 297-7745

http://ccdoy.org/locations/catholic-charities-serving-portage-and-stark-counties/first-step/

Open Monday – Friday, 9am-5pm

Offers services to those facing an unplanned pregnancy. Offers pregnancy counseling, parenting skills training, and links to community resources that may be of help to expectant or new parents. They provide general expectant/new parent assistance programs, outreach programs for parenting issues, parenting skills classes, and pregnancy counseling.

Parent Enrichment Program (P.E.P.)

195 E. Tallmadge Ave.

Akron, Ohio 44310

(330) 253-4071

www.pregnancycareonline.org/services

Classes designed for clients that are involved with Children Services. P.E.P is also suitable for clients that are required to take a parenting class through court order. These parenting classes provide a more intensive curriculum, with one-on-one interaction. Assistance and resources will be given dependent on client's case.

- Fee: *Intake Fee* $30 per person, *Classes* $15 per person per class

Passages
122 N. Prospect St.
Ravenna, Ohio 44266
(330) 296-3237
www.passages-oh.org

Dedicated to enriching the quality of life for children, fathers and mothers. Passages strives to be the provider of self-improvement resources that inspire and empower individuals to lead the lives they most desire. Also assists in transportation assistance, re-entry facilitation, child support, and custody mediation. Passages provides workforce development trainings, father or mother and child retreats, custody and visitation referrals, legal assistance, child support direction, among a host of other important services.

- Who Qualifies: Must be a Portage County resident, or a non-resident with a Portage County child support case. Must be eligible for TANF or PRC funds in some way.
- Required Documents: Must have child support case and must be eligible for TANF or PRC funds.
- How to Access: Call or walk-in for service

Place of Peace Center
705 Oakwood St Ste 122
Ravenna, OH 44266
(330) 296-4522

Provides supervised visitation services.

Portage – Summit Diaper Bank
PO Box 805
Kent, Ohio 44240
(330) 283-8120
www.portage-summitdiaperbank.org

Portage-Summit Diaper Bank helps provide diapers to families in need through a network of partnered social service agencies. Diapers are provided to ensure that all children have access to clean, dry diapers to help them avoid issues such as severe diaper rash, yeast, and staph infections. For a complete list of agencies receiving diapers please visit www.portage-summitdiaperbank.org/families.html.

- Who Qualifies: Each agency has its own eligibility requirements, so please contact the agency before going to their site.

Coleman Pregnancy Center and Infant Clothing
5982 Rhodes Rd.
Kent, Ohio 44240
(330) 839-9919
www.kentpregnancy.com

Tuesday – Thursday by appointment

Assists and supports those facing expected or unexpected pregnancies. Provides confidential pregnancy testing, verification of positive pregnancy tests, honest education about all options, free prenatal vitamins, pregnancy care support, faith based pregnancy support (when indicated), and adoption information (when indicated). Material goods are also available containing diapers, clothing, wipes, toys, and other essentials for free. Other services include employment readiness support and educational programs.

- Who Qualifies: Women who suspect they are pregnant, know they are pregnant, or have a child under the age of one. Services also provided for fathers when applicable.

First Step Pregnancy & Family Support Program
206 W Main St
Ravenna OH 44266
(330) 297-7745
http://ccdoy.org/locations/catholic-charities-serving-portage-and-stark-counties/first-step/

Open Monday – Friday 8:30am-4:30pm

Provides individual and family support for those facing unplanned pregnancy; offering resources such as diapers, clothing, and baby formula for infants. Also provides items to ensure the saftey and well-being of an ifnat such as baby monitors, electric socket covers, etc.

- Who Qualifies: Pregnant women and families residing in Portage county with children through three years of age, at or below 200% of the Federal Poverty Guidelines or those identified with extreme need.

Pregnancy Care Of Summit County
705 Oakwood St. Ste. 108
Family and Community Services Bldg.
Ravenna Ohio 44266
(330) 309-2543
http://www.pregnancycareonline.org/

Open by appointment Monday – Friday 10am-3pm

Provides emergency items for those who are pregnant or who are the parent or guardian of a newborn or young child. Provides diapers, infant formula, cribs, strollers, maternity clothes, children's clothing, etc. Children's clothing is available through age six. Also provides a structured educational program that provides prenatal education (for teens and adults), parenting and life skills classes, and pre job guidance.
.

- Who Qualifies: No geographical restrictions.
- Required Documents: Photo ID.

WIC Program
Portage County Administration Building
449 S. Meridian St.1st floor
Ravenna, Ohio 44266
(330) 297-9422
http://www.co.portage.oh.us/wic.htm

Open Monday – Friday, 8am-4:30pm & First/Third Wednesday 10am-6:30pm

WIC provides food benefits redeemable at local grocery stores for milk, eggs, juice, cereal, peanut butter or beans, whole grains, fruits and vegetables, baby foods and infant formula. Services include nutrition education, breastfeeding education and support, immunization screening and referrals for health care and social services. In addition, those receiving assistance from OWF, Food Assistance or Medicaid are income eligible for WIC services. Farmers' market coupons are available in the summer months.

- Who Qualifies: Pregnant and breastfeeding women; non-breastfeeding postpartum women; infants and children birth to age five who are present at the clinic appointment and able to provide proof of identity; residents of the state of Ohio; income eligible – 185% of Federal Poverty Income Guidelines; at medical/nutritional risk based on health and diet information assessed by a health professional at the time of certification

PERSONAL GROOMING

Family & Community Services
705 Oakwood Rd., Basement
Ravenna Ohio 44266
(330) 297-7027
http://www.fcsohio.org

Open Monday – Thursday, 11am-3pm. Closed all major holidays.

Provides showering services with soaps included. Also allows one load of laundry per visit. Lunch is provided.

- Who Qualifies: Serves Portage County residents with no other means for showers or laundry
- Fees: Free

Emerald Transportation
1640 Franklin Ave
Kent, OH 44240
(330) 673-9258

Call for arrangement to use services.

Emerald Transportation is a medical transport service company providing local medical transportation in Kent, Ohio. Please contact Emerald Transportation directly to inquire about various medical transport services provided.

- How to Access: Call for service

- Fees: $24.32 each way, plus $2.31 per mile. Taxi Cab Service throughout Portage County.

PARTA
2000 Summit Rd.
Kent, Ohio 44240
(330) 678-1287 Scheduling
(330) 678-7745 Administration
www.partaonline.com

PARTA is committed to providing transportation services to all of Portage County without regard to race, color, or national origin.

Fees: $4 each way, seniors or persons with disabilities $2 each way, 10 - ride passes $30 or $15

Single	Persons with disabilities
$1 Single Trip	$.50 per trip
$9 - 10 ride passes	$4.50 – 10 ride passes
$45 Monthly unlimited	$22.50 monthly unlimited
	$2 Daily Pass

Supportive Services for Veteran Families (SSVF)
705 Oakwood St #221
Ravenna, Ohio 44266
(855) 234-7310

The Veteran Administration's goal for the SSVF program is to promote housing stability among very low-income veteran individuals and families who reside in or are transitioning to a permanent housing. This goal is met by providing a wide range of supportive services designed to resolve the immediate crisis and promote housing stability.

- Who Qualifies: Must be a Veteran or member of a family in which the head of household is a veteran. The Veteran must have served active duty and have an other than dishonorable discharge. The Veteran must be very low-income and must be homeless, or at-risk of becoming homeless.

Veteran's Services
449 S. Meridian St
Ravenna, OH 44266
(330) 297-3545
http://www.co.portage.oh.us/veterans.htm

Open Monday – Friday, 8am-4:30pm

The Veterans Service Commission was established for the purpose of assisting veterans and their dependents who have met with unexpected hardship as a result of sickness, injury, disease, or lack of employment. Of primary importance to the Veterans Service Commission are the basic necessities of life, such as food, shelter, utilities, etc. It is the purpose of the Commission to assist veterans and their dependents temporarily until a permanent solution to their difficulties can be arranged.

- Who Qualifies: Veterans must have been a bona fide resident of Portage County for three months. The applicant must have been honorably discharged with a minimum of 90 days active military service performed for purposes other than training, unless injured during training.

Required Documents: Discharge records DD-214, proof of all income, current bills, and proof of Portage County residency.

VISION CARE ASSISTANCE

Local Lions Clubs provide eye care (testing, purchase of lenses and frames) for low income residents. Contact the club for eligibility details

Atwater Lions Club
Virginia Rd
Atwater, OH 44201
(330) 947-2160

Brimfield Lions Club
Faith United Methodist Church of Brimfield
1235 Tallmadge Rd
Brimfield OH 44240
-or-
2543 Palm Rd Mogadore, OH 44260

Crestwood Lions Club
4705 Grand Elm Dr
Mantua, OH 44255
(330) 274-2516

Garrettsville Lions Club
8311 Windham St
Garrettsville, OH 44231
(330) 524-2646

Kent Lions Club
1464 River Tr.
Kent, OH 44240
(330) 677-4216

Randolph Lions Club
PO Box 391
Randolph, OH 44265
(330) 325-9702

Ravenna Lions Club
Elks Lodge
776 Freedom St
Ravenna, OH 44266
(330) 389-5943

Streetsboro Lions Club
PO Box 2335
Streetsboro, OH 44241
(330) 931-5312

Suffield Lions Club
(330) 628-5071

Windham Lions Club
9135 Hickory Cr.
Windham, OH 44288
(330) 326-3387

Vision Care Outreach Program
Becky Lehman (330) 296-9919 EXT 137
Ali Mitchell (330) 296-9919 EXT 129

The Vision Care Outreach Program is for children and families who are in need of an eye exam or glasses. Each participant must meet the 200% Federal Poverty Guidelines, have no access to vision insurance, have not used the program in the last 2 years, and must be an Ohio resident.

21st Century Learning Centers
CAC Youth & Family Center
PO Box 917, 519 N Walnut St
Ravenna, Ohio 44266
(330) 297-1456

Open Monday – Friday 2pm-6:30pm (School Year)
Open Monday – Friday 8am-4pm (Summer)

The CAC works with Ravenna School District in a partnership to serve students at Brown Middle School and Ravenna High School. Students receive math and reading remediation and enhancement through the use of online programs. In addition, students are provided with STEM enhancement (STEAMM) which includes activities and investigation in science, technology, engineering, art, math and medical areas designed to enhance student interest and learning. Students are provided with health and physical movement opportunities and the chance to explore community resources.

Bair Foundation- Kent Office
275 Martinel Dr
Kent, OH 44240
(330) 673-6446
https://www.bair.org/

Open Monday – Friday 8:30am-4:30pm

Provies therapeutic foster care for emotionally troubled children, including those with severe mental issues as well as those who may have suffered abuse and neglect, and recruits, trains, and certifies foster parents. Provides in-home mental health services to needy families to prevent removal of children and to facilitiate reunification.

- Who Qualifies: Serves youth age 0 -17 in Portage, Geauga, Summit, Columbiana, Stark, and Cuyahoga Counties who are covered by Medicaid.

Big Brothers & Sisters of Portage County
705 Oakwood St
Ste 103
Ravenna, OH 44266
(330) 296-6655

Offers volunteer adult mentors ("bigs") to serve as role models, tutors and friends for eligible youth ("littles"). Volunteers spend twelve hours a month for at least a year with their little brother or sister.

Chesty Puller Young Marines
VFW Post 1055
5998 New Milford Rd | 4202 Marks Ave
Ravenna, OH 44272 | Rootstown, OH 44272
(330) 807-7174
http://www.chestypulleryoungmarines.com/

Provides troop activities with the goal of fostering values based on the United States Marine Corps including discipline, self esteem, respect, and drug demand reduction. The Young Marines is not a recruiting organization for any branch of service, or a troubled youth boot camp.

- Who qualifies: Generally serves youth 8-18 years of age.

Children's Advocacy Center of Portage County
University Hospitals- Portage County Medical Center
6847 N Chestnut St
Ravenna, OH 44266
(330) 297-8838
http://childadvocacyportage.org/

Open Monday – Friday 8:30am-4:30pm, other times may be arranged if necessary

Provides medical examinations and forensic interviews for child abuse/sexual assault victims as well as victim advocacy for the child and non-offending family members. Provides community and professional education on preventing and reporting child sexual abuse and raises awareness throughout the community.

Portage Learning Centers
145 N Chestnut St
Lower Level
Ravenna, OH 44266
(330) 297-7795
http://portagelearningcenters.com/

Open Monday – Friday 8am-4:30pm. Hours of service vary

Provides the federally funded Head Start and Early Head Start programs in Portage County. Works to develop social competence and school readiness in children and to empwer their parents/caregivers to assist them. Provies services including nutrition and special education.

- Who qualifies: Open to children ages 3-5 with family incomes up to 130% of the federal poverty level. All children in foster care in Portage County are eligible. 10% of enrollment opportunities are reserved for children with special needs.
- Required Documents: Birth certificate, proof of income, immunization record, completed medical and dental forms.

The Portage Park District
705 Oakwood St. Suite G-4
Ravenna, Ohio 44266
(330) 297-7728

The Portage Park District is committed to providing quality outdoor exploration opportunities of Portage County. Provides nature education and outdoor recreation programs for all ages at our park locations throughout Portage County. Visitation to parks and trails are free and open to the public year round!

Youth Development Services
705 Oakwood St
Ste 115
Ravenna, OH 44266
(330) 297-6667 Ex 323
http://www.fcsohio.org/programs-services/youth-services/youth-development/

Works with at-risk youth in Portage County, providing social skills, work readiness, mentoring activities, and recreation programs.

Emergency Operations Plan

Emergency Support Function 6

Mass Care & Human Services

Emergency Pet Information/Intake

Tab C

EMERGENCY PET AND SERVICE ANIMAL SHELTERING FORM

Basic Information

Name: _____

Address: _____

City: _____

State: _____

Phone Number: _____

Are you a resident of Portage County (Check One)?   ☐ Yes   ☐ No

If no then complete the information in Box 1

Box 1
Address: _____
City: _____
State: _____

Are you the **OWNER** (Check One)?   ☐ Yes   ☐ No

If no then complete the information in Box 2

Box 2
Owner Name: _____
If unknown, write/type **UNK**
Address: _____
City: _____
State: _____
Phone Number _____

Pet Information

Name/Nickname (*if known*): _____

Breed (*if known*): _____

Color(s): _____

Is this a service animal?   ☐ Yes   ☐ No   ☐ UNK

Has the animal been microchipped?   ☐ Yes   ☐ No   ☐ UNK

Is the animal current on vaccinations?   ☐ Yes   ☐ No   ☐ UNK

If you found the animal, describe the

location or give the address of where you

found the animal

_____

_____

_____

_____

_____

<u>Shelter Information</u>

Below, list the Shelter Information (expected or confirmed)
*the **OWNER/FINDER** will be located*

_____

_____

_____

_____

Below, list the Shelter/Kennel Information (expected or confirmed)
the PET/SERVICE ANIMAL will be located

_____

_____

_____

_____

<u>Other Information</u>

List/Describe all other pertinent information in the space below

_____

_____

_____

_____

_____

_____

FOR INTERNAL USE
(Assign File Number Below and Write # on Corresponding Tag)

File # _____

Emergency Operations Plan

Emergency Support Function 6

Mass Care & Human Services

Emergency Pet Tagging

Tab D
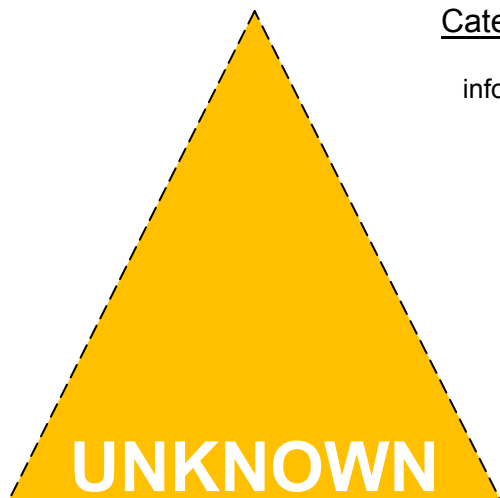
Category/Class 3
No known information about the animal
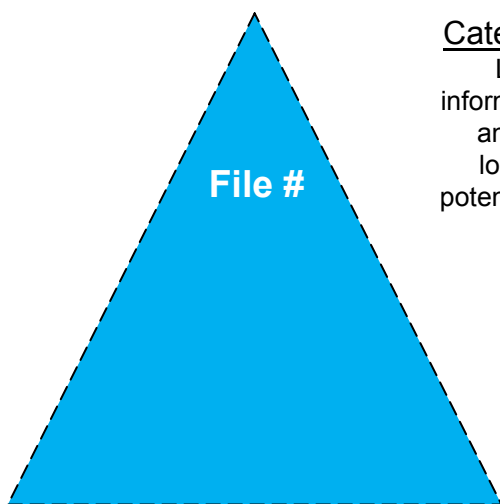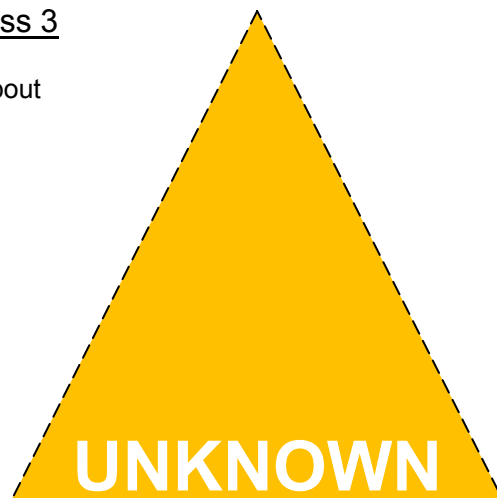
UNKNOWN

UNKNOWN

Category/Class 2
Little known information about the animal such as location found, potential owners, etc.

File #

File #

Category/Class 1
Information is known about the animal, i.e. Owner Name, Owners Shelter Location, etc.

File #

File #

3

3

Category/Class 3
No known
information about
the animal

2

2

Category/Class 2
Little known
information about the
animal such as
location found,
potential owners, etc.

1

1
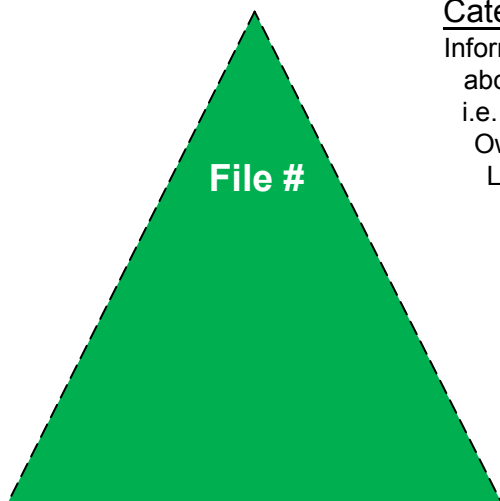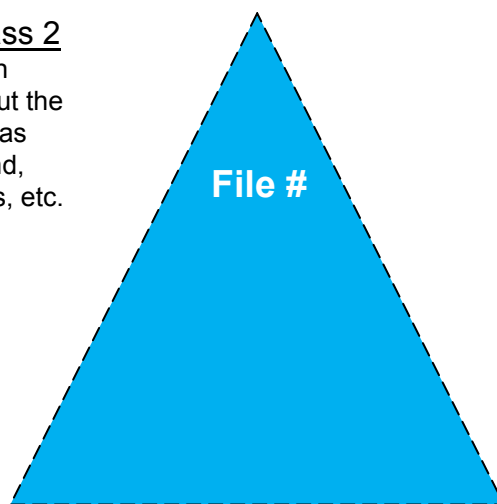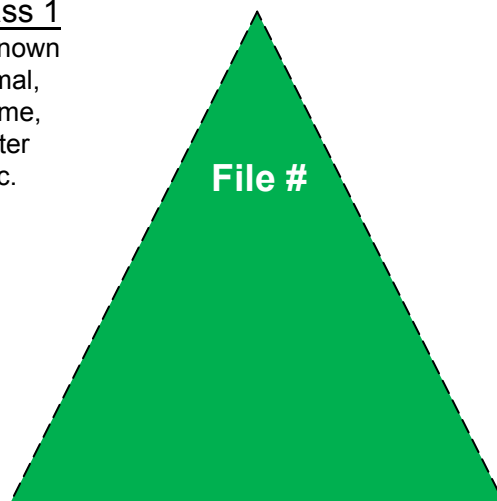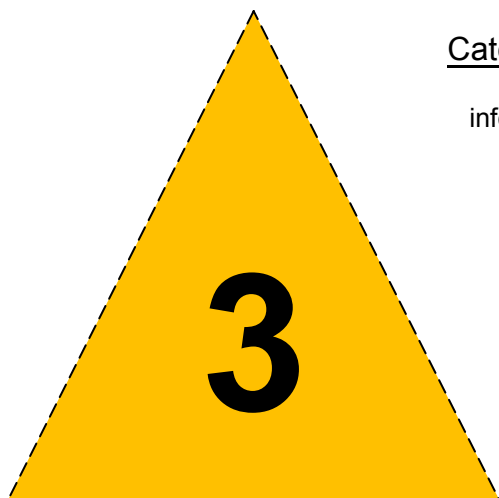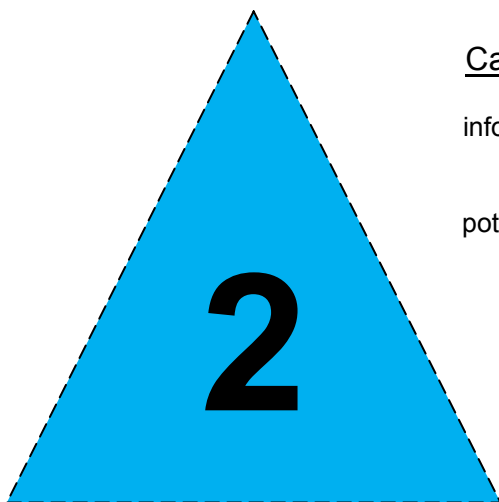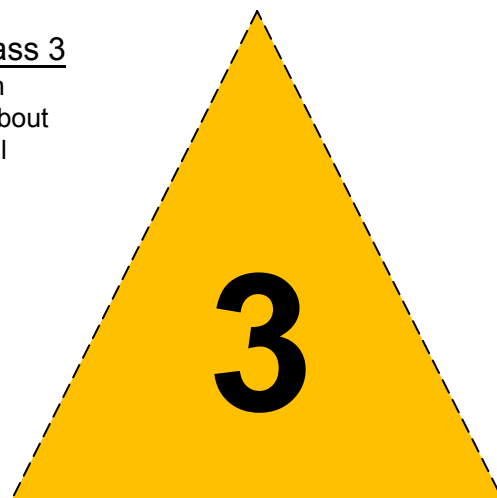
Category/Class 1
Information is known
about the animal,
i.e. Owner Name,
Owners Shelter
Location, etc.
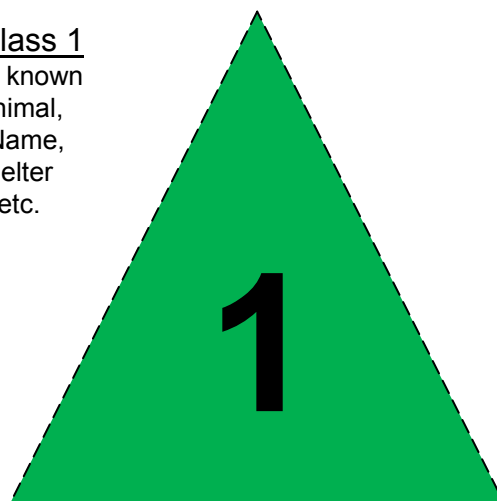
Emergency Operations Plan

Emergency Support Function

Logistics & Resource Management

7

ESF-7 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	Oct 2016		Full Revision and Update Start	RTS-CMB

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Portage County
Emergency Operations Plan

Emergency Support Function 7

Logistics

Coordinating Agency: Portage County Office of Homeland Security and Emergency Management (PC OHS/EM)

Primary Agency(s):   Portage County Internal Services Department (PCISD)
Portage County Office of Homeland Security and Emergency Management (PC OHS/EM)

Support Agency(s):   Portage County Department of Budget and Financial Management
Portage County Incident Management Assistance Team (PC IMAT)
Portage County Sheriff's Office (PCSO)
Portage County Fire Chiefs Association (PCFCA)
Portage County Police Chiefs Association (PCPCA)

I.   INTRODUCTION

A. Purpose

Emergency Support Function 7 (ESF-7), Logistics aims to identify the primary methodologies for logistics operations during incident/emergency operations that affect jurisdictions in a manner that requires the County assistance. During incident/emergency operations, the need will arise to determine where, when, and how resources will arrive as well as by whom they will be delivered. The determination is coordinated by the PC OHS/EM and implemented via the primary and support agencies listed in this plan. ESF-7 outlines core principals of disaster and/or emergency logistics in conjunction with general pre-planned organizing structures to hasten the logistical response.

B. Scope

ESF-7 operates within 5 Tiers of logistics management:
- Tier 1 – Logistics Management Operations utilizes the Portage County Office of Homeland Security and Emergency Management resources.
- Tier 2 – Logistics Management Operations incorporates other Portage County Department resources as well as outside, local organizations/agencies.
- Tier 3 – Logistics Management Operations involves Regional resources.
- Tier 4 – Logistics Management Operations activates State resources.
- Tier 5 – Logistics Management Operations initiates Federal Resources.

These *"Tiered"* categories of Logistics Management Operations are incident dependent and based upon the needs of the incident and will work in conjunction

with Local Emergency Declarations and coordination with entities involved in the emergency management spectrum.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;
C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;
D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agency's current SOP's and SOG's regarding emergency operations as well as policies in place for County Government procurement.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County may, at times, experience emergency situations that result in required Declarations of Emergency in order to acquire additional resources to meet the needs of the incident. In order to meet those needs, requests must be facilitated by the first responder community on-scene until further coordinated effort is required. Once required, the Portage County Emergency Operations Center (EOC) will operate as the single point of coordination for resource acquisition and deployment. Resources that need acquired can be procured via each Emergency Support Function (ESF) Representative working within the EOC for which they have the authority to procure. If resources at the County level are not available, either within the County's current stockpile or within the capabilities of the Portage County's Memorandums of Understanding (MOU) as well as via the Portage County Public-Private Partnerships (P3), requests for regional/State/Federal resources may be required.

B. Assumptions

- Local municipalities have exhausted their resources and capabilities.
- Local municipalities may reach resource/capability exhaustion immediately upon the inciting incident, resulting in expeditious mobilization of ESF-7.
- Local municipalities have Memorandums of Understanding (MOU) in place to ensure that logistics requirements can initially be met.

- Personnel operating in the EOC may be limited for an unknown duration until the safety and security of the ESF-7 Representative(s) are confirmed.
- Prior to County level resource allocation, local/municipal Declarations of Emergency may be required.
- Local municipalities have in place, pre-determined distribution and logistics staging areas established through emergency/safety force pre-planning activities.
- Local municipalities have approved vendors with which they would generally anticipate assistance from said vendors upon request.
- Vendors annotated on local and county vendor lists may be impacted in a manner that negatively affects the vendors' ability to provide support.
- Local government employees and/or volunteers who may be available will support commodity distribution sites at specific locations throughout logistics operations.

IV.   ASSIGNMENT OF RESPONSIBILITY

A. General

Each agency, organization, or department listed in this plan plays a vital role in the effective and timely management of emergencies. Those listed below will be incorporated into the pre-existing framework of Emergency Operations Center (EOC) activation as needed based on the incident.

B. Task Assignments

i.   Primary Agencies

a. Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):
- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - State and Federal Assistance – Acquisition and Coordination.

b. Portage County Internal Services Department (PCISD):
- Provide logistics and resource support by executing the following;
  - Ensuring the established vendor list is prepared for use;
  - Assign a representative to work within the scope of ESF-7 within the EOC when requested;
  - Procure resources in accordance with County policies and procedures;
  - Track expenditures throughout incident life cycle and report spending to the Portage County Department of Budget and Financial Management.

ii. Support Agencies

    a. Portage County Department of Budget and Financial Management:
- Track, monitor and advise on spending;
- Upon passing/approval of Resolution, track incoming donations both solicited and unsolicited;
- Perform duties as assigned by the Portage County Board of Commissioners.

    b. Portage County Incident Management Assistance Team (PC IMAT);
- Activate and assemble upon request of the Director, PC OHS/EM and/or the IMAT Team Leader;
- Support EOC Operations, POD Operations, and other logistics functions as requested.

    c. Portage County Sheriff's Office (PCSO):
- Supply law enforcement resources when needed to resolve jurisdictional incidents;
- Provide site security for POD locations, if needed;
- Assist in asset delivery, transportation of goods, and security for transportation of goods if necessary.

    d. Portage County Fire Chief's Association (PCFCA):
- Assist in asset tracking of fire fighting specific resources;
- Assist in Logistics Staging Area (LSA) processes;
- Assist in Resource Request activities, as needed.

    e. Portage County Police Chief's Association (PCPCA):
- Assist in asset tracking of law enforcement specific resources;
- Assist in Logistics Staging Area processes;
- Assist in Resource Request activities, as needed.

V.   ESF-7 OPERATIONS SUMMARY – NECESSARY CAPABILITIES

A. Deliver resources and commodities to operational area(s).
B. Deliver resources and commodities to the Emergency Operations Center (EOC).
C. Assist or take the lead in establishing Logistics Staging Areas (LSA) for;
- First Responders
- Debris Management Operations
- Supply Chain Linking

D. Assist or take the lead in establishing Point of Distribution/Dispensing;
- Auto Type I-III
- Pedestrian Type I-II

E. Lead and/or support inbound volunteers

F. Track resources in conjunction with other ESF's operating within the EOC and those assets which are the under the direct charge of the office which each ESF-7 member has been appointed to represent.

VI. CONCEPT OF OPERATIONS

Tiers of Logistics Management Operations

A. Tier 1 Logistics Management Operations

Requires sole activation of the PC OHS/EM resource(s) and capabilities including all or only the following (not an exhaustive list);

- The Mobile Command Post
- The Decontamination Trailer
- The Urban Search & Rescue Truck
- The Point of Dispensing Trailer
- Mass Casualty Trailer
- Wood Trailer
- Portage County Incident Management Assistance Team
- Portage County Communications Unit
- Portage County Hazardous Materials Response Team

The PC OHS/EM can assist in asset delivery and specialty team activation. The situation, emergency, or incident will dictate the resources provided and will be determined based on the needs of the incident and request from on-scene incident command.

Tier 1 Logistics Management Operations may involve complex operations but remain within the scope of Tier 1 such as setting up points of distribution/dispersing, assisting with logistics staging areas, and utilizing in-place Memorandums of Understanding (MOU) with private partners.

Under Tier 1 Logistics Management Operations, the Portage County Incident Management Assistance Team (IMAT) may be activated to assist with establishing Mass Care facilities or shelters as well as Family Assistance Centers. The PC IMAT may also be activated to serve in logistics roles at the Incident Command Post (ICP) when requested.

B. Tier 2 Logistics Management Operations

Tier 2 encompasses the inclusion of other County departments as well as PC OHS/EM. The primary County department operating under Tier 2 Logistics Management Operations is the Portage County Internal Service Department (PCISD). PCISD maintains current approved vendor lists for resource procurement and materials acquisition, to include specialized services as requested. PCISD may, when requested, become the lead during Emergency

Operations Center (EOC) operations in the coordinated effort to provide County resources during emergencies. The primary driver for PCISD operating as ESF-7 will be a County level Emergency Declaration unless otherwise specified.

C. Tier 3 Logistics Management Operations

Tier 3 involves Regional level assets. Regional level assets may be requested through the State Emergency Management Agency or through coordination between County Emergency Management and/or Elected Officials. In order for Tier 3 Logistics Management Operations to go into effect, Portage County resources should typically have been or are expected to be overwhelmed and/or exhausted. This specificity, however, may be at the discretion of the Elected Official or Director of the PC OHS/EM and based on the needs of the incident.

D. Tier 4 Logistics Management Operations

Tier 4 Logistics Management brings in State elements of support in response to a growing or immediate need for resources. Immediate need may not be determined at the local level, as State resources may activate State resources. The situation, incident and/or emergency will dictate the level of State involvement but will be determined at the on-set by County Emergency Declaration.

E. Tier 5 Logistics Management Operations

Tier 5 incorporates the resources of the Federal Government. Requests will be completed via all appropriate channels which will be required to activate Federal resources. Federal resources and the nature of the incident will be the determining factor on the level of Federal government resource allocation. Federal resources for support will be coordinated through Regional Coordination Centers, established Joint Field Offices (JFO), and/or the assigned Federal Coordinating Officers (FCO).

Points of Distribution

A. A Point of Distribution (POD) may be required in order to satisfy the basic life sustaining needs of affected populations. POD's are Typed based on the needs of the incident and commodity distribution necessities. The following are the POD Types:

- Type I – Auto
- Type II – Auto
- Type III – Auto
- Type I – Pedestrian
- Type II – Pedestrian

B. Examples of these POD types are attached as Tabs to this plan and examples of commodities to be distributed at these sites include, but are not limited to, water, food and ice.

Logistics Staging Area

A. A Logistics Staging Area (LSA) may be required based upon the needs of the incident. The predetermined LSA for all ESF-7, Tier 1 Logistics Management Operations is Station 30 (Ravenna) – operated by the PC OHS/EM. The resources and assets staged at Station 30 remain in steady-state/stand-by for deployment when requested.

B. LSA's on-scene and for common mutual aid response will be at the discretion of the Incident Commander (IC).

C. Resources and assets dispatched in support of on-scene operations at the request of the IC via the Emergency Operations Center (EOC) may designate LSA's based on resource type, asset type, and/or operation type. Differences in these LSA's and their locations will be determined based on the EOC's Incident Action Plan (IAP) in conjunction with the IC's IAP. LSA's may need to be established in order to support on-going operations during large scale disasters.

Resources – Grouping, Type, Kind, and Credentialing

A. Resources fall within 7 general groupings
- Personnel
- Facilities
- Equipment
- Vehicles
- Teams
- Aircraft
- Supplies

B. Resources must be defined by kind and type:
- Kind – describes what the resource is
- Type – describes size, capability, and staffing qualifications of a particular kind of resource

C. Resources are tiered based on Federal Typing criteria
- Tier I Resource – represents resources that are included in the National Resource Typing Definitions (Ohio Task Force 1)
- Tier II Resource – represents resources defined by State and/or local governments (Local Chapter – American Red Cross)
- Tier III-IV are defined at the local level.

D. Personnel, as resources, may be credentialed depending upon the needs of the incident. Credentialing differs from badging, which takes place at the incident. Credentialing is the process of evaluating and documenting personnel's current qualifications, certifications, licenses, and degree. Credentialing takes into account training and experience as well as competence and proficiency prior to be assigned a certain position or task.

Resource Management

A. The Resource Management cycle is as follows:
- The incident occurs
- Requirements are identified
- Resources are ordered/acquired
- Resources are mobilized
- Resources are tracked/reported
- Resources are demobilized
- Reimbursement procedures are addressed
- Inventory is taken
- REPEAT

B. Resource Management will be conducted at all levels of operations from on-scene IC activities to the EOC. The IC may request support from the EOC regarding resource management and tracking activities in any Tier of Logistics Management Operations. The determination to take over resource management and tracking will be at the discretion of the EOC Manager and/or Director of the PC OHS/EM and will be based on current staffing capabilities.

C. Official Resource Request documentation may be utilized as needed or WebEOC may be employed to carry out this function. The ESF-7 workstation has phone capabilities, and can receive direct calls from the field for resource requests.

D. If the incident is expected, upon immediate scene size-up, to be beyond the scope of the local municipalities capabilities or grows to this point – the Portage County Incident Management Assistance Team (IMAT) may be called upon to serve in logistics/resource management roles in support of the IC.

E. Tier 2 – 5 Logistics Management Operations within the EOC will be handled in accordance with approved vendor lists and/or official Mission Requests to higher order State Agencies or coordinated regional efforts. Requests to the Ohio Emergency Management Agency will be completed via WebEOC and may require Declarations of Emergency by Elected Officials.

F. Demobilization planning will begin upon request and deployment of assets. Demobilization efforts will operate within the framework of the operational period designated, the First-in-First-out methodology, or will be dependent upon the specific needs of the incident.

G. Resource tracking will be completed using ICS Forms, the Resource Tracking Board, or computerized tracking methods. Resources will be tracked from initial request through delivery and demobilization. Resources ordered will be ordered in compliance with NIMS Resource Typing guidelines.

H. Deliveries of goods, assets, and/or resources to the on-scene IC or LSA may require specified badges in order to safely pass into restricted areas. The coordination of access to areas for deliveries will be coordinated via radio, phone, or official badge protocols as needed.

I. ESF-7 works in conjunction with other ESF's operating within the EOC. ESF-5 assists or takes lead in tracking resources and identifying resource shortages. ESF's working within the Operations Section framework assign resources based on requests from the field. The Finance personnel within the EOC pays for the resource.

Donations and Volunteer Management

A. Unsolicited donations are required to be accepted through formal Resolution by the Portage County Board of Commissioners.

B. A volunteer reception center may be required to receive volunteers who arrive within the county to offer assistance. Volunteers will need to be appropriately credentialed, having their training and experience verified prior to fulfilling a role which the claim to be prepared to fill. NIMS Guidelines for the credentialing of personnel will be utilized. Just-in-time training may be utilized to train volunteers to function in a specified, non-complex role. The volunteer reception center may be stood up by ESF-6 with ESF-7 supporting their processes. Demobilization of volunteers will be coordinated through the volunteer reception center operating within the framework of the operational period designated, the First-in-First-out methodology, or may be dependent upon the specific needs of the incident and willingness of volunteer participation.

Emergency Operations Plan

Emergency Support Function 7

Logistics & Resource Management

POD Types & Layouts

Tab A

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Point of Distribution (POD)

Legend / Image Key

MANAGER

DEPUTY MANAGER

MEMBER OF THE PUBLIC

FLOW CREW LEADER

FLOW CREW

PERSONAL VEHICLE

CARGO TRUCK

LOADING/ RATION POINT CREW LEADER

LOADING/ RATION POINT CREW

FORKLIFT

PALLET

WTR WATER

ICE ICE

MRE FOOD

TRP TARP

OFF-LOADING SUPPLY CREW LEADER

OFF-LOADING SUPPLY CREW

SANITARY FACILITY

TRAFFIC CONE

Images/Information taken from Bay Area Regional Logistics Program. Disaster Logistics, Points of Distribution Manual February 2014
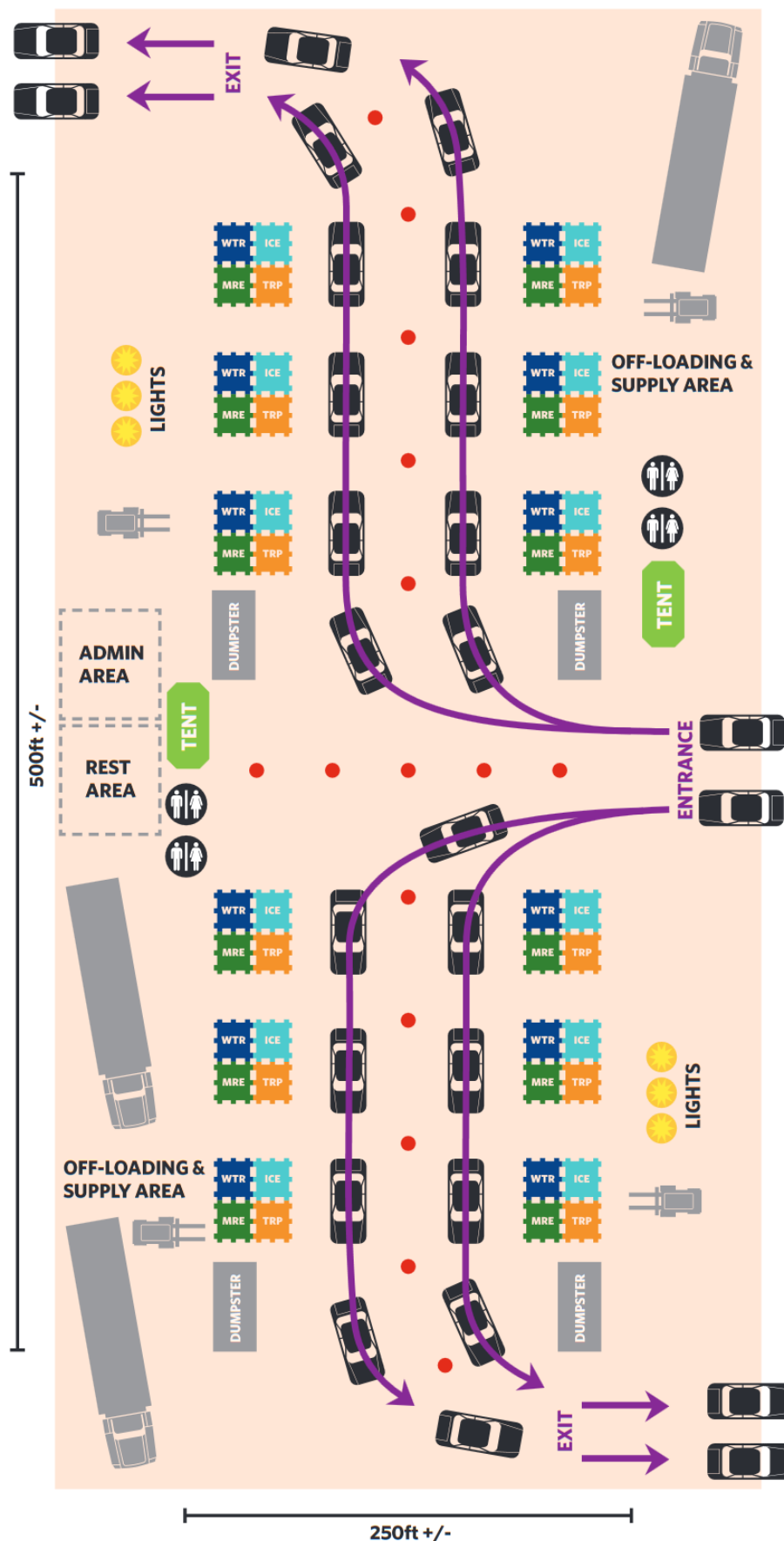
Type I
Auto POD

May Serve
20,000
Persons per day

560
Vehicles per hour

EXIT

OFF-LOADING &
SUPPLY AREA

LIGHTS

ADMIN
AREA

REST
AREA

TENT

DUMPSTER

ENTRANCE

WTR ICE
MRE TRP

TENT

LIGHTS

OFF-LOADING &
SUPPLY AREA

DUMPSTER

EXIT

500ft +/-

250ft +/-

*Images/Information taken from
Bay Area Regional Logistics Program.
Disaster Logistics, Points of
Distribution Manual
February 2014*
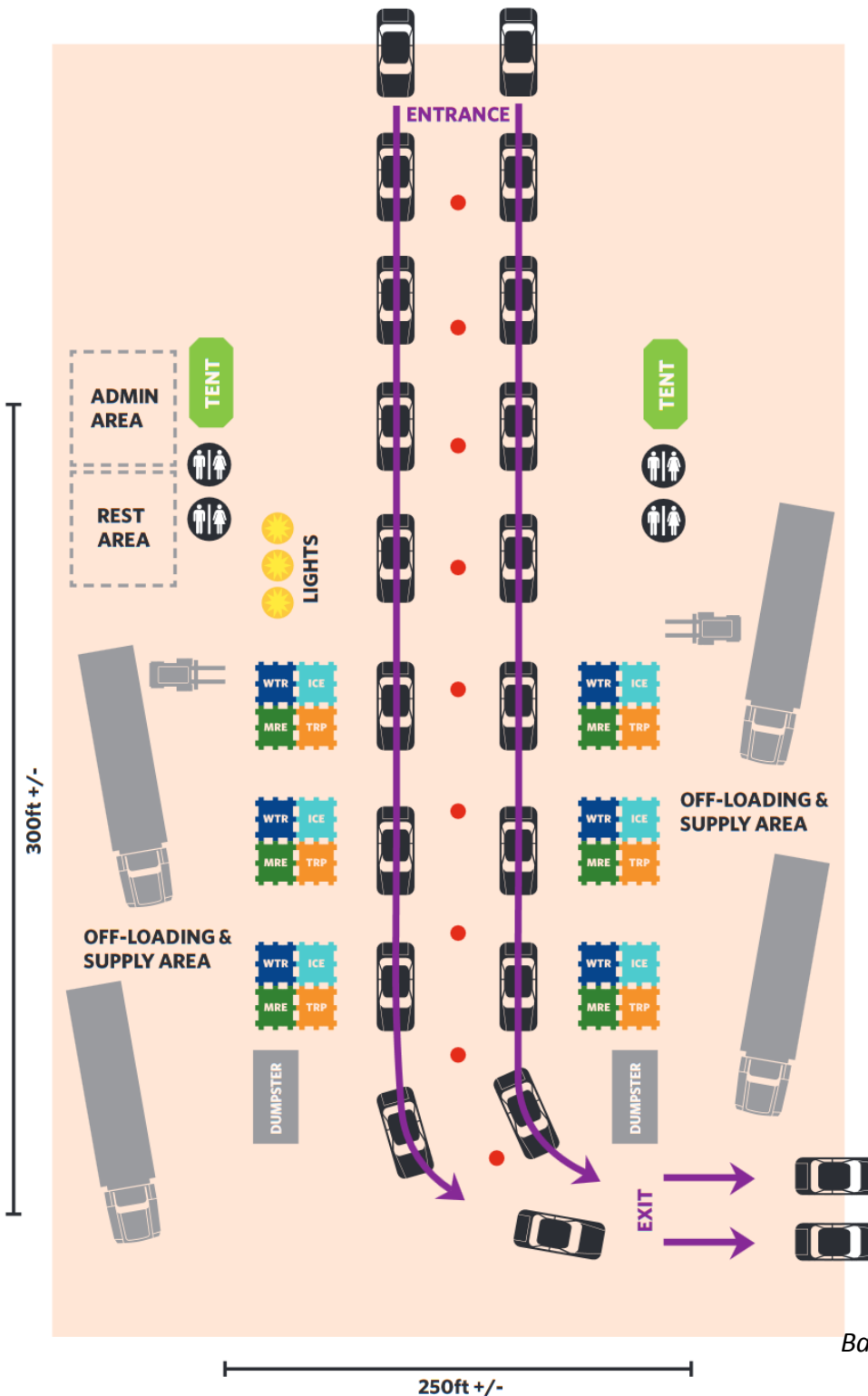
Type II Auto POD

May Serve 10,000 Persons per day

280 Vehicles per hour

ENTRANCE

ADMIN AREA

REST AREA

TENT

LIGHTS

OFF-LOADING & SUPPLY AREA

OFF-LOADING & SUPPLY AREA

WTR ICE MRE TRP

DUMPSTER

EXIT

300ft +/-

250ft +/-

Images/Information taken from Bay Area Regional Logistics Program. Disaster Logistics, Points of Distribution Manual February 2014

Type III
Auto POD

May Serve 5,000 Persons per day

140 Vehicles per hour

ADMIN AREA

TENT

REST AREA

ENTRANCE

OL SC

OFF-LOADING & SUPPLY AREA

OL SC

DUMPSTER

WTR ICE
MRE TRP

LR PC

LR PC LR PC

FC

M

LIGHTS

DM

EXIT

FC

300ft +/-

150ft +/-
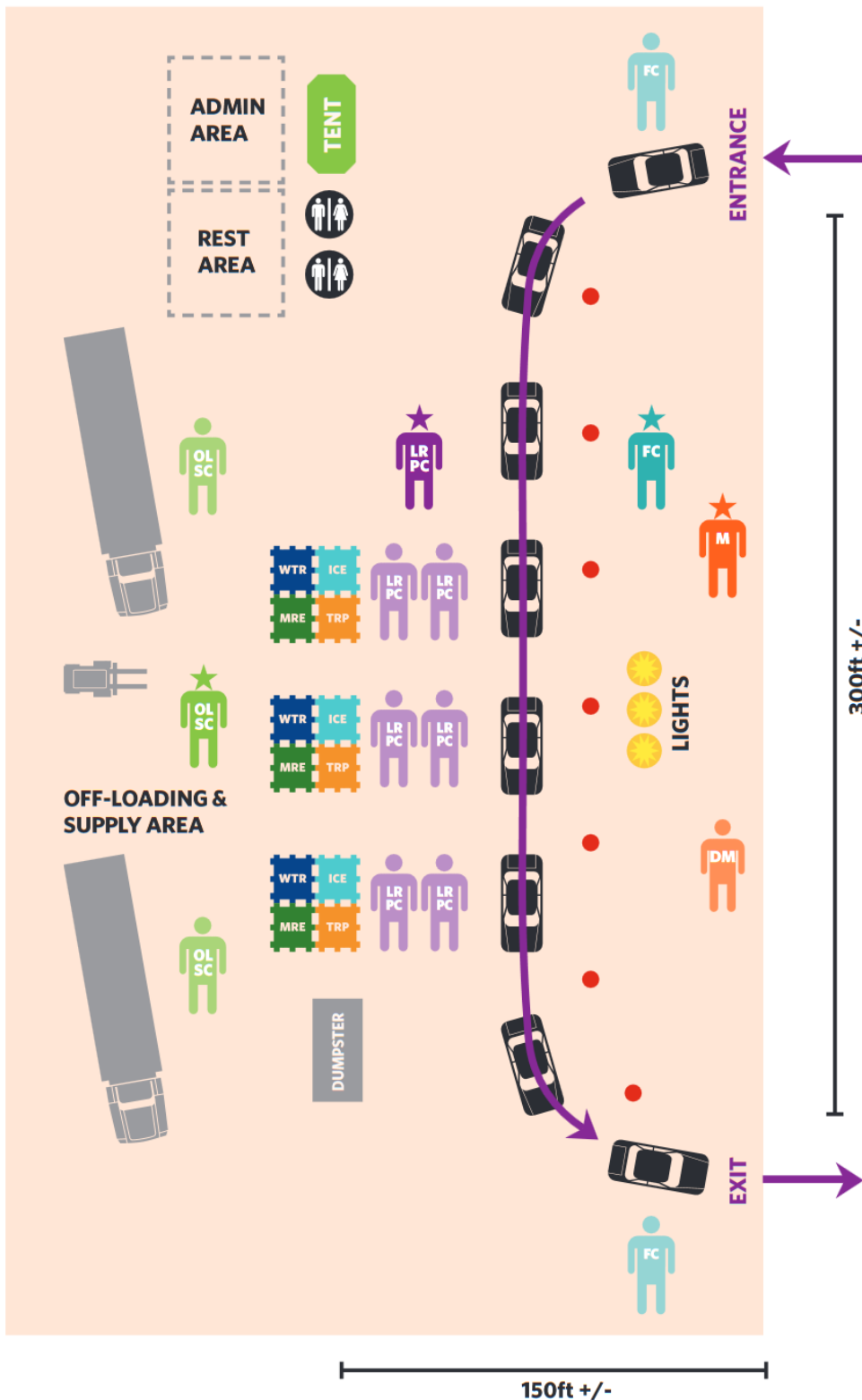
Images/Information taken from Area Regional Logistics Program. Disaster Logistics, Points of Distribution Manual February 2014

Type I Pedestrian POD

May Serve 20,000 Persons per day
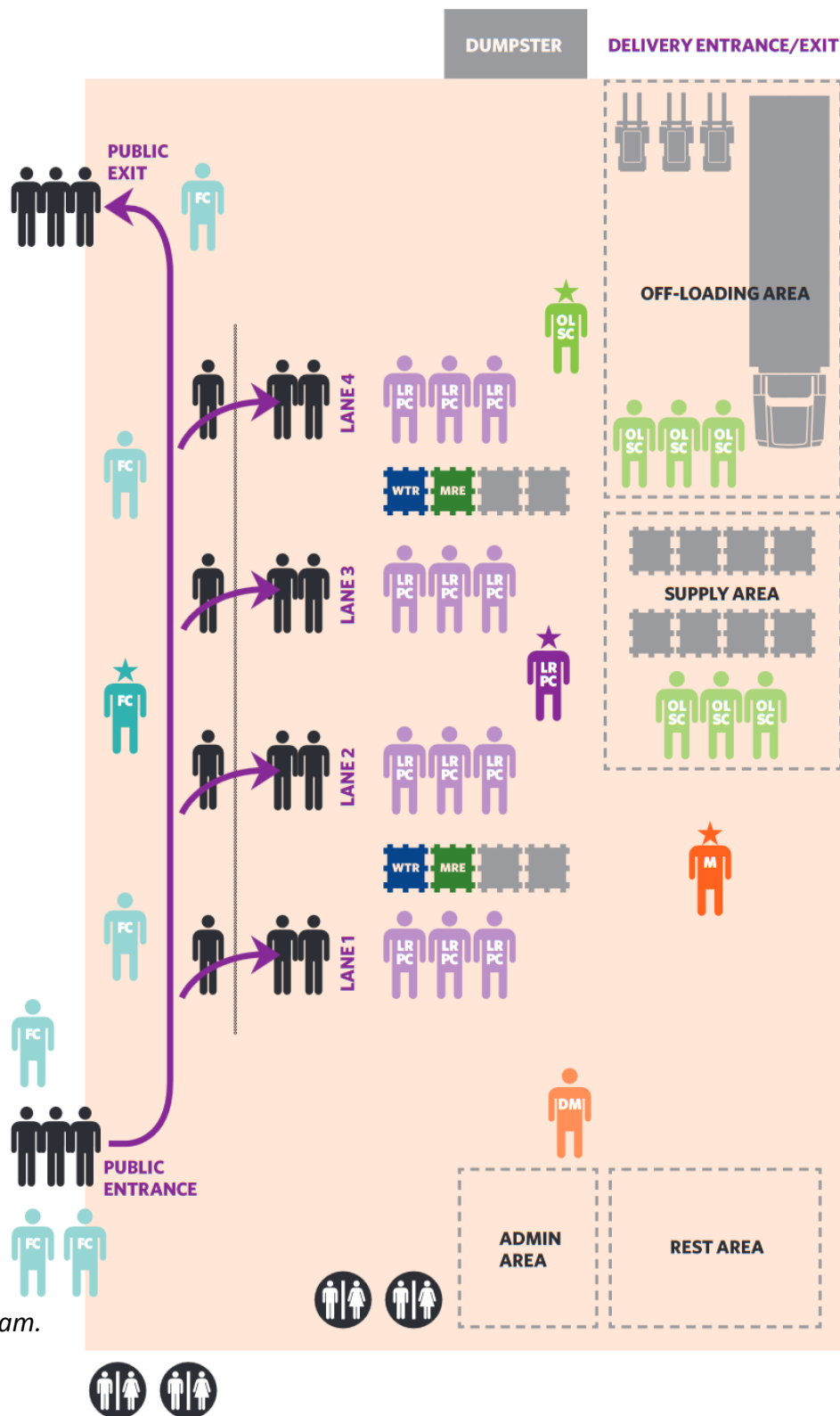
DUMPSTER

DELIVERY ENTRANCE/EXIT

OFF-LOADING AREA

OL SC

OL SC OL SC OL SC

PUBLIC EXIT

FC

LANE 4

LR PC LR PC LR PC

WTR MRE

FC

LANE 3

LR PC LR PC LR PC

SUPPLY AREA

OL SC OL SC OL SC

LR PC

FC

LANE 2

LR PC LR PC LR PC

WTR MRE

M

FC

LANE 1

LR PC LR PC LR PC

FC

DM

PUBLIC ENTRANCE

FC FC

ADMIN AREA

REST AREA

Images/Information taken from Bay Area Regional Logistics Program. Disaster Logistics, Points of Distribution Manual February 2014

Type II
Pedestrian POD

May Serve
10,000
Persons
per day
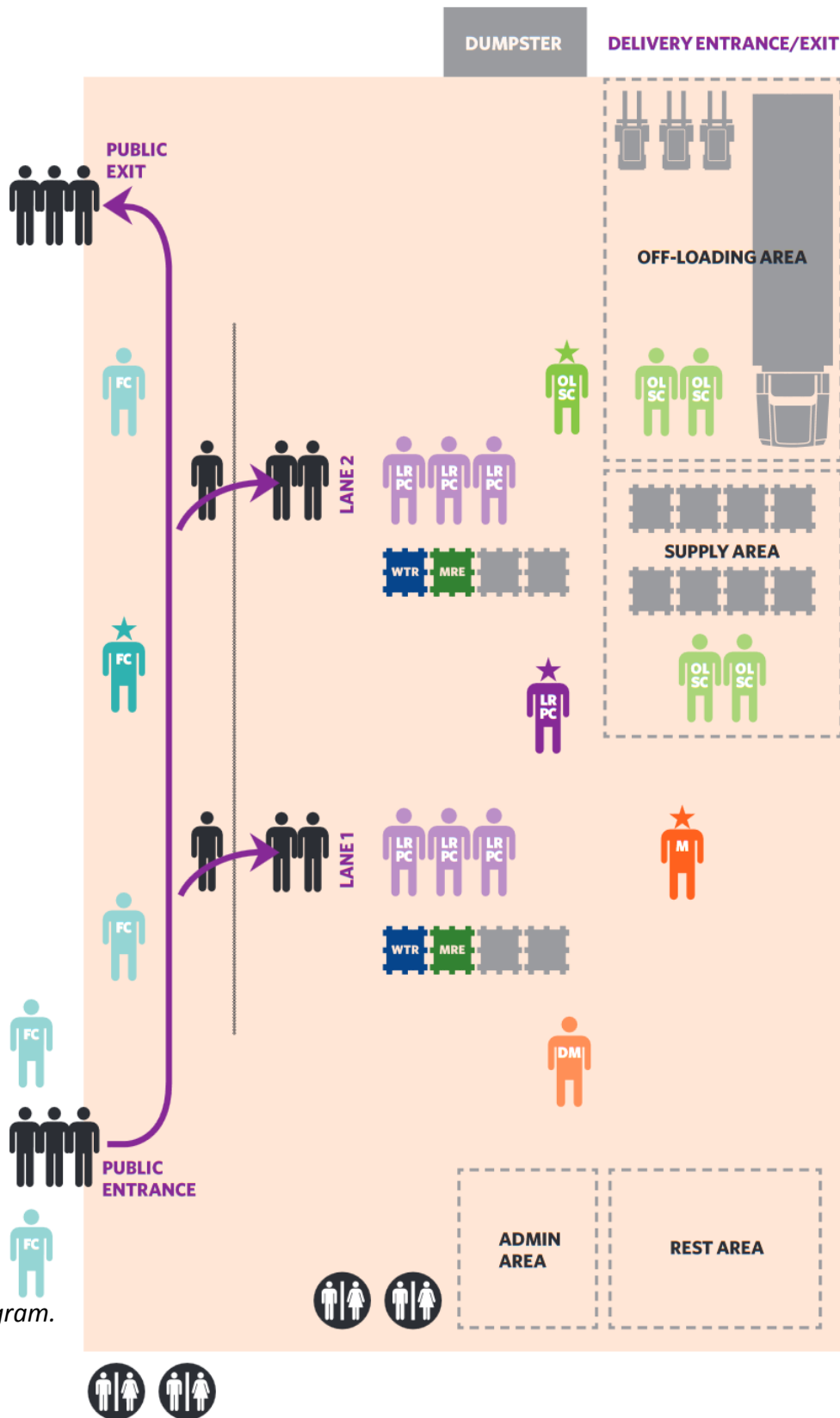
Images/Information taken from Bay Area Regional Logistics Program. Disaster Logistics, Points of Distribution Manual February 2014

PUBLIC EXIT

DUMPSTER

DELIVERY ENTRANCE/EXIT

OFF-LOADING AREA

SUPPLY AREA

LANE 2

LANE 1

PUBLIC ENTRANCE

ADMIN AREA

REST AREA

Emergency Operations Plan

Emergency Support Function

Public Health & Medical Services

8

ESF #8 Public Health and Medical Services

<u>ESF-8 Record(s) of Changes</u>

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	November 2016		Full Revision and Update Start	RTS-CMB-MFK

PC OHS/EM

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Portage County
Emergency Operations Plan

Emergency Support Function 8

Public Health and Medical Services

Coordinating Agency: Portage County Office of Homeland Security and Emergency Management (PC OHS/EM)

Primary Agency(s):   Portage County Combined General Health District (PCCGHD)

Support Agency(s):   UH Portage Medical Center (UHPMC)
        Portage County Coroner (PCC)
        Portage County Fire Chiefs Association/ EMS (PCFCA)
        Portage County Sheriff's Office (PCSO)
        Portage County Police Chief's Association (PCPCA)
        Portage County Mental Health and Recovery Board (MHRB)
        Portage County Board of Developmental Disabilities (PCBDD
        Portage County Funeral Directors.
        American Red Cross, Summit, Medina, Portage Chapter

I.   INTRODUCTION

A. Purpose

Emergency Support Function #8 (ESF-8), Public Health and Medical Services, provides the mechanism for coordinated resources in response to public health and medical care needs.

The purpose of ESF-8 is to provide health and medical services during the response and recovery phases of a disaster but as well as preparedness activities prior to an event. ESF-8 responsibilities are but not limited to: protection of water supply, adequate sanitation, safety of food supplies, medical and morgue services, and preventing or controlling epidemics. The following sections describe the roles and responsibilities of departments and agencies as primary and support agencies.

B. Scope

ESF-8 addresses the following concerns for Portage County, during disasters:

1. Assessment of health and medical needs
2. Public health surveillance
3. Monitoring of the availability and utilization of health systems' assets
4. Provision of public health and medical –related services, supplies and personnel
5. Identification of areas where public health problems could occur

6. Provision of medical-related information releases and public health recommendations and related releases to the public
7. Research and consultation on potential health hazards and medical problems
8. Behavioral health assistance and care
9. Environmental sampling and analysis
10. Testing and confirming lab specimens
11. Testing of products for public consumption
12. Assistance and support for mass casualty and mass fatality incidents
13. Coordination with local, state and federal partners

II. STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;
C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;
D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III. SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

1. ESF-8 is coordinated by the Portage County Combined General Health District and the serves as the health and medical coordinator. PCCGHD provides coordination and direct services for public health issues with an office located in Ravenna. Resources and service coordination during an event will address not only the population in general, but also populations with Functional needs. These populations will include but will not be limited to senior citizens, people with disabilities, people with special medical or dietary needs, people with limited socio-economic resources, people who are non-English speaking, and pregnant women, children and infants.

2. Large Incidents that occur in Portage County would require the need of public health officials. The Portage Combined General Health District "PCCGHD" supports numerous facets of emergency response and preparedness as in: waste water, solid

waste, potable water, air quality, health supplies, public health services and disease investigation. This necessitates public health advisories and interventions including disease control measures. Communities may become overwhelmed addressing the medical needs of disaster victims. ESF-8 resources can be activated upon request of an impacted county jurisdiction when local resources have been exhausted. A municipal declaration of an emergency may be necessary to facilitate this request. PCCGHD, in coordination with local health districts, will ensure access to public health, behavioral health and medical care for the affected population.

3. Incidents impact the provision of health services in community health settings and hospitals. Providers in these settings will be called upon to provide health services to the affected population in accordance with any advisories issued. In addition, providers will be tasked with providing general information to public health officials about the health status of the population they serve (i.e., disease reporting, syndromic surveillance and specimen submission).

4. Disasters or incidents may lead to secondary events such as the release of chemical, biological or radiological materials that could seriously impact communities and overwhelm state and local public health response organizations. Such incidents will need significant support of state partners. During an event involving hazardous materials or CBRNe, the lead agencies would be ESF-4, ESF-8 and ESF-10 and ESF-13. Hazmat will ensure that response activities that overlap the two ESFs are coordinated and lead responsibilities are determined for all participating agencies. Local incident Command and NIMS procedures shall be followed accordingly.

5. Local health districts have first-line responsibility for response to health-related emergencies, except for chemical and radiological events. If local health districts are overwhelmed during emergencies, they may request state support from ESF-8 through the Portage County Emergency Operations Center. If the activation of the EOC is not necessary the activation of the PCCGHD DOC may be best suited to handle the incident.

6. Portage County Fire Chiefs and UH PMC provide countywide coordination for emergency medical needs in Portage County and will coordinate requests for medical assistance from localities during emergencies through typical mutual aid requests or MABAS. Local jurisdictions in Portage County have primary responsibility for delivering emergency medical and mass fatality services during an emergency. EMS units are primarily located in local fire departments. EMS units may also be privately or publicly owned.

7. In a large-scale Chemical, Biological, Nuclear (CBNRE) disaster which may overwhelm and deplete the local and state medical resources and affect large populations in Portage County, the Health Commissioner of the PCCGHD will request the Strategic National Stockpile (SNS). The Health Commissioner of PCCGHD, or his/her designee, is authorized to request the SNS from the Ohio Department of Health (ODH) through the activated Emergency Operations Center. PCCGHD is the lead agency for the request, deployment, receipt, stage, store and transportation of the SNS assets to local health districts and hospital/treatment facilities throughout Portage County. PC OHS/EM will support PCCGHD with logistical needs of SNS request. The Mass Dispensing plan provides guidance on activation and deployment of the SNS.

8. The Portage County Funeral Directors will be activated if an incident that results in Mass Fatalities and will provide support to Portage County Coroner regarding the identification and disposition of the deceased. Portage County Office of Homeland Security/Emergency Management Agency (OHS/EMA) provides caches of equipment and supplies for Mass Causality, Mass Fatality Mass Dispensing and other Health and Medical responses.

B. Assumptions

- Local health districts will notify PCCGHD of the status of local health emergencies and the need for assistance.
- Emergency events may render local health districts inoperable.
- Although a primary hazardous event may not initiate a public health emergency, secondary events stemming from the initial event may do so.
- Portage County Office of Homeland Security and Emergency Management will notify local health districts of emergencies in their jurisdictions.
- Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.
- A disaster may exceed the resources of the local public health, behavioral health and medical community and state and federal emergency resources may be required.
- Requests for support will be coordinated through the Portage County Emergency Operations Centers (EOCs).
- Catastrophic disasters may require the relocation of hospital and medical facilities.
- PC OHS/EM & PCCGHD are compiling resource manuals to describe the following medical resources in their jurisdictions: nursing homes, hospitals, emergency medical squads, ambulance services, morgue locations and mutual aid agreements for EMS and public health needs.

IV. CONCEPT OF OPERATIONS

A. General Public Health and Medical functions:

1. The Portage County Office of Homeland Security and Emergency Management (Portage County OHS/EMA) will notify Primary and Support organizations for ESF-8 when an event requires their presence in the Portage County EOC. PC OHS/EM has a call down roster for all identified, trained personnel for EOC operations.

2. The PCCGHD is the lead agency for ESF-8. PCCGHD liaisons will be available to staff the Portage County EOC, coordinate with local health districts at the site of the emergency and work with ESF-8 support organizations in the Portage County EOC to answer the needs of affected communities.

These needs may include the following:

- Public health assessments of conditions at the site of the emergency to determine health needs and priorities.

- Population surveillance and investigations to determine disease patterns and potential disease outbreaks and implement prevention and control strategies.

- Coordination among various health organizations at the site of the emergency.

- Supply, restocking, and prioritization of health-related equipment and supplies.

- Assess and make recommendations concerning the public health needs of emergency responders.

- Provision of behavioral health assistance to disaster victims and responders.

- Provision of public health advisories and related information to the general public.

- Assistance in assessing potable water and wastewater/solid waste disposal issues and coordination to provide potable water and wastewater/solid waste disposal equipment.

3. Activities of emergency medical units in Portage County are directed by EMS/Fire chiefs when the units are attached to EMS/Fire departments and by the owners/operators of private or government-owned companies.

4. First responders at the scene coordinate EMS and request regional, state and federal assistance through the activated EOC.

5. PC OHS/EMA reports requests for regional, state and federal emergency assistance to the State Emergency Operations Center (State EOC) where they are coordinated with ESF-8 Health and Medical Coordination.

6. The County Coroner has jurisdiction over the deceased and is responsible for setting up temporary morgues.

7. Hospital and other medical care facilities requiring regional, state and federal assistance coordinate their requests through the activated Emergency Operations Center or PC OHS/EM.

V. ASSIGNMENT OF RESPONSIBILITY

A. General

Large scale incidents require the coordinated actions of numerous departments to meet the public health and medical needs of an affected community or county. Communication must be utilized to inform responsible officials of the situation, in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken during disaster and ongoing operational periods. Depending on the incident in Portage County, the appropriate agency will be contacted to support as subject matter experts (SME) for incident management.

B. Task Assignments

i. <u>Coordinating Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - Coordinate with PCCGHD for transportations assistance for bulk distribution and Points of Dispensing (PODs)
  - State and Federal Assistance – Acquisition and Coordination.

ii. <u>Primary Agencies</u>

a. Portage County Combined General Health District / Local Health Departments:

- Provide representatives to the Portage County EOC in efforts to coordinate local requests for health assistance during emergencies. Coordinate state response to health problems and recovery at the Portage County EOC throughout assessment and response. Send a health liaison to the PC EOC, JIC for assistance in health related press releases and media.

- Conduct health assessments of conditions in the communities affected by the emergency and, where possible, determine where health problems could occur. Maintain ongoing human health surveillance of affected communities in order to rapidly identify and address health-related problems.

- Support emergency operations by providing health related services and supplies. Support the delivery of non-emergency health care programs throughout the emergency. Coordinate pharmaceuticals, medical equipment and supplies as needed during the emergency.

- Conduct food service sanitation programs and private water system and water hauling programs. Ensure the safety and efficacy of regulated foods, and conduct inspections of food processing establishments (food, dairy, meat, etc.) and distributors during emergencies.

- Provide consultation for household sewage disposal, housing sanitation, vector control, and public health nuisances.

- Conduct and assist other agencies in emergency inspection programs

- Assist and coordinate with additional stakeholders for the placement of nursing home patients who must be evacuated.

- Provide health and medical advisories to partners

- Perform assessment and analyses of possibly hazardous and contaminated substances throughout the emergency

- Coordinate drinking water, waste disposal and environmental safety information with local agencies and the OEPA.

- Keep current listings of laboratories offering microbiological, organic and inorganic analysis.

- Activate and coordinate Medical Reserve Corp (MRC) volunteers to assist with appropriate medical and health response activities.

- Determine appropriate isolation and quarantine measures and coordinating appropriate enforcement with the assistance of local law enforcement agencies.

- Arrange for and oversee embargo, removal, disposal and/or destruction of contaminated products.

iii.   Support Agencies

   a. UH Portage Medical Center
   - Provide necessary hospital services as requested.
   - Provide representatives in the Portage County EOC to coordinate local requests for hospital assistance during emergencies.
   - Provide coordination of regional hospital resource availability
   - Assist in coordination of out of hospital EMS care.
   - Establish a coordination center for On-line Medical Direction for EMS units for pandemic response in conjunction with PCCHD with the primary purpose of reducing surge capacity at medical facilities.
   - Assist in the provision Morgue facilities as needed for mass fatality situations.
   - Coordinate with NDMS when activated in Portage County.

   b. Portage County Coroner's Office

   - Provide representatives in the Portage County EOC to coordinate fatality management during emergencies as needed.
   - Provides Morgue facilities as need for mass fatality situations.
   - Requests and coordinates the Ohio Funeral Directors Association Mortuary Response Team (OFDA-MRT) when needed in Portage County.
   - Requests and coordinates the Federal Disaster Mortuary Response Team (DMORT) when needed in Portage County.

c. Portage County Fire Chief's Association/ Emergency Medical Services

- Provide representatives in the Portage County EOC to coordinate local requests for assistance during emergencies.

- Maintain ongoing medical surveillance of affected communities in order to rapidly identify and address emergency medical problems as needed.
- Activate the Ohio Fire Chiefs' Association Emergency Response Plan as needed.
- Provide various medical services during emergencies.
- Provide assessments of medical needs in the affected communities.
- Support mass fatality efforts in affected communities.
- Provide medical-related information to the public.
- Coordinate Mass Causality Incident at scene.
- Assist in the mobilization of private EMS.
- Assist in coordination and training of private EMS

d. Portage County Sheriff's Office / Portage County Police Chief's Association

- Provide representatives in the Portage County EOC to coordinate local requests for assistance during emergencies.
- Activate the Ohio Law Emergency Response Plan (LERP) as needed.
- Oversee security and transportation of the Strategic National Stockpile (SNS).
- Assist the PCCGHD with enforcement of isolation and quarantine.
- Support medical facilities and locations in dealing with surge and mass dispensing of pharmaceuticals.

e. Portage County Mental Health & Recovery Board

- Coordinate the activities necessary to provide the staff, supplies and resources to provide alcohol and drug addiction services and treatments to victims suffering from disaster-related drug and alcohol abuse-related disorders.
- Provide representatives to assist the local Mental Health and/or joint Alcohol, Drug Addiction and Mental Health Services Boards and Regional, County and Community Mental Health Centers in giving supportive services and treatment to disaster victims.
- Coordinate the activities necessary to provide the staff, supplies and resources to treat victims suffering from disaster-related mental disorders.

- Coordinate and monitor the county behavioral health activities to address victim needs and to provide appropriate interventions.
- Provide behavioral health clinical consultation services to county EOC staff.

f. Portage County Board of Developmental Disabilities

- Provide services to assist local organizations in providing for the emergency needs of mentally retarded and/or developmentally disabled emergency victims.

g. Portage County Funeral Directors

- Supply personnel and materials to support mass fatality response and expanded mortuary services in affected jurisdictions

h. American Red Cross, Summit, Medina, Portage Chapter

- Coordinate with county agencies regarding health and mental health issues in shelters, Service Centers, Outreach Teams.
- Provide emergency first aid and preventative health services to people affected by disasters in shelters, Service Centers, Outreach Teams, Integrated Care Teams, and Emergency Aid Centers in designated safe zones.
- Observe persons in shelters for signs/symptoms of possible exposure to any known contaminants during a Weapon of Mass Destruction (WMD) event and ensure they receive proper medical care.
- Distribute public health/mental health information to persons affected by disasters.
- Ensure the provision of blood and blood products to persons affected by disasters.
- Provide health services and mental health support at Family Reception Centers and Respite Centers in designated safe zones.
- Assist people affected by disasters by facilitating connections with public health, medical and mental health agencies to coordinate services in ARC shelters, service centers, emergency aid stations, and on outreach teams

VI. ADMINISTRATION AND LOGISITICS

A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance operating within the

ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

- Vital Records will need maintained at the municipal level, and at every stage of the incident response activities through all phases of emergency management operations.

- Emergency Management records will be maintained using all applicable forms while operating within the scope of NIMS.

- The coordinated effort from the EOC will be utilizing WebEOC in order to maintain communications with State level government and this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management
  - o When the situation exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM with appropriate declarations issued by local Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).
  - o Requests for assistance from local, private, and public sector groups will be made as needed by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number(s) and contact person(s).

VII.   RESOURCE REQUIREMENTS FOR ESF-8

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.
B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power
C. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

VIII.   Additional Tabs

A. Mass Casualty Plan (PC OHS/EM, PCC, PCCGHD, PCFCA, UH PMC)

B. Mass Fatality Plan (PC OHS/EM, PCC, PCCGHD, PCFCA, UH PMC)

C. Mental Health Response Plan (PCCGHD)

D. Pandemic Response Plan (PCCGHD)

E. Community Containment Plan (PCCGHD)

F.   Mass Dispensing/Mass Prophylaxis Plan (PCCGHD)

G.   Medical Surge Plan (PCCGHD)

H.   Epidemiological Investigation and Laboratory Testing Plan (PCCGHD)

Emergency Operations Plan

Emergency Support Function

Urban Search & Rescue (USAR)

9

ESF-9 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	June 2017		Full Revision and Update Start	RTS-CMB

PC OHS/EM

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Portage County
Emergency Operations Plan

Emergency Support Function 9

Search and Rescue

Coordinating Agency: Portage County Office of Homeland Security and Emergency Management (PC OHS/EM)

Primary Agency(s):   Portage County Urban Search and Rescue Teams, PCUSAR
     Portage County Swift Water Rescue Team, PCWRT
     Portage County Sheriff's Office

Support Agency(s):   Region 5, Urban Search and Rescue
     Portage County Fire Chief's Association
     Portage County Police Chief's Association
     American Red Cross, Summit, Medina, Portage Chapter

I.   INTRODUCTION

A. Purpose

Emergency Support Function #9 – Search and Rescue aims to identify the available resources within Portage County to meet the needs required during Search and Rescue operations. Search and Rescue capabilities differ based on specialization and fall within the scope of Urban Search and Rescue (USAR), Swift Water Rescue, and in-land Search and Rescue (SAR).

B. Scope

This plan will serve to coordinate the use of specialized search and rescue (SAR) resources during an incident through the Portage County Emergency Operations Center (EOC). It serves to identify the capabilities to respond incidents needing local SAR resources as well as those from the region and state. This plan provides a flexible framework in which specialty resources can be utilized but does not supersede specialty team standard operating procedures and safety protocols.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. National Fire Protection Association NFPA 1006, Standard for Technical Rescuer Professional Qualifications 2008 Edition.

F. National Fire Protection Association NFPA 1670, Standard on Operations and Training for Technical Search and Rescue Incidents 2009 Edition.

G. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III. **SITUATIONAL CONDITIONS AND ASSUMPTIONS**

A. Situational Conditions

Portage County may periodically experience emergencies, natural disasters, or other human caused and technological hazards that create a need for the capability to locate and rescue trapped or lost victims attributed to such events. These incidents may create the need of Search and Rescue (SAR) resources in structural collapse, victim recovery on land and/or water as well as potentially requiring aeronautical support.

Members of these specialty teams are comprised of numerous fire and law enforcement departments in the County. Aeronautical resources can be requested via the Portage County Sheriff's Office, University Hospitals Portage Medical Center med flight and the Ohio State Highway Patrol Post in Canton, Ohio.

Geographically, northwestern to central western Portage County is more densely populated and urban. Thus, specific hazards (i.e. – tornadoes, high winds, etc.) in these areas have been identified as being more likely require Urban Search and Rescue (USAR) resources, however; the need for USAR resources can be requested throughout the entirety of Portage County. The County also experiences numerous incidents on its many waterways such as reservoirs and rivers where the Portage County Water Rescue Team (PCWRT) has been needed for SAR as well as victim recovery. With numerous state parks, large wooded areas and rural communities the likelihood for urban, inland/woodland, and water SAR operations is high. Portage County has experienced these incidents in the past, up to and including the use of aeronautical support.

B. Assumptions

- All response organizations have adopted the National Incident Management System (NIMS) as their incident management protocol.

- Manpower will be available upon activation of specialty teams.
- All SAR support will be coordinated through Emergency Support Function #9 (ESF-9) in the Emergency Operations Center (EOC), if activated.
- Specialty teams have Standard Operating Procedure's (SOP) in place and provide adequate training and exercises to support SAR mission requests.
- Expelled equipment during response may or may not be replaced following post-incident recovery procedures.

IV. CONCEPT OF OPERATIONS

A. General

1. Urban Search and Rescue (USAR)

- Portage County's USAR team addresses the capability for locating, extricating, and providing initial medical stabilization of affected individuals during incidents (*e.g. structural collapse*) that require land-based technical rescue disciplines. USAR specific technical rescue disciplines are as follows:

    o Structural Collapse Rescue
    o Rope Rescue
    o Confined Space Search and Rescue
    o Trench Evacuation Search and Rescue
    o Vehicle and Machinery Search and Rescue

- The Portage County (PC) USAR team can be activated by the Incident Commander (IC), the PC OHS/EM at the request of the Incident Commander or through an activated EOC, and by the USAR Team Commander(s) with the activation performed via the City of Kent Dispatch Center.
- Following the activation of the USAR team the following information will need to be provided:

    o Estimated time of arrival.
    o Expected personnel responding.
    o Staging area location.
    o Current SITREP of the hazard and or incident.
    o Best route of transportation to the location.
    o Additional safety information as needed.

- The USAR team will receive orders from the on-scene IC, filling roles and responsibilities as needed as well as provide information to the IC as subject matter experts.
- In the event the PCUSAR team and/or resources become exhausted, additional resource requests for USAR teams can be requested via PC OHS/EM to the Summit County Emergency Management Agency (EMA) for assistance. The same information will be provided as above.

- Region 5 USAR support can be requested through PC OHS/EM to the Ohio Emergency Management Agency (OEMA).
- Manpower and resources will be concentrated on the most heavily impacted areas with the greatest chance of locating survivors.
- Any additional requests for EMS or American Red Cross support not noted in the PCUSAR Standard Operating Procedure (SOP) will be made via the PC OHS/EM, or when the EOC is activated through ESF-5 (Information and Planning), ESF-6 (Mass Care & Human Services), or ESF-9 (Search and Rescue).
- All manpower and expended equipment will be tracked by the USAR Team Commander within the Incident Command System (ICS) structure and provided to PC OHS/EM to determine reimbursement and reconstitution.

2. Inland/Wilderness, Wide Area Search and Rescue

- NE Ohio has numerous resources available to assist with lost persons in a wilderness or rugged environment.
- Many factors are to be considered when providing inland/ wilderness, wide area Search and Rescue (SAR) operations:

  o Terrain/geography of the location (*i.e. wetlands, hills, large crevices etc.*)
  o Time of year
  o Meteorological conditions
  o Local wildlife concerns
  o Span of wide area search and rescue
  o Amount of staff available for SAR
  o Individual(s) impacted, contact information/ family, functional needs concern

- Local fire departments or law enforcement agencies may request support via normal Mutual Aid Box Alarm System (MABAS) methods or through dispatch. Fire departments may request activation of the USAR team if additional support is needed.
- Requests through the Portage County Sheriff's Office (PCSO) dispatch for additional support staff in wide area SAR to include K9 support may be made.
- The Mobile Command Post (MCP) may be requested to assist the IC operations as well as rehab and recovery based on extent of SAR and weather conditions.
- The American Red Cross (ARC) may be requested to support canteen operations if 12 hours to multiple day operations is expected.
- Additional EMS support from the local impacted community may be requested by the IC for response personnel in the event of an injury.

3. Water Rescue and Recovery

- Portage County has waterways that traverse numerous jurisdictions. Outside of recreational incidents, Portage County is impacted by flash

flooding as well as river flooding. The need for the activation of PC Water Rescue Team (WRT) for rescue and recovery incidents can be year around.

- The PCWRT is comprised of fire departments throughout the County to meet this need and include:

  - Aurora
  - Charlestown
  - Deerfield
  - Kent
  - Ravenna
  - Suffield

- Not all fire departments are members of the PCWRT but may have water rescue capabilities.
- The PCSO has water rescue capabilities that are typically staged at the Michael J. Kirwan Reservoir.
- Most incidents on state or federal property will consist of multiple entities responding. Examples would be US. Army Corps of Engineers (USACE), Ohio Department of Natural Resources Wildlife Officers, other local fire departments with mutual aid, and additional regional resources & law enforcement from the impacted community.
- Activation of the PCWRT can be done through the City of Kent Dispatch Center. The following information will be needed for an accurate team call out:

  - Location of incident
  - Detailed report of what the incident is
  - Rescue or recovery operations
  - Staging area
  - Reporting procedures

- The PCWRT will operate within the ICS structure, reporting to the IC.
- PCWRT SOG will be followed regarding operations. This plan does not supersede the PCWRT SOP.
- Advance Life Support EMS unit will be on-scene at any PCWRT call out.
- The PCWRT Team Commander will oversee all operations of water rescue.

4. Portage County Incident Management Assistance Team (IMAT)

- Any notification of specialty team response call out will result in IMAT the Team Commander be notified.
- An IMAT notification will occur, notifying team members of a possible response in support of the incident.
- IMAT can be requested through the IC, the PC OHS/EM, or the specialty Team Commander. Activation can be made through the City of Kent Dispatch Center.
- IMAT will follow the IMAT SOP for response in support of an incident and can provide substantial ICS support.

V. ASSIGNMENT OF RESPONSIBILITY

A. General

Large scale incidents require the coordinated actions of numerous departments to meet the search and rescue needs of an affected community. Communication must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken during disaster and ongoing operational periods. Depending on the incident in Portage County, the appropriate agency will be contacted to support as subject matter experts (SME) for incident management.

B. Task Assignments

  i. Coordinating Agency

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - State and Federal Assistance – Acquisition and Coordination.
  - Activation of the PC IMAT.

  ii. Primary Agencies

  a. Portage County Urban Search and Rescue Team (PCUSAR):
- Have personnel trained to standard and ready for deployment.
- Keep up-to-date rosters of available personnel.
- Deploy the USAR team when requested.
- Provide assistance in technical rescue disciplines
- Provide a liaison to ESF-9 in the PC EOC as needed for overall effective coordination.
- Provide consistent updates to the EOC regarding response activity.
- Be available as subject matters experts regarding USAR.

  b. Portage County Water Rescue Team (PCWRT):
- Have personnel trained to standard and ready for deployment.
- Keep up-to-date rosters of available personnel.
- Deploy the PCWRT when requested.
- Respond to water incidents both rescue and recovery whether recreational and or natural (flash flood).
- Provide a liaison to ESF-9 in the PC EOC as needed for overall effective coordination.

- Provide consistent updates to the EOC regarding response activity.
- Be available as subject matters experts regarding water rescue procedures.

c. Portage County Sheriff's Office, PCSO

- Provide personnel for securing emergency scenes
- If within PCSO jurisdiction provide personnel for evidence collection and procedures following recovery of the affected individual(s).
- Provide trained personnel to assist with wide area search and rescue.
- Provide staff within the IC/UC structure.
- Activate additional K9 resources as needed for the incident.
- Provide a liaison to ESF-13 in the PC EOC as needed for overall effective coordination.
- Provide additional law enforcement assistance as needed and applicable.

iii. <u>Support Agencies</u>

a. Region 5, Urban Search and Rescue Teams

- Provide additional USAR support as needed for the incident
- Follow guidance from local IC
- Provide additional services as needed concerning USAR.

b. Portage County Fire Chief's Association (PCFCA)

- Provide a liaison to ESF- 4 in the PC EOC as needed for overall effective coordination.
- Provide additional fire specific assistance as needed and applicable.

c. Portage County Police Chief's Association (PCPCA)

- Provide a liaison to ESF-13 in the PC EOC as needed for overall effective coordination.
- Provide additional law enforcement assistance as needed and applicable.

d. American Red Cross, Summit, Medina, Portage Chapter

- Provide support to local responders and impacted community as needed for SAR operations.
- Provide a Canteen for prolonged SAR operations.

VI. ADMINISTRATION AND LOGISITICS

A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

- Vital Records will need maintained at the municipal level, and at every stage of the incident response activities through all phases of emergency management operations.

- Emergency Management records will be maintained using all applicable forms while operating within the scope of NIMS.

- The coordinated effort from the EOC will be utilizing WebEOC in order to maintain communications with State level government and this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management
  o When the situation exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM with appropriate declarations issued by local Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).
  o Requests for assistance from local, private, and public sector groups will be made as needed by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number(s) and contact person(s).

VII. RESOURCE REQUIREMENTS FOR ESF-9

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.
B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power.
C. Municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

Emergency Operations Plan

Emergency Support Function

Urban Search & Rescue (USAR)

USAR Structure Markings

Tab A

FEMA Search Assessment Marking

PA-TF1
18SEP00
1800
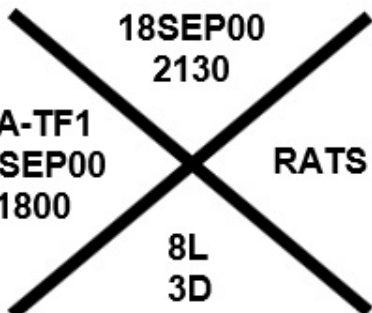
- **Single slash upon entry into structure**
- **TF ID, date & entry time noted**
- **Indicates ongoing search**

18SEP00
2130

PA-TF1
18SEP00
1800

- **Crossing slash upon exit**
- **Upon exit, date and time noted in top field**
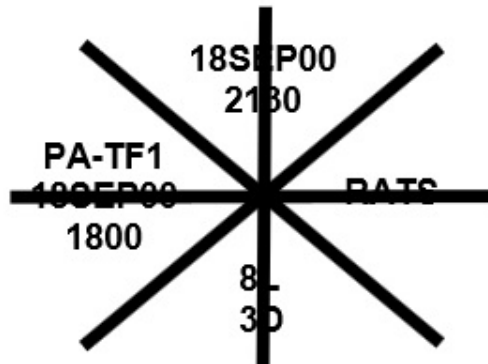- **Additional information placed in open areas of "X"**

18SEP00
2130

PA-TF1
18SEP00
1800

RATS

8L
3D

- **Right - hazards**
- **Bottom - # of victims**

18SEP00
2130

PA-TF1
18SEP00
1800

RATS

8L
3D

- **When new search completed, cross out previous, and complete new search assessment marking**

FEMA Search Assessment Marking
Incomplete Search Marking
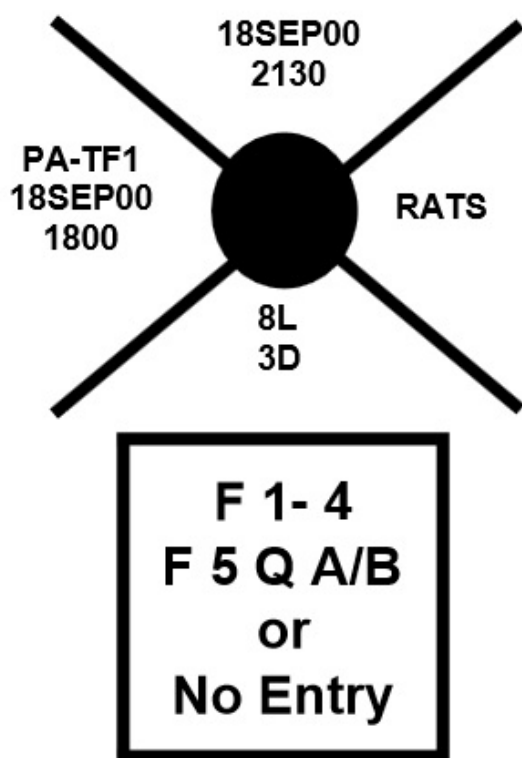
18SEP00
2130

PA-TF1
18SEP00
1800

RATS

8L
3D

F 1- 4
F 5 Q A/B
or
No Entry

- When search terminated prior to completion:
  - Place filled circle at center of slash
  - Add date & time search terminated in top field
  - Note hazards to right
  - Note victims beneath
  - Place box below slash, & Note areas searched
    - Use "F" to ID floors searched
    - Use "Q" to ID quadrants searched
  - If only searched Exterior, as in Hurricane, write "No Entry" in box

FEMA Search Assessment Marking
Incomplete Search Marking
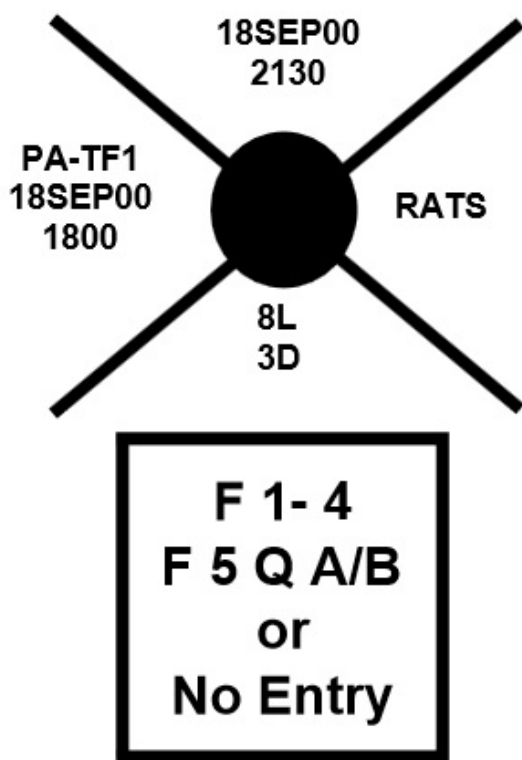
18SEP00
2130

PA-TF1
18SEP00
1800

RATS

8L
3D

F 1- 4
F 5 Q A/B
or
No Entry

- **When search terminated prior to completion:**
  - **Place filled circle at center of slash**
  - **Add date & time search terminated in top field**
  - **Note hazards to right**
  - **Note victims beneath**
  - **Place box below slash, & Note areas searched**
    - **Use "F" to ID floors searched**
    - **Use "Q" to ID quadrants searched**
  - **If only searched Exterior, as in Hurricane, write "No Entry" in box**

FEMA Victim Location Marking

CA-TF2
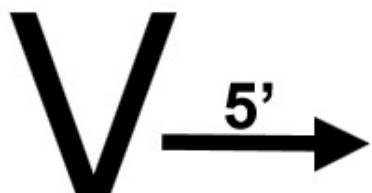
- "V" indicates potential victim location
- Arrow may be used to pinpoint location, add distance on arrow.

CA-TF2
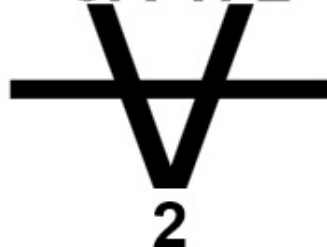
- Line through "V" indicates confirmed deceased victim. If more than one, mark total number under V.

CA-TF2

- Circle around "V" indicates confirmed live victim. If more than one, mark number under V.

CA-TF2

- Cross out marking when victim is removed.

INSARAG Structure Assessment Marking

Hazard information

Number of live victims removed

G or N
(Go/No Go)

Team ID

Time/Date of start
Time/Date of end

Number of dead victims removed

Persons unaccounted for:
Location of other victims:

*When operation is completed, the box is circled.

INSARAG Victim Location Marking

V

- ▪ "V" near location of known or potential victims

V

L - 4
D - 3

- ▪ Below "V":
  - ▪ Place "L" & # to denote live victims
  - ▪ Place "D" & # to denote dead victims

V

L - 4
D - 3

- ▪ Draw arrow to pinpoint confirmed victim
- ▪ Confirmation must be visual or audible, canine cannot confirm

---

V

- ▪ Circle marking when last live victim is removed *or* place line through "V" when only dead victims remain

Emergency Operations Plan

Emergency Support Function

Hazardous Materials

10

Portage County

Emergency Operations Plan

EMERGENCY
SUPPORT
FUNCTION (ESF) 10

2017
CHEMICAL EMERGENCY RESPONSE
AND PREPAREDNESS PLAN
(As per ORC, Chapter 3750.04)

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM)

<center>ESF-10 Record(s) of Changes</center>

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	2014-2015	12/9/2015	2015 Revision	LEPC Planning Committee
2	12/31/2015	12/31/2015	Administrative language changes, new Chair signatory	RTS
3	8/5/2016	12/14/2016	New Tab C Evacuation Plan	RTS-CMB
4	10/17/2016	12/14/2016	New formatted plan submittal	RTS-CMB-JA
5	6/8/2017		ESF 10 Language Updates, TAB A Update, Updated contact info & new addition of TAB K SAV SOP	RTS-PAC-CMB-LEPC

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Portage County
Emergency Operations Plan

Emergency Support Function 10

Hazardous Materials

Primary Agency(s):   Portage County Hazardous Materials Response Team (PCHMRT)
                            Portage County Fire Departments
                            Portage County Sheriff's Office
                            Portage County Police Departments

Support Agency(s):   Portage County Office of Homeland Security and Emergency
                                Management (PC OHS/EM)

I.   **INTRODUCTION**

   A. Purpose
      Purpose - the purpose of this plan is to identify the chemical emergency response
      and preparedness activities within Portage County. This plan was developed in
      accordance with Ohio Revised Code Chapter 3750, as amended and as per the
      rules adopted by the State Emergency Response Commission
      (SERC). This plan establishes the roles, procedures, and inter-organizational
      relationships under which county officials, department heads, and private
      organizations shall operate in the event of a hazardous materials incident. It is
      supported by individual agency standard operating procedures that address
      specific operational concepts. These procedures and activities should decrease
      the threat to the public's safety and the environment resulting from a release of a
      hazardous material.
      The authority to activate this plan will reside with the Local Jurisdiction Elected
      Officials, Incident Command, Ohio EPA, Portage County Hazmat Coordinator,
      LEPC Emergency Response Coordinator/ EMA Director or designee.

   B. Scope
      Basis of the Plan - the plan was developed by the Portage County Local
      Emergency Planning Committee (LEPC) sub planning committee utilizing the
      guidance established by the National Response Team (NRT) and the SERC.
      With this support, the LEPC conducted a Capability Assessment to determine the
      County's ability to prepare for and respond to a hazardous materials incident. The
      LEPC also reviewed various plans and standard operating guidelines
      (SOGs) to understand what response mechanisms were already in-place. Finally,
      the LEPC conducted a Hazard Analysis for sites that have EHS materials. This
      process identifies the potential release that could occur, and what could be the
      possible impact of such a release. The CAMEO software application was used to
      render these conclusions and to produce the displayed maps showing the
      facilities and the surrounding communities. These steps are the basis for
      completing the hazard analysis.

Relationship to Other Plans – The LEPC Plan will not supersede any local jurisdiction response SOGs, SOPs or tactical plans. The LEPC plan is meant to support and only strengthen such plans. This plan is developed in concert with other plans, whether, federal, state or local. Based on this plan activation, the HAZMAT SOG will be employed along with all reporting procedures and coordination from the emergency response coordinator to respective state partners i.e. Ohio EMA, EPA and ODNR. Depending on the situation other plans may be activated as in the County EOP and ESF's, Mass Causality plans and Hospital and Health Department specific plans.

Our Hazard Analysis is based on the reporting of the EHS facilities in our communities. Utilizing reports and Emergency Plans specific to each facility we are more effective at working efficiently and with more coordination if an incident and response was to occur. An incident at some facilities in Portage may affect our neighboring counties. This plan will be shared and coordinated with surrounding counties that fall into this category.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;
C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;
D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP);
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);
- Portage County Hazardous Material Response Team (PCHMRT) – Standard Operating Guide/Procedures.

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

1. Fixed Site Risks

- Portage County has *49 sites with EHS material as well as 41 non-EHS* Facilities and 100's of oil and gas wells reporting in the county.

2. Transportation Risks

- Portage County has the following routes which are commonly used for EHS and non-EHS transportation to and from the fixed facilities within the County: **Interstates 80, 76, and 480, State Routes 5, 14, 43, 44, 59, 82, 88, 183, 224, 225, 261, 282, 303, 305, 306, 422, 532, 534, 700.** These routes also carry hazardous materials simply passing through the County.

3. Rail Road- Portage County has two major rail lines that traverse the county that regularly carry hazardous materials; CSX and Norfolk Southern.

4. Pipeline Risk

- The County has 16 pipelines traversing, starting, or stopping within its borders. These pipelines carry petroleum or gas on a regular basis. The companies controlling the pipelines are Buckeye, East Ohio, El Paso, Marathon, and Sunoco.

B. Assumptions

- Geography: Portage County ranges from urban in the west & central to mostly rural. The rural communities are highlighted by villages that present a more urban setting. A spill or release in a densely populated area on the western side of the County or a village will differ in response to a more rural environment. Response times, hazards, surrounding facilities, population, environment and resources readily available all differ throughout the County.

- The existence of hazardous materials provides the potential for a release of a substance into the air, land, or water at any given time in the County. The released hazard may impact the citizens located in the vulnerable zone of each fixed facility as well as transportation corridor. Some transportation corridors cross near drinking water resources for the City of Akron and local municipalities.

- This County has the capability to conduct protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.

- Protective action recommendations "PARs" during an incident may include in-place sheltering, evacuation, and notification of contaminated food or water supplies.

- The amount of lead-time available to determine the scope and magnitude of the incident will impact the protective action recommended.

- In the event of a serious incident, many residents in the vulnerable zone may choose to evacuate spontaneously without official recommendation. Many may leave by way of routes not designated as main evacuation routes. Some may not evacuate at all from the hazard area.

- A hazardous materials incident may require the evacuation of residents at any location within the County. This evacuation may require assistance of Non-Governmental Organizations (NGO). Residents evacuating may or may not utilize the assistance shelters.

- Hazardous Materials entering the sewage or drainage systems may necessitate the shutdown of sewage plants, which may result in the release of untreated sewage.

- Wind shifts may occur that result in *redefining* protective action measures. The weather may be unpredictable. Based on the weather conditions, response to an incident will have initial challenges which will differ from incident to incident.

- Portage County resources may need to be augmented by the region, state and/or the federal government, either separately or in combination, to cope with the situation. They will act under the direction of the Incident Commander (IC). The Portage County Fire Chiefs Association has adopted and implemented a Mutual Aid Box Assignment System (MABAS). This system greatly assists in the automatic dispatching of multiple units within our mutual aid system. All Fire agencies are a part of the Ohio Fire Response Plan for statewide response and mutual aid.

- Portage County utilizes the National Incident Management System (NIMS) for a coordinated response between spillers and local, regional, state, federal agencies and their individual plans.

- Facilities were involved in the process by the submittal of their TIER 2 reports which were included within our hazard analysis process.

IV.   CONCEPT OF OPERATIONS

A. Mitigation

1. The LEPC conducted a Hazard Analysis for each EHS site. The analysis was used to determine each sites' potential vulnerable zone should a release occur at the site. The summaries are used by First Responders to determine what resources are needed to respond to a potential release at each site. Facilities may use these results to prevent the likelihood of a release from occurring.

2. A facility may be inspected by the LEPC and/or Fire Departments under ORC 3750.16. This will familiarize responders with a company's storage and handling of materials.

3. Facility owner/operators preplanning measures:

   a. Designated Facility representative may participate in the LEPC's planning efforts when asked.

   b. Develop on-site contingency plan in accordance with OSHA 1910.120, which specifies notification and emergency response procedures. Plans will be coordinated with the local Fire Department and the County's Emergency Coordinator.

   c. Provide technical support when the LEPC conducts its hazard analysis of the Facility.

4. The LEPC Information Coordinator will field and process all "Right to Know" requests using the Portage County Open Records Policy to assist individuals in assessing hazardous material risk.

B. Preparedness

   1. Mutual Aid Agreements - (As per 3750.04(A)(10),

      a. The Local Fire Departments have in place local mutual aid agreements and most utilize a MABAS system for automatic response of resources. All departments are a part of the Ohio Fire Chiefs Statewide Response Plan and the Emergency Management Agency's IMAC and EMAC plans.

      b. The Local Law Enforcement, Ohio State Highway Patrol and the Sheriff's Department have in place local mutual aid agreements. All departments are a part of the Ohio Police Chiefs Statewide Response Plan and part of the Emergency Management Agency's IMAC and EMAC response plans.

      c. Aid within the County has been developed specifically for the use during a hazardous materials incident. These procedures are in the Portage County Hazardous Materials Response Team (PCHMRT) Standard Operating Guide.

      d. Aid to other Counties has been developed to assist other Counties in a hazardous materials incident response. These procedures are in the PCHMRT Standard Operating Guide.

      e. PCHMRT is a cooperating participant in the Homeland Security Planning Region 5 Hazmat planning and response group.

   2. Training

      a. The third Thursday of every month is Hazardous Materials training at Kent Fire Station 1. The training is offered by local trainers, state, federal and private institutions.

      b. Training Goals - The County's emergency response personnel should

train to meet the required standards in accordance with SARA Title I, Section 126 and the National Incident Management System.

c. The minimum level of training recommended for emergency response (Fire, EMS, Law, Health, Hospital,) personnel in the County is:
    - Hazmat Awareness & Operations
    - National Incident Management, ICS 700, 800
    - Incident Command Training, ICS 100, 200

d. The County's emergency response agencies Chiefs/Administrators shall receive and maintain Incident Command training.
    - ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, ICS 800
    - Hazmat Incident Command

e. Medical (EMS, Health, Hospital) personnel may be trained to meet the requirements of NFPA 473. All medical personnel shall receive training and demonstrate competence regarding medical care of patients exposed to hazardous material as determined by their respective medical control authorities.

f. Members of the PCHMRT shall be trained to the following levels:
    - Hazmat Technician
    - Hazmat Medical Specialist
    - Hazmat IQ
    - Hazmat Safety Officer

g. Facility personnel shall train under their own authority and guidance.

h. University Hospitals Portage emergency department has a response team for decontamination of contaminated casualties.

i. Documentation - In accordance with OSHA standards, each employer will maintain appropriate documentation of his/her personnel's training.

    i. Training Sources

        i) The Portage County LEPC assists financially the individual departments and/or agencies in obtaining hazmat training.

        ii) The Portage County LEPC funds the Hazmat Coordinator position through PC OHS/EMA to oversee Hazmat training for all aspects required of an LEPC .

        iii) The State Fire Marshal's Outreach Program provides training to be taught within the County at the County's request. These courses are designed primarily for County and Facility personnel alike.

        iv) The Ohio Fire Academy provides specific courses for

Hazardous Materials. They include courses such as Awareness, Operations, Technician for HAZMAT/ WMD, and Confined Space. Agencies send their people directly to the academy for this training in Reynoldsburg, Ohio.

v)   The Ohio Emergency Management Agency (Ohio EMA) provides some FEMA approved Hazardous Materials Contingency Planning course, instruction on conducting Hazard Analysis, designing and exercising emergency plans, CAMEO, and other basic emergency preparedness course. Course schedules are provided to the County OHS/EMA Director, and the courses are available to all members of the County response agencies.

vi)   FEMA provides training nationally through multiple venues such as: Emergency Management Institute, Center for Domestic Preparedness, National Fire Academy, National Domestic Preparedness Consortium, Texas A&M Engineering Extension Service, National Disaster Preparedness Training Center, CTOS- Center for Rad/Nuc training, Rural Domestic Preparedness Consortium and Security and Emergency Response Training Center. Courses are scheduled through County PC OHS/EM Director to Ohio EMA State Training Officer to FEMA or designated site.

vii)   Courses are also available through various schools, universities and colleges

viii)   Special response programs are provided by the Federal Department of Homeland Security, Office of Grants and Training through on-line offerings, classroom and hands-on training in Ohio and around the United States. Course schedules are provided to the PC OHS/EMA Director, and the courses are available to all members of the County response agencies.

ix)   The PCHMRT, under the guidance of the Portage County Fire Chiefs Association and the Hazmat Team Coordinator, has a training program that all interested PCHMRT personnel must complete before being a team member. Refreshers are handled monthly in house mostly by team members who met the requirements.

3. Public Education

The Portage County Hazardous Materials Response Team has brochures printed that are made available upon request.

PC LEPC conducts periodic seminars in conjunction with local universities to provide information and education to facilities, response

agencies and the public.

PC LEPC provides public education through PC OHS/EMA social media outlets, public relations events and other venues.

4. Resources

    The Portage County Hazardous Materials Response Team has specialized resources to handle incidents identified and pre-positioned within the County. Resource Management is provided in Portage County Emergency Operations Plan (EOP), Emergency Support Function ESF 7. ESF 7 will spell out how the County provides the needed resource management during a potential chemical incident.

    Northeast Ohio EMA Region 5 houses numerous hazardous materials response equipment that can be requested per mutual aid, if deemed necessary. Based on the severity of the incident and chemical involved, the correlated and necessary response equipment will respond. This information will be collected in the initial emergency call. If an incident is outside Portage County Resource Capability, Mutual Aid will be activated from Region 5 and or the State of Ohio resources.

    Currently, County Hazardous Materials equipment is housed by Portage County OHS/EMA but staged at different Fire Departments and Station 30 in Ravenna Township. Sustainment for these resources is provided by 21 cents per capita and is used only on PCHMRT approved expenditures. Acquisition of new equipment can be acquired by the per capita fund or grants funded through Ohio EMA.

    Team Verification –The Portage County Hazardous Materials Response Team has received verification as a Type II Hazmat Response Team through the State of Ohio's Hazmat TACs team verification program.

C. Response

    The Portage County Hazardous Materials Response Team addresses response

    in the current Standard Operating Guide.

    1. Initial Notification -

        a. The spiller is required to provide notification of a release of an EHS, Hazardous Substance, or oil above their respective reportable quantities if the release results in exposure beyond the facility boundaries. Notification can be via telephone, radio or in person within thirty (30) minutes after a person at the Facility has knowledge of the spill, unless impractical under the circumstances. The spiller will immediately contact the jurisdictional Fire Department, Ohio EPA's Response Division, and the LEPC's Emergency Coordinator (EC). The following information shall be obtained from the spiller:

1) Location of the release;
2) Chemical name or identity, and chemical safety data sheets whether it is an EHS or not;
3) Estimate of the quantity released;
4) Time and duration of the release;
5) Environmental medium the material was released into;
6) Known or anticipated health risks;
7) Precautions to take;
8) Name and number of person to contact for more information.
9) Name and number of a designated clean-up contractor

b. The person(s) receiving the initial call will utilize Tab F to document the spiller's notification. Each person will attempt to acquire all of the above information. The Portage County Hazmat Emergency Coordinator (EC) will ensure surrounding planning Counties are notified should the release have the potential to impact them.

2. System Activation

a. When a Hazardous Material or oil release occurs in a Portage County community the local fire service must be notified. Upon arrival at the scene, the local fire chief or designate must determine a course of action by:

1) Determine the location of the release.
2) Substance name or identify, and whether it is an EHS.
3) Estimated quantity of substance released.
4) Time and duration of release.
5) Known or anticipated health risk.
6) Known or anticipated environmental risk.
7) Name and location of recourse persons to contact about the release.
8) Name of designated clean-up contractor

b. Once information has been obtained the local Fire Chief or their designee will determine if the situation is to be mitigated by their department, or can be handled by a contractor.

c. If a contractor is to handle the situation, the contractor must submit to the Fire Chief a plan of action and not proceed until the Fire Chief has granted permission.

d. If the Fire Chief determines that an immediate mitigation process is necessary they should first determine the level of response and summon the appropriate agencies.

LEVEL I Potential Emergency Condition (ECL-1):

Level I incident is one, which can be controlled by the first response agencies and does not require evacuation of other involved structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life and/or property.

Contact: EMS (if not on scene already)
UH Portage
Local Law Enforcement
LEPC
PC Homeland Security/EMA
Spills trailer response
EPA

LEVEL II Limited Emergency Condition (ECL-2):

An incident involving a greater hazard or larger area which poses a potential threat to life or property which may require limited evacuation of the surrounding area and/ or the equipment and/or resources of an outside agency.

Contact: All in Level I
PCHMRT

LEVEL III Full Emergency Condition (ECL-3):

An incident involving a severe hazard (EHS) or large area, which poses and extreme threat to life and property and will probably require a large scale evacuation and require the expertise or resources of a county, state, federal, or private organization or agency.

Contact: All in Levels I & II
Appropriate enforcement/regulating agency

e. If it is determined that the Portage County Hazardous Material Response Team is needed, the local Fire Chief or their designee shall institute an Incident Command System and request the team through the appropriate dispatch center.

The following information should be relayed to the dispatcher:

1) Nature and location of incident.
2) Staging area location.
3) Any special equipment or resources needs.
4) On scene contact information/ Incident Commander

Once the PCHMRT has been notified the Incident Commander will guide the response effort of all agencies involved.

    f.   See PCHMRT SOG for Initial Notification of the Portage County Hazardous Material Response Team.

3. Response Activities

    a.   Once the incident level is determined, the Incident Commander will implement an appropriate public protective action based on the hazards and the weather conditions. Depending upon the seriousness of the incident, protective actions could include shelter in-place, evacuation and notification of contaminated food or water supplies.

    b.   Communications among responders is identified in the PC EOP ESF 2 Communications & Information Technology; for frequency lists and for defining the EOC's communications used during large-scale or multiple emergency situations.

          1) On-scene radio command at hazardous material incidents will be handled by the mobile command and communication vehicle. Radio traffic will be relayed to the Incident Commander at the unified on-scene command post. The Incident Commander will periodically update all agencies present at the command post and the EOC, when activated.

          2) Support agencies will communicate with the Command Post.

          3) When activated for a hazardous materials incident, the EOC's communications will be handled in accordance with ESF 2

    c.   Fire Department Methods and Procedures - Refer to the Local Response in the PCHMRT Standard Operating Guide.

    d.   EMS Methods and Procedures - Refer to the EMS Response to Hazmat Incidents Treatment and Transport in the UH Portage Medical Center EMS Protocol and Procedures Manual.

    e.   Law Enforcement Methods and Procedures - Law enforcement within the County will follow procedures referred to in PC EOP ESF 13.

    f.   Health Department Methods and Procedures - Health Departments within the County will follow procedures referred to in PC EOP ESF 8.

    g.   Hospital(s) Methods and Procedures – UH Portage, within Portage County, can receive contaminated patients. At the time of an incident the EMS will contact the hospital to receive instructions on entry and to give the hospital time to prepare.

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

terminate those operations that are identified as unsafe or dangerous. Hazmat Safety Officer will be designated and assure all back up and safety procedures are followed an will oversees the layout, entry and exit of Hot, Warm, and Cold areas in PCHMRT SOG.

i. Medical Surveillance - Medical Program in PCHMRT SOG.

j. Establishment of Exclusion Zones - Strategy & Tactics of the PCHMRT SOG.

k. Personnel Protective Equipment (PPE) - PCHMRT SOG, Personal Protective Equipment Respiratory Program Summary.

l. Decontamination Methods and Procedures - Decontamination procedures are to be utilized to prevent chemicals from being carried out of the exclusion zone and limit exposure to others. The level of decontamination required will be determined by the degree of exposure or amount of contact with the chemical(s) involved, PCHMRT SOG.

4. Personal Protection of Citizens -

a. General - The Incident Commander (IC) will obtain the resources necessary to contain and control the incident area. The IC will be responsible to determine the impact on the population and take actions necessary to preserve life and property.

b. Procedures - the following policies and procedures are for the personal protection of citizens potentially affected by a hazardous materials incident. The IC will determine which procedure is applicable to incident at hand. The procedures include the protection strategies of: in-place sheltering, evacuation, water/food supply protection, relocation, or storm drain/sewage system protection.

1) In-place Sheltering - In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure may be the most effective protective option. This strategy will be used by emergency responders when it has been recognized that people cannot be evacuated from an area prior to the arrival of a toxic cloud.

2) Evacuation - Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives. The responsibility for ordering an evacuation rests with the On Scene Incident Commander. Once the IC determines the area is safe, all forms of mass communication will be used by the EOC and shelter manager to allow the population to return to the evacuated area. This will allow for further instruction on health and safety protective measures. If alternate routes are

necessary, this will be provided by the IC and coordinated to the EOC.

c.   Shelter and Mass Care - PC EOP ESF 6 Mass Care addresses this and can be referred to as needed. The PCHMRT or local EMS will send trained personnel to shelters to handle screening, and decontaminate evacuees if they have been exposed or contaminated by hazardous materials.

5.   Emergency Public Information (EPI) is outlined in PC EOP ESF 15 "External Affairs"

a.   In a Chemical Emergency, the timely notification and warning of the general public is imperative. The IC for Level I incidents will act as the Public Information Officer (PIO) and coordinate any EPI. For Level II incidents, the IC may carry out the role, or delegate the *PIC* function to the senior officer on-scene, or activate the defined County *PIC.* For Level III incidents, the PIC will be as defined in PC EOP ESF 6.

b.   The mode of notification during a chemical emergency will be primarily door-to-door and Portage County OHS/EM Wireless Emergency Notification System/ IPAWS as outlined in ESF-2. Communications. when toxic fumes/clouds are not an immediate threat. Public media alerts (EAS, live radio/television interviews, and cable interrupt) will be used in Level II and III incidents. Sirens are to be used as an attention-getting device only and to direct the public to tune/monitor their EAS stations.

c.   Local Jurisdiction emergency notification calling systems will be used to notify individuals of impending hazards but is limited due to;

i)   Only landline phone information is available to load into the system; and

ii)   The system relies on individuals to voluntarily enter their personal wireless phone, text, pager and email information into the system. Portage County also utilizes Social Media and smart phones to send messages.

d.   Media representatives will be treated with respect and located to a defined media site. All efforts will be given for live camera footage and interview opportunities. However, no media representative will be allowed into either the warm or hot zones under any circumstance. The IC or the PIO will brief media representatives at regular, announced intervals. The senior Law Enforcement official on-scene will direct all media to the defined media site, and instruct them on the IC's intentions. If a Joint Public Information Center (JPIC) is established or the EOC opened, the on-scene media will be directed to report to those sites for interviews and press briefings.

6.   Support Service Methods and Operations

These groups normally will provide support in the forms of obtaining

equipment from the Portage County ODOT garage or County Engineer's office for evacuation support or spill containment. Local water and waste treatment services may be impacted necessitating their temporary shutdown, or they can provide information regarding sewer and runoff information. Volunteer groups can also be used to support shelter and stress management.

7. Ongoing Incident Assessment -

    a. Initial Incident Assessment at a fixed facility will be the responsibility of the facility and its qualified personnel. They will promptly establish communications with the IC and provide information regarding the types, quantities, characteristics and spill movement trends. The IC in consultation with the driver will accomplish assessment at a transportation incident and if the driver is not able to communicate the shipper shall be contacted immediately.

    b. The IC will ensure that the OEPA is contacted when appropriate. The OEPA and Portage County Hazardous Material Response Team may assist in assessment, may monitor the release and assess its impact, both on- and off-site. These agencies may gather and maintain a detailed log of all sampling results. They will advise the IC regarding decisions about response personnel safety, citizen protection, and the use of food and water in the area affected by the release. The OEPA may assist in decisions about containment and clean-up.

    c. The County may depend on the Portage County Hazardous Material Response Team to contain the incident.

8. Recovery

    a. Containment - The PCHMRT may be able to provide containment for most types of incidents. The County will call upon local resources, should additional resources be required. The IC will work with the spiller in providing containment for the incident. As the incident progresses, the spiller and the responsible regulatory agency who may assess the need for removing, increasing or altering existing containment techniques.

    b. Cleanup and Reentry - The County will rely upon the local fire department and/or PCHMRT and responsible regulatory agency to monitor and survey the area. Based on consultations with these individuals, the IC will declare when it is safe to return the area to its normal use. This information will be passed along to the public by the acting PIO in a timely fashion. The local Health Department may ensure water supplies and food stuffs are safe for consumption before allowing people back into the area. The Health Dept. may provide guidance regarding these items through the PIC to the public.

    c. Disposal Procedures - The County will rely upon the responsible regulatory agency to oversee the spiller's removal of the contaminants. The IC will coordinate with the responsible regulatory agency and the

spiller to promptly take steps to secure a cleanup and disposal contractor. Failure by the spiller to do so in a timely fashion or if the spiller cannot be determined, the IC will arrange for cleanup and disposal. Costs will be billed to the spiller if known.

The County does not have the capability for disposal of hazardous materials.

d. Documentation - The PCHMRT has forms relating to a hazardous material call in which it responds. (forms are maintained by the PC *OHS/EM)*

The Incident Commander will prepare a report that summarizes the incident including cause of incident, incident critique, damage assessment, expenditures, and conclusions.

Meanwhile, the *OHS/EM* Staff will document actions taken at the EOC, if activated.

e. The spiller is responsible for documentation of a release. They are to prepare and submit to the LEPC, and responsible regulatory agency, a report in accordance with ORC 3750.06(D). This will be submitted within thirty (30) days of when the incident occurred. The report shall contain updates of the information provided in the original release notification and the following:

1) Actions taken to respond to and contain the release;
2) Any known or anticipated acute or chronic health risks associated with
   the release;
3) Advice regarding medical attention necessary for exposed individuals
   as appropriate;
4) A summary of all actions taken by the owner or operator to prevent the recurrence of such a release.

9. Post Incident Review - A Post Incident Review is conducted to determine whether the response worked properly, if the plan requires amending, if documentation is complete, or whether the spill requires an investigation.

The Incident Commander will determine when a Post Incident Review of the incident will be held. All responding agencies will be present to discuss lessons learned. Each agency will also provide to the IC at that time a report detailing their actions for cost recovery and historical record. The LEPC shall receive copies of the above reports to determine if planned procedures were followed or if the plan requires revision. Any revisions made will be documented why and submitted to the Portage County Emergency Coordinator for inclusion into the plan.

a. Investigative Follow-Up - The IC will advise the LEPC if an investigation is necessary. The Incident Commander will work with the responsible regulatory agency and local Law Enforcement to determine the spiller's

liability. This information will be relayed to the LEPC and the applicable legal counsel for the area impacted. The LEPC should then in consultation with the legal counsel determine whether or not to take civil/criminal action under the law.

b. Cost Recovery Procedures - The Portage County Fire Chiefs have agreed on a standard documentation and cost recovery procedures. The *PC OHS/EM* will collect all billings from affected agencies and put together a bill for the spiller to pay. If this is not accomplished, the agencies involved should follow ORC Chapter 3745.13 in recovering costs. If this is not applicable, the LEPC may request reimbursement from USEPA under the Superfund legislation for cost recovery, (40 CFR 310 - Reimbursement to Local Governments for Emergency Response to Hazardous Substances Releases).

V. ASSIGNMENT OF RESPONSIBILITY

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

B. Task Assignments

i. <u>Fire Department</u>

a. The first Fire Department Officer present at the scene of an incident involving the release of hazardous materials will perform the following in addition to the responsibilities and procedures outlined in Annex F (Fire and Rescue):

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

    b. The ranking on-scene Fire Department Officer will:

- Ensure the Communications Center has been notified of the incident and given the available information on Tab F;
- Confirm that agency notification has been completed and the appropriate local officials are notified as per ORC 3750.06;
- Serve as Incident Commander and ensure the following:
  - o Determine response level of incident;
  - o Determine which public protective action shall prevail;
  - o Establish the hazardous area (hot line, contamination control area);
  - o Establish staging areas upwind at a safe location;
  - o Designate an evacuation zone, if appropriate;
  - o Initiate public notification, if applicable;
  - o Request appropriate resources and support services;
  - o Coordinate all emergency and support activities;
  - o Rescue any injured persons;
  - o Maintain overall command of the emergency scene until the hazard is contained or until command can be passed to an appropriate agency.
- Establish a unified on-scene command post;
  - o Promptly identify the hazardous material(s) involved and disseminate this information to appropriate emergency forces and citizens in the area of accident.
  - o Obtain assistance from the Public Health representatives to determine the hazards involved and the proper limits of an evacuation zone, if appropriate.
  - o Ensure that all department representatives at the unified on-scene command post are informed of the evacuation zone and of the need, where appropriate, for evacuation.

- Determine when the zone is safe for reentry.

    ii. <u>Law Enforcement</u>

    a. The ranking law enforcement officer at the scene will report to the unified on-scene command post and perform the following in addition to the responsibilities and procedures outlined in PC OHS/EM EOP ESF-13.

- Keep one officer at the unified *on-scene* command post until released by the fire official in charge of on-scene operations;
- Evacuate citizens when requested to do so by the IC. Inform the *PC OHS/EM* regarding the evacuation. Request the assistance of the Fire Department if protective clothing and breathing apparatus is required.
- Cordon off the incident scene for safety and exclude entry by unauthorized personnel.

- Enforce traffic control in and around the scene of the incident.

iii. <u>PC Office of Homeland Security & Emergency Management</u>

    a. The Director or Deputy Director of PC OHS/EM official notified will:

- Based upon the response level and the Incident Commander's input, initiate EOC activation and the PC EOP.

iv. <u>Public Works Department</u>

    a. The senior department official at the scene will report to the unified on-scene command post and perform the following in addition to the responsibilities and procedures PC EOP ESF 3 Engineering & Public Works.

    b. Provide materials for building dikes to contain liquids and absorbing hazardous materials.

    c. Cooperate with police to establish an efficient detour with the appropriate signs, arrows, and police officers to expedite movement of traffic.

v. <u>Health Department</u>

    a. A representative of the Health Department, when requested, will report to the unified on-scene command post and will perform the following in addition to the responsibilities and procedures outline in PC EOP ESF 8, Health and Medical.

    b. Make a medical estimate of the situation, based on the materials involved, and take appropriate actions.

    c. The appropriate Public Health Sanitarian will report to the unified on-scene command post to advise on appropriate actions to neutralize or contain the release of hazardous materials.

    d. Assist in determining the identity of the hazardous material and establish the type and degree of the hazard involved.

    e. Provide assistance or advice on public protective actions required.

    f. Assist in determining the proper method for neutralizing, containing or removing the hazardous material.

vi. <u>Water Department</u>

    a. The senior department official, when requested, will report to the unified on-scene command post and provide the following in

addition to the responsibilities and procedures PC EOP ESF 3 Engineering & Public Works.

b. Provide information/maps on which water systems could be impacted by the release.

c. React to the entry of any pollutant or contaminant into the water supply by shutting off appropriate intakes or switching to alternate sources.

d. Cooperate with the Health Department engineers in actions designed to neutralize or eliminate pollutants that have entered the water supply system.

vii. Public Information Coordinator

a. The PIO will disseminate information to the media and public as outlined in PC EOP ESF 15.

viii. American Red Cross

a. The Red Cross will assist in shelter management as defined in section PC EOP ESF 6 (Mass Care). During an incident involving hazardous materials the ARC will:

- When called to open shelters, request information about the hazards involved and their potential impact on evacuees.
- When the shelter is open, establish a screening area to evaluate evacuees for possible exposure and contamination.
- Request appropriate HazMat Healthcare personnel to screen, decontaminate and treat evacuees.
- Will have established areas for separating and handling evacuees who have been exposed and/or contaminated.

ix. Facility Owners and Operators

a. Initiate emergency notification and written follow-up as outlined in ORC 3750.06.

b. During a release, provide an emergency response liaison to the Command Post or the EOC, as requested.

c. Provide a public information representative to work with the incident's PIO for the accurate release of public information.

x. State Government

Five primary agencies provide personnel, equipment and advice to the IC/County EOC/LEPC as needed. Thirteen support agencies also provide personnel and support to local government. Those agencies most likely to be used by this County defined in the State of Ohio's Hazardous Materials Emergency Management Plan, which is on file with the Portage County OHS/EMA office.

a. State Emergency Response Commission (SERC):

- Oversees the implementation of ORC 3750 in the State of Ohio. The Commission has no response responsibility. It is a planning body only. It coordinates the preparedness efforts of the State and LEPCs.

b. Ohio Emergency Management Agency (OEMA):

- Develops and implements the State's Hazardous Materials Emergency Management Plan which includes State roles for mitigation, preparedness, response, and recovery.
- Coordinates requests for State/Federal assistance from local EMA.
- Activates and maintains the State EOC, as needed.
- Acts as the SERC's Plan/Exercise Review Team by providing planning and exercise guidance and training to LEPCs.

c. Ohio Environmental Protection Agency (OEPA):

- Provides an On-Scene Coordinator to assist the IC in response and recovery decision-making. And will act as coordinator between the Federal On-Scene Coordinator (OSC) and the IC. OEPA will be the lead State agency on-scene when the primary threat is to the environment.
- Monitors contamination and pollution, advises on acceptable cleanup operations, and provides guidance on disposal procedures. May investigate spills, if necessary.
- Chairs the SERC, and acts as the State's Information Coordinator by maintaining facility and spill reports, distributing Grant monies, and providing advice to LEPCs.

d. State Fire Marshal (SFM), HazMat Bureau:

- Provide trained personnel and dedicated equipment from regional offices to assist the IC in response and recovery decision-making regarding materials with fire/explosive hazards. The Fire Marshall will be lead State on-scene when the primary threat is fire or explosion.
- Provide hazardous materials training through the Ohio Fire Academy and the SFM's Outreach Program.

e. Ohio Department of Health (ODH):

- Assist local departments in ensuring the restoration of public health and sanitation. Investigate potential health problems stemming from releases. Assist in ensuring the safety of private water supply sources. Coordinate the safety and health of shelters used during a response.

f. Ohio State Highway Patrol (OSHP):

- Will close and divert traffic from State highways when requested by the IC, will support local Law Enforcement operations, and can provide communication and weather data support as needed.

g. Public Utilities Commission of Ohio (PUCO):

- The Transportation Department's Hazmat Section can Provide on-scene accident assessment of transportation and railroad hazardous materials spills. They can cite the spiller for improper handling, storage, or transport of materials.
- The Consumer Service's Pipeline Safety Section can provide field and technical assistance should a release occur along a pipeline in the County.

h. Ohio Department of Natural Resources (ODNR):

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

i. Ohio Department of Homeland Security (OHS):

- Provides intelligence and assistance when a HazMat release is related to a Terrorist event.
- Provide verification process for assuring HazMat Response Teams across the State can respond to incidents and provide the level of response Teams say they can provide.

xi. Federal Government

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

VI.   DIRECTION AND CONTROL

A. On-Scene Direction and Control

1. The senior Fire Official of the jurisdiction on-scene shall have overall responsibility for the coordination of direction and control of the scene as per ORC 3737.90.

2. The unified command post (UCP) will be established upwind and at a safe distance from the scene consistent with the hazards, accessibility and response personnel safety. It will coordinate on-scene activities and support to deployed emergency service response elements.

   - The UCP is supported by a representative of the local jurisdiction who can monitor and transmit on all County emergency service channels. This group will coordinate action between on-scene and off-scene agencies.
   - The jurisdictional Fire Department is in responsible for coordination of the operation, maintenance and deployment of the UCP. It will be easily identified.
   - The PCHMRT will fall under the purview of the operations chief within the incident command. The PCHMRT at this time will be called a HAZMAT group, and will report to a group supervisor.

B. Off-Scene Direction and Control

1. When the incident requires activation of the Emergency Operations Center (EOC), off-scene direction and control will be coordinated through the EOC and the Unified Incident Command Post. The Incident Commander may request activation of the EOC. The exchange of critical information between these facilities such as requests for support and key decisions will enable first response efforts and support operations to be synchronized. The Portage County Emergency Operations Center is located at the Portage County Justice Center 8240 Infirmary Road Ravenna, Ohio 44266 and secondary at Rootstown Township Fire Department.

2. The activated EOC is the focal point for coordinating resource requirements in support of on-scene activities and off-site protective action decisions. EOC procedures are detailed in the PC EOP "Base Plan". Private, Local, State and Federal liaisons may be asked to report to the PC EOC for direction and on-scene coordination.

3. Facility personnel are expected to report a spill within 30 minutes of release offsite of their location, to the local Fire Department and LEPC Emergency Response Coordinator. Facility personnel may be requested as a liaison to the Unified Command for specific information relating to their facility and or chemical safety data sheets.

4. State agencies will be expected to respond to an EHS release and will report to the unified command on scene. State and federal agencies responding to an incident will integrate with local procedures and policies and give direction and assistance where needed.

VII.   CONTINUITY OF OPERATIONS

A. Lines of succession for each department are according to the standing operating procedures established by each department.

B. On-Scene succession is the Incident Commander, followed by his/her designee. Succession within the EOC is defined in the PC EOP "Base Plan".

C. Response Organizations are identified in the PC EOP "Base Plan".

D. LEPC members are appointed for two year terms. ORC 3750.03 designates LEPC membership positions, and explains the method for replacing and appointing members.

VIII.   ADMINISTRATION

A. The Hazardous Material planning program is coordinated by the designate Emergency Coordinator as defined in ORC 3750. The Portage County LEPC by authority of the revised code designates the Portage County Office of Homeland Security and Emergency Management Director as the Emergency Coordinator.

   The Hazardous Material Emergency Coordinator or their designee shall be responsible for but not limited to oversee the following:

   - Day to day LEPC organization and operation;
   - Collection of spill report data and provide follow-up when necessary and in accordance with the Ohio Revised Cod and the Ohio Administrative Code;
   - Response to scenes of Hazardous Material incidents in Portage County and assure compliance with applicable local, state and federal incident guideline when applicable;
   - Serves as the Portage County LEPC Liaison when designated by the Planning Committee to regional, state, and federal agencies for information and cooperative ventures that will enhance the delivery of the PC LEPC program;
   - Supervises designated LEPC employees, volunteers and agents when appropriate and in accordance with the ORC and OAC;

B. *Information Requests* - The PC LEPC Information Coordinator is responsible for maintaining the files containing Tier II/SDSs, reports generated under ORC 3750.07 and .08, emergency reports and follow-up notices, and the plan.

   - As required by ORC 3750.10, the County makes available the information during normal working hours 0800 TO 1630 at the Portage County Office of Homeland Security and Emergency Management. In accordance with the law, trade secret and chemical location materials are not available. Any request to review information must be made in writing to the Information Coordinator. If information is not on file with the County, the Information

Coordinator will contact the Facility for the required information to fulfill the request. Copies of material will be provided in accordance with the Public Document Act.

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

C. *Enforcement and Compliance* – The LEPC has adopted the State Emergency Response Commission (SERC) Chapter 3750 of the Ohio Revised Code (ORC) Enforcement Strategy and Procedures as the enforcement policy for Portage County (see Portage County Site Assisted Visit SOP).

- The Portage County HazMat Coordinator shall be designated by the PC LEPC and will coordinate but not be limited to the following activities;

  o Coordinate the Hazardous Material training program as define by the PC LEPC;
  o Maintain PC HazMat Equipment in working order;
  o Conduct inspections of Hazardous Material facilities as identified by the Tier II filings and work with the facilities to correct and/or enhance response plans;
  o Assures the PC HazMat Response Team is Typed appropriately for response in Portage County in accordance with Tier II filings and current hazardous analysis;
  o Reports all activities to the PC LEPC.

IX. RELATIONSHIP TO OTHER PLANS

A. Emergency Operations Plan - The County's all-hazard Emergency Operations Plan (EOP) creates an umbrella for protecting the health, safety, and property of the public from all hazards. The PC LEPC HazMat Plan is the basis for Emergency Support Function 10 (ESF 10) and references all fourteen other ESFs as how to provide all other response function related to hazardous material response and recovery.

B. Portage County Hazardous Materials Response Team, SOG. The County has established a standard operational concept for activation, assessment, personnel safety, site control, identification, containment, command post, staging areas, monitoring, on-site/off-site response coordination, and recovery during incidents involving EHSs or non-EHSs. The PCHMRT SOG has been coordinated with the development of this plan, and compliments its methods and procedures.

C. Fixed Facility Plans - Fixed Facility Contingency Plans are required under OSHA 1910.120. Each Facility plan specifies notification, emergency response organization and responsibilities, emergency response organization procedures and coordination procedures for interfacing with off-site authorities and response organizations. If the Facility will not respond to a release at their site they will

then have a plan which will define basic fire and evacuation procedures to be followed by the Facility's employees.

Of the *49 EHS sites* within the County, some have a spill response plan, while many have only a fire and evacuation plan. These plans have not been coordinated with the local Fire Departments and the County's Emergency Coordinator.

Some local fire departments have coordinated these Facility plans into their pre-Fire plans for Facilities in their jurisdiction.

D. The State of Ohio's Hazardous Materials Emergency Management Plan - This plan describes the procedures, methods, and roles by which the State of Ohio will respond to hazardous materials emergencies. This plan provides for the support of many State agencies in large scale hazardous materials emergencies by establishing clear methods for interfacing with local government. The plan is activated by the Ohio EMA in consultation with the primary agencies in the plan. This Appendix supplements the State plan.

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

X. PLAN DEVELOPMENT AND MAINTENANCE

ORC 3750.04 Requires the LEPC to annually review and exercise its plan

1. LEPC Annual Plan Review

- All agencies assigned responsibilities in this ESF are responsible for developing or updating internal procedures that will assure a continuing acceptable degree of operational readiness to carry out their responsibilities. The LEPC will meet as a group to complete the plan review annually before the October 17th deadline. The plan shall also be reviewed following each exercise or actual incident. Post Incident Review comments made from either event will be discussed by the LEPC regarding changes needed to the plan.

- The LEPC's Emergency Coordinator (EC) is responsible for the maintenance of this Appendix. Any plan holder who identifies the need to update this plan should provide this information to the LEPC's Planning Committee.

- As updates are made, the revised and dated changed pages will be provided to all individuals and agencies listed as holding copies of the EOP. It is the

responsibility of the copyholder to post such changes and then note the change on the Record of Change sheet.

2. Exercises

- To evaluate its chemical preparedness plan, the LEPC is responsible for scheduling, designing, conducting and evaluating its chemical preparedness exercises. The LEPC will at a minimum conduct one exercise annually. Exercises and evaluations will be conducted following applicable SERC and Ohio EMA requirements. The LEPC will ensure that within a four-year exercise cycle, all required Objectives will have been successfully tested. Also within this cycle, one Full-Scale Exercise will have been completed. The LEPC's Exercise Design Team shall adhere to SERC Exercise rules and utilize the Ohio Hazardous Materials Exercise and Evaluation Manual (EEM) & NRT-2 to develop and conduct the exercise. The SERC approved Evaluation Forms will be used to evaluate each exercise.

- There are three types of exercises that will be conducted as per SERC rule 3750-20-74. They are Table-Top, Functional, and Full-Scale. They are defined as follows:

  - Table-Top Exercise - where officials and responders are gathered informally to discuss actions, based on this plan and SOPs, to be taken during a hazmat emergency. The exercise has no time constraints and physical response is simulated. The exercise will test three (3) or more Objectives with at least one (1) being a Core Objective.
  - Functional Exercise - designed to test the capability of an individual function of the plan and the response system. A Command Post or EOC is activated and used to demonstrate the command system. The exercise will test four (4) or more Objectives with at least two (2) being Core Objectives.
  - Full-Scale Exercise - used to evaluate the response organizations' operational capabilities in an interactive manner. The exercise will test a major portion of the functions in the plan. The exercise will mobilize personnel and resources to demonstrate a coordinated response capability. An EOC will be activated for this exercise. The exercise will test eight (8) or more Objectives with at least five (5) being Core Objectives.

- The exercise will be evaluated by persons selected by the Exercise Design Team. The SERC Facilitator will, with the assistance of the exercise design team, train the evaluators on their assigned roles and what areas they will evaluate. The Evaluators will utilize the SERC provided evaluation forms. Following the exercise Post Incident Review, the evaluation forms will be given to the SERC Facilitator. A Post Incident Review of the exercise will follow each exercise. Participants, controllers and evaluators will discuss the results and lessons learned from the exercise. As required by law, after a Full-Scale exercise, the LEPC will announce and hold a public critique of the exercise, at either the next regular LEPC meeting or at a specially held LEPC exercise meeting.

- The LEPC will use the Post Incident Review comments of the Evaluator's and Facilitator's to see if activities are effective in practice or if there are more efficient ways of responding to an incident. The plan will be updated accordingly by the LEPC's EC as previously mentioned. During the next exercise, changes will be tested to see that the deficiencies were corrected.

- When incidents do occur, they provide a means of evaluating the plan's effectiveness. Based on the County's current training status, the LEPC will decide if a request for exercise credit shall be requested. If so this shall be done according to the current SERC exercise rules in effect at that time.

XI. AUTHORITIES AND REFERENCES

A. These authorities apply specifically to EHS preparedness and response. See the Basic Plan, for other basic federal, state, and local authorities.

- State Laws

  o Ohio Revised Code (ORC) Chapter 3750: Emergency Planning (as amended and the rules adopted under it). This is Ohio's version of the Federal Emergency Planning Community Right Act, and establishes the framework for EHS planning and response in Ohio.
  o ORC Chapter 5515.18: Effects of SARA Title III on Emergency Management. This states that the EMA Director may serve on and even Chair an LEPC, and must incorporate the LEPC's plan into the County's planning and preparedness activities.
  o ORC Chapter 3745.13: Recovery of Costs from Persons Causing Environmental Emergencies. This defines how costs incurred by a County during a response can be collected via the County's EMA office from the spiller in conjunction with appropriate legal counsel support.
  o ORC Chapter 3737.90: Hazardous Materials Emergencies. This defines that the Fire Chief will be responsible for primary coordination of on-scene activities of all agencies.
  o ORC Chapter 2305.232: Civil Immunity for Persons Assisting in Cleanup of Hazardous Material. This is Ohio's "Good Samaritan" law and defines the steps necessary for receiving civil immunity when providing assistance at a hazardous material release or cleanup.
  o Ohio Administrative Code (OAC) 3750 et al. This lists and defines the rules adopted by the SERC under ORC Chapter 3750.
  o Ohio Fire Code 1301:7-1-03 Section F-102.8 Authority at Fires and Emergencies. This complements ORC 3737.90 by stating that the Fire Chief is in charge at the scene of a fire or other emergency involving the protection of life or property.
  o Ohio Attorney General (OAG) Opinion, No. 91-014. This discusses the liability of SERC and LEPC members when acting under ORC Chapter 3750.

- Federal Laws

  - o Superfund Amendments and Reauthorization Act (SARA), Title III: Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) (Public Law 99-499). This sets the framework for EHS planning in the US.
  - o Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund) (Public Law 96-510). This provides Federal funds for responses to releases of Hazardous Substances and requires notification to the National Response Center (NRC) of accidental releases.
  - o Occupational Safety and Health Administration (OSHA), Standard 29 CFR 1910.120(q): Emergency Response. This section of the HAZWOPER Standard describes the training and planning required of those who will take part in an emergency response to a release of hazardous materials. It also prescribes the use of an Incident Command System during a response.
  - o SARA, Title I; Section 126: Worker Protection Standards. This directed OSHA to develop training standards for persons responding to hazardous emergencies who may be exposed to toxic substances. OSHA established the HAZWOPER standards. These standards were adopted by the USEPA for non-OSHA states such as Ohio.
  - o Oil Spill Pollution Act of 1990 (OPA 90) (Public Law 101-380). This defines that Facilities with Hazardous Substances or Oil under the Clean Water Act must have a Facility plan for accidental releases.
  - o Clean Water Act of 1977 (CWA) (Public Law 95-217). This amends the Federal Water Pollution Control Act regulating discharges of toxic pollutants into waterways.
  - o Hazardous Materials Transportation Uniform Safety Act of 1977 (HMTUSA) (Public Law 101-615). This amends the Hazardous Materials Transportation Act of 1977 and establishes uniform licensing of hazardous materials transporters. It also established a training grant fund to supplement State training programs for LEPCs and Fire Departments.
  - o Resource Conservation and Recovery Act of 1976 (RCRA) (Public Law 94-580). This provides for the safe treatment and disposal of hazardous wastes from cradle to grave, and defines that underground storage tank owners are financially responsible for cleaning up leaks.
  - o Toxic Substances Control Act of 1976 (TSCA) (Public Law 94-469). It defines the testing and screening of chemicals produced/imported into the US.

B. References

  1. National Response Team (NRT), 1987, Hazardous Materials Emergency Planning Guide, NRT-1, Washington, D.C.
  2. Federal Emergency Management Agency (FEMA), 1985, Guide for the Development of State and Local Emergency Operations Plans, CPG 1-8.
  3. Department of Transportation (DOT), 1993, Emergency Response Guidebook, DOT P 58OO.4.

4. National Response Team (NRT), 1990, Developing a Hazardous Materials Exercise Program - A Handbook for State and Local Officials, NRT-2.
5. USEPA, FEMA, USDOT; 1987, Technical Guidance for Hazard Analysis - Emergency Planning for Extremely Hazardous Substances.
6. USEPA, FEMA, USDOT; Handbook of Chemical Hazard Analysis Procedures, manual for the ARCHIE computer software.
7. Federal government computer software, Automated Resource for Chemical Hazard Incident Evaluation (ARCHIE), version 1.0 (IBM compatible).
8. Association of American Railroads/Bureau of Explosives (AAR/BOE), 1987, Emergency Handling of Hazardous Materials in Surface Transportation, Washington D.C.
9. National Institute of Occupational Safety and Health, 1985, Occupational Safety and Health Guidance manual for Hazardous Waste Site Activities, Washington, D.C.
10. NOAA/USEPA computer software, Computer Aided Management of Emergency Operations (CAMEO).

XII.   TABS

A. Facility Data
B. Portage County Hazardous Materials Response Team Standard Operating Guide
C. Evacuation Plan
D. Portage County HazMat Asset Roster
E. Emergency Telephone Roster
F. Spill Report Form
G. Current Portage County HazMat Emergency Coordinator, Information Coordinator, HazMat Training Coordinator, and Police/Fire Chiefs
H. Portage County Record Request Policy & Form
I. Cost Recovery Standard Operating Guide and Fee Schedule
J. Ohio Department of Transportation "Play Book"
K. Site Assisted Visit, Standard Operating Procedure.
L. Abbreviations, Definitions, and Acroynms

Emergency Operations Plan

Emergency Support Function 10

Hazardous Materials

Evacuation Plan

Tab D

ESF-10 Tab D Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	8/5/2016		New evacuation plan	RTS-CMB

PC OHS/EM

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Portage County
Emergency Operations Plan

Emergency Support Function 10

Tab D Evacuation Plan

Coordinating Agency: Portage County Office of Homeland Security and Emergency
Management (PC OHS/EM)

Primary Agency(s):   Portage County Sheriff's Office
Portage County Police Departments
Portage County Fire Departments

Support Agency(s):   Portage County Hazardous Materials Response Team
American Red Cross, Summit-Medina-Portage Chapter
Portage County Family and Community Services
Portage County Combined General Health District
Portage Area Regional Transit Authority
Portage County Engineers & municipal service departments
SERC/ LEPC Tier II Reporting Facilities

I.   INTRODUCTION

A. Purpose

The purpose of this plan is to provide an overview of the hazardous materials risk
in the county as it relates to evacuation considerations, sheltering and mass care
and shelter-in-place (SIP).

B. Scope

Hazardous materials incidents can stress local capabilities both in the immediate
health and environmental concerns but as well as the ability to evacuate large
population bases with short notice. Evacuation will differ on the capabilities of the
jurisdictions affected, mutual aid, notification procedures and overall geography.
Each hazardous materials incident will differ on chemical properties, acute and
chronic health effects as well as the environment impacted i.e. soil, asphalt,
concrete and or water.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and
Recovery) will serve as the general guidelines for implementing policies and
carrying out procedures relative to each individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident
Command System (ICS), will be the system and structure employed in the
management of emergency operations;

C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;
D. Ohio Hazardous Materials Plan Development and Evaluation Guidance Document.
E. National Response Team "NRT"-1 Hazardous Materials Planning Guide.
F. Oregon State Emergency Response Commission, LEPC Emergency Response Plan Template.
G. Youngstown Air Reserve Station IEMP 10-2 Evacuation and SIP procedures.
H. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

I. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County is home to 95 hazardous materials facilities of which 49 contain extremely hazardous substances or EHS. These chemicals may have a significant impact on the life, property and environment of the citizens, businesses and public infrastructure located around the facility. Hazardous materials also travel via state highways, county roads and rail throughout the county daily. This plan serves to be used as reference and guidance for evacuation and shelter-in-place in the event of an incident.

B. Assumptions

- The local community is aware of the potential hazards and risks of facilities in their area.
- Local first responders have developed specific procedures for each EHS & hazardous materials facilities.
- Local communities are aware of the critical infrastructure and sensitive populations located around each facility
- Local first responders have identified primary and secondary evacuation routes from each facility in the event of an incident.
- Evacuation could take hours to complete possibly exposing evacuees to the hazardous materials release they are attempting to evacuate from.
- No single population protective action can be applicable to all incidents, a combination of solutions, or other identified avenues may be necessary.
- Local businesses have evacuation/ shelter-in-place plans and procedures for employees.
- Individual families and households have emergency go-kits and plans for emergencies.

IV.   CONCEPT OF OPERATIONS

A. General

1. Evacuation Considerations

1.1.   Evacuation concerning the release of a hazardous material whether facility or transportation will be a localized situation.

1.2.   The authority to evacuate will be deemed necessary by the Portage County Sheriff or Fire Chief if it is reasonably necessary for the protection of health, safety and well being of individuals in the vicinity of a hazardous materials incident pursuant Ohio Attorney General Opinion no. 87-099 of December 28, 1987.

1.3.   Specific considerations shall be considered for the following when ordering an evacuation.

- What is the downwind hazard? Meteorological influences?
- Are there any immediate life and safety risks for the first responders assisting in the evacuation?
- Who's impacted and what critical infrastructure are affected?
- Are there any functional needs population effected in need of greater assistance?
- Where are the residents being evacuated too?
- What transportation is available to assist in the evacuation?
- Do we need a shelter or reception center opened by ARC, What location will we use out of the danger area?
- How are we notifying the residents? Local media?
- How will we return the area to normal following the end of the incident?

1.4.   A local citizen has the authority to deny evacuation from private property. If denied, the liability of that citizen's health will fall onto them. The Sheriff or Fire Chief has the authority pursuant Ohio Attorney General Opinion no. 87-099 of December 28, 1987 to reasonably remove to a safe area any persons who refuse to evacuate voluntarily in regard to a hazardous materials incident.

1.5.   It will be determined by the Fire Chief or Incident Commander the extent and hazard of release and overall downwind threat. These factors will be used to help determine the extent of evacuation.

1.6.   The following Resources should be utilized for initial response considerations, plume modeling and overall safety precautions regarding a hazardous materials release and initial isolation distances.

- Emergency Response Guidebook (ERG)
- Material Safety Data Sheets (MSDS)
- Chemical Transportation Emergency Center (CHEMTREC)

- American Industrial Hygiene Association (AIHA) Emergency Response Planning Guidelines
- NIOSH Pocket Guide to Chemical Hazards
- Computer Aided Management of Emergency Operations (CAMEO)
- Arial Locations of Hazardous Materials (ALOHA)
- Mapping Applications for Response, Planning and Local Operational Tasks (MARPLOT)

1.7.   The Portage County Hazardous Materials Response Team can be utilized in assistance with these recommendations and programs.

1.8.   Assistance may be needed in mutual aid whether local Law Enforcement & OSHP for traffic control and or Portage County Engineer's Department & local municipality service departments for road closures.

1.9.   Notification will be made to effected water ways and treatment facilities if water is impacted.

1.10.   Ohio EPA will be notified of a hazardous materials release and evacuation of residents.

1.11.   The Portage County Health Department, environmental division and preparedness division will be notified of the release for proper environmental health considerations.

1.12.   American Red Cross will be notified for reception center or sheltering assistance based on the length and time of evacuation. See *ESF-6 Mass Care and Human Services* for further details. ARC will determine shelter or reception center location based on needs, resources and geographical location.

1.13.   Additional agencies may be required to assist with volunteer staffing and other unmet needs as identified in ESF-6.

1.14.   Portage County OHS/EM has an MOU with PARTA to assist in evacuation of residents. PARTA will request the following information:

- What is the Hazard?
- Where are buses to report? Confirm that they will not be near the hazard present.
- Transportation routes impacted/ closed?
- How many persons are being evacuated?
- Where are the individuals being transported?
- Any functional needs or special considerations for transportation

2. Precautionary Evacuation Considerations

2.1.   A precautionary evacuation may be deemed necessary if a hazardous materials release is expected or could occur due to an incident.

2.2.   It will be the discretion of the Sheriff, Fire Chief and or Incident Commander to issue a precautionary evacuation. If the incident is located on state highways coordination with OSHP will be implemented.

2.3.　　Similar procedures will be followed that are noted above.

3. Emergency Notification

   3.1.　　Each community has different resources available for emergency notification to its affected population. This differs drastically across the county and from municipality to township.
   3.2.　　Some communities have notifications systems in place that warn a registered population as well as other means of communication i.e. tornado sirens and local media.
   3.3.　　Each community will assign a PIO or a media representative to draft emergency notification information as well as prepare media briefings in the event of a significant incident and media arrives.
   3.4.　　The PIO will prepare messages and deliver them to local media outlets (T.V. and newspaper) to notify residents of the impacted community of the evacuation order.
   3.5.　　The Portage County IMAT can assist a local community with PIO's as well as media briefings in the event local community's resources are overwhelmed.
   3.6.　　Social Media outlets managed by the local community as well as Portage County OHS/EM will be utilized to reach the populations that use these formats.
   3.7.　　Portage County OHS/EM can send a message via the smart phone app to help reach as much as the effected population as possible.
   3.8.　　Other notification procedures will be door to door and loud speaker/ bull horn notifications as well as police and fire sirens in the impacted area.
   3.9.　　Future capabilities of the PC OHS/EM will be to notify the impacted area geographically and over numerous platforms via the FEMA Integrated Public Alert and Warning System, IPAWS. Once in place this will give significant leverage to PC OHS/EM and the PCSO to properly notify an area of numerous emergency situations.

4. Shelter-in-Place recommendations

   4.1.　　In certain incidents evacuation of the affected population may not be reasonable or achievable. Examples of this are:
   - Correction Facilities
   - Hospitals/ nursing homes
   - Populations that are not immediately mobile

   4.2.　　To provide SIP recommendations extensive public education and expectations ground work would be required. SIP may seem like a simple topic to first responders and public safety but the concept may be foreign to the public.
   4.3.　　If a SIP recommendation is provided notification procedures will need to be clear, concise and detailed to support SIP efforts. If information is not clear, concise and detailed it could lead to a failure in recommendations and self-evacuation of the effected population or maybe worse injury.

4.4.   Incidents that will last a short period of time are ideal for SIP recommendations.

4.5.   Education to the public should consist of the following:

- Pre-determine an Interior room that has few or no windows
- Interior bathrooms possibly adjoining to a room
- Do not go to the lowest level floor i.e. basement due to specific gravity of the hazardous materials (incident dependant on chemical).
- Persons and pets shall be brought in-doors
- Close all doors and windows
- If possible both safety and know-how, turn off HVAC system
- Plastic wrap and tape all windows and doors to ensure seals.
- If possible, positive pressure home or business to keep hazard out.
- The placement of a wet towel at the bottom of doors to assist in absorption of the chemical vapor hazard.

4.6.   With SIP recommendations the following emergency supplies would be recommended to ensure an effective SIP by households and businesses:

- Plastic Sheeting & tape
- Towels
- Scissors and or knife
- Radio and flash light with batteries
- Medications and first aid supplies
- Any and all pet supplies needed
- Bottled water and or canned food
- Telephone and or cell phone.
- Additional supplies as deemed necessary by the individual or family. For additional go-kits see www.ready.gov

Sample shelter-in-place image courtesy of Youngstown Air Reserve Station IEMP 10-2, SIP plans and procedures.

PC OHS/EM
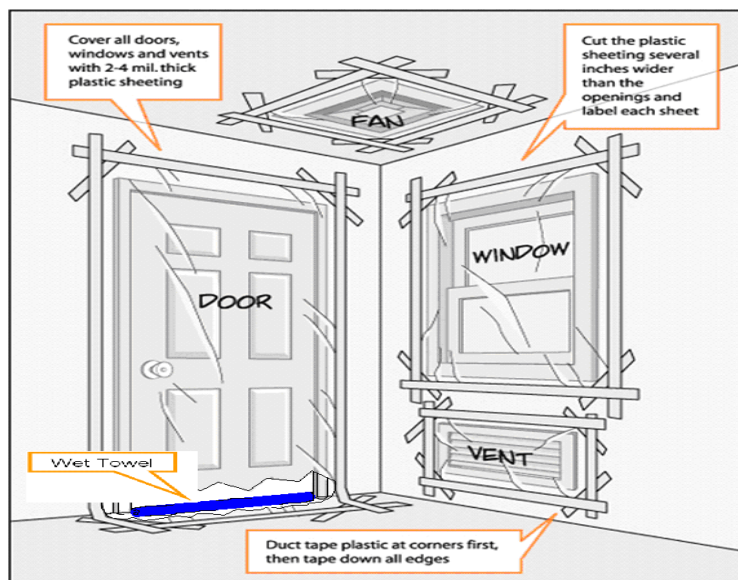
V. ASSIGNMENT OF RESPONSIBILITY

A. General

The following will be a summary of the tasks expected by numerous agencies that would be involved in the issuance of an emergency evacuation.

B. Task Assignments

i. <u>Coordinating Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - Regional, State and Federal Assistance – Acquisition and Coordination.
- Contact the Ohio EPA Emergency Response Coordinator for Portage County as well as the 24/ hour spills number to report the incident.
- Activate the PC HMRT if deemed necessary by the demands of the incident.
- Assist in the overall recovery of the incident
- Supports as the LEPC ER coordinator with facility spills notification, corrective action and 30 day follow-up.
- Contact Ohio EMA and the Board of Commissioners of the incident.
- Request assistance from regional hazardous materials teams if needed.

ii. <u>Primary Agencies</u>

a. Portage County Sheriff's Office

- Assist as the authoritative body in the evacuation order.
- Provide assistance with evacuation notification and removal.
- Provide traffic control operations and evacuation routes assistance.
- Assist with security at the designated shelter location.
- Assist in the media briefings and information coordination.

- Assist with all other unmet needs as identified for law enforcement

b. Local Police Departments

- Provide traffic control operations and evacuation routes assistance.
- Provide assistance with evacuation notification and removal.
- Assist with security at the designated shelter location.
- Assist in the media briefings and information coordination.
- Assist with all other unmet needs as identified for law enforcement

c. Local Fire Departments
- Assist as the authoritative body in the evacuation order.
- Provide members for the PC HMRT.
- Assist in the response, mitigation and recovery of the hazardous materials incident.
- Provide assistance with evacuation notification and removal.
- Assist with EMS support for casualties on scene as well as at the shelter location.
- Assist in the media briefings and information coordination.

iii. <u>Support Agencies</u>

a. Portage County Hazardous Materials Response Team
- Ensure effective plume modeling for downwind hazard recommendations.
- Provide population protective actions and PPE recommendations for all responders on scene.
- Provide decontamination for individuals contaminated on scene prior to transfer to UH Portage, to the shelter and or hazmat team members impacted.
- Assist in the evacuation as needed.
- Respond, mitigate and recover the hazardous materials incident as needed

b. American Red Cross Summit, Medina, Portage Chapter
- Provide assistance in shelter identification, set up and operations.
- Assist in canteen functions for prolonged operations.
- Assist in identifying additional volunteers as by the demands of the incident.

c. Portage County Family and Community Service

- Assist in emergency transportation as needed for evacuation.
- Assist with resource identification in personnel, volunteers and other needs as identified in the incident.

    d. Portage County Combined General Health District

- Assist in environmental recommendations and procedures specific to public health.
- Assist with shelter procedures as needed for evacuation.
- Assist in public health needs of the evacuees to shelter to include pets and functional needs.

    e. Portage County Engineers & municipal service departments

- Assist in County Road closures by providing barriers and signage.
- Assist in other transportation needs as identified in the incident.

    f. Portage Area Regional Transit Authority
- Assist in the transportation of evacuees as needed in the incident to include functional needs.
- Assist in evacuation route recommendations to the IC as needed.
- Ensure effective communications are established between IC and PARTA for evacuation procedures.

    g. SERC/ LEPC Tier II Facilities

- Required to have evacuation plans for employees and visitors to their facility.
- Evacuation procedures and route assignments.
- Procedures for employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after emergency evacuation has been completed.
- Rescue and medical duties for those employees who are to perform them.
- The preferred means of reporting fires and other emergencies.
- Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.
- Coordination with LEPC for preparedness meetings prior to incident occurring.

VI.   ADMINISTRATION AND LOGISITICS

A. Administration

1. During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

1.1.   Vital Records will need maintained at the municipal level, and at every stage of the incident response activities through all phases of emergency management operations.

1.2 Emergency Management records will be maintained using all applicable forms while operating within the scope of NIMS.

1.3 The coordinated effort from the EOC will be utilizing WebEOC in order to maintain communications with State level government and this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

2.   Resource Management

2.1   When the situation exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM with appropriate declarations issued by local Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).

2.2   Requests for assistance from local, private, and public sector groups will be made as needed by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number(s) and contact person(s).

VII. RESOURCE REQUIREMENTS FOR TAB D

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.

B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power

C. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

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Emergency Operations Plan

Emergency Support Function 10

Hazardous Materials

Spill Reporting Form

Tab G

PORTAGE COUNTY LOCAL EMERGENCY PLANNING COMMITTEE
INCIDENT SPILL OR RELEASE REPORT

Date of Call: _____

Time of Call: _____

Taken On: ( ) Spill line ( ) Other

NAME AND TITLE OF PERSON SUBMITTING WRITTEN REPORT	TELEPHONE NUMBER

NAME OF BUSINESS	RELEASE LOCATION (provide address if different than business, if known, and give directions to the spill location. Include nearest highway, town, road intersection, etc.)
STREET ADDRESS	_____
CITY STATE ZIP CODE	_____
BUSINESS TELEPHONE NUMBER (provide area code)	
SITE IDENTIFICATION NUMBER AND OTHER IDENTIFYING NUMBERS (if applicable)	COUNTY **PORTAGE** City/Township/village

RELEASE DATA. Complete all applicable categories. Check all the boxes that apply to the release. Provide the best available information regarding the release and its impacts. Attach additional pages if necessary.

DATE & TIME OF RELEASE (if known)	DATE & TIME OF DISCOVERY	DURATION OF RELEASE (if known)	TYPE OF INCIDENT
____/____/____ _____am/pm	____/____/____ _____am/pm	_____ days _____ hours _____ minutes	☐ Explosion ☐ Pipe/valve leak or rupture ☐ Fire ☐ Vehicle accident ☐ Leaking container ☐ Other _____ ☐ Loading/unloading release _____

MATERIAL RELEASED (Chemical or trade name)
☐ CHECK HERE IF ADDITIONAL MATERIALS LISTED ON ATTACHED PAGE.

ESTIMATED QUANTITY RELEASED (indicate unit e.g. lbs, gals, cu ft or yds)

FACTORS CONTRIBUTING TO RELEASE
☐ Equipment failure   ☐ Training deficiencies
☐ Operator error   ☐ Unusual weather conditions
☐ Faulty process design   ☐ Other _____

SOURCE OF LOSS
☐ Container   ☐ Ship   ☐ Truck
☐ Railroad car   ☐ Tank   ☐ Other _____
☐ Pipeline   ☐ Tanker   _____

TYPE OF MATERIAL RELEASED
☐ Agricultural: manure, pesticide, fertilizer
☐ Chemicals
☐ Flammable or combustible liquid
☐ Hazardous waste
☐ Liquid industrial waste
☐ Oil/petroleum products or waste
☐ Salt
☐ Sewage
☐ Other_____
☐ Unknown

IMMEDIATE ACTIONS TAKEN
☐ Containment   ☐ Diversion of release to treatment
☐ Dilution
☐ Evacuation   ☐ Decontamination of persons or equipment
☐ Hazard removal
☐ Neutralization   ☐ Monitoring
☐ System shut down   ☐ Other _____

RELEASE REACHED

Distance from spill location to surface water, in feet_____

☐ Surface waters (include name of river, lake, drain involved) _____
☐ Drain connected to sanitary sewer (include name of wastewater treatment plant and/or street drain, if known) _____
☐ Drain connected to storm sewer (include name of drain or water body it discharges into, if known) _____
☐ Groundwater (indicate if it is a known or suspected drinking water source and include name of aquifer, if known) _____
_____
☐ Soils (include type e.g. clay, sand, loam, etc.) _____
☐ Ambient Air
☐ Spill contained on impervious surface

DESCRIBE THE INCIDENT, THE TYPE OF EQUIPMENT INVOLVED IN THE RELEASE, HOW THE VOLUME OF LOSS WAS DETERMINED, ALONG WITH ANY RESULTING ENVIRONMENTAL DAMAGE CAUSED BY THE RELEASE.

☐ **CHECK HERE IF DESCRIPTION OR ADDITIONAL COMMENTS ARE INCLUDED ON ATTACHED PAGE**

_____

_____

_____

_____

_____

OTHER ENTITIES NOTIFIED (IF NECESSARY):	OTHER ENTITIES NOTIFIED:(IF NECESSARY):	DATE/TIME:
NATIONAL RESPONSE CENTER NOTIFIED: **INITIAL CONTACT BY:** ☐ **Telephone** ☐ **Fax** ☐ **Email** ☐ **Other** **DATE/TIME INITIAL CONTACT:**_____ **EMERGENCY MANAGEMENT AGENCY NOTIFIED:** **INITIAL CONTACT BY:** ☐ **Telephone** ☐ **Fax** ☐ **Email** ☐ **Other** **DATE/TIME INITIAL CONTACT:**_____ **OH ENVIRONMENTAL PROTECTION AGENCY NOTIFIED:** **INITIAL CONTACT BY:** ☐ **Telephone** ☐ **Fax** ☐ **Email** ☐ **Other** **DATE/TIME INITIAL CONTACT:**_____ **PC LEPC :** ☐ **Correspondence Folder** ☐ **Fax** ☐ **Email** ☐ **Other**	☐ National Response Center (NRC): 800-424-8802 ☐ US Department of Transportation ☐ US Environmental Protection Agency ☐ 911 (or primary public safety answering point) ☐ Local Fire Department ☐ Local Police and/or State Police ☐ Local Emergency Planning Committee ☐ State Emergency Response Commission ☐ Wastewater Treatment Plant Authority ☐ Hazmat Team ☐ Local Health Department ☐ Other _____	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____

IMPORTANT NUMBERS
911/LOCAL FIRE DEPARTMENT

OHIO EPA 1-800-282-9378 / 614-224-0946

NATIONAL RESPONSE
CENTER 1-800-424-8802

DATE WRITTEN REPORT SUBMITTED	SIGNATURE OF PERSON SUBMITTING WRITTEN REPORT

AFTER CLEARING THE CALL, IMMEDIATELY NOTIFY:

1) THE FIRE DEPARTMENT OF JURISDICTION. THIS NOTIFICATION IS TO BE MADE EVEN IF THE COMPANY SAYS THAT THEY HAVE CALLED. IT IS ALSO TO BE MADE ON NON-EMERGENCY "ENVIRONMENTAL COMPLAINTS".

2) OHIO EPA 1-800-282-9378

IF SOURCE OF THE PROBLEM IS UNKNOWN:
IF THE CALLER DOES NOT KNOW THE SOURCE OF THE PROBLEM (UNKNOWN SUBSTANCE ON A WATERWAY, ETC) IT IS YOUR RESPONSIBILITY TO ATTEMPT TO NOTIFY THE FIRE DEPARTMENT OF JURISDICTION.

IF THE SOURCE OF THE PROBLEM IS OUT OF COUNTY OR IF THE INCIDENT MAY EFFECT AN ADJACENT COUNTY:
NOTIFY THE "HOTLINE" FOR THAT COUNTY ALL LISTED BELOW > THESE CALLS ARE
TO BE MADE IN ADDITION TO EPA AND PORTAGE COUNTY EMERGENCY MANAGEMENT.

CUYAHOGA	1-216-771-1365
GEAUGA	1-440-285-9800 (days)
	1-440-286-1234 (24 hour)
STARK	1-330-456-4745
SUMMIT	1-330-643-2522
TRUMBULL	1-330-675-2666

Emergency

Operations

Plan

Emergency Support Function 10

Hazardous Materials

Cost Recovery Procedures

Tab H

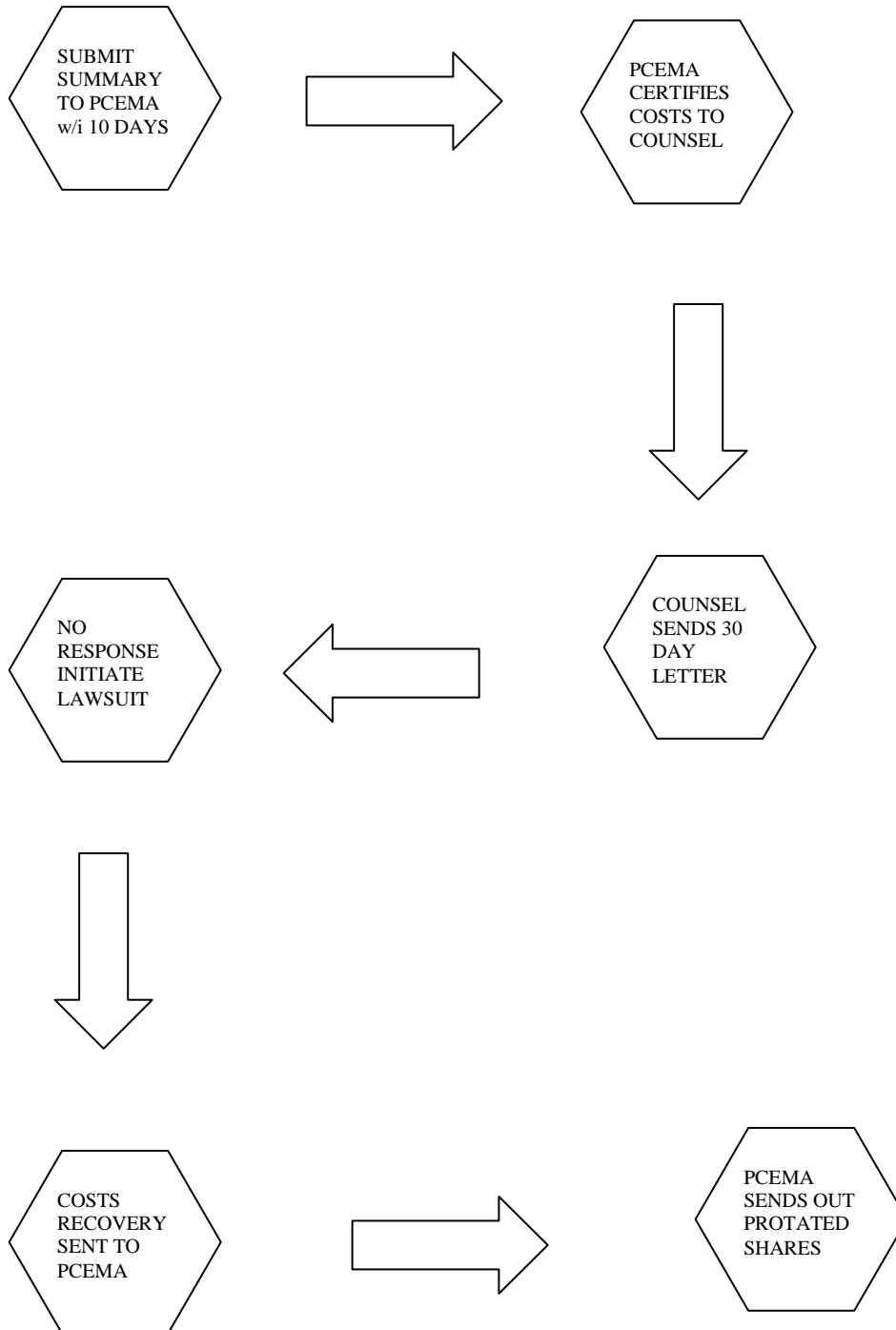**Office of Homeland Security & Emergency Management**

PORTAGE COUNTY EMERGENCY MANAGEMENT AGENCY
COST RECOVERY PROCEDURE

In accordance with R.C. 3745.13 and the Chemical Emergency Response Preparedness Plan, Portage County Fire Chief's have agreed on standard billing documentation to be completed for cost recovery purposes. The parties have also agreed that the Portage County Emergency Management Agency shall be the designated entity responsible to assemble the billing information and submittal of that information to the Portage County Prosecutor for collection. To effectuate this process the following procedure will be used.

1. Each responding agency [Responder] that incurs costs for investigating, mitigating, minimizing, removing or abating an unauthorized spill, release, discharge or contamination shall submit an Emergency Response Cost Recovery Summary [Summary] (Attachment A) within 10 days of the incident to the Portage County Emergency Management Agency (PCEMA).

2. The Director of PCEMA shall review each Summary and collect any additional information needed from the respective Responders.

3. The Director of PCEMA shall certify the total cost for each incident, together with all supporting documentation and Summaries, along with a written request that a civil action for recovery of costs be brought against the responsible party.

4. The detailed record of costs and request for civil action shall be forwarded to the Portage County Prosecutor's Office to the attention of the Chief Assistant Prosecuting Attorney – Civil Division [Counsel].

5. Counsel shall submit a written itemized claim for the total certified costs incurred by Responders to the responsible party by U.S. Certified Mail.

6. If arrangements for cost recovery are not made, Counsel shall initiate a civil action for recovery of those costs not less than thirty (30) days after receipt of the Certified Mail is acknowledged, returned or gone unclaimed by the responsible party.

7. Should any amounts be collected from the responsible party, the PCEMA Director shall transmit a pro-rated share of the recovered amount to each Responder that had submitted a timely Summary.

8. If a Responder had not submitted a timely Summary as required, it is with the discretion of the PCEMA Director, in consultation with other Responders, to transmit any portion or pro-rated share of the collected costs to that party.

8240 Infirmary Rd. ∗ Ravenna, Ohio 44266-8048 ∗ Phone: (330) 297-3607 ∗ Fax: (330) 297-4569
"An Equal Opportunity Employer"

414

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        ┌─────────┐                      ┌──────────┐
        │ SUBMIT  │                      │ PCEMA    │
        │ SUMMARY │  ═══════════▷        │ CERTIFIES│
        │ TO PCEMA│                      │ COSTS TO │
        │ w/i 10  │                      │ COUNSEL  │
        │ DAYS    │                      └──────────┘
        └─────────┘                           │
                                              ▽

        ┌─────────┐                      ┌──────────┐
        │ NO      │                      │ COUNSEL  │
        │ RESPONSE│  ◁═══════════        │ SENDS 30 │
        │ INITIATE│                      │ DAY      │
        │ LAWSUIT │                      │ LETTER   │
        └─────────┘                      └──────────┘
             │
             ▽

        ┌─────────┐                      ┌──────────┐
        │ COSTS   │                      │ PCEMA    │
        │ RECOVERY│  ═══════════▷        │ SENDS OUT│
        │ SENT TO │                      │ PROTATED │
        │ PCEMA   │                      │ SHARES   │
        └─────────┘                      └──────────┘
```

SUBMIT SUMMARY TO PCEMA w/i 10 DAYS

PCEMA CERTIFIES COSTS TO COUNSEL

COUNSEL SENDS 30 DAY LETTER

NO RESPONSE INITIATE LAWSUIT

COSTS RECOVERY SENT TO PCEMA

PCEMA SENDS OUT PROTATED SHARES

Portage County, Ohio HazMat Cost Recovery Statement

Date:

Department: _____   _____

Incident Location: _____

Service/Item		Cost per Hour		Quantity		Total
Equipment						
HazMat Vehicle 3016		$ 250.00				
HazMat Trailer 3046		$ 200.00				
Decon Trailer 3076		$ 400.00				
Monitoring Vehicle 3056		$ 300.00				
Command/Communication 3026		$ 250.00				
Light Trailer 3096		$ 50.00				
Mass Casuality Trailer 3086		$ 100.00				
ATV Vehicle 3066		$ 100.00				
Pumper/Engine/Tanker		$ 150.00				
Aerial Apparatus		$ 250.00				
EMS Basic Squad		$ 100.00				
EMS Medic Squad		$ 150.00				
Heavy Rescue		$ 200.00				
Lite Vehicle		$ 20.00				
Air Truck		$ 100.00				
Foam Vehicle		$ 150.00				
Boat		$ 20.00				
Backhoe		$ 100.00				
Dump Truck		$ 75.00				
Vac Truck/Sweeper		$ 100.00				
Sewer Video		$ 100.00				
Law Enforcement Vehicle		$ 40.00				
Sub Total						

Portage County, Ohio Haz Mat Cost Recovery Statement

Date:

Department: _____   _____

Incident Location: _____

Personnel (Actual Cost Only)					
Haz Mat Tech					
Firefighter					
EMS Technician					
Officer					
Law Enforcement Officer					
Heavy Equipment Operator					
Laborer					
Specialist					
Sub Total					
Supplies Used		**Cost per Item**		**Quanity**	**Total**
Sand (per Load)					
Level A Suit, Disposable					
CPF-4 Level B Suit					
CPF-3 Level C Suit					
Disposable Tyvek Suit					
Chem Tape, roll					
Recovery Drum					
Absorbent Pad (per Bale)					
Absorbent Boom, 4"x10'					
Absorbant Boom, 8"x12"					
Gloves, Nitrile, MAPA 22					
Gloves, Neoprene, MAPA 30					
Tingley Boots					
Roll Padding					
Decon Shower					
Pete Sorb, 20lb					
Power Sorbent, 20lb					
Oil Dry					
Sand Bag					
Containment Pool, 60 gal					
Vapor Suppression, 6gal					
Total Supply Statement					

Emergency Operations Plan

Emergency Support Function 10

Hazardous Materials

Site Assisted Visit Procedure

Tab I

Portage County LEPC

Site Assisted Visit Program

Standard Operating Procedure

Prepared by:

Portage County Office of Homeland Security and Emergency Management

Portage County Local Emergency Planning Committee

Foreword

   Local Emergency Planning Committee's or LEPC's, were established as title III of The Superfund Amendments and Reauthorization Act of 1986 "SARA", or better known as the Emergency Planning and Community Right to Know Act "EPCRA". Shortly after Ohio Revised Code 3750 would be established that would provide the guidelines for LEPC's to follow. The purpose of this law is to better equip and prepare communities and citizens with knowledge and information of the chemical hazards associated with industry in their neighborhoods. The LEPC accomplishes this mission by planning, training and exercising chemical incidents, collecting and preparing Tier II chemical reports from facilities and conducting facility inspections or Site Assisted Visits, "SAV's".

   SAV's essentially allow the LEPC to visit the facility and conduct a hazard analysis of the location while confirming the accuracy of the Tier II report. The Portage County LEPC is committed to meeting all the standards set forth by ORC 3750 and EPCRA and it understands the importance of completing routine SAV's of reporting facilities.

   This procedure stands to serve as the guidance for the SAV team to follow when conducting a SAV. The procedures identified within this document were drafted from best practices of industry standards and will be followed for each site assisted visit.

<u>James Aylward</u>   *James Aylward*

LEPC Chairman   Signature

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Purpose

The purpose of the standard operating procedure is to:

- Outline the procedures the SAV team will follow in conducting a site assisted visit or SAV.
- Outline the composition of the SAV team to ensure appropriate personnel for SAVs.
- Establish a baseline of training and exercises for SAV team members to ensure cohesion and accuracy while performing a SAV.
- Establish Safety procedures to be followed as well as appropriate attire and personal protective equipment.
- Provide an overview of the hazard analysis forms to be used during the SAV.
- Outline Post-SAV procedures
- Outline SERC expectations and follow up after a facility inspection.

Scope

The SOP establishes a baseline procedure for the SAV team to follow when conducting a SAV. The products delivered post-SAV in the hazard analysis, facility specific emergency response plans, and LEPC-Facility interrelationship and recognition are invaluable in the event of an emergency. SAVs are a critical function of the LEPC to ensure our facilities are reporting and conducting business appropriately and that Portage County is prepared for the possibility of a significant hazardous materials incident occurring.

Situations Overview

Portage County is home to 49 Extremely Hazardous Substance or "EHS" facilities that could cause the release of such chemicals into our property, water and environment causing a degradation of life and services. The following Communities house one if not multiple EHS facilities:

Atwater Township, City of Aurora, Brimfield Township, Deerfield Township, Edinburgh Township, Village of Garrettsville, City of Kent, Village of Mantua, Mantua Township, Paris Township, Randolph Township, City of Ravenna, Ravenna Township, Rootstown Township, City of Streetsboro, Village of Windham

The following is a list of the EHS chemicals noted on Tier II facility reports in Portage County These chemical may be in pure form and/or mixture. The facilities housing such chemicals can range from a cell phone tower to processing and manufacturing plants.

Lead Battery Acid/ Sulfuric Acid (Batteries), Chloroform, Hydrochloric Acid, Hydrofluoric Acid, Nitric Acid, Sulfuric Acid, Sulfur Dioxide, Gramaxone Inteon(herbicide), Paraquate Dichloride (herbicide), Ethylene-Vinyl Acetate Copolymer, Vinyl Acetate, Phenol, Anhydrous Ammonia, Chlorine, Potassium & Sodium Cyanide

Many factors influence the impact that a release would have on a community, some examples are but not limited to:

- Geography; terrain, soils, water.
- Topography
- Public Water Systems
- Population density / demographics
- Critical infrastructure impacted i.e.; roads, bridges, public buildings, transportation
- Critical facilities i.e.; day cares, hospitals, schools, nursing homes, businesses.

- Cautionary evacuation, evacuation and shelter-in-place considerations, limited evacuation routes.

Map of Portage County EHS Facilities, hazardous materials facilities & oil and gas wells

Oil and Gas Facilities (17)

EHS Facilities (42)

Hazardous Facilities (44)
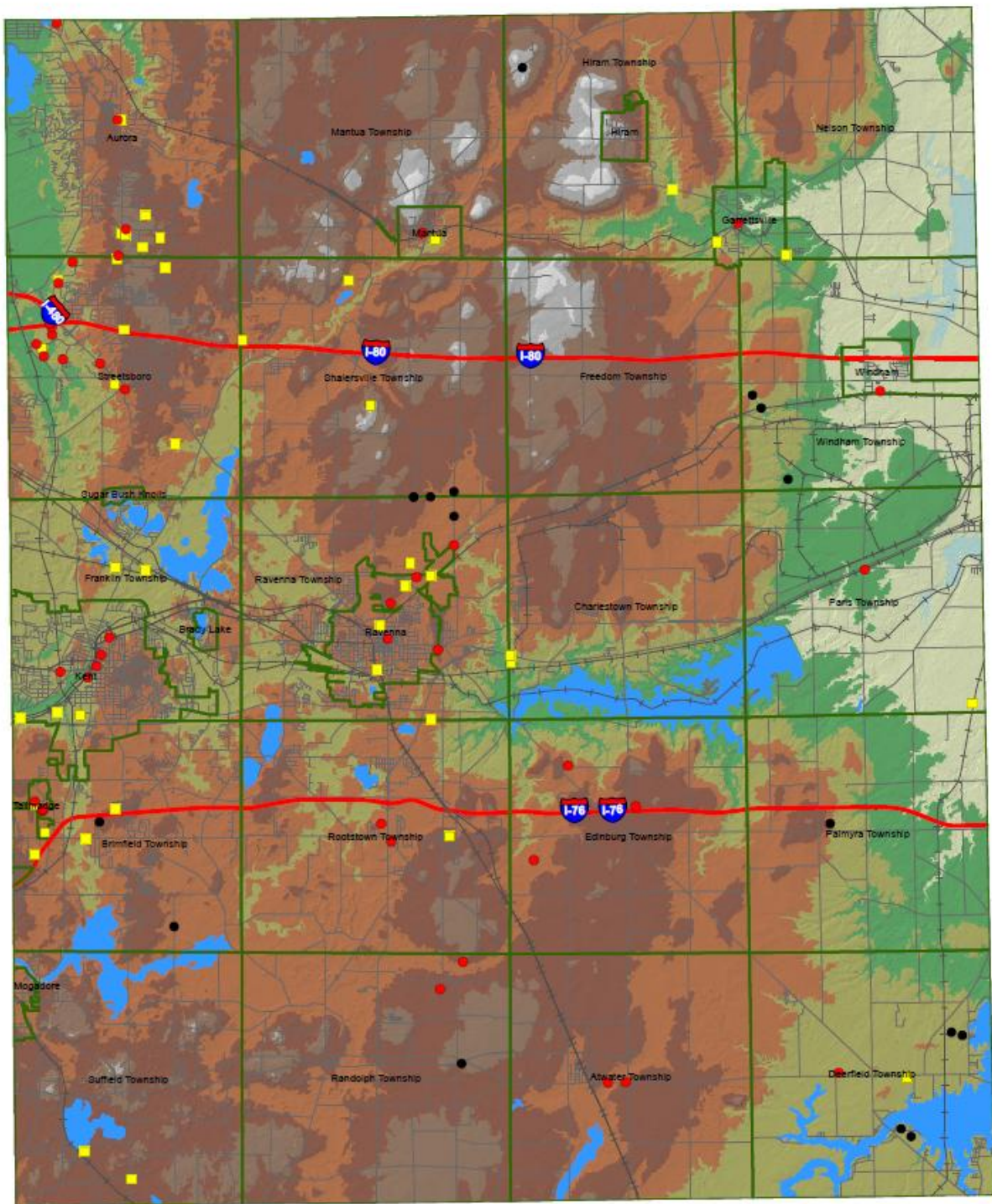
Janet Esposito
County Auditor

Portage County GIS

425

Ohio Revised Code 3750.16

"A member of the emergency response commission or his designated representative who also is an officer or employee of the state or a political subdivision, **a member of the local emergency planning committee of the emergency planning district having territorial jurisdiction** who is also an officer or employee of the state or a political subdivision, or the designated representative of the fire department having territorial jurisdiction, upon proper identification and upon stating the purpose and necessity of an inspection, may enter at reasonable times upon any private or public property, real or personal, to inspect or investigate, obtain samples, and examine or copy any records to determine compliance with this chapter and rules adopted and orders issued under it. The commission, committee, or fire department, or a designated representative of any of them, may apply for and any judge of a court of record may issue an administrative inspection warrant under division (F) of section 2933.21 of the Revised Code, or other appropriate search warrant, necessary to achieve the purposes of this chapter within the court's territorial jurisdiction, provided that the designated representative of the commission or committee also shall be an officer or employee of the state or a political subdivision."

Policy for Notification to the Facilities

ORC 3750.16 provides the authority for the SAV team to enter public or private facilities without notification. It will be a policy of the SAV team to notify and coordinate a scheduled SAV in advance. The LEPC Emergency Response Coordinator or Hazmat Coordinator will share information regarding what will take place during the SAV to include providing the hazard analysis paperwork. The facility may choose to partially complete the hazardous analysis pre-arrival and have safety plans readily available for discussion and review. This will only strengthen the relationship with the facility and the LEPC.

If the facility fails to cooperate, the LEPC will take the appropriate steps allowable as set forth by law.

SAV Team Composition

The SAV team is a voluntary sub-committee of the Compliance and Enforcement sub-committee of the LEPC body. LEPC members will have the opportunity to volunteer if they feel they have the appropriate background, knowledge and training to be a member of the SAV team. All SAV team members appointed will be current members of the LEPC. Each appointee will have to verify the time commitments to participate. Dismissal from the SAV team and or LEPC will be reviewed on a case to case basis. The following members may be on the SAV team:

- LEPC Emergency Response Coordinator/ EMA Director
- LEPC Information Coordinator / EMA Administrative Specialist
- Portage County Hazmat Coordinator
- Other EMA staff as needed
- LEPC Health Department representative (well water locations)
- LEPC Water Resources representative. (Public Water Systems)
- The Local Fire Chief or appointed fire officer Department serving that facility may also participate or be in attendance.

Observers

ORC 3750.16 clearly defines who is allowed to physically inspect a facility. Members of the LEPC as well as sub-committees are encouraged to attend SAV's to strengthen the overall mission of the LEPC. If members choose to attend a SAV they will do so as observers. They will not be able to participate in the SAV but may provide feedback in closing comments.

Scheduling Conflicts

A SAV can be scheduled without confirmation that the local FD will be in attendance. The Hazmat Coordinator is encouraged to be at each SAV.

Training

Appropriate training will be provided to SAV team members to ensure competencies in the LEPC & Emergency Management programs, as well as other areas of health and safety in industrial locations and hazardous materials. The following courses will be offered to all SAV team members within one year of appointment.

LEPC/ EPCRA Courses:

- *LEPC 101 Course*
- *LEPC Inspection Training/ SAV Procedure overview*
- *EPCRA Online Training for State's Tribal and Local LEPC's:*
  http://tinyurl.com/hzdmz6l   Note: Must register Username/ Password.
- *OSHA 10 (Not mandatory but encouraged)*
- *OSHA 30 (EMA staff only, not mandatory)*
- *Hazard Communication 1910.1200 (Review Only)*

FEMA Courses https://training.fema.gov/is/crslist.aspx?page=1

- *IS-5.a- An Introduction to Hazardous Materials.*
- *IS-100.b- Introduction to the Incident Management System.*
- *IS-700.a- National Incident Management System (NIMS), an Introduction.*

Students will need to register for a FEMA Student Identification Number or "SID" prior to course enrollment. The following link will take you to the registration page: https://cdp.dhs.gov/femasid

Exercises

Practicing and exercising inspection protocols will be essential to a successful SAV program. The PC OHS/EM in conjunction with the LEPC will provide drills and workshops for LEPC SAV team members to allow them to practice asking questions, filling forms and getting comfortable with the process. The drills and workshops will be conducted at the Portage County EOC and or Station 30 located in Ravenna Township. PC OHS/EM will simulate a facility representative and will navigate through the process, allowing members to find areas of improvement or other findings.

All inspection members will need at least one exercise of procedures prior to conducting a SAV. All members may observe up to a minimum of 3 SAV's prior to conducting an inspection.

SAV Team Safety and Personal Protective Equipment

All, if not most facilities will have specific safety guidelines or tutorials to follow prior to entering a facility. Each facility based on production may have different PPE or safety procedures i.e.; Hair nets for food production facilities. All SAV team members **will** follow the facility's specific safety guidelines and procedures. If a facility grants permission to tour the location, all members will stay with the guide.

Apparel and Personal Protective Equipment Recommendations:

The following is suggested apparel for the day of the inspection:

- Blue Jeans or BDU
- Boots
- Departmental shirt or polo

The following will be provided to the LEPC SAV team members for safety. PPE will be located at the EMA for pick up prior to inspection.

- Over the glasses safety glasses/ safety glasses
- High Visibility LEPC vest
- LEPC identification I.D.
- LEPC Identified Hard Hat
- Alcohol wipes (for cleaning post-SAV)

SAV Procedures

✓ **Scheduling an inspection**

SAV team identifies a facility for a SAV based on:

- Tier II reports filed incorrectly.
- Length of time between SAV's.
- Facility has never received a SAV.
- Facility should be a reporting facility but has not filed a Tier II report.
- Facility filed in the past but has not filed within the past 2 years.
- Facility is new and needs assistance with the LEPC program, Tier II reporting.
- Facility had a release and did or did not report the release correctly.
- Facility has reached out to the LEPC for information and a visit.
- Or other appropriate circumstances as identified.

✓ **Scheduling**

LEPC ER Coordinator and or Hazmat Coordinator schedules the SAV
- Must be scheduled well in advance to accommodate all members to include local community responders.
- Once scheduled with a local facility the SAV team members will be asked to accommodate the date chosen.
- Not all SAV team members are needed for each inspection, if a member is unable to attend at a minimum EMA/ LEPC ER Coordinator and Hazmat Coordinator can provide the SAV.
- Once SAV is scheduled, the facilities Tier II report will be sent to all SAV team members for review prior to inspection. Areas of improvement will need to be identified at this time.

- ✓ **Cancellation of a SAV**

  Cancellation may be necessary due but not limited to following reasons:

  - Inclement weather.
  - Unforeseen emergency with the SAV team.
  - Facility needs to postpone to another date.
  - If cancelled, notification will be provided by the LEPC ER Coordinator/ EMA Director, LEPC Information Coordinator/ EMA Administrative Specialist and or Hazmat Coordinator to the SAV team and local fire department.

- ✓ **Pre-Arrival**

  The following will be conducted or pre arrival procedures to the facility:

  - All SAV team members will arrive and consult at EMA prior to departure.
  - All SAV team members will receive PPE bags, and will verify all equipment is accounted for.
  - All SAV team members will sign the form that they verified all PPE is accounted for time and date.
  - If it is advantageous for a member to report directly to the facility the member will need to retrieve PPE bag prior to inspection day and follow sign off procedures. SAV members assume personal safety consequences if members choose to drive directly in personal automobiles.
  - All members will travel in EMA vehicles to the location unless specified above.
  - LEPC Information Coordinator will verify all hazardous analysis forms are ready as well as the Tier II reports and LEPC information packet is prepared.
  - SAV team will verify who will conduct the hazard analysis and SAV.

- Final brief of the facility will occur to include areas identified in the Tier II report.
- Location will be mapped and SAV team will depart from location, all miles and time and date will be tracked on vehicle logs.

✓ **Arrival**

The following will be conducted upon arrival at the facility:

- Members will don appropriate safety vest and PPE if necessary prior to entering reception area in facility.
- LEPC ER Coordinator will greet the facility and ask for the representative they are coordinating with.
- All LEPC members will sign in on appropriate accountability forms as deemed necessary by the facility.
- Once meeting location is determined LEPC Information Coordinator will provide LEPC Informational packet to the facility representative.

✓ **Site Assisted Visit Begins**

The following actions will be taken during the SAV:

- LEPC ER Coordinator and Hazmat Coordinator will begin with an opening conference to discuss the importance of the SAV.
- LEPC Information Coordinator will answer any questions the facility has regarding Tier II reporting both paper and electronic.
- Member chosen for the hazard analysis portion of the SAV will begin asking questions on the form and filling form appropriately. If facility has partially completed the Hazard analysis forms provided prior, utilize those forms, verify information, and finalize process. Verify all contacts, including 24/ hr, for that facility and location are available. Verify redundancy beyond one or two people.
- It will be encouraged that the facility considers the community around them and plan accordingly beyond their boundaries. (Not mandatory but encouraged for preparedness)

- Any questions from the facility during the hazard analysis can be answered by any SAV team member. Members chosen to observe will do so only.
- LEPC ER Coordinator and Hazmat Coordinator can begin review of the Facilities emergency plans and encourage areas for improvement and or additional preparedness measures.
  It will be requested by the ER Coordinator or Hazmat Coordinator to do a facility walk through. During this, SAV team members will don additional appropriate PPE as deemed necessary by the facility. If applicable the SAV team may walk the facility grounds for further investigation and familiarity.

  Inspection members will be looking for the following items when conducting the walk through of the facility:

- Obvious safety concerns
- Signs of environmental impact or dumping
- Identification of chemicals and stored chemicals as reported in the facilities Tier II reports.
- Additional chemicals or mixtures that were not reported in the Tier II reports. If identified, LEPC SAV team will need to verify quantity and chemicals/ mixture to deem if it is necessary to report.
- Proper containment of chemical storage tanks.
- Any other obvious signs of neglect or negligence.

Note: As the LEPC we are not the EPA or OSHA nor will we represent enforcement. The SAV team will inspect based on EPCRA Standard only. It is permissible to take notes and, if allowed, images of the concerned areas. At no time will a SAV team member confront the facility regarding these concerns. However, SAV members may see concerns that relate to OSHA/ EPA standards that can be noted post-SAV. Please see Post-SAV procedures for additional information.

All SAV team members have specific backgrounds and areas of expertise. A diverse SAV team is encouraged to allow for as thorough of a review of the facility as possible. Special Note: The local fire department may conduct a fire inspection at this time or have other local procedures to follow. This procedure does not supersede any local fire department procedure. If the fire representative wants to discuss further fire safety information with the facility they may.

✓ **SAV Conclusion**

The following will be conducted at the end of the SAV

- Return all safety PPE provided by the facility
- Thank the facility for allowing the LEPC to visit and provide any final preparedness discussion.
- Sign out in the facilities accountability forms.
- SAV team members will meet by a chosen location for a final debrief about any issues or concerns observed at the facility.
- Discuss with the local fire department representatives if they deem it necessary to develop a specific response plan to this facility.
- Enter vehicles and depart from location back to EMA. If a member drove separately confirm with member they arrived safely back to home station.
- Collect all documentation from the SAV team to be organized for Post-SAV procedures.
- End SAV.

✓ **Post-SAV procedures**

The following will be conducted Post-SAV in conclusion of the inspection:

- EMA information coordinator will organize all inspection forms and documents created during the SAV.
- Based on the SAV, LEPC ER Coordinator will deem if it is necessary to alert authorities, EPA, SERC, of possible concerns regarding the facility. LEPC ER Coordinator may encourage the EPA to inspect the facility if it is

deemed a hazard to life, property and the environment of the facility and surrounding community.

- LEPC Information Coordination will email all documents created to the SAV team and the Compliance and Enforcement Sub-Committee.
- LEPC Information Coordinator will provide the final documents to the SERC and OEMA regional staff. Information Coordinator will also fill out appropriate documentation for the LEPC compliance reports due Oct 1 of each year.
- If additional SAV's are needed to follow up with the facility the LEPC can discuss these matters and follow procedures as identified above.
- The LEPC ER Coordinator will draft a final conclusions letter to the facility of all findings to include the final drafted report.

Conclusion

The LEPC as a governing body has significant responsibility in the overall protection of communities from a hazardous materials incident. While the LEPC cannot stop a release or accident from occurring, it can significantly increase the overall preparedness and recognition of the hazard our communities face daily.

The Portage County Site Assisted Visit program is an essential function of the LEPC. It serves to ensure our facilities our reporting appropriately, know who their first responders are and understand that the LEPC is here for them as well as our community's pre-incident, during and post-incident.

Acronyms List

- (BDU) – Battle Dress Uniform

- (CIKR) – Critical Infrastructure and Key Resources

- (EHS) – Extremely Hazardous Substance

- (EMA) – Emergency Management Agency

- (EOC) – Emergency Operations Center

- (EPA) – Environmental Protection Agency

- (EPCRA) – Emergency Planning and Community Right to Know Act

- (FD) – Fire Department

- (HAZMAT) – Hazardous Materials

- (LEPC) – Local Emergency Planning Committee

- (LEPC ERC, IC) – Local Emergency Planning Committee, Emergency Response
Coordinator & Information Coordinator

- (NIMS) – National Incident Management System

- (OHS/EM) – Office of Homeland Security and Emergency Management

- (ORC) – Ohio Revised Code

- (OSHA) – Occupational Safety and Health Administration

- (PPE) – Personal Protective Equipment

- (SARA) – Superfund Amendments and Reauthorization Act

- (SAV) – Site Assisted Visit

- (SERC) – State Emergency Response Commission

- (SOP) – Standard Operating Procedure

Emergency Operations Plan

Emergency Support Function 10

Hazardous Materials

Portage County Record Request

Tab J

PUBLIC RECORDS REQUEST

Portage County is dedicated to providing the highest quality of customer service in accordance with Ohio's Public Records Act. *Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.* The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner. Our office is under no obligation to create records to meet public record requests, but will prepare and make available those records which do comply with your request. If we cannot reasonably identify what public records you are requesting, you may revise your request and we will explain to you the manner in which the office's records are maintained

To be completed by employee if not completed by the requester based on nature of the request.

Name of Requester*	Today's Date
Street Address	City, State, ZIP
Phone Numbers (please indicate cell, land line or pager)	E-mail Address

INFORMATION REQUESTED: *Please be specific*. Records sought must be identified with sufficient clarity in order to allow this office to identify, retrieve and review the records. The records custodian is available to assist by advising you of the manner in which records are kept.
Please Print.

Type of Record Requested _____ **Relevant Date(s)** _____

Description _____

For additional space, please use the reverse side of this form.

COMPLETED RESPONSE

Date Requester Notified _____ by: _____ via:_____
                                                                (Employee)   (Phone #, mail, e-mail)

Date Response Mailed, Picked Up or Inspected (Circle one) _____

Total Cost $_____ **including actual postage cost of $**_____

Number of copies requested _____ @ $.05 per page	**Total fee $**_____
Copies of other materials _____ @	**Total fee $**_____

Page 1 of 2

Record(s) not available:

Record has never been maintained by the County †

Record is no longer maintained or has been disposed of or transferred pursuant duly enacted record retention policies †

Record(s) contained non-releasable material that has been visibly redacted in accordance with State or Federal Law †

Record is prohibited from release due to the following State or Federal Law:

† **Peace officer, firefighter, EMT, employee residential and familial information or photographs**
O.R.C. §149.43(A)(1)(p); State ex rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St.3d 70; State ex rel. Dispatch Printing Company v. Johnson, 106 Ohio St.3d 160

† **Social Security Numbers**
5 U.S.C.A. §552a; State ex rel. Beacon Journal Publ. Co. v. City of Akron (1994), 70 Ohio St.3d 605

† **Medical Records**
O.R.C. §149.43(A)(1)(a) and (A)(3)

† **Trial Preparation Records**
O.R.C. §149.43(A)(1)(g) and (A)(4)

† **Confidential Law Enforcement Investigatory Records**
O.R.C. §149.43(A)(1)(h) and (A)(2)

† **Records Concerning Recreational Activities of People Under Age 18**
O.R.C. §149.43(A)(1)(r); State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365

† **Trade Secrets**
O.R.C. §122.36; O.R.C. §1333.61(D)

† **Tax Information**
O.R.C. §5703.21(A), §5709.081(D), §5711.10, §5711.101, §5715.49, §5715.50, §5747.18(C)

† **Attorney-Client Privilege**
O.R.C. §2317.02

† **State or Federal Privacy Requirements**
State of Ohio Constitution; United States Constitution

Emergency Operations Plan

Emergency Support Function

Agriculture

11

<u>ESF-11 Record(s) of Changes</u>

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	April 2017		Full Revision and Update Start	RTS-CMB

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Portage County
Emergency Operations Plan

Emergency Support Function 11

Agriculture

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Primary Agency(s):   Ohio Department of Agriculture (ODA)

Support Agency(s):   Portage-Summit County Farm Service Agency (FSA)
                          Portage County Farm Bureau
                          Portage County Agricultural Society
                          Portage County Water Resources Department (PCWRD)
                          Portage Soil & Water Conservation District (PSWCD)
                          The Ohio State University Extension Office – Portage County
                          Portage County Combined General Health District (PCCGHD)
                          Portage County Job & Family Services (PCJFS)
                          Portage County Office of Homeland Security and Emergency
                                  Management (PC OHS/EM)

I.   INTRODUCTION

A. Purpose

In 2012, the U.S. Department of Agriculture conducted a Census of Agriculture for Portage County which led to the following information:

Number of Farms	**847**
Land in Farms	83,321 acres
Market Value of Products Sold	$43,681,000
Crop Sales	$32,187,000
Livestock Sales	$11,493,00
Average Per Farm	$51,571

Given the significance of an impact an agricultural emergency may have on the economy of Portage County, Emergency Support Function #11 – Agriculture aims to identify the resources to cope with an agricultural emergency.

B. Scope

This plan primarily serves as the document for resource identification and general responsibilities of organizations during an agricultural incident in Portage County. Portage County resources may not be adequate to address many agricultural emergencies such as:

- Animal Diseases – examples include, but are not limited too;
    - Foot-and-mouth disease

- Swine influenza
- Chronic wasting disease
- Equine piroplasmosis.

- Plant Pests and Disease(s) – examples include, but are not limited too;
  - Insects/mites (pests)
  - Mullusks (pests)
  - Nematodes (pests)
  - Black stem rust/barberry (disease)
  - Chrysanthemum white rust

- Drought conditions and other extreme/severe weather incidents

The County will rely heavily on the assistance from the Ohio Department of Agriculture for intervention, investigation, surveillance, and response of agricultural emergencies.

Following a natural disaster specific incident, recovery processes may shift back towards local government agencies and committees for long-term planning purposes.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;
B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;
C. Ohio Emergency Support Function 11 will be the primary guidance for coordinated response to agricultural emergencies as well as operational coordination throughout the incident(s);
D. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated County Emergency Support Functions;
E. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

F. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III.   SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Plant and animal disease/pest response is complex and highly investigatory in nature requiring specific resources and expertise. Jurisdiction for pre-consumer agricultural products, processes, and procedures is with the Ohio Department of Agriculture. The U.S. Department of Agriculture may also be heavily involved depending on the severity of the incident

B. Assumptions

- Local farms and operators have plans, policies, and procedures in place for notification to ODA.
- Local farm operators have the knowledge, skills, and abilities to recognize potential agricultural emergencies.
- Local farm operators have the necessary information to contact the agency with jurisdiction regarding agricultural emergencies.
- The Portage County Office of Homeland Security and Emergency Management will be notified for coordination purposes.
- Organizations understand jurisdictional boundaries for those whose primary authority rests within the agriculture industry.
- Portage County agencies have a limited scope for responding to agricultural emergencies.

IV.   ASSIGNMENT OF RESPONSIBILITY

A. General

The Ohio Department of Agriculture (ODA) has primary jurisdiction over the agricultural industry which includes emergency response operations involving agriculture specific incidents such as zoonotic disease outbreak and plant pest response.

B. Task Assignments

i.   <u>Primary Agencies</u>

a. Ohio Department of Agriculture (ODA):
- Conduct agriculture assessments at the site of the disaster to determine agriculture needs and priorities;
- Coordinate state level agricultural emergency response and recovery;
- Ensure coordination and cooperation among regional, State, Federal, and international agencies, and with the private sector and non-governmental associations to facilitate response efforts;
- Request subject matter expertise from supporting agencies to assist in the response and recovery operations;
- Provide logistical support for response personnel in the field.
- Coordinate with federal USDA for emergency programs and to provide liaison between federal, state and local organizations when required;

- Test food products for biological or chemical agents of concern, including response through the Food Emergency Response Network lab;
- Conduct product tracing to determine the source, destination, and disposition of adulterated or contaminated products;
- Oversee the destruction and disposal of contaminated food and agricultural products;
- Coordinate with appropriate organizations for the deployment of inspectors, sanitarians and veterinarians for agricultural response and recovery;
- Coordinate with ODH and local health jurisdictions to establish the process for emergency food inspections and distribution;
- Establish appropriate regulatory controls to quarantine plant material, withdraw feed from sale, and stop the sale of pesticide products;
- Coordinate food facility decontamination at the manufacturing, warehousing and distribute on level, and assist local jurisdictions with the decontamination of grocery stores and restaurants;
- Provide agriculture advisories and related information through the State Joint Information Center as required;
- Issue embargo and quarantine orders as needed, including the quarantine of animals determined or suspected to be infected with a dangerously contagious or infectious disease;
- Coordinate with other State and private organizations as needed for the provision of potable water to ODA regulated facilities;
- Cooperate with federal and state agencies through grants and MOU's, and support federal ESF 11 missions as needed;
- Maintain ongoing agriculture surveillance in affected communities in order to rapidly identify and address agriculture related problems;
- Coordinate agriculture recovery efforts at the DFO as needed;
- As determined, seize, quarantine and dispose of materials containing plant pests to control, suppress or eradicate the pest;
- Order the destruction of animals infected or exposed to a dangerously contagious or infectious disease;
- Test animals for infection status during response and recovery operations, including response as USDA National Animal Health Laboratory Network lab;
- Issue orders for the halting of interstate movement of regulated animals and plant articles and means of conveyance as needed;
- Coordinate and facilitate the shipment, transportation and storage of foodstuffs from manufacturers, warehouses and distributors to move foodstuffs to impacted areas that are experiencing food shortages and/or to central locations for further distribution;

- Provide local assistance with the monitoring of food supplies in mass care shelters prior to and during emergency operations to ensure proper handling and safety of food products;
- Support State and local emergency management agencies by identifying approved sources of food products for use at mass care facilities;
- Maintain chain of custody and evidence preservation procedures

ii. <u>Support Agencies</u>

a. Portage-Summit County Farm Service Agency (FSA):
- Serve as the local coordinating arm of the U.S. Department of Agriculture

b. Portage County Farm Bureau:
- Coordinate and relay information to members regarding current situations in Portage County.

c. Portage County Agricultural Society:
- Coordinate and relay information to members regarding current situations in Portage County.

d. Portage County Water Resources Department (PCWRD):
- Ensure water remains available and within specific limits throughout the incident and into recovery operations.

e. The Ohio State University Extension Office – Portage County:
- Provide research guidance and potential subject matter expertise on local agriculture issues.

f. Portage County Combined General Health District (PCCGHD):
- Provide emergency food inspections, as required;
- Coordinate with agriculture personnel for emergency use of laboratory space
- Provide technical assistance to the food industry, the general public, private water systems, and water hauling programs as required.

g. Portage County Job & Family Services (PCJFS):
- Activate Supplemental Nutrition Assistance Programs (SNAP) and/or coordinate Disaster SNAP programs for County affected County residents.

h. Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):
- Provide logistic support and resource management for all responding agencies including, but not limited to:

- Emergency Operations Center (EOC);
- Interoperable Communications;
- Acquisition and Deployment of Resources;
- State and Federal Assistance – Acquisition and Coordination.

Emergency Operations Plan

Emergency Support Function 11

Agriculture

Dangerous Wild Animal Plan

Tab A

Portage County
Emergency Operations Plan
Emergency Support Function 11 – Agriculture

Tab A

Dangerous Wild Animal Response Plan (DWARP)

Coordinating Agency: Portage County Office of Homeland Security and Emergency
                        Management (PC OHS/EM)

Primary Agency(s):   Local Law Enforcement Agencies

Support Agency(s):   Local Health Departments
                        Local Fire Services and Emergency Medical Services
                        Portage County Dog Warden

                        Non-Governmental Organizations:
                            Broadcast and/or Print Media
                            Dangerous Wild Animal Subject Matter Expert (SME)

I.   INTRODUCTION

A. Purpose

This plan describes how the County aims to address and provide resource
support before, during, and after a dangerous wild animal emergency. This plan
addresses the issues found in Ohio Revised Code (ORC) Chapter 935:
Possession of Wild Animals and Snakes, fulfills the requirements for a dangerous
wild animal county emergency response plan, and outlines the duties of the
County Dangerous Wild Animal Response Team (DWART).

This plan designates the DWART as a response **planning** team, <u>NOT</u> as the
responding entity. Agencies identified in this plan may not necessarily be directly
involved in an actual dangerous wild animal response. Depending upon the way
a dangerous wild animal emergency occurs in the County (via intentional release
or unintentional escape), varieties or combinations of teams and/or agency
members may be needed in the Portage County Emergency Operations Center
(EOC) and at sites around the County to augment and support local law
enforcement response efforts.

B. Scope

Dangerous wild animals that pose a serious threat to the safety of Ohioans are
those specified by ORC §935.01 and as such this plan applies to all participating
departments and agencies of Portage County.

II.   SITUATION AND ASSUMPTION

A. Situation Overview

1. Dangerous Wild Animal Emergencies may occur in Portage County.
2. Dangerous wild animal emergencies may pose a threat to the public safety of Portage County citizens.
3. Designated Areas of Interest

- There are a number of registered and unregistered dangerous wild animals within Portage County that may result in dangerous wild animal emergencies. Refer to Appendix A – Known Dangerous Wild Animal Locations within Portage County, for a complete location listing of known dangerous wild animals.

4. Potential Hazards

- Dangerous wild animal emergencies may be caused through human acts, inaction, or negligence, by equipment malfunction, or by natural disasters (e.g., tornadoes, earthquakes, severe wind events, flooding).

B. Assumptions

- Dangerous wild animal emergencies may overwhelm any one jurisdiction's response resources.

- Restricted snake owners are required to have access to anti-venom for each species of snake that the person owns, either at the location where each snake is confined or at a hospital.

- In this plan, "dangerous wild animal(s)" refers to both dangerous wild animals and restricted snakes; "dangerous wild animal emergency" refers to any unintentional escape or intentional release of a dangerous wild animal; and "law enforcement officer" refers to a sheriff, deputy sheriff, police officer of a township or, municipal police officer, state highway patrol trooper, natural resources law enforcement officer, or park ranger.

III.   CONCEPT OF OPERATIONS

A. Direction and Control

1. If a dangerous wild animal emergency occurs in Portage County:
    a. The county responders may receive notification in many ways one being from the animal owner or the public via 9-1-1.
    b. All emergency calls are answered by Dispatch Centers and/or a Police or Fire Department 10-digit non-emergency line.
    c. All emergency telephone numbers are maintained by Dispatch Centers within the County.
    d. The receiving dispatcher will immediately notify local law enforcement.

2. Local law enforcement will notify and/or confirm notification with the Ohio Department of Agriculture (ODA), the chief law enforcement officer of the township or municipality where the dangerous wild animal emergency has occurred, and the Portage County Office of Homeland Security and Emergency Management.

3. First responders will employ incident command at the emergency site(s).

4. If and when a dangerous wild animal emergency occurs in the county, local law enforcement will act as the lead agency for dangerous wild animal response.
    a. If local law enforcement is not able to fulfill the duties of lead agency, orders of succession will be as follows:
        - Portage County Sheriff
        - State Wildlife Officer assigned to Portage County

5. If necessary, the County EOC will be activated to support the direction and control of response personnel and to augment local law enforcement's response efforts with needed resources. Please refer to the Base Plan of Portage County Emergency Operations Plan (EOP) for a detailed overview of the EOC as well as activation levels and procedures.

6. Responsibilities of the Support Agencies assigned to this plan include:
    a. Providing subject matter expertise in the development and subsequent reviews of this plan.
    b. Providing personnel to assist in response and recovery operations as needed at the site(s), staging area(s), and County EOC, as necessary.

7. The County EOC will coordinate with and provide logistical support to field personnel through the following activities, if needed:
    a. Activation of 24-hour emergency communications and coordination of communications with other responding organizations.
    b. Coordination with first responders and recovery personnel assigned to the Incident Commander.
    c. Provision of logistical support in the field for shelter, food, rest, critical incident stress debrief, and appropriate emergency response and recovery activity supplies and personal needs.
    d. Distribute Public Information to citizens as approved by the Incident Commander.

B. Determination of the risk area:

1. The Incident Commander will identify and set forth the specific areas at risk, at the time a dangerous wild animal emergency occurs and will update as needed.

C. Relationship among levels of government:

1. Local Jurisdiction:
    a. Will be responsible for initial response to a dangerous wild animal emergency within their jurisdiction.
    b. If needed, additional resources will be requested from the County.
2. County:
    a. If needed, the county EOC will be activated to support the jurisdictions need for local or State resources to support response.
    b. EOC/JIC may coordinate emergency messages with approval by the Incident Commander.
3. State:
    a. State disaster assistance, when provided, will supplement, not substitute, response provided by the County and local jurisdictions.

IV.   ASSIGNMENT OF RESPONSIBILITY

A. Coordinating, Primary, and Supporting Agencies:

i.   <u>Coordinating Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):
- Provide logistic support and resource management for all responding agencies including, but not limited to:
    - Emergency Operations Center (EOC);
    - Interoperable Communications;
    - Acquisition and Deployment of Resources;
    - Notify Ohio Emergency Management of plan activation;
    - State and Federal Assistance – Acquisition and Coordination;
    - Support Public Information efforts towards rumor control.

ii.   <u>Primary Agencies</u>

a. Local Law Enforcement:

- Coordinate dangerous wild animal response in the County
- Notify and/or confirm notification with the Chief Law Enforcement Officer of the jurisdiction where the dangerous wild animal emergency has occurred.
- Notify the PC OHS/EM when a dangerous wild animal emergency has occurred and/or is likely to require activation of this plan.
- Notify and/or confirm notification of any dangerous wild animal emergency occurring in the county with Ohio Department of Agriculture. Coordinate with Ohio Department of Agriculture for the transport of confiscated and/or captured dangerous wild animals when needed.

      iii.   <u>Support Agencies</u>

      a. Local Fire Departments:
- Assist with the coordination of fire response, including, but not limited to, providing response personnel

      b. Emergency Medical Services:
- Assist with the coordination of emergency medical response, including, but not limited to, providing emergency medical technicians and first aid personnel.

      c. Local Public Health Departments
- Provide public health services, as requested by the incident commander, to minimize zoonotic disease outbreaks and other public health risks that may occur during a dangerous wild animal emergency.
- In the event that anti-venoms are needed contact the nearest Poison Control Center to locate the closest, most readily available antidote cache.
- Coordinate with the Ohio Department of Health, as needed.

V. ADMINISTRATION

A. Agreements and Understandings

All current State and Local Mutual Aid Agreements for use during a response to an emergency/disaster are in place with partners.

B. Plan Development and Maintenance

1. This plan serves as a supplement, not a substitution, to any other aspects of the Portage County Emergency Operations (Base or ESF-11) and falls within the scope of ESF-11, Agriculture.
2. The Portage County DWART shall conduct subsequent annual reviews of this plan. The PC OHS/EM will initiate the review process.
3. A plan review and update process (After Action and Corrective Action Plan) will be initiated by the County DWART, with the County EMA's coordination and facilitation assistance after an exercise or activation of this Plan. The following table will identify the annual review time if no exercise or real world incident initiates the activation of this plan.

Portage County OHS/EM Plan Review Schedule	
Portage County Dangerous Wild Animal Response Plan	May - June

4. All updates to this plan shall be submitted to the State Dangerous Wild Animal Emergency Response Commission (DWAERC) through Ohio Department of Agriculture. If the annual review has been conducted and no updates are recommended, the DWART shall submit a message to the DWAERC stating that fact.

VI.　AUTHORITIES, REFERENCES, AND APPENDICES

A. Authorities

1. Ohio Revised Code (ORC), Chapter 935 – Possession of Dangerous Wild Animals and Snakes.
   - Per ORC §935.011, the Director of the Ohio Department of Agriculture has authority to recommend to the General Assembly species of animals and snakes to be included in the definition of "dangerous wild animal." Animals may not be added to the ORC without approval from the General Assembly.
   - Per ORC §935.16 and 22, law enforcement, or any other responsive political subdivision within the state of Ohio, may destroy any escaped or released dangerous wild animal that poses a threat to public safety. Furthermore, the officer(s) may not be held liable for damages in a civil action for any injury, death, or loss to person or property that arises from the destruction of the animal(s).
   - Per ORC §935.16, the owner of the dangerous wild animal that has escaped or has been released is responsible for all reasonable costs associated with the animal's capture or destruction. The owner shall reimburse the agency(s) responsible for capturing or destroying the animal.

B. References

1. State of Ohio Emergency Operations Plan
   - Emergency Support Function #11 (ESF-11) – Agriculture
     - Tab C – Dangerous Wild Animal Plan

C. Appendices

1. Appendix A – Notification

2. Appendix B – Known Dangerous Wild Animal Locations within the County

Portage County
Emergency Operations Plan
Emergency Support Function 11 – Agriculture
Tab A – Dangerous Wild Animal Response Plan (DWARP)

Appendix A

Dangerous Wild Animal Response Notification

To Reach Local Law Enforcement, Dial 9-1-1

PC OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT
Normal Operating Hours: 330-297-3607, 24/hour contact: 330-296-5100

OHIO DEPARTMENT OF AGRICULTURE:
24 HOUR CONTACT: 855-DWA-OHIO (855-392-6446), 888-456-3405, or 614-728-6220

POISON CONTROL CENTER
1-800-222-1222

STATE WILDLIFE OFFICER
330-245-3040

Portage County
Emergency Operations Plan
Emergency Support Function 11 – Agriculture
Tab A – Dangerous Wild Animal Response Plan (DWARP)

Appendix B

Portage County Dangerous Wild Animal Owners

Appendix B contains specific information regarding owners of designated dangerous wild animals. This may only be released to public safety personnel when needed.

For further questions, comments, and concerns regarding the DWARP please contact the Portage County Office of Homeland Security and Emergency Management at
(330) 297-3607

Emergency Operations Plan

Emergency Support Function

Energy

12

ESF-12 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	May 2017		Full Revision and Update Start	RTS-CMB

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Portage County
Emergency Operations Plan

Emergency Support Function 12

<u>Energy</u>

Coordinating Agency: Portage County Office of Homeland Security and Emergency Management (PC OHS/EM)

Primary Agency(s):   Ohio Edison, First Energy
The Illuminating Company, First Energy
Dominion East Ohio
Northeast Ohio Natural Gas Corporation
Knox Energy Cooperative Association, Inc.
Consumers Gas Cooperative

Support Agency(s):   Local/Municipal Service Departments
Portage County Engineer
Portage County Building Department
Portage County Internal Services

I.   INTRODUCTION

A. Purpose

Emergency Support Function 12 (ESF-12) – Energy, supports critical lifelines infrastructure throughout the County. ESF-12 aims to outline the key organizations responsible for the restoration of affected critical lifelines such as electrical power, natural gas, and other fuels required to meet the needs of Portage County citizens as well as County government functionality.

B. Scope

Portage County government has a limited scope within the framework of ESF-12. Energy suppliers are private sector business entities which County government has little, if any, control over private sector business operations. To meet the demands of energy shortages/outages within Portage County during large scale incidents, The Portage County Office of Homeland Security and Emergency Management may appoint a Business Sector Liaison.

II.   STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;

B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agency or private sector organizations current SOP's and SOG's regarding emergency operations.
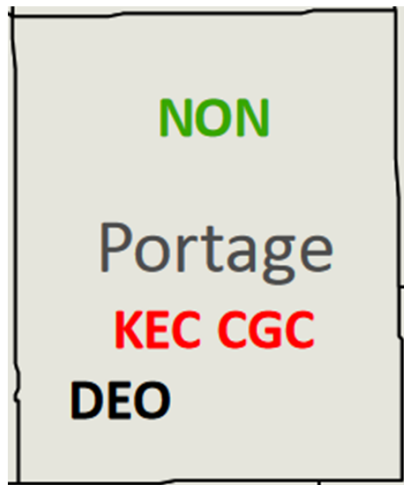
III.   **SITUATIONAL CONDITIONS AND ASSUMPTIONS**

A. Situational Conditions

Electrical Energy Map
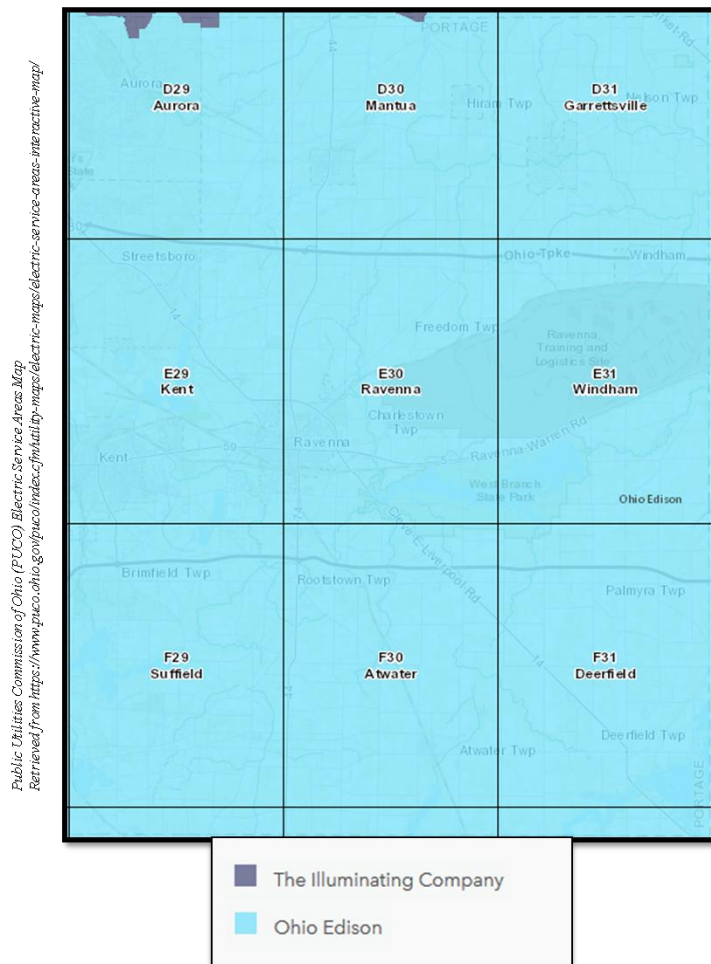
Natural Gas Distribution Service Providers

PUCO Regulated Large Companies
DEO – Dominion East Ohio

PUCO Regulated Small Companies
NON – Northeast Ohio Natural Gas Corporation

Gas Cooperatives
KEC – Knox Energy Cooperative Association, Inc.
CGC – Consumers Gas Cooperative

Public Utilities Commission of Ohio (PUCO)
Retrieved from: https://www.puco.ohio.gov/emplibrary/files/Util/GIS/Gas_Maps/Natural_Gas_Distribution_Companies.pdf

B. Assumptions

- Energy customers have utilized available avenues to ensure that they can maintain energy supplies to life sustaining equipment through processes such as First Energy's Critical Care Program.
- Portage County government entities will maintain close contact with, up to and/or including having energy representatives working in the Emergency Operations Center (EOC) when activated.
- Energy restoration priorities will be oriented towards the following goals; life saving/sustaining, environmental, and property protection.
- Energy restoration processes may span several hours to weeks for a return to normal energy supplies to government, residential, and business buildings.

IV.   CONCEPT OF OPERATIONS

A. General

The Portage County Office of Homeland Security and Emergency Management may appoint a Business Sector Liaison in order to facilitate appropriate coordination and information sharing between the government, residents, and energy suppliers. A diagram describing the First Energy Service Restoration Process follows;
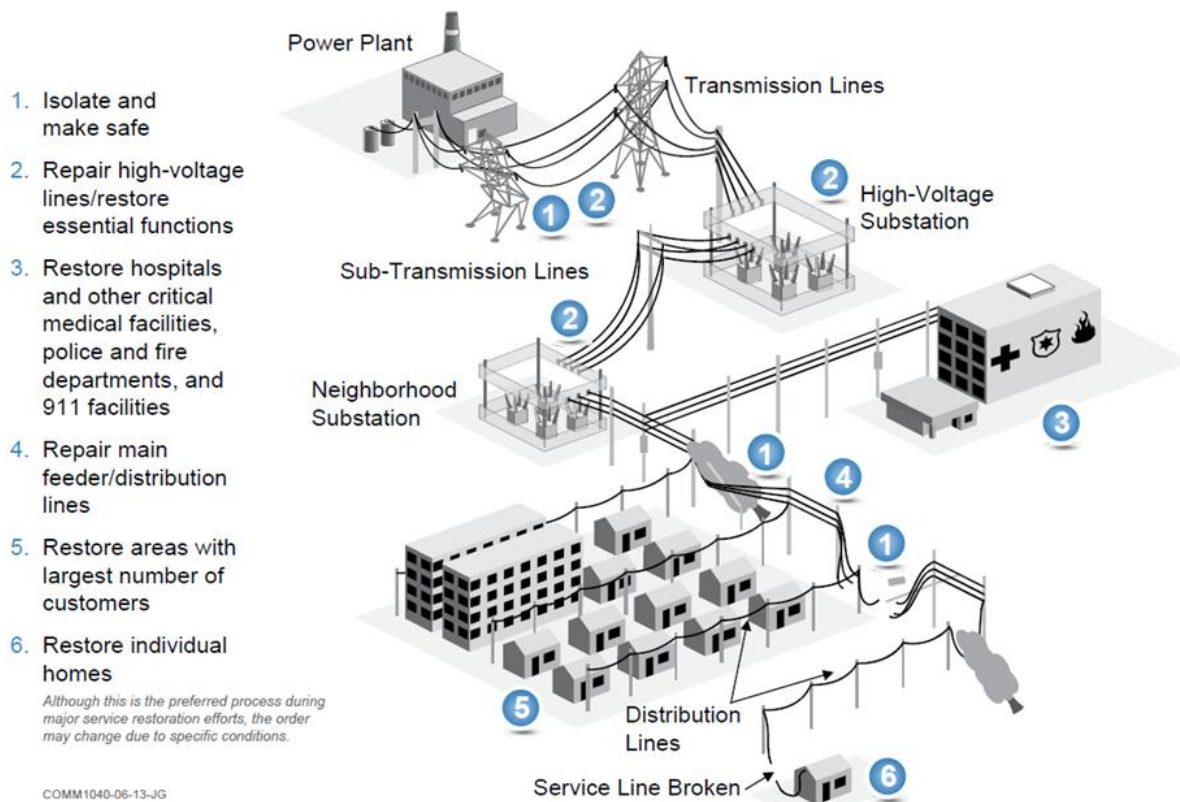
Service Restoration Process

1. Isolate and make safe

2. Repair high-voltage lines/restore essential functions

3. Restore hospitals and other critical medical facilities, police and fire departments, and 911 facilities

4. Repair main feeder/distribution lines

5. Restore areas with largest number of customers

6. Restore individual homes

Although this is the preferred process during major service restoration efforts, the order may change due to specific conditions.

COMM1040-06-13-JG

Image retrieved from: https://www.firstenergycorp.com/content/dam/customer/outages/service-restoration-graphic.pdf

The Portage County Office of Homeland Security and Emergency Management may make immediate requests to the Ohio Emergency Management Agency for emergency generator assistance, if available.

V.   ASSIGNMENT OF RESPONSIBILITY

A. General

Private Sector organizations in conjunction with the Portage County Office of Homeland Security and Emergency Management, the Ohio Emergency Management Agency, the U.S. Department of Energy, and the Federal Emergency Management Agency may conduct a Rapid Needs Assessment based on the level of impact within the region and associated declarations (Disaster and/or Emergency).

B. Task Assignments

    i.   <u>Coordinating Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:

    - Emergency Operations Center (EOC);
    - Interoperable Communications;
    - Acquisition and Deployment of Resources;
    - State and Federal Assistance – Acquisition and Coordination.
    - Appoint a Business Sector Liaison, as required.

    ii.   <u>Primary Agencies</u>

a. Ohio Edison, First Energy:
- Activate energy restoration processes
- Assist with County Emergency Management situational awareness by provided status updates of affected areas;
- Provide Public Information Officer (PIO) or liaison activity with County PIO;

b. The Illuminating Company, First Energy:
- Activate energy restoration processes
- Assist with County Emergency Management situational awareness by provided status updates of affected areas;
- Provide Public Information Officer (PIO) or liaison activity with County PIO;

c. Dominion East Ohio:
- Activate energy restoration processes
- Assist with County Emergency Management situational awareness by provided status updates of affected areas;
- Provide Public Information Officer (PIO) or liaison activity with County PIO;
- Request, as needed, transportation/security escort of energy supplies and/or pipelines.

d. Northeast Ohio Natural Gas Corporation:
- Activate energy restoration processes
- Assist with County Emergency Management situational awareness by provided status updates of affected areas;
- Provide Public Information Officer (PIO) or liaison activity with County PIO;
- Request, as needed, transportation/security escort of energy supplies and/or pipelines.

    e. Knox Energy Cooperative Association, Inc:
- Activate energy restoration processes
- Assist with County Emergency Management situational awareness by provided status updates of affected areas;
- Provide Public Information Officer (PIO) or liaison activity with County PIO;
- Request, as needed, transportation/security escort of energy supplies and/or pipelines.
-

    f. Consumers Gas Cooperative:
- Activate energy restoration processes
- Assist with County Emergency Management situational awareness by provided status updates of affected areas;
- Provide Public Information Officer (PIO) or liaison activity with County PIO;
- Request, as needed, transportation/security escort of energy supplies and/or pipelines.

iii. <u>Support Agencies</u>

    a. Local/Municipal Service Departments:
- Report downed power lines and pipeline disturbances, if seen while performing duties.

    b. Portage County Engineer:
- Report downed power lines and pipeline disturbances, if seen while performing duties.

    c. Portage County Building Department:
- Report energy oriented disturbances during the performance of duties.

    d. Portage County Internal Services:
- Liaise with private business sector, as needed.

Emergency Operations Plan

Emergency Support Function 12

Energy

Emergency Contact Information

Tab A

Portage County
Emergency Operations Plan
Emergency Support Function 12 – Energy

Tab A
Emergency Contact Information

REPORTING ELECTRICAL POWER OUTAGES

First Energy (Ohio Edison & The Illuminating Company)

1-888-544-4877
OR
Text message - Text REG to 544487 (LIGHTS) to get started

REPORTING NATURAL GAS EMERGENCIES

Dominion East Ohio

If you smell gas, suspect a leak or if there is an explosion or fire, call Dominion right away. Use these numbers 24 hours a day, every day.

877-542-2630
An alternate number is on the front of your bill, or in your local phone directory.
Dominion Transmission: 888-264-8240

Northeast Ohio Natural Gas Corp.

24 hour emergency number at:
1-800-451-9465

Knox Energy Cooperative Association, Inc.

Emergency Number
1-888-784-6160

Emergency Operations Plan

Emergency Support Function

Law Enforcement & Security

13

<u>ESF-13 Record(s) of Changes</u>

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	March 2017		Update and Format Change	RTS-CMB

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Portage County
Emergency Operations Plan

Emergency Support Function 13

Public Safety, Security and Law Enforcement

Coordinating Agency: Portage County Office of Homeland Security and Emergency
Management (PC OHS/EM)

Primary Agency(s):   Portage County Sheriff's Office (PCSO)
Portage County Police Chiefs Association (PCPCA)

Support Agency(s):   Portage County Prosecutor's Office (PCPO)
Portage County Coroner's Office (PCCO)
Metro SWAT
Ohio State Highway Patrol, Ravenna & Hiram Posts (OSP)
Ohio Department of Natural Resources/ Watercraft (ODNR)
Portage County Mental Health and Recovery Board (PCMHRB)
Summit, Medina, Portage Chapter of American Red Cross (ARC)

I.   INTRODUCTION

A. Purpose

Emergency Support Function 13 (ESF-13): Public Safety, Security and Law
Enforcement – is the plan encompassing the coordination and integration of local
law enforcement. The focus of this planning document is to address capabilities
and resources to support all-hazards incident response and management. This
plan will serve to provide the guidance for multi-agency, multi-jurisdictional
response that overwhelms local capabilities within an activated EOC.

B. Scope

ESF-13 may be activated to address a broad range of hazards that could impact
Portage County. Local law enforcements primary objective is the preservation of
life, property and environment from such hazards. ESF-13 supports by all five
mission areas: Prevention, Protection, Mitigation, Response and Recovery as
well as their specific core capabilities. While this plan is not an overview of
specific responses to each hazard, some typical capabilities associated with law
enforcement/security/public safety are; security for planned and unplanned
events, resource security and transportation, CIKR protection, specialized
resource response, traffic and access control, on-scene security and protection;
crowd control and intelligence and information sharing.

Sheriff and Police Service Areas
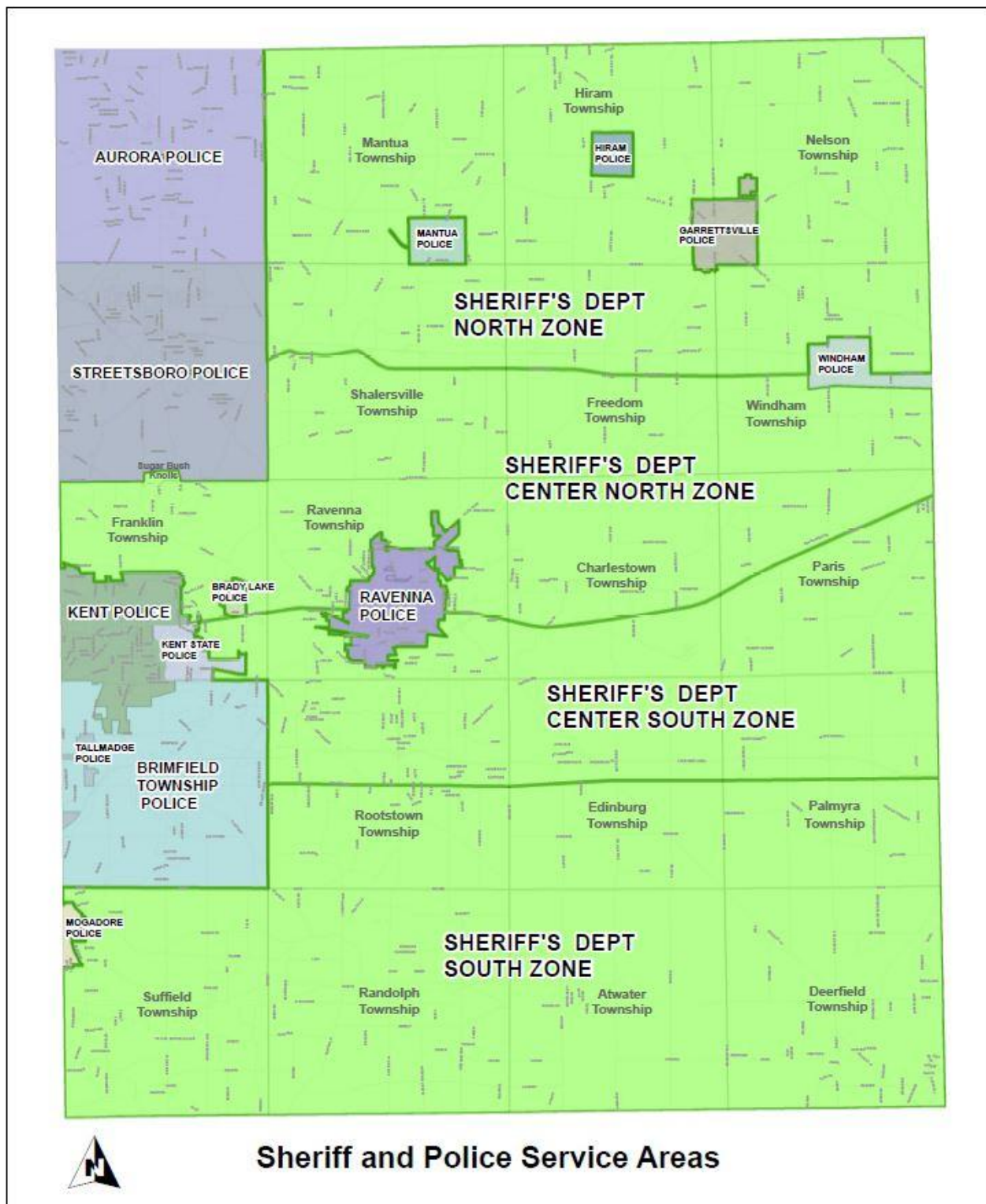
Police Departments Serving Portage County		
Aurora Police Department 100 S Aurora Road Aurora, Ohio 44202	Brady Lake Police Department 2123 Merrill Road Ravenna, Ohio 44266	Brimfield Police Department 1287 Tallmadge Road Brimfield, Ohio 44240
Garrettsville Police Department 8123 High Street Garrettsville, Ohio 44231	Hiram Police Department 11617 Garfield Road Hiram, Ohio 44234	Kent City Police Department 319 S Water Street Kent, Ohio 44240
Kent State University Police Department Stockdale Safety Building Kent, Ohio 44242	Mantua Police Department 4650 High Street Mantua, Ohio 44255	Ohio State Patrol Ravenna Patrol Post 6259 State Route 14 Ravenna, Ohio 44266
Northeast Ohio Medical University Police Department 4209 OH-44 Rootstown, Ohio 44272	Ohio State Patrol Hiram Patrol Post P.O. Box 149 Ravenna, OH 44266	Portage County Sheriff's 8240 Infirmary Road Ravenna, Ohio 44266
Ravenna City Police Department 220 South Park Way Ravenna, Ohio 44266	University Hospitals, PMC Police Department 6847 N. Chestnut Ravenna, Ohio 44266	Streetsboro Police Department 2080 S.R. 303 Streetsboro, Ohio 44241
Windham Police Department 9261 East Center Street Windham, Ohio 44288		

Local and Regional Specialty Response Teams

Local	Regional	State
Portage County Drug Task Force	Metro SWAT	Ohio Law Enforcement Response Plan
Portage County Fire Investigation Unit	Region 5, Homeland Security	Ohio Department of Public Safety
Portage County Funeral Directors/ Coroner	Region 5, Urban Search and Rescue	Ohio State Highway Patrol
Portage County Crisis Intervention Team	Region 5 Water Rescue	Ohio Department of Homeland Security
Portage County Critical Stress Management Team		Ohio Department of Natural Resources
Portage County Urban Search and Rescue Team		OMORT/ DMORT
Portage County Swift Water Rescue Team		Ohio Attorney General / Bureau of Criminal Investigation

II. STANDARDS OF OPERATIONS

A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and Recovery) will serve as the general guidelines for implementing policies and carrying out procedures relative to each individual emergency;

B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. The Ohio Law Enforcement Response Plan (LERP) may be activated at the request of the LE Incident Commander or via the Emergency Operations Center's ESF-13 representative.

D. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

E. The policies and procedures at the County level which do not fall within the scope of the Portage County Sheriff's Office operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

F. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III. SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County is home to 14 Police Departments and 2 State Highway Patrol Posts. Portage County law enforcement agencies respond to a wide variety of incidents on a daily basis. These events include, but are not limited to, traffic violations, motor vehicle accidents, domestic violence, robbery, murder, child abduction, and drug related incidents. Serving an estimated 163,000 people, 12 school districts, 3 universities and approximately 500 square miles of land, local law enforcement agencies rely on mutual aid for many incidents.

Portage County may experience an emergency situation which may overwhelm current Law Enforcement service capabilities. Equipment, personnel and transportation routes may be damaged or unavailable. Large scale or ongoing operations will require the proper utilization of the Portage County Emergency Operating Center (EOC) and the activation of ESF-13 personnel to ensure effective coordination of resources and assets that may be needed during these types of events.

B. Assumptions

- Portage County Law Enforcement have plans, policies, and procedures in place to address most emergency situations utilizing local resources and mutual aid agreements.

- Local Law Enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation and during these events resources may need to be augmented with regional, state, or federal agencies.

- Limited communication capabilities may create confusion and ineffective Law Enforcement response strategies.

- Representative Chiefs with appropriate training will be called to serve as the ESF-13 Representative to the Emergency Operation Center (EOC).

- The ESF-13 Representative will be responsible for coordination with the Portage County Office of Homeland Security and Emergency Management Agency for securing law enforcement resources from the state and federal level that have been requested by the local or unified incident commander.

IV.   **CONCEPT OF OPERATIONS**

A. General

Local law enforcement agencies have standard operating procedures in place for responding to specific incidents, i.e. active shooter. The authority having jurisdiction where an incident occurs will have command responsibilities. Initial incident command will be established by the first arriving units on-scene until an official Delegation of Authority to another individual(s) has been completed.

During incidents that occur across multiple jurisdictions, multiple- agencies will be responding requiring the establishment of Unified Command (UC). The UC will have the primary responsibility for command and control. This includes establishing incident command, delegations of authority, activation of the Emergency Operating Center (EOC), and activation of the Ohio Law Enforcement Emergency Response Plan (LERP) as needed.

Locally, mutual aid is requested through Emergency 9-1-1 Communications Centers (dispatch) as well as direct communication lines through radio or phone to the requested agencies. In the event regional or state LE resources are needed, per ORC 311.07 the County Sheriff can request the activation of the Ohio LERP and per ORC 5502.41 Intrastate Mutual Aid Compact (IMAC) the local Police Chief may activate the Ohio LERP. Organization of such requests and resources will occur through an Incident Command Post (ICP) and or activated EOC.

The Portage County EOC will assume responsibilities of resource tracking and activation of such resources through ESF-5: Emergency Management, Planning and Information Sharing, ESF-7: Logistics and ESF-13: Public Safety, Security and Law Enforcement. All response activities will be coordinated through ESF-13 and the EOC until Recovery begins and demobilization of personnel and equipment occurs.

B. Organizational Responsibilities

- All organizations that support this Emergency Support Function are responsible for developing their respective Standard Operating Guide/Procedure for conducting or supporting Law Enforcement operations in the County.

- All organizations that support this Emergency Support Function should coordinate with other organizations from which they require support and develop memorandums of understandings or mutual aid agreements for that support.

- All organizations that support this Emergency Support Function are responsible for ensuring compliance with all required National Incident Management System training levels as required by appropriate regulatory authorities.

- All organizations that support this Emergency Support Function are responsible for maintaining updated reports leading to the preservation of historical records and evidencing of expenditures.

- When the Emergency Operation Center is activated, agencies must coordinate and provide timely operational updates or incident reports as appropriate to the ESF-13 Representative.

- All Law Enforcement agencies should maintain current mutual aid agreements as well as train personnel as outlined by the Ohio Revised Code 4765.55, the Ohio Administrative Code 4765-11-02, National Incident Management System and Incident Command System.

- Portage County Office of Homeland Security and Emergency Management Agency is responsible for assisting in securing necessary resources required to accomplish the mission of Law Enforcement agencies when an incident expands beyond local capabilities.

V.   **ASSIGNMENT OF RESPONSIBILITY**

A. General

Large scale incidents require the coordinated actions of numerous departments to meet the safety and security demands of an affected community or county. Communication must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a

guide for actions to be taken during disasters and ongoing operational periods. Depending upon on the incident in Portage County, the appropriate agency will be contacted to support as subject matter experts (SME) for incident management.

B. Task Assignments

    i. <u>Coordinating Agency</u>

Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

- Provide logistic support and resource management for all responding agencies including, but not limited to:
  - Emergency Operations Center (EOC);
  - Interoperable Communications;
  - Acquisition and Deployment of Resources;
  - State and Federal Assistance – Acquisition and Coordination.

    ii. <u>Primary Agencies</u>

      a. Portage County Sheriff's Office

- Assume the responsibilities of Incident Command within jurisdiction during law enforcement activities.
- Request the activation of the PC EOC in support to operations as needed.
- Provide ESF-13 representative to support EOC operations.
- The County Sheriff may need to support Executive Policy Group operations/decision making in an activated EOC.
- Activate the Law Enforcement Emergency Response Plan (LERP) as needed to meet the demands of the incident.
- Provide traffic control and re-routing/ detour of County and Township roads or other highways as requested per mutual aid.
- Provide investigatory assistance under the guidance of the Portage County Coroner.
- Provide escort and security assistance of critical resources being transported to staging areas.
- Assist in the delivery of SNS requests to Portage County staging areas.
- Activate additional specialty team support, such as Metro SWAT, FIU, DTF or IMAT.
- Provide for evacuation, transport and security for institutionalized individuals.

    b. Portage County Police Chief's Association

- Provide ESF-13 representative if requested by PC OHS/EM to support EOC operations.
- Activate the Law Enforcement Emergency Response Plan as needed to meet the demands of the incident.
- Facilitate Memorandums' of Understanding and/or Mutual Aid Agreements between County agencies during large-scale incidents.
- Serve as policy and law enforcement discipline subject matter experts to meet the needs of expanding incidents.

    iii. <u>Support Agencies</u>

    a. Portage County Prosecutor's Office

- Provide legal counsel to the Portage County EOC and LE agencies as needed.
- Provide staff for the executive policy group as needed in an activated EOC.
- Provide interpretation of the Robert T. Stafford Act or other applicable emergency management related laws.
- Provide legal counsel to law enforcement activities during emergency operations.

    b. Portage County Coroner's office

- Determine level of response necessary regarding MCI, MFI or incidents that result in the loss of life.
- Staff the executive policy group as needed in an activated EOC.
- Communicate with or establish a Public Information Officer to handle media or coordinate with the Joint Information Center located in the EOC.
- Request Local and Regional Mortuary Support as needed to meet the demands of the incident.
- Request Ohio Mortuary Response Team (OMORT) or Disaster Mortuary Operational Response Team (DMORT) as needed to meet the demands of the incident.
- Notify appropriate regulatory authorities based on the needs of the incident.

    c. Metro SWAT

- Assist county jurisdictions with high risk crime.
- Provide SWAT commander to assist with scene assessment and operations.
- Provide expertise and manpower for: hostage negotiations, active shooters or terrorism related incidents.

d. Ohio State Highway Patrol

- Statewide traffic services on State Highways.
- Statewide emergency response services to the criminal justice community.
- Investigation of criminal activities on state-owned and leased property throughout Ohio.
- Security for the Governor and other state dignitaries.
- Transportation for Strategic National Stockpile (SNS) pharmaceuticals and equipment such as the ChemPak to Portage County Fire Chiefs.
- Provide Public information Officer to work within the local command structure.
- Follow strategic priorities of life, property, and environment as established by incident command.
- Coordinate with local Law Enforcement to ensure personnel needs are met regarding LE activity on-scene.

e. Ohio Department of Natural Resources/ Watercraft

- Provide Law Enforcement officers when available.
- Provide expertise on hunting, fishing, boating and protection of natural resources to protect both citizens and resources during an emergency of disaster.
- Support Portage County hazardous materials team during spill response that may have been caused by a criminal act or negligence.
- Provide mapping and expertise on watersheds, reservoirs, natural gas and other pipelines to protect property from contamination during an intentional release of hazardous materials.
- Assist with response and recovery for water related incidents.

f. Portage County Mental Health and Recovery Board
- Coordinate necessary activities for overall mental health and well being recovery following an incident;
- Provide media to PIO's to increase public awareness of mental health resources for the effected community;
- Indentify, assist and provide resources to treat victims with incident related mental health disorders;
- Provide behavioral health clinical consultation services to the PC EOC and shelter locations;
- Activate the IRT & CIT teams, if needed, following a traumatic incident.

g. Summit, Medina, Portage Chapter of American Red Cross

- Open and staff shelters in response to local needs;
- Provide media to PIO's to increase public awareness of shelter operations;
- Serve as a primary representative for ESF-6 in the PC EOC as needed;
- Assist in feeding operations for shelters and also field conditions in the form of canteens;
- Distribute bulk materials in disaster relief;
- Coordinate with regional and state ARC partners for volunteer management and donations;
- Assists in coordination of other temporary and long term housing needs;
- Assist in the setting up and administration of a Family Assistance Center or FAC.
- Assist in identifying mass care needs during the incident as applicable to ARC operations.

VI. ADMINISTRATION AND LOGISITICS

A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

- Vital Records will need maintained at the municipal level, and at every stage of the incident response activities through all phases of emergency management operations.

- Emergency Management records will be maintained using all applicable forms while operating within the scope of NIMS.

- The coordinated effort from the EOC will be utilizing WebEOC in order to maintain communications with State level government and this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management
  - o When the situation exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM with appropriate declarations issued by local Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).
  - o Requests for assistance from local, private, and public sector groups will be made as needed by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number(s) and contact person(s).

VII.   RESOURCE REQUIREMENTS FOR ESF-13

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.
B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power
C. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

Emergency Operations Plan

Emergency Support Function

External Affairs & Public Education

15

ESF-15 Record(s) of Changes

CHANGE NUMBER	DATE OF CHANGE	DATE APPROVED	CHANGES MADE	CHANGE MADE BY INITIALS
1	3/2017		Update and Format	RTS-CMB

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Portage County
Emergency Operations Plan

Emergency Support Function 15

External Affairs

Coordinating Agency: Portage County Office of Homeland Security and Emergency
                         Management (PC OHS/EM)

Primary Agency(s):   Portage County Commissioners / Elected Officials
                         Portage County Commissioners Lead PIO/ Admin Staff
                         Portage County Emergency Management Director / Lead PIO
                         Authority/ Agency having Jurisdiction
                         Local Elected Officials

Support Agency(s):   Portage County Incident Management Assistance Team

I.   **INTRODUCTION**

      A. Purpose

          The purpose of this Emergency Support Function is to provide the basis for the
          collection, coordination and dissemination of timely and accurate public
          information before, during, and after an emergency/disaster situation in order to
          inform and warn Portage County citizens and first responders.

          This document provides the basic processes and methodologies that will be
          utilized to establish and maintain liaison activities between the Office of
          Homeland Security and Emergency Management, the Board of Commissioners,
          and the news media as well as the general public. This includes providing
          information concerning developing situations, instructions for protective
          measures, rumor control, and information regarding operations.

      B. Scope

          This plan will serve to meet the demands of timely public information and warning
          through an activated Emergency Operations Center (EOC), Joint Information
          Center (JIC) and/or a Joint Information System (JIS). All activities found within
          this plan will be coordinated through ESF-15 External Affairs, Lead Public
          Information Officer (PIO) located in the EOC.

II.   **STANDARDS OF OPERATIONS**

      A. The Federal Frameworks (Prevention, Protection, Mitigation, Response, and
          Recovery) will serve as the general guidelines for implementing policies and
          carrying out procedures relative to each individual emergency;

B. The National Incident Management System (NIMS), which includes the Incident Command System (ICS), will be the system and structure employed in the management of emergency operations;

C. General emergency management operations will be conducted in accordance with the planning set forth by the Portage County Emergency Operations Plan (Base) as well as all other activated Emergency Support Functions;

D. The policies and procedures at the County level will operate under the following established guidance:

- Emergency Operations Center (EOC) – Standard Operating Procedure (SOP)
- Emergency Support Function (ESF) – Standard Operating Guide (SOG);

E. The aforementioned policies and procedures will be implemented with respect to, and in conjunction with, each individual Agencies current SOP's and SOG's regarding emergency operations.

III. SITUATIONAL CONDITIONS AND ASSUMPTIONS

A. Situational Conditions

Portage County is vulnerable to a full range of hazards to include, but not limited to: civil disorder, dam incidents, droughts, energy emergencies, floods, hazardous materials incidents, potential terrorist incidents, tornado/severe storms, transportation incidents, water shortages, public health incidents, and extreme winter weather. In the event of an emergency, the public can be expected to look to the media to provide real-time accounts of the situation as it unfolds. Educating the general public regarding potential dangers and mitigation efforts is important and assists to ensure the most amount of people have the opportunity to receive accurate situational information.

Specific public education information detailing what citizens of the impacted community(s) should do in the event these potential incidents occur is continually delivered within PC OHS/EM public education campaigns. There are newspapers, radio stations and television stations that serve Portage County that can provide public instruction during emergencies.

Social Media

Social media has brought on a new age of communications that a good portion of our community uses. This can sometimes prove to be challenging for local governments as they attempt to utilize the fast paced environment of social media. Portage County OHS/EM and numerous other local government agencies use social media sites, such as: Facebook, Twitter and Youtube. In 2015 PC OHS/EM had an Emergency Management application (app) for mobile phones to increase visibility and communication efforts to the local community.

In an activated Emergency Operations Center (EOC), the lead public information officer (PIO) in the joint information center (JIC) will delegate responsibilities to additional PIO staff to monitor social media, post timely information, and to conduct rumor control to reduce confusion during emergency situations.

B. Assumptions

- News media resources in Portage County will assist in provided emergency information to the public.
- News releases in the county will originate from one source, if the EOC is activated or from the officially designated Public Information Officer (PIO) if the EOC is not activated.
- Specific procedures for disseminating information are established across county organizations required to inform public of emergencies and hazardous incidents.
- All staff with roles in disaster/emergency operations have completed Incident Command System (ICS) training to ensure uniformity in managing large-scale emergencies.

IV.   **CONCEPT OF OPERATIONS**

A. General
The Office of Homeland Security and Emergency Management has a responsibility to disseminate public information to the community for identified hazards and general emergency/disaster preparedness. The Portage County Board of Commissioner's (BOC) Office will identify a Public Information Officer for an emergency/disaster situation, i.e. Senior Administrative staff. The PIO will be activated to support the EOC and represent the BOC. A Lead PIO via PC OHS/EM can be activated without Emergency Operations Center activation if deemed necessary by the Portage County Office of Homeland Security and Emergency Management or the Board of Commissioners. The Chief Elected Officials serve as the primary spokesperson or delegates this responsibility to the PIO. The PIO will coordinate with the Chief Elected Officials or the Multi-Agency Coordination Group (MAC). The Lead PIO will establish and maintain contact with the media and provide instructions as directed by the Chief Elected Official and/or the Incident Commander. If printed material is needed the lead PIO will arrange for printing of emergency public information material and ensure distribution of printed materials to broadcast media.

Lead PIO general responsibilities include:

- Monitor media: paper, TV, internet, and social media while addressing rumor control as needed.
- Augment public inquiry and/or media relations staff, if needed.
- Draft media releases as requested by the BOC or EOC Manager.
- Release media to local outlets after approval.
- Operations within the Joint Information Center.

B. Joint Information Center (JIC) / Joint Information System (JIS)

- A Joint Information Center will be established at the time of a disaster or when needed through an activated EOC.
- PC OHS/EM will activate the JIC following EOC activation checklists and the EOC SOP.
- PC OHS/EM will activate a lead emergency management (EM) PIO to help with JIC operations.
- The Board of Commissioners (BOC) may designate one identified PIO and an alternate.
- The BOC PIO will assume overall responsibilities of the JIC in conjunction with the EM Lead PIO.
- The BOC PIO will be responsible for dissemination of official Emergency Public Information and instructions through the traditional and social media.
- All stakeholders throughout disaster operations should coordinate with the JIC in order to "speak with one voice."
- The PIO's operating within the EOC will coordinate with designated PIO's on scene(s).
- If EOC activation is unnecessary but coordinated public information is needed, PC OHS/EM will lead the activation of a Joint Information System (JIS). The JIS will serve to meet the following:
  - Coordination among stakeholders,
  - Establish the Lead PIO for primary message coordination,
  - Collaborate on one drafted message representing all stakeholders,
  - Follow approval methodologies and release media once approved.

C. Organizational Responsibilities

- The Board of Commissioners are the official spokesperson(s) or will delegate this responsibility to a PIO.
- Stakeholders should participate in a common message during an emergency and/or disaster operations.

The line of succession for County level public information is as follows:

1. Board of Commissioners
2. BOC PIO
3. PC OHS/EM PIO
4. Agency having authority PIO

V.   ASSIGNMENT OF RESPONSIBILITY

A. General

Large scale incidents require the coordinated actions of numerous departments to meet the public information needs of an affected community. Communication must be utilized to inform responsible officials of the situation in order to facilitate decision-making. The following tasks are not intended to be all inclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken during disaster and ongoing operational periods. Depending on the incident in Portage County, the appropriate agency will be contacted to support as subject matter experts (SME) for incident management.

B. Task Assignments

   i.   Coordinating Agency

   Portage County Office of Homeland Security and Emergency Management (PC OHS/EM):

   - Provide logistic support and resource management for all responding agencies including, but not limited to:

     - Emergency Operations Center (EOC);
     - Interoperable Communications;
     - Acquisition and Deployment of Resources;
     - State and Federal Assistance – Acquisition and Coordination.
     - Activation and coordination of JIC/JIS Operations
     - Establish and train a Lead PIO for JIC operations
     - Bring continuous PIO training to Portage County

   ii.   Primary Agencies

   a. Portage County Board of Commissioners

   - Serves as primary spokesperson(s) before media, or delegates function to PIO.
   - Gives final approval to media releases of emergency instructions and information, as time allows, or delegates function to PIO.

   b. Portage County Commissioners Lead PIO

   - Manages all aspects of Emergency Public Information on behalf of the BOC.
   - Reviews all communications for approval by the BOC or IC for distribution.
   - Ensure gathering of necessary information and timely preparation of news release.

- Regularly schedule and oversee news briefings.
- Briefs public information officers to deploy to the scene.
- Supervises the Joint Information Center.
- Coordinates rumor control activity.
- Maintains a chronological record of disaster events.
- Determine media used for dissemination of information.
- Determine what form of media will be used to delivery emergency and response messages

c. Portage County Government Elected Officials

- Serves as primary spokesperson before media, or delegates function to PIO for incidents within their jurisdiction.
- Gives final approval to release of emergency instructions and information, as time allows, or delegates function to PIO.
- Ensure gathering of necessary information and timely preparation of news release.
- Regularly schedule and oversee news briefings.
- Determine media used for dissemination of information.
- Determine what form of media will be used to delivery emergency and response messages

d. Portage County Emergency Management Director/ Lead PIO

- Manages all aspects of emergency public information in an activated EOC.
- Reviews all communications for approval by the BOC or IC for distribution.
- Advises BOC on when to disseminate emergency instructions to the public.
- Ensure gathering of necessary information and timely preparation of news release.
- Regularly schedule and oversee news briefings.
- Briefs public information officers who go to the incident site.
- Supervises the Joint Information Center.
- Coordinates rumor control activity.
- Maintains a chronological record of disaster events.
- Determine media used for dissemination of information.
- Determine what form of media will be used to delivery emergency and response messages.

e. Authority/ Agency Having Jurisdiction

- Manages all aspects of Emergency Public Information on behalf of their department.
- Review all communications for approval by the Chief Executive Official or IC for distribution.
- Ensure gathering of necessary information and timely preparation of news release.

- Regularly schedule and oversee news briefings.
- Briefs public information officers who go to the incident site.
- Determine media used for dissemination of information.
- Determine what form of media will be used to delivery emergency and response messages.

    f. Local Elected Official

- Serves as primary spokesperson(s) before media, or delegates function to PIO.
- Gives final approval to release of emergency instructions and information as time allows or delegates function to PIO.
- Regularly schedule and oversee news briefings.
- Briefs public information officers who go to the incident site.
- Determine media used for dissemination of information.
- Determine what form of media will be used to delivery emergency and response messages.

    iii. <u>Support Agencies</u>

    a. Portage County Incident Management Assistance Team
- Support all facets of incident management in the EOC and in the field to include public information.
- Provide additional PIO staff to the EOC or IC upon request.

VI.   ADMINISTRATION AND LOGISITICS

A. Administration

- During emergency/disaster/incident management operations each involved organization will be required to track expenditures. Those expenditures will be consolidated and delivered to Budget and Finance operating within the ICS Structure as outlined in Annexes separate from the Base EOP and ESF's.

- Vital Records will need maintained at the municipal level, and at every stage of the incident response activities through all phases of emergency management operations.

- Emergency Management records will be maintained using all applicable forms while operating within the scope of NIMS.

- The coordinated effort from the EOC will be utilizing WebEOC in order to maintain communications with State level government and this documentation is accessible through coordinating with the PC OHS/EM.

B. Logistics

- Resource Management
  - o When the situation exceeds the capabilities of local governments, requests for County/Regional/State/Federal assistance will be coordinated with PC OHS/EM with appropriate declarations issued by local Elected Official(s) or their designee(s) within the Executive Policy Group (EPG).
  - o Requests for assistance from local, private, and public sector groups will be made as needed by contract agencies listed in the County Resource Manual maintained by the PC OHS/EM Director. It identifies agencies or groups that can provide assistance along with telephone number(s) and contact person(s).

VII.   RESOURCE REQUIREMENTS FOR ESF-15

A. All primary and support agencies named in this plan are responsible for maintaining personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC and response teams.
B. Organizations will be responsible for providing necessary support to their personnel for food, water, fuel and emergency power.
C. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

Emergency Operations Plan

Emergency Support Function 15

External Affairs & Public Education

Public Education

Tab A

Portage County
Emergency Operations Plan
Emergency Support Function 15 – External Affairs

Tab A
Public Education

The following Public Education schedule will be followed annually. The PIO and staff along with the Office of Homeland Security and Emergency Management are responsible for current and accurate Public Information for the identified risks.

The Public Education program may consist of the following media:

Type	Main Features
Traditional Print Materials	
Web Page	Posting text, pictures, video and links to other sites, and integrated with other social media sites. Posts are typically archived ad can be searched, saved, edited and deleted
Blog	Posting text, pictures, video and links to other sites, and integrated with other social media sites. Posts are typically archived ad can be searched, saved, edited and deleted
Facebook	Allows short blog posts, text chat, inbox, pictures, video, and integration with other social media sites. Live-streaming video and video chat.
Twitter	Message are limited to 140 characters, similar to text messaging except that it is typically shared with a group of people and most often are public. Users can subscribe to another user's Tweets, send direct tweets or connect to them, and share a common thread through the use of what are called hashtags.
YouTube	Hosting for video. Allows editing management & tracking number of viewers.

Public Education Schedule
(Includes Functional Needs Population)

MONTH	EDUCATION TOPIC	WHO
January	Public Health – Winter Weather Preparedness	All, Functional Needs Population
February	Winter Weather Preparedness – Tier II Reporting – Weather Spotter	All, Functional Needs Population & Identified Risk Assets
March	Severe Weather Preparedness – Flood Safety – Statewide Tornado Drill	All, Schools, Nursing Homes
April	National Prepareathon Kick-Off	All
May	Dam Safety Awareness – Tornado Awareness – Building Safety Month – Wildfire Awareness	All, Private Dam Owners
June	Pet Preparedness – Lightening Safety – Extreme Heat Safety	All
July	Fireworks and Outdoor Safety	All, outside venues
August	Drought & Extreme Heat Safety – National Night Out – Anti-Terrorism Awareness Month (Army)	All
September	National Preparedness Month – Emergency Preparedness	All
October	Cybersecurity Awareness – Fire Prevention – The Great Shake Out	All
November	Winter Weather Awareness – CI/KR Month	Risk Population
December	Winter Storm Safety – Influenza Week – Holiday Safety	All
*Special Needs Population material available		

Emergency Operations Plan

Emergency Support Function 15

External Affairs & Public Education

Social Media Standard Operating Guide

Tab B

OFFICE OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT
SOCIAL MEDIA
STANDARD OPERATING GUIDE

I. PURPOSE:

The purpose of this Standard Operating Guide is to identify who will be responsible for posting on identified social media outlets, what will be posted on social media outlets, when social media will be used and identify the location that posting will accrue.

II. SITUATION:

Official Office of Homeland Security and Emergency Management-Portage Prepares use of social media is intended to broaden the reach of communication and engagement with the community and stakeholders.

This policy will not supersede Portage County Commissioners' Policy.

Official social media tools will be used to deliver public information to county residents.

Portage Prepares will be used to advance countywide goal to educate the public on disaster preparedness.

Portage Prepares will be used to communicate directly to the public especially during disasters.

III. CONCEPT OF OPERATIONS:

Social Media Sites will be posted to and monitored during regular work hours with preparedness messages.

Monitoring of the sites will occur continuously during an activation of the JIC or EOC. Posting will be done by the PIO group in accordance with the JIC standard operating guide.

A. WHO:

1. **Publishers**

Office of Homeland Securitystaff will serve as the lead person for

official Portage Prepares Social Media sites.Mandatorydutiesincludeservingastheleadcontactfortheaccount, responding tocomments, adheringtopolicies,andensuringthesocialmediasiteisregularlyupdated.Department staff willmanageday-to-dayoperationsofasocialmediasite.

2. **PIO Group'sRole During an EOC Activation**

a. The PIO Group will be responsible to post emergency messages during the time of an activated JIC and/or EOC.

b. All messages will be approved by the Incident Commander or the EOC Manager.

c. The PIO Group will monitor content on allofficial Portage Prepares socialmediasitestoensurea consistentcountywidemessageandfor adherenceto thispolicy.

d. Developingan action planforpostinginformationand dissemination of public information.

B. WHAT AND WHEN WILL BE POSTED:

Threeprincipals that countysocialmediapublishersmustfollowregardingthetypesofcontentto share:**Relevant**:Information that helps residents and pertains totheir dailylives, **Timely**:Informationaboutdeadlines,upcomingevents, news or related to current events, **Actionable:**Informationtoregister,attends,take action.

1. The Office of Homeland Security and Emergency Management will be responsible for posting preparedness messages at least three (3) times a week.

2. During activation of the Emergency Operations Center, the PIO Group will post emergency messages as need and approved by the Incident Commander or EOC manager.

C. WHAT EQUIPMENT WILL BE USED FOR POSTING:

All posting will be made by Portage County owned equipment when situation allows.

Social Media SOG

IV. RECORD ARCHIVING/RETENTION

All social media sites/postings for preparedness will be printed and retained in the Office of Homeland Security and Emergency Management office for 7 days. This will be done at least three times a week when postings are complete.

During an emergency and/or activation of the JIC and/or EOC emergency message posting will be printed and retained with disaster documentation and retained with all disaster documentation indefinitely.

All materials will be archived in accordance with the Ohio Historical Society current standards.Retention will be in accordance with the County Board of Commissioners' and Office of Homeland Security and Emergency Management Retention Policy.

V. TRAINING:

Publishers and PIO group will be trained on use and monitoring of social media sites before given approval to post/monitor.

Training of all Standard Operating Guide pertaining to social media and public information.