FAIRFIELD COUNTY

Emergency Operations Plan

(EOP)

PREPARED BY:

Fairfield County Emergency Management & Homeland Security
240 Baldwin Drive, Lancaster, Ohio 43130
740-654-4357
www.fairfieldema.com

January 2024

Fairfield County Office of
Emergency Management and Homeland Security

2024 Emergency Operations Plan

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Director's Letter

Welcome to the 2024 Fairfield County Emergency Operations Plan (EOP). The EOP is a comprehensive plan that assists agencies, departments, and jurisdictions to execute a coordinated response for emergencies and disasters that may occur within the county. The EOP establishes lines of authority and organizational relationships. It also outlines responsibilities and information on available resources to assist with the response. In any emergency, life is the number one priority followed by property and the environment.

The plan is not meant to replace responding agencies' plans and protocols, but to augment them with the inclusion of other departments that may also have a role in the response. This EOP is flexible enough to allow for good judgement and experience in the response.

The agencies listed in this document have had the opportunity to provide input creating an effective and comprehensive plan.

The Fairfield County EOP contains two elements:

1. The Base Plan, which outlines the purpose, scope, organization, and operational methods.

2. Annexes, which provide a detailed overview of roles and responsibilities during functional and hazard-specific incidents.

This plan is a living document. It will continue to be updated annually as capabilities change, partners grow, needs shift, and as we learn through our experiences.

Director Jon Kochis

January 2nd, 2024

Promulgation Statement

Planning for the protection of the community must be a cooperative effort to avert or minimize the effects of natural, technological, or civil disasters. The protection of lives and property depends on the community working together. Elected officials, emergency response and support personnel, and citizens must be aware of potential disasters and be prepared to respond accordingly. Effective response helps the community return to a pre-disaster status quickly and with minimal social and economic disruption.
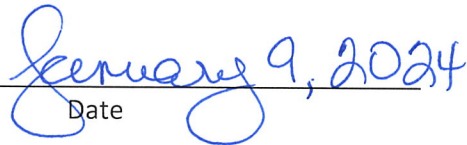
The plan is a statement of policy regarding emergency management within Fairfield County. It outlines roles and responsibilities of a variety of response agencies during different disasters or pre-planned events.

This plan was developed pursuant to Sections 5504 and 3750 of the Ohio Revised Code and is effective, once approved by the County Commissioners, in January 2024. This Emergency Operation Plan replaces all previous editions for Fairfield County.

Fairfield County Board of Commissioners
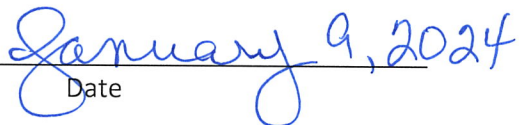
_____   January 9, 2024
Steve Davis, Commissioner   Date

_____   January 9, 2024
Jeffrey Fix, Commissioner   Date

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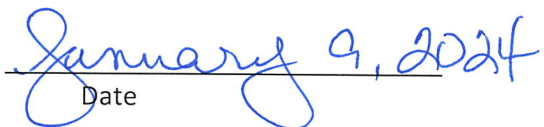Dave Levacy, Commissioner   Date

Base Plan

Acknowledgements

Development and maintenance of the Fairfield County Emergency Operations Plan (EOP) requires the time, effort, and cooperation of many agencies, departments, and organizations. The annual review and updating of the EOP is essential to ensure the county's response to a disaster or preplanned event is current and collaborative.

The annual review is conducted by the Fairfield County Emergency Management Agency (EMA) staff with input from various county agencies such as emergency response departments, county departments, and support organizations such as the American Red Cross, Salvation Army, and Amateur Radio Club personnel to name a few.

There are so many organizations and people that participated in the review of this plan that a comprehensive list would run the risk of missing someone. EMA wishes to thank all agencies, departments, and individuals that took their valuable time to review the plan and provide valuable comments, suggestions, and recommendations. This truly is a Fairfield County plan.

Executive Summary

The Emergency Operations Base Plan is an overview of how Fairfield County responds to emergencies. The Base Plan is broad in scope with the flexibility to expand and contract as needed. It is meant to be an all-hazards approach in preserving life and property whether through natural disasters, preplanned events, man-made incidents, or large-scale violent acts.

Functional annexes are included with the base plan and expand on specific topics and response elements. Examples of functional annexes include hazmat, recovery, warning and notification, mass fatality, and more. If any of the annexes are triggered, the Base Plan is activated if not already done so. The Base Plan may be activated without any annexes, depending on the nature of the incident.

There are additional topics covered throughout the Base Plan and annexes. These topics include residents with Access and Functional Needs (AFN), Continuity of Operations (COOP), cybersecurity, and the Public Information Officer (PIO). Rather than having their own annexes, these topics are sprinkled throughout the plans where appropriate.

The data from the *Hazard and Identification Risk Assessment (HIRA)* and the *Natural Hazard Mitigation Plan* for Fairfield County shows that risks of natural and man-made disasters are low, however, the risk is not zero. Prevention and mitigation measures are the best way to protect the public and community, but careful planning and preparation beforehand improves the resiliency of Fairfield County.

This document is a product of planning among the many partners and stakeholders that serve Fairfield County.

Contents

Record of EOP Distribution

Record of EOP Distribution

The EOP is a public document. A digital version is sent to jurisdiction leaders, elected officials, fire chiefs, and police chiefs. The plan is also available to the public on the EMA's website www.fairfieldema.com. A printed version is available at the EMA office or the Fairfield County District Library upon request.

Record of Changes

A copy of the current EOP is sent to Fairfield County agencies or stakeholders requesting they review and recommend any changes. All recommended changes are reviewed and added to the new EOP as requested and applicable.

The Record of Change becomes part of the new EOP and is maintained in the front of the document. As with all plans, a blank Record of Change is maintained in front of the office EOP copy so changes can be logged as discovered. Attached is a copy of the changes for the 2024 Emergency Operations Plan.

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	9/2023	T. Nash	All	Annual Review
2	9/2023	T. Nash	Pg. 7	Added "Community Infrastructure" in before Situation.
3	9/2023	T. Nash	Pg. 9	Hazardous Materials added to "Situation"
4	10/2023	T. Nash	Pg. 2-3	Updated Mission Areas
5	10/2023	T. Nash	Pg. 3	Added Community Lifelines
6	10/2023	T. Nash	Pg. 15-16	Added more information on volunteers.
7	10/2023	T. Nash	Pg. 11	Added Health Information Translations under AFN
8	10/2023	T. Nash	Pg. 11	Added Cybersecurity
9	10/2023	T. Nash	Pg. 15	Added FC IT to agencies list
10	10/2023	T. Nash	Pg 1-6	Reorganized Beginning of Document for Flow
11	10/2023	T. Nash	Pg. 11	Added Essential Elements of Information
12	10/2023	T. Nash	Pg. 11	Added New & Emerging Threats
13	10/2023	T. Nash	Pg. 11	Added Demobilization
14	10/2023	T. Nash	Appendix E	Updated Authorities and References
15	12/2023	T. Nash	All	"Resource database" is now "Resource Database"
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Introduction

Purpose

The EOP has been developed to provide the agencies, departments, and jurisdictions (also known as stakeholders) a document which addresses the missions, tasks, and organizational responsibilities for carrying out specific actions for planning and response to emergencies that may occur within the county. Agencies work together to respond to these events as needed to share resources, mitigate the threat, and reduce burden.

The plan is considered *all-hazard*, therefore describing the mitigation, preparedness, response, and recovery from all natural and/or man-made disasters. The decision to activate this plan is determined by the Community Elected Officials (CEOs), Incident Commander (IC)/Unified Command (UC) on the scene, and the EMA Director.

As a public document, this EOP also cites the legal basis, objectives, and acknowledges assumptions. The plan addresses how county and local government must function to protect the public and their needs when a disaster or emergency occurs. Other local, regional, state, and federal partners may assist with the response if requested. This plan focuses on the measures that are essential to get the community back to recovery including rapid response, warning, evacuation, sheltering, and timely public information.

This EOP is written to comply with the National Incident Management System (NIMS) and the Incident Command System (ICS) standards and guidance. Fairfield County has adopted NIMS and the ICS systems and implements them during an incident or event. All agencies, departments, and jurisdictions are expected to use this national standard.

The EMA Director is responsible for the development of the EOP as stated in Ohio Revised Code (ORC) 5502.26. The EMA Director has the authority to modify the EOP as needed without resubmitting for approval authority or signatures.

Scope/Scale

The plan applies to Fairfield County and provides guidance to local jurisdictions, the private sector, and the public involved in the management of incidents, emergencies, or disasters. The plan is also applicable to disasters that happen in Fairfield County, but also those that occur outside but still have an impact. With many residents working in other areas and people traveling through, a disaster can spill over jurisdictional lines.

The scale of this plan is flexible and adaptable to meet needs brought by the disaster. In smaller events, not all the resources, responses, and agencies may be needed. In larger events, additional resources and annexes can be activated.

Emergency Preparedness Mission Areas

The National Preparedness Goal states that the entire country will get to security and resilience through five mission areas and 32 capabilities (Department of Homeland Security, 2015). All five mission areas are described below (FEMA, 2020).

Prevention is stopping or avoiding a threat before it can impact life and property.

Protection for people against threats and hazards that prevent them from living a thriving life.

Mitigation includes methods to reduce loss of life and property through actions that lessen the impact of a threat or hazard.

Response is the reaction once a disaster or hazard has occurred. Response tasks include saving lives, protecting property, protecting the environment, and meeting basic needs.

Recovery is the restoration and revitalization of aspects of life such as infrastructure, housing, economy, health, social, cultural, and environmental foundation of communities that were affected by an incident.

Community Lifelines

Community Lifelines are functions that are essential for the health, safety, and economic security of a community, no matter how big or small. Lifelines provide community leaders and responders with focus when prioritizing what functions should be reestablished after a disaster. If affected, lifelines should be stabilized first.

The Emergency Operations Plan considers all eight lifelines in the preparedness mission areas.

I. Purpose/Situation/Assumption

A. Purpose

The purpose of the Base Plan (BP) is to provide an overview of Fairfield County's approach to emergency operations. The BP provides a narrative on the county in general, addresses the concept of operations, and provides information on testing and maintenance of the plan. The BP also summarizes the results of hazards identified in the regional Threat and Hazard Identification Risk Assessment (THIRA) and local Hazard Identification Risk Assessment (HIRA).

B. Community Infrastructure

Fairfield County, Ohio has several characteristics that make the county unique in its resilience, response, and recovery from different incidents. Several different characteristics and elements of infrastructure are explored below.

County Overview

The 2022 population estimate for Fairfield County, Ohio was almost 163,000 (US. Census, 2023). The county is located southeast of Columbus, Ohio and covers 505 square miles. The terrain of the county varies from level farmland in the northern part of the county to the rolling foothills of the Appalachian Mountains in the southern portion of the county. The difference in terrain is the result of prehistoric glaciers and where they stopped in the county.

Figure 1: Township Map

Jurisdictions

There are two cities located in Fairfield County: Lancaster, and Pickerington. Lancaster is in the center of the county and serves as the county seat. Pickerington borders Franklin County in the northwest portion of the county and a small portion of the city is in Franklin County. Small portions of Canal Winchester, Columbus, and Reynoldsburg are in Fairfield County where they cross the Franklin-Fairfield County line. In addition to the larger metropolitan areas, there are thirteen townships, fourteen villages, and fifteen unincorporated communities in Fairfield County.

Farming and Manufacturing

Fairfield County is rich in farming and manufacturing. Some of the important facilities/manufacturers in the county include Oneida Group/Anchor Hocking, Diamond Power, Magna, and Midwest Fabricating. Notable employers in the county include these companies as well as Fairfield County government, Lancaster City Schools, Fairfield Medical

Figure 2: City & Village Map

Center, Pickerington Local Schools, and Kroger. From 2021 U.S. Census data estimates, about 64% of the population 16 years and older is in the work force (U.S. Census Bureau, 2023).
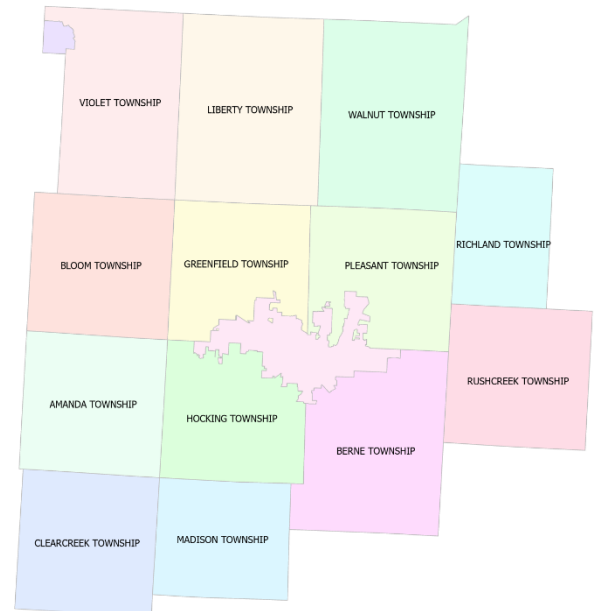
Parks and Recreational Areas
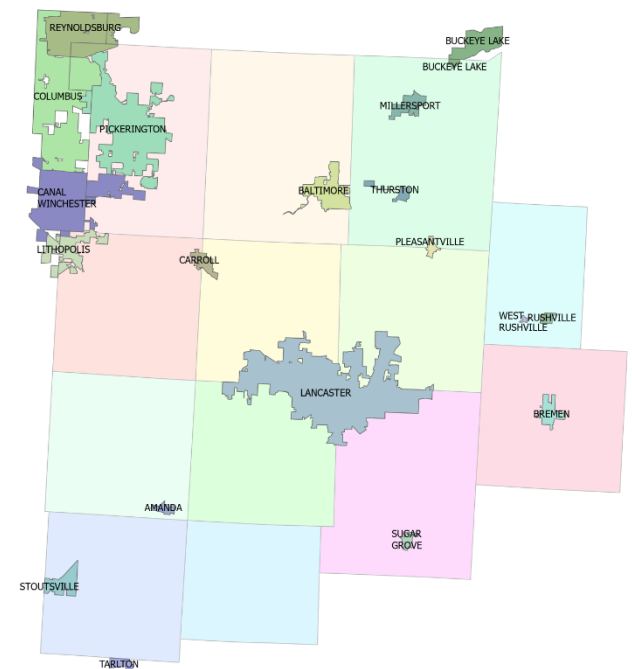
Buckeye Lake is in the northeastern portion of the county and is a popular recreational and residential area. The Lancaster City Parks, Fairfield County Parks, and Columbus Metro Parks have multiple parks located throughout the County. Ohio Department of Natural Resources (ODNR) has nature preserves. Additionally, there are many privately owned lakes within the county as well as numerous watershed dams under the Hunters Run, South Licking Watershed, and Rushcreek Conservancy Districts that serve as recreational areas.

Airport

There is one primary airport in the county. The Fairfield County Airport is located approximately one mile north of the City of Lancaster on County Road 33A (Lancaster-Columbus Road). Both private and corporate aircraft operate from this 5,000-foot field which is open 24/7.

Hospitals/Medical Clinics

Fairfield County has five full service medical centers: Fairfield Medical Center in Lancaster, Fairfield Medical Center River Valley Campus in Lancaster, Diley Ridge Medical Center in Canal Winchester, Mount Carmel Medical Group Reynoldsburg, and OhioHealth Pickerington Methodist Hospital. Pickerington, Canal Winchester, and Lancaster also have several urgent care facilities and retail clinics that are not affiliated with hospitals and serve the public.

Lancaster has a Veterans Affairs (VA) clinic. There are VA hospitals within a short drive in Columbus and Chillicothe. Additionally, there are low-income clinics for those who are uninsured and numerous medical and behavioral health clinics.

Highways

Fairfield County has a large state and interstate route network that runs through it. Interstate 70 runs through the northwest edge of the county. The United States (US) Routes include US Route 33 and US Route 22. There are numerous State Routes that cut through the county as well including 37, 158, 159, 188, 204, 256, 312, 664, and 674. These roadways are busy routes for commuters and transportation of goods.

Railroad

Two rail lines travel through Fairfield County. The Norfolk Southern Railroad is the principal connection between the chemical plants in West Virginia's Kanawha Valley and its northern markets. This line transverses from Perry County, enters Fairfield County on the southeast side and travels to Franklin County via the City of Pickerington. The second rail line is the Indiana and Ohio railroad which parallels US Route 33 from Franklin County into Hocking County. The rail lines may transport raw materials or hazardous chemicals.

Pipelines

The pipelines that run through Fairfield County have expanded over the past several years. Numerous pipelines pass through Fairfield County carrying liquid or gas such as oil and natural gas. A large natural gas pumping station is located near Sugar Grove and supplies natural gas to the eastern United States.

Public Safety Answering Points (PSAP)

The county's Public Safety Answering Points (PSAP) receive and dispatch the appropriate jurisdictional emergency response organization and equipment. In large disasters, the PSAP dispatches local units or mutual aid departments to assist.

Mutual Aid Agreements (MAA)

Mutual Aid Agreements (MAA) are honored and can be between public and/or private partners. Adjoining political subdivisions coordinate response for mutual benefit and aid. Individual agencies may have their own MAAs and are encouraged to utilize them as needed. Some mutual aid agreements are maintained by the EMA office. Questions regarding doubt of authenticity, ethics, or other concerns for Fairfield County government MAAs can be sent to the County Prosecutor's office for counsel.

Fairfield County Emergency Management Agency (EMA)

Through communication with the EMA Director or designee, the Incident Commander (IC) or Unified Command (UC) determines the need to activate the Emergency Operation Center (EOC) and whether the activation should be in person or virtually. The EMA Director and the IC have the authority to activate the EOC. When additional resources are needed from outside the county, EMA will coordinate with surrounding jurisdictions. All agencies (fire, EMS, law, schools, *etc.)* maintain current notification rosters and their own plans. Copies of these are shared with the EMA.

Continuity of Operations

Some incidents may make agency work sites inoperable due to power outages, destruction, or other issues. Agencies should be prepared for this occurrence by having a Continuity of Operations Plan (COOP) internally that tells agencies the procedures for carrying out services in other alternate or satellite locations. Planning prior to an event makes a seamless transition for staff and lessens the interruption of services for the public.

C. Situation

Fairfield County is at risk of several different types of hazards as identified in the HIRA and *2023 Natural Hazard Mitigation Plan*. The broad categories are outlined below.

Natural Hazards

The Federal Emergency Management Agency (FEMA) requires all counties to develop a *Natural Hazard Mitigation Plan* (NHMP). The plan consists of identifying all hazards, assessing risks, setting goals, and selecting mitigation activities for the jurisdictions. Authorities Having Jurisdiction (AHJ) are asked to provide input regarding possible mitigation needs for their jurisdiction as well as adopt the mitigation plan. For a jurisdiction to receive state or federal funds for a mitigation project, all projects must be listed in the NHMP and approved by FEMA.

The regional *Threat and Hazard Identification Risk Assessment* (THIRA) and local *Hazard Identification Risk Assessment* (HIRA) were completed in 2021. These documents examine data and identify the most likely threats and hazards that could affect Fairfield County.

NHMP, THIRA, and HIRA utilize data from National Weather Service (NWS), Ohio Department of Natural Resources (ODNR), and other resources. All three documents show that the most likely hazards to affect Fairfield County are floods, severe winter storms, and severe summer storms followed by tornados. Severe summer storms include strong winds and hail and may be accompanied by tornados. These documents and the data drive discussions for mitigation projects and ways to make the community more resilient.

Dam Failure

Dam failure or breaches are considered man-made since dams are built by humans; however, they are often discussed in mitigation plans due to their potential impacts on the surrounding areas. There are fifteen Class I and sixteen Class II dams in Fairfield County. Failure of these higher-class dams could

result in loss of life or present a serious hazard to public health, damage to homes and high value industrial or commercial properties.

There are three dam conservancy districts in Fairfield County – Hunters Run Conservancy District, Rush Creek Conservancy District, and the South Licking Watershed Conservancy District Conservancy District. These groups monitor, report failures, and provide maintenance on dams within their districts.

For more information on hazards in Fairfield County, see the *Natural Hazard Mitigation Plan.*

Hazardous Materials
Most situations with a hazardous chemical release are accidental such as an accident during transport that results in a leak. With hazardous chemicals, there is the possibility of injury, death, or damage.

Fairfield County has a Local Emergency Planning Committee (LEPC) as set forth in ORC 3750.03 which monitors and reports the release and cleanup of hazardous chemicals.

Man-made/Civil Disturbances
Man-made attacks can occur anywhere. These incidents are not discussed with natural events but are important for planning reasons. Chemical, biological, radiological, nuclear, explosives (CBRNE) incidents and other civil disturbances are areas of concern.

Additionally, cyberattacks have been increasing in frequency and damage. These attacks can take up to 18 months to recognize and more time to contain and then clean up the damage. A vast number of critical infrastructures are tied to internet-based platforms which are then held for ransom and stopped from a hack. Not only are essential services stopped, but trust and economic stability can also be lost.

D. Assumptions

When creating a plan for a cohesive response, there are assumptions made. These assumptions help identify capabilities and gaps for specific circumstances. The assumptions made in this plan are outlined below.

- ➢ Each situation requires different resources, support, and response efforts.
- ➢ Planning is done with the worst-case scenario in mind.
- ➢ A typical trigger for this plan is a Type 1 or 2 event, maybe a Type 3 event (FEMA, 2021). (See Annex A for more information.)
- ➢ The EOP is scalable, flexible, and adaptable to any preplanned event or hazardous incident.
- ➢ Local elected officials make an Emergency Declaration for situations that meet the criteria.
- ➢ The activation of an annex automatically activates the BP, if not already done.
- ➢ Roles and responsibilities vary depending on the nature of the situation.
- ➢ Many organizations with responsibilities in the situation collaborate and coordinate with each other for a cohesive and efficient response.
- ➢ Planning for recovery and demobilization begins at the start of an incident or event.

II. Concept of Operations

A. General

NIMS/ICS
In March 2009, the Fairfield County Commissioners passed Resolution 02-03-29.0 adopting NIMS. This requires all agencies of Fairfield County to utilize NIMS as directed by the State of Ohio and Department of Homeland Security (DHS). NIMS and Incident Command Structure (ICS) are utilized during the response and utilization of the EOP.

Triggers

Triggers to activate the EOP are identified by key personnel such as the EMA Director, AHJ, Incident Commander, law enforcement officers, and fire department personnel. The EMA Director (or designee) or IC has the authority to activate the EOP.

Establishing Operations

The following operations are established early in the incident based on size, scope, and need.

- Incident Command on the scene is established and a size-up is conducted. This allows the Incident Commander (IC) / Unified Command (UC) to understand the incident and anticipate what resources are needed.
- If the IC/UC determines that the Emergency Operations Center (EOC) is needed, notification is sent to the EMA Director.
- The EMA Director / EOC Manager coordinates with the AHJ, law enforcement, and fire to establish an effective line of communication and collaboration. This cooperation is maintained throughout the incident.
- Depending on the size and scope of the emergency, the CEO may make an emergency declaration. This declaration is required if resources or assistance are needed from outside the affected jurisdiction(s).

Maintaining Operations

- The Fairfield County Prosecutor's Office is used for all legal issues or questions during an event or exercise.
- Each jurisdiction should monitor, repair, or replace deployed resources following usage. If equipment cannot be repaired or replaced, it should be documented in the resource database. This information may need to be sent to the Logistics Chief in the EOC.
- Response efforts continue until the IC and/or EMA Director feels the emergency is contained or until the recovery phase is complete. Once it is determined the response can stop, demobilization of resources and personnel begins to return to a pre-disaster posture.
- The response phase may be faster, but depending on the damage and effects, recovery may take a long time.

Demobilization

Demobilization is planned from the beginning of the event. This is when personnel, supplies, and equipment can be sent back to their originating location. This is particularly important for personnel and equipment that was sent from a resource request.

As resources are no longer needed, there must be certainty between Operations and Logistics that they are not needed in another area of the response. If they are indeed no longer needed, the demobilization process starts. ICS-221 form may be completed for each resource demobilized.

Each functional annex has more information on the demobilization process.

Prior to demobilization, the EOC Manager conducts a hotwash to gather information from participants of what went well, areas for improvement, and any suggestions. This information is then used to write an After-Action Report (AAR). See Plan Development and Maintenance section for more information.

Information Collection, Analysis, & Dissemination

During a disaster, there is a lot of information needed and circulating as different roles complete their missions and tasks. Each role may receive critical information and is responsible for then making sure the information is shared.

The Planning Section Chief is responsible for collecting all the critical information that is circulating in the EOC and with external partners such as the jurisdiction's fusion center. Once obtained, information is collated into a usable format and then disseminated via the Incident Action Plan, maps, charts, etc. This information then becomes the Essential Elements of Information (EEI). EEI is critical because it is the information that decisions are based on and the foundation of the critical event. If the EEIs are not correct, there will be confusion and progress in the wrong direction.

EEI are those details that describe what has happened and the results of the incident such as injuries, death, damage, life safety and immediate needs, etc. The community lifeline icons can display their status on the outer ring of the icon. Each color signifies impact or an unknown status. Blue rings are just a display with no impact on lifelines (such as those in the beginning of the Base Plan). The lifelines can be displayed on a screen or whiteboard in the EOC. They can also be displayed in the virtual EOC platform.

A form to collect the EEI is in the EOC Planning Section files. Additional information on collection, analysis, and dissemination of critical information can be found in the CPG 101 v3 (Federal Emergency Management Agency, 2021).

Any information that should be shared with the public will be disseminated through the JIC or mass notification system. The method used is determined by the desired reaction. If the public should act urgently, a mass notification system is likely the method used.

Collaboration with different community liaisons is essential when ensuring that information is accessible to the whole community. Liaisons can assist public safety with how to reach their groups. If messaging is specific to a sector, geo-mapping can assist in making sure the message goes to the correct area.

New & Emerging Threats

Fairfield County is monitoring for new and emerging threats and their potential impacts. Surveillance and monitoring are done in collaboration with local, regional, state, and federal partners, both public and private. The EOP will be updated with information and response plans as needed.

Cybersecurity

Cyber threats and events are increasingly common. They are disruptive and can cause damage to systems, infrastructure, reputation, and lives depending on what they intercept. This implies intentional infiltration into cyber systems. There are accidental causes for the interruption of cyber systems as well. These could be a power glitch, clicking on a phishing email link, or a system failing.

Cyber systems are utilized in a multitude of ways such as power generation, transportation systems, traffic control, communication systems, water purification and delivery, banking, access control, and more.

Monitoring and surveillance are essential to pick up suspicious activity early before much damage can be done. Continual education for users is also important to stay vigilant and understand what they are looking at when using cyber systems.

B. Operational Needs

The EOP is designed to be an "all hazard" response plan. While many elements are the same such as NIMS response structure, language, and communication, there are differences between responses as well. Nuances may result in different needs and tasks. Examples of needs that may be present in one incident and not in another include, but are not limited to:

- Debris Management
- Door-to-Door Welfare Checks
- Mass Casualty
- Mass Fatality
- Points of Distribution/Dispensing (POD)
- Reunification
- Sheltering

The resource database contains many agencies, equipment, and support that can be called upon if there is a need. This log is maintained by the EMA office. Local resources must be utilized and exhausted before requesting resources outside of the county. Requests for resources are sent to the Logistics Chief through the EOC or the EMA Director if the EOC is not activated. Resource requests are documented on an ICS213-RR form.

C. Access & Functional Needs (AFN)

Part of the "whole community" includes members of the community with access and functional needs (AFN). The definition of AFN is broad and includes, but is not limited to, people with disabilities, older adults, limited access to transportation, limited access to financial resources, people with limited English proficiency (Federal Emergency Management Agency, 2021). Many people with AFN are protected through the Federal civil rights laws and nondiscrimination policy.

This includes people with physical, developmental, or intellectual limitations, chronic conditions, limited English proficiency, pregnant women, older adults, and infants and children to name a few. As implied by the list of people here, those needing assistance may change. Children grow up, someone gets a cast off and can walk again, a woman has her child, etc.

These individuals do not all have the same needs, and their needs may change based on what is asked of them. There may be different resources and logistics needed to evacuate, transport, shelter, and communicate with. It is best to ask a person how they can be helped. Resources can then be requested based on this information.

For those residents and visitors that need information in a language other than English, the Health Information Translations site (https://www.healthinfotranslations.org/) can be used for printed material. The site has different topics of information including safety, disaster preparedness, general information, and many other topics. The site was a project of Central Ohio hospitals.

III.   Organization of Responsibilities

Below are the primary agencies that would be involved in the response and recovery efforts. Primary agencies are the core group to respond to disasters. Secondary agencies are those that may be notified that assistance is needed from their respective organizations. All agencies are expected to follow their SOP/SOGs.

Primary

Community Elected Officials (CEOs)
- Keeping the citizens and their property safe and protected is the primary task.
- Submit an *Emergency Declaration* to the local EMA if warranted. (See Appendix C). (A county-wide declaration made by the County Commissioners covers the entire county.)
- Gather and report damage assessments to the EMA office within 12 hours.

- Maintain communication with other stakeholders, responding agencies, and the public. Effective communication must be established and maintained from the jurisdiction's CEO to the County EOC.
- Coordinate with Finance Section Chief to maintain receipts, purchase orders, bidding history, photographs, or any other documentation relating to the disaster and recovery.

Emergency Management Agency (EMA)

- The Emergency Management Director is responsible for coordination, resources, and messaging during a disaster.
- The Director advises the CEOs to ensure proper emergency actions are taken in a timely manner.
- Immediately following a disaster, the EMA Director coordinates with the elected officials of the affected jurisdictions to size-up the situation and damages. The EMA staff may conduct visits to the affected jurisdictions, assist with the initial damage assessment paperwork and emergency declaration.
- Notify Ohio EMA Watch Desk of the incident including damage, injuries, deaths, and number of emergency declarations.
- Activate the Emergency Operation Plan, if needed.
- Open the EOC, if needed. This may be a physical site or virtual.
- Receive assessment information and collaborate with IC to determine necessary protective actions and next steps.
- Work with all local jurisdictional agencies, boards, responders, and elected officials to promote cooperation and information sharing to mitigate threats and hazards.
- Develop and maintain the resource database which includes contact rosters, Mutual Aid Agreements, and a current listing of all available resources.
- Coordination of emergency/disaster planning as well as development and maintenance of the county EOP. This includes both short-term and long-term planning necessary to decrease possible cascading effects on the community during a disaster.
- Maintaining a positive training posture with all jurisdictions within the county. This may be in the form of classes or exercises.

Fire Departments and Emergency Medical Services (EMS)

In Fairfield County, fire and EMS personnel are in the same department. Many are cross trained to perform both roles.

- Provide recommendations such as shelter-in-place or evacuation.
- Provide mutual aid when necessary.
- Establish ICS to provide scene direction and control. The first ranking officer from a fire department assumes the Incident Commander role until another qualified individual relieves the first person.
- Communicate the assessment to the Incident Commander, or supervisor.
- Triage, stabilize, treat, and transport the injured.
- In case of hazardous materials, follow the Safety Data Sheets (SDS) guidance or Emergency Response Guidebook (ERG) directions for specific substances.
- Assist with evacuations and transportation, when necessary.
- Coordinate with private sector utilities companies, such as power and gas companies, when a service needs shutdown or restored.

Law Enforcement Agencies
- Maintain law and order before, during, and after a disaster.
- Utilize crowd control methods to keep citizens away from dangerous situations or clear of an area so that responders can work.
- Enforce a shelter-in-place or evacuation when ordered.
- Traffic control and area security.
- Declaration and enforcement of snow emergency for the county (Sheriff's Office).
- Lead agency in conducting and controlling evacuations.
- Work within jurisdictional laws and assist other jurisdictions when needed.
- Assess and analyze a situation to determine the potential harm to other first responders.
- Communicate the assessment to the Incident Commander, or supervisor.

Public Information Officers (PIO)
- The EMA Director activates the opening of the Joint Information Center (JIC).
- The PIO is the lead of the JIC and collaborates with leadership and command staff on messaging.
- The JIC gathers updated, accurate information, briefs the EOC and all media, prepares and provides emergency public information releases.
- Obtains approval before from EMA Director and Incident Command / Unified Command before releasing statements or any information.
- Monitors social media for rumors and assists with rumor control.
- Maintain a chronological record of all public / media releases, written and verbal.

For more information on the PIO, see the EOC/JIC SOG.

Public Safety Answering Point (PSAP) Centers
- Responsible for management of emergency communications systems for their jurisdiction.
- Dispatches all county sheriff, fire, and EMS units.
- Coordinate emergency communications, warning frequencies, and procedures locally and with neighboring communities.
- Ensures the communication network with regional support and State EMA is effective.
- Assigns and sets procedures that are compatible to the countywide emergency communications system.
- Works with impacted jurisdictions to ensure communications have 24-hour capability.

Secondary

Below are secondary agencies that may be called in if their services are needed due to the nature of the disaster.

Alcohol, Drug Addiction, & Mental Health (ADAMH) Board
- Plan, fund, monitor and evaluate the mental health and substance use services in the county.
- Coordinate mental health and substance use services, such as crisis care and post-traumatic stress disorder counseling.

Amateur Radio Club
- Provide communications support during emergencies or to assist with exercises.
- The members use their own equipment to support the county.
- Members can assist hospitals, clinics, volunteer reception centers, and donations management activities with communications.

American Red Cross (ARC)

- Provides mass care, feeding, sheltering, and bulk distribution of emergency supplies.
- Conducts damage assessment and shares results with EMA and ARC.
- Provides individual family assistance after floods, fires, and other disasters.
- Identify and vet shelter sites prior to a disaster.
- Training and designation of shelter managers and mass care facility managers as staffing allows.
- Coordinate with the health department when opening a shelter.

Animal Control

- Includes Dog Warden, Humane Society, veterinary offices, and animal hospitals.
- Coordinates pre-disaster preparedness activities with public sector groups and organizations to improve emergency response.
- Coordinates and plans resources to secure and relocate pets and livestock such as trailers, trucks, cages, etc.
- Coordinates the rescue and care of injured or endangered animals.
- Works to reunite all lost animals with their owner's post disaster.
- Provide support to Red Cross shelters in the handling of pets brought by evacuated families.
- Communicate with EOC to coordinate and resolve animal problems identified by the Incident Commander or EMA Director.
- Providing animal control measures as needed for shelter locations.

Coroner

- Information concerning fatalities is controlled and released by the Coroner. Information to be released will be given to the PIO.
- When there are mass fatalities, conduct investigations, establish temporary morgue areas, establish a Family Assistance Center (FAC).
- Request assistance with appropriate outside agencies as needed by the event (Disaster Mortuary Operational Response Teams (DMORT)).

Engineers and Public Works

- Close and open roads as safe and necessary.
- Inspect bridges, roads, or other structures impacted by the disaster. Verify if safe or if repair is needed.
- Provide personnel, vehicles, signage, and heavy equipment as able to assist with traffic control, detours, and roadblocks.

Fairfield County Health Department

- Coordination of the Strategic National Stockpile (SNS).
- Conduct epidemiological investigations of reportable infectious diseases and contaminants.
- Issue health and medical advisories to the public on matters like infectious disease, water condition and supplies, waste disposal, mass feeding services, vectors, immunizations, etc.
- Coordinate with medical and mental health services with ADAMH and other providers.
- Provide guidance on safety and health protection measures for first responders and workers on-scene.
- Inspect shelters.
- Conduct food inspections for any licensed kitchens.
- Address concerns regarding sewage and water.
- Participate in the JIC.

Fairfield County Information Technology
- Monitor county government cyber threats.
- Continue protective and prevention measures.
- Provide surveillance information, as appropriate, for the five mission areas.
- Participate in the EOC if requested during activation.
- Participate in the ICP if necessary for the type of event.

Fairfield County Prosecutor's Office
- Provides legal counsel to Fairfield County offices and Fairfield County townships, including but not limited to, Fairfield County Emergency Management Agency and the Fairfield County Board of Commissioners.
- Agencies that have their own legal counsel should utilize their own counsel's services, as applicable.

Hospitals
- Handle the medical needs required of the emergency.
- Communicate with the Health Incident Liaison (HIL) and other area hospitals to handle overflow or diversion plans.
- Continuously advise the appropriate hospital health and medical representative assigned to the EOC of the hospital's status.
- Have hospital PIO engaged with JIC.
- Establish and staff a reception/support center at the hospital for those seeking care and their support persons.

Job and Family Services
- Provide emergency assistance to qualified applicants.
- Administer Temporary Assistance for Needy Families (TANF) program for qualified applicants.
- Administer Supplemental Nutrition Assistance Program (SNAP) and Medicaid benefits to qualifying individuals.
- Assist families in applying for aid and addressing needs/concerns.

Salvation Army
- Coordinate with EMA for services needed after a disaster.
- Provide food and needed necessities during displacement for affected citizens.
- Coordinate with the ARC to ensure community needs are addressed.

Schools
- Protect and evacuate students as required by the emergency.
- When directed by the proper authority and approved by school leadership, schools may be used for mass care facilities, an operation center for fire or law enforcement, or a location for damage assessments teams to work.
- Coordinates the use of school buses and school bus drivers as needed for evacuation or relocation.

Soil & Water
- Provide technical assistance with flood control, erosion, and farm conservation.
- Advise and assist county agencies on agriculture response.
- Assist with conducting exercises involving agriculture and product security - including farming chemicals.

- Assist with potential locations of drainage infrastructure.

Special Operation Teams (SOT)
- Respond to calls for chemical hazards or water rescue team operations.
- Assist in identifying issues for responder safety and health.
- Conduct decontamination procedures if required.
- Assist in determining when it is safe for evacuees to return to their homes or discontinue shelter-in-place after an event. (This is done by working closely with EMA and the IC.)

Utilities Department
- Provide expertise on utilities if there are questions.
- Assist with water/sewer needs such as shutting off or restoring water/wastewater.
- Coordinate with private sector utilities and contractors, if necessary.

Transportation Coalition
- Provide day-to-day and emergency transportation as able and requested.
- Provide information on types of transportation units available to the EOC.
- Maintain MOU with EMA and 211 for transportation.
- Provide a liaison in the EOC who can share information and make decisions.

Volunteer Organizations
Volunteer organizations are extremely helpful to augment staffing. Local volunteer groups include Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC).

Some activities local volunteers can assist with include:

- Volunteer Reception Center
- Donations Management
- Family Assistance Center
- Sheltering assistance
- Damage assessment

CERT must be requested and approved by the EMA Director or County Commissioners in his/her absence. The MRC is managed through the Fairfield County Health Department.

Self-deployment (without a request from EMA or the EOC) is not appreciated or allowed.

Additional volunteer organizations can be called up through Ohio Voluntary Organizations Active in Disaster (VOAD). These volunteer organizations specialize in different tasks such as meals, debris, mass care, donations management, housing, communications, and more.

IV.   Direction and Control

During an emergency, direction and control allow the local jurisdiction to assess and analyze the situation and decide how to respond effectively and skillfully. Coordination and use of resources are utilized in an efficient manner.

The response to an event is led by the Incident Commander or a Unified Command. CEOs and other leadership provide jurisdictional oversight and provide emergency declarations if needed. The EOC is directed by the EMA Director or designee.

Each functional annex outlines specific direction and control areas and roles.

V.   Administrative/Logistics/Finance

A. Administrative

All records regarding the disaster including, but not limited to, message logs, resource requests, receipts, media releases, actions taken, challenges and successes, are maintained for the historical record and documentation. All written materials are provided to the EMA office prior to demobilizing and releasing staff.

B. Logistics

The requests for operations, logistical, and administrative support for response personnel is coordinated with the CEO of the affected jurisdiction and the County EMA Director. Requests, once approved, are given to the Logistics Chief.

Resources recorded in the resource database are constantly changing, therefore data may be outdated.

C. Finance

The first line of funding comes from the affected jurisdiction since disasters start and end locally. If the disaster is countywide or the County Commissioners issue the disaster declaration, the EMA Director presents the financial expenditures report to the County Commissioners for their approval or denial. If the expenditure is denied, it is up to the legislative authorities in the affected jurisdiction to approve or deny the request.

The Finance Manager maintains a roster of all expenditures including mutual aid agreements utilized, resources requested, receipts, and the number of manhours used in response and recovery efforts. Strict recordkeeping is maintained to improve the chance of having expenses reimbursed.

Training and Exercise

A. Training

Each agency lead is responsible to train their personnel on the NIMS process and for possible assignment in the EOC. Elected officials of all agencies are informed of NIMS and ICS programs and requirements.

Training elements for each area are described in their respective annexes or internal agency procedures.

Fairfield County EMA conducts periodic EOC training to keep skills fresh or bring in additional staff.

B. Exercise

Ohio Revised Code (ORC) 5502.26 and 5502.27 require the county EMA to conduct a test of the County EOP (Ohio Legislative Service Commission, 2002). ORC Chapter 3750 requires an annual test of the hazmat plan. Exercises increase responder's knowledge on specific topics, train EOC participants in their roles and responsibilities, and assist in identifying challenging areas. Exercises test the plan and procedures, not the person or the role.

A critique (hotwash) follows directly after completion of the exercise or real-world event. This should address all activities of the exercise, both successful and challenging. All participants in the exercise should be part of this debriefing and provide feedback.

An After-Action Report (AAR) / Improvement Plan (IP) is created after the event to summarize the activities of the event and capture successes and areas for improvement. Lessons learned are documented in the AAR for future planning efforts.

Plan Development and Maintenance

The Fairfield County EOP is reviewed and updated annually as required by ORC 5502.26, .27, .271 and OAC 4501:3-6-01 (Ohio Legislative Service Commission, 2002; 2016). OCR 5502.26 specifically, requires an annual test of the county EOP. Lessons learned from exercise and real-world AAR are utilized to update plans. This information improves plans by making them more effective and more comprehensive after seeing plans in action.

The resulting plans are shared with contiguous counties. Fairfield County's EOP coincides with plans from neighboring counties. The public can view the EOP through the EMA website (www.fairfieldema.com), requesting a hard copy at the EMA office, or stopping by the local library.

Appendices

- Appendix A – References
- Appendix B – Abbreviations
- Appendix C – Declaration of Emergency
- Appendix D – Department Roles and Responsibility of a Disaster Chart
- Appendix E – Authority & References
- Appendix F – Definitions of Terms

Appendix A – Document References

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Guide.pdf*

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Codes.ohio.gov. https://codes.ohio.gov/ohio-administrative-code/rule-4501:3-6-
01#:~:text=(A)%20Each%20local%20emergency%20management

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Evaluation Manual (OHM-EEM).* https://epa.ohio.gov/static/Portals/27/serc/OHM-EEM-
2022.pdf.

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https://www.census.gov/quickfacts/fairfieldcountyohio

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https://www.fema.gov/sites/default/files/2020-06/national_preparedness_goal_2nd_edition.pdf

Appendix B – Abbreviations

Acronym	Definition
211	Information & Referral
213RR	ICS Form, Resource Request
AAR	After-Action Report
ADA	Americans with Disabilities Act
ADAMH	Alcohol, Drug Addiction & Mental Health
AFN	Access & Functional Needs
AHJ	Authority Having Jurisdiction
ALD	Assistive Listening Devices
ALS	Advanced Life Support
AMBER	America's Missing: Broadcast Emergency Response
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ASAP	As Soon as Possible
ASPR	Assistant Secretary for Preparedness & Response
ATF	Alcohol, Tobacco & Firearms
BLS	Basic Life Support
BP	Base Plan
BWC	Bureau of Workers Compensation
CAMEO	Computer-Aided Management of Emergency Operations
CAS	Chemical Abstract Service (number)
CBRNE	Chemical, Biological, Radiological, Nuclear & Explosives
CCTA	Complex Coordinated Terrorist Attacks
CEO	Community Elected Official
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
CIKR	Critical Infrastructure & Key Resources
CIMS	Contact & Information Management System
CISM	Critical Incident Stress Management
Cmd23	Mobile Command Unit (RV)
CONT	Continued
COOP	Continuity of Operations Plan
COP	Common Operating Picture
COTS	Central Ohio Trauma System

Acronym	Definition
CPG	Comprehensive Preparedness Guide
CST	Civil Support Team
CTG	County Transportation Group
DHHS	Department of Health & Human Services
DHS	Department of Homeland Security
DMORT	Disaster Mortuary Response Team
DMV	Department of Motor Vehicles
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation
DPS	Department of Public Safety
EAS	Emergency Alert System
ECL	Emergency Condition Levels
EEM	Exercise & Evaluation Manual
EHS	Extremely Hazardous Substances
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPD	Electronic Personal Dosimeter
ERG	Emergency Response Guidebook
FAA	Federal Aviation Administration
FAC	Family Assistance Center
FAO	Fire Alarm Office
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCHD	Fairfield County Health Department
FCOEMHS	Fairfield County Office of Emergency Management & Homeland Security
FEC	Facility Emergency Coordinator
FEMA	Federal Emergency Management Agency
FMC	Fairfield Medical Center
FRA	Federal Railroad Administration

Acronym	Definition
FSMA	Food Safety Modernization Act
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations & Emergency Response
HIRA	Hazard Identification Risk Assessment
HR	Hour
HSGP	Homeland Security Grant Program
HSPD-5	Homeland Security Presidential Directive-5
IAP	Incident Action Plan
IC	Incident Command
ICP	Incident Command Post
ICS	Incident Command System
ILO	Intelligence Liaison Officer
IMT	Incident Management Team
IPAWS	Integrated Public Alert & Warning System
IT	Information Technology
JIC	Joint Information Center
JITT	Just In Time Training
K-9	Canine
LEADS	Law Enforcement Automated Data System
LEERP	Law Enforcement Emergency Response Plan
LEHD	Longitudinal Employer-Household Dynamics
LEPC	Local Emergency Planning Committee
LODES	LEHD Origin-Destination Employment Statistics
MAA	Mutual Aid Agreement
MARCS	Multi Agency Radio Communication System
MCJDC	Multi-County Juvenile Detention Center
MCU	Major Crimes Unit
MECC	Metropolitan Emergency Communications Center
MORPC	Mid-Ohio Regional Planning Commission
MOU	Memorandum of Understanding
MR	Millirems
MRC	Medical Reserve Corps
MSDS	Material Safety Data Sheets

Acronym	Definition
NAWAS	National Warning System
NBC	Nuclear, Biological, Chemical
NFIP	National Flood Insurance Program
NHMP	Natural Hazard Mitigation Plan
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Agency
NOVA	National Organization for Victim Assistance
NRC	National Response Center
NRT	National Response Team
NTAS	National Terrorism Advisory System
NWS	National Weather Service
OAC	Ohio Administrative Code
OCRT	Ohio Crisis Response Team
ODA	Ohio Department of Agriculture
ODD	Ohio Department of Development
ODH	Ohio Department of Health
ODNR	Ohio Department of Natural Resources
ODOT	Ohio Department of Transportation
OEMA	Ohio Emergency Management Agency
OEPA	Ohio Environmental Protection Agency
OFC	Ohio Fusion Center
OHM	Ohio Hazardous Materials
OHM-EEM	Ohio Hazardous Materials Exercise & Evaluation Manual
OIC	Officer in Charge
OMORT	Ohio Mortuary Operational Response Team
ONG	Ohio National Guard
OPHA	Ohio Public Health Association
OPHCS	Ohio Public Health Communications System
OPWC	Ohio Public Works Commission
ORC	Ohio Revised Code
OSC	On-Scene Coordinator
OSHP	Ohio State Highway Patrol
OSU	Ohio State University
OWS	Outdoor Warning Sirens

Acronym	Definition
PIO	Public Information Officer
PL	Public Law
POC	Point of Contact
POD	Point of Dispensing
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PSAP	Public Safety Answering Points
PTSD	Post-Traumatic Stress Disorder
Pu	Plutonium
PUCO	Public Utilities Commission of Ohio
R	Roentgen
RP	Responsible Party
RPP	Radiological Protection Program
RQ	Reportable Quantities
RR	Resource Request
SARA	Superfund Amendments & Reauthorization Act
SBA	Small Business Administration
SCBA	Self-Contained Breathing Apparatus
SCI	Southeastern Correctional Institute
SERC	State Emergency Response Commission
SITREP	Situation Report
SLGCP	State & Local Government Coordination and Preparedness
SNAP	Supplemental Nutrition Assistance Program
SNS	Strategic National Stockpile
SO	Sheriff's Office
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
SOT	Special Operations Team
TANF	Temporary Assistance for Needy Families
TDSRS	Temporary Debris Storage and Reduction Sites
THIRA	Threat & Hazard Identification & Risk Assessment
U	Uranium
UAV	Unmanned Aerial Vehicle
UC/UAC	Unified Command/Unified Area Command

Acronym	Definition
UCS	Unified Command System
UHF	Ultra-High Frequency
US&R	Urban Search & Rescue
USDA	United States Department of Agriculture
VA	Veterans Affairs
VOAD	Volunteer Organization Active in Disaster
VRC	Volunteer Reception Center
WEA	Wireless Emergency Alerts
WMD	Weapons of Mass Destruction

Appendix C - Declaration of Emergency

A local state of emergency is declared when existing circumstances are found to be beyond the capabilities of the local response system. A declaration of emergency can be completed by any jurisdiction in Fairfield County. A declaration from the Board of Commissioners of Fairfield County is a request for all jurisdictions.

The Declaration Process:

- Local CEOs may decide to declare an emergency before the system becomes overwhelmed or at a point that the system has reached capacity.
- Fairfield County EMA provides declaration documentation and technical assistance to any jurisdiction, if requested.
- After the completion of a situational assessment, Fairfield County EMA may recommend an emergency declaration be issued for affected jurisdictions.
- Any jurisdiction declaring states of emergency must forward the appropriate documents to EMA with photos and/or documentation for the declaration packet.
- Once approved and signed, the resolution is forwarded to Ohio EMA by the Fairfield County EMA Director.

Once Declaration is received to Ohio EMA

- Ohio EMA assesses the situation.
- Request a Governor's declaration if needed.
- Identify and mobilize additional resources.
- Upon request of the Governor, prepare a Presidential request for disaster declaration through FEMA.

Sample of County Commission Emergency Declaration

Resolution Number: Date of Request:

RESOLUTION TO DECLARE AN EMERGENCY IN FAIRFIELD COUNTY (*of local jurisdiction*) OHIO DUE TO (*insert circumstances of disaster and date of occurrence*).

WHEREAS, Fairfield County Emergency Management and Homeland Security has determined that Fairfield County has been severely impacted by (*insert the incident and date)* and

WHERAS, THE (*insert event*) resulted in (*list the impacts to the county*); and

WHEREAS, THE (*insert event*) caused (*list the impact to services*) and

WHEREAS, the affected citizens and jurisdictions in Fairfield County may need financial assistance for (*list the need-debris management, access to food, repairs to property)* to protect life and property; and

WHEREAS, some of these services may not be covered by existing programs, insurance, or other funding services; and

WHEREAS, this declaration of emergency shall expire in 30 days from the date enacted unless cancelled or extended by formal resolution, therefore,

BE IT RESOLVED BY (*local CEO*) FAIRFIELD COUNTY, OHIO

That the (*local CEO*) pursuant to the provisions of the Ohio Revised Code and Federal Statues, declares a state of emergency within Fairfield County. Ohio due to (*insert event and date*) and hereby authorizes the preparation of requests for State and Federal, public, and individual assistance for affected communities and residents.

PREPARED BY:

Appendix D - Department Roles and Responsibility of a Disaster Chart

Roles and Responsibilities - First 24 Hours of a Disaster

C - Coordinate L – Lead Agency P - Primary S – Support	Fire Dept	EMS	Law Enforcement (PSAP)	EMA	Elected Officials	Engineer & Public Works	Health Dept	Coroner	Red Cross	Amateur Radio
Emergency Notifications and Response	P	P	P	S						
Emergency Declarations				C	P					
Establish Incident Command	P	S	P	C						S
Population Protective Actions (Evacuation, Shelter in Place)	P	S	P	C	S				S	S
Open Shelters				C					P	
Notify OEMA. Request Field Liaison personnel				P	C					
Activate Wireless Emergency Alert (WEA)			P	P						
Establish EOC and JIC			S	P						S
Consult with Elected Officials				P						
Joint Information Center/ Press Briefings				P	S					
Resource Support	S	S	S	P/C		S				S
SNS: POD Site Security & Traffic Control			P				C			
Emergency Communications			P	P						P
Control Access to Area	S	S	P	C		S				
Traffic Control			P			S				
Fire Suppression & other tasks	P	S	S				S			
Commence Preliminary Damage Assessments				C	P				S	
Activate Volunteer Centers and Donations Management				P					S	

C - Coordinate L – Lead Agency P - Primary S – Support	Fire Dept	EMS	Law Enforcement-(PSAP)	EMA	Elected Officials	Engineer & Public Works	Health Dept	Coroner	Red Cross	Amateur Radio
Establish Shelter Operations				C					P/L	
Coordinate Transportation			S	C						
Hazmat Response and Decontamination	P	S	S			S				S
Mass Casualty/Fatality Actions	S	P		S				P	S	
EMS - Establish Triage	S	P	S				S			
Search and Rescue	S	S	P	C						
K-9 Search Teams	S	S	P	P/C						
Make public announcements for Health Advisories				C			P			

Roles and Responsibilities - <mark>After the First 24 Hours of a Disaster</mark>

C - Coordinate L - Lead Agency P - Primary S - Support	Fire Dept	EMS	Law Enforcement	Emergency Management	Elected Officials	Engineer & Public Works	Building Regulations	Health Dept	Red Cross	Amateur Radio	Humane Society
Continue EOC Operations	S	S	S	L	P	S		S	S	S	
Consult w/Elected Officials regarding recovery actions				P							
Continue Joint Information Center Ops				L	S						
Continue traffic control, access to sites			P	C							
Est Unified Command in case of Terrorist Incidents			P	C	S						
SNS: POD Site Security & Traffic Control			P					C			
Est Large Staging Areas in event of major Incidents	P			C	S	S					
Complete Damage & Assessment Reports – Sent to County EMA				C/S	P				S		
FEMA Community Meetings 3-5 days after disaster	S	S	S	C	P	S	S	S	S	S	
Establish Curfews as needed			S	C	P						
Continue Search and Rescue as necessary	S	S	P	C							
Continue Debris Removal & Collection Points			S	C	P	S	S	S			
Conduct Resource Support				P							
Request OSHP or ONG Support for Scene Security			S	C	P						
Request OHVOAD Assistance				C	S						
Establish Price Controls if necessary				C	P						

C - Coordinate L - Lead Agency P - Primary S - Support	Fire Dept.	EMS	Law Enforcement	EMA	Elected Officials	Engineering & Public Works	Building Regulations	Health Dept	Red Cross	Amateur Radio	Human Society
Employ Donations Management Teams				P					S		
Est Long Term Recovery Comma with FEMA/OHVOAD Assist				C				S	S		
Develop/Distribute lists of Licensed Contractors				C			P				
Develop Pet Shelter				C							P
Inspection – condemn buildings	S			C	S		P				
Conduct Daily Assessment Meetings & Press Media Briefings	S		S	C	P	S	S	S	S		S

Appendix E – Authorities and References

Authorities and references that support emergency preparedness and response efforts include:

Federal

- Americans with Disabilities Act of 1990, as amended in 2008
- FEMA, Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG), Version 3.0, September 2021
- FEMA, Hazard Mitigation Assistance Program and Policy Guide, version 1.1, 2023
- FEMA, National Incident Management System (NIMS) 3rd ed., October 2017
- FEMA, National Response Framework, 4th ed. October 2019
- FEMA, Public Assistance Debris Monitoring Guide, March 2021
- Homeland Security Act of 2002
- Homeland Security, Local and Tribal NIMS Integration, Version 1.0, n.d.
- Homeland Security Exercise and Evaluation Program (HSEEP), January 2020
- Homeland Security Presidential Directive 5, 2003
- Homeland Security, Target Capabilities List, September 2007
- National Response Team, Hazardous Materials Emergency Planning Guide, rev 2001
- NFPA 1561: Standard for Emergency Services Incident Management System and Command Safety, 2020
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288
- Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006
- Presidential Policy Directive / PPD-8: National Preparedness, March 2011
- Public Law 93-288: Disaster Relief Act of 1974
- Public Law 920: The Federal Civil Defense Act of 1950
- U.S. Census Bureau, Quick Facts for Fairfield County, Ohio, 2023

State

- Ohio EMA, Emergency Alert System (EAS) Plan, December 2018
- Ohio EMA, Hazard Identification & Risk Assessment (HIRA) State of Ohio, 2023
- Ohio EMA, ODH, Ohio State Coroners Association, Ohio Acute Mass Fatality Management Plan – County Guidance, January 2015
- Ohio EMA, Plan Development and Review Guidance for Local EOP, May 2021
- Ohio EMA, Public Assistance Applicant's Handbook, July 2019
- Ohio EMA, State of Ohio 2019 Mitigation Plan, 2019
- Ohio Legislative Service Commission: Ohio Revised Codes (ORC)
  - 161 – Emergency Interim Government (Continuity of Government)
  - 311 – County Sheriff
  - 313 – County Coroner
  - 315 – County Engineer
  - 3709 – Health Districts
  - 3750 – Emergency Planning
  - 4905 – Public Utilities
  - 5101 – Job & Family Services
  - 5502 – Department of Public Safety
  - 5502.27, 5502.271 – Program for Emergency Management

- Ohio Statewide Communication Interoperable Plan, November 2018
- State of Ohio Constitution, Article II, Section 42 – Continuity of government operations in emergencies caused by enemy attack, effective 1961
- State of Ohio Emergency Operations Plan, 2018

Local

- Fairfield County Commissioners Office Resolution 02-03-29.0, adopting NIMS
- Fairfield County EMA. (2023). *Fairfield County EOC/JIC SOG.*
- Fairfield County EMA. (2023). *Fairfield County Natural Hazard Mitigation Plan*
- Fairfield County EMA. (2023). *NIMS Implementation Policy*

Appendix F – Definition of Terms

Agency – A business or organization that provides a particular service.

Agency Representative – A person delegated by agency leadership to represent the agency who can make decisions and act on the agency's behalf during an incident or event.

Assessment – The evaluation and interpretation of measurements and other information that provides a basis for decision-making.

Assisting Agency – An agency or organization providing personnel, services, or other resources to assist a primary agency responsible for the incident. May also be called a "supporting agency".

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

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

Command Staff – In ICS structure, the Command Staff consists of the Incident Commander and staff positions of Public Information Officer, Safety Officer, Liaison Officer, who report directly to the Incident Commander.

Damage Assessment – The appraisal of the damage resulting from man-made or natural disasters.

Demobilization – Process of releasing assets and personnel back to their originating agency or location when they are no longer needed.

Disaster Mortuary Operational Response Teams (DMORT) – Teams organized to provide emergency assistance for disaster mortuary response and support to communities in the event of a mass fatality incident.

Emergency Alert System (EAS) – Broadcast stations and interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a time of emergency to deliver warning to the public or target populations.

Emergency Management Assistance Compact (EMAC) – A national mutual aid program, established in 1996 (Public Law 104-321) that provides state-to-state assistance during governor-declared emergencies.

Emergency Operations Centers (EOC) – A location, physical or virtual, where the coordination of information and resources to support the on-scene incident management activities can take place.

Emergency Operations Plan (EOP) – An all-hazards plan held by jurisdictions that outlines how agencies collaborate to establish a cohesive response to an incident. The plan outlines roles and responsibilities as well as actions to take and helpful information to execute a response.

Event – A planned, non-emergency activity.

General Staff – Personnel in an ICS-like structure 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 the Finance/Administration Chief.

Hazard – A potential danger or risk that presents a threat to life and property. There are several types of hazards such as natural, human-caused, and technological.

Incident – An unplanned occurrence or emergency, natural or human caused, that requires an emergency response to protect life or property.

Incident Action Plan (IAP) – Document for the incident containing goals, objectives, and strategies to manage the incident.

Incident Command Post (ICP) – The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP is normally identified by a green rotating or flashing light.

Incident Command System (ICS) – A standardized approach to managing an incident through command, control, and coordination so that many agencies can work together and be able to communicate and be effective.

Incident Commander (IC) – The person responsible for all on-scene incident activities, including the development of strategies and tactics and the ordering and the release of resources.

Incident Objectives – Statements of what will be accomplished at the incident that then drive the strategies and tactics. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. They must be achievable and measurable and yet flexible enough to allow strategic and tactical alternatives.

Joint Information Center (JIC) – A facility (physical or virtual) established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officers (PIO) from all participating agencies should co-locate at the JIC.

Joint Information System (JIS) –System for integrating incident and public information into a cohesive organization designated to provide consistent, coordinated, timely information during crisis or incident operations.

Jurisdiction – An extent of power to make legal decisions and judgements.

Liaison – A person that serves as a representative between groups and maintains communication to establish mutual aid and cooperation.

Logistics – Identification, coordination, and ordering of resources for a complex incident to meet objectives. Often requires people, facilities, equipment, and supplies. Implemented by the Logistics Section.

Mitigation – Activities designed to reduce or eliminate the impact of hazards on people, property, and the environment.

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

Mutual Aid Agreement – Written agreement between agencies and/or jurisdictions that they assist one another upon request by furnishing personnel, equipment and/or expertise in a specified manner.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a national framework for agencies of all backgrounds to work effectively and efficiently together to prepare for, respond to, and recover from an incident, regardless of cause, size, or complexity.

National Response Plan (NRP) – A guide for how the nation responds to all types of disasters and incidents while considering the whole community, business continuity, building capabilities, and stabilizing community lifelines.

Operational Period – The time block for executing a given set of operation actions, as specified in the Incident Action plan (IAP).

Operations Section – The section responsible for tactical incident operations.

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation of documentation. This section maintains information on the current and forecasted situation.

Preparedness – A state of readiness. This can be accomplished through implementing tasks and activities to build, sustain, and improve the ability to prevent, protect against, respond to, and recover from disastrous incidents.

Prevention – Actions to stop an incident from occurring.

Public Information Officer (PIO) – A member of the Command Staff responsible for interfacing and creating timely and accurate messaging for the media, public, and responders.

Recovery Plan – A plan to restore an affected area and get the jurisdiction back to a state of pre-disaster, or as close as possible, condition. Recovery is often viewed in short-term and long-term phases.

Resources – Personnel, equipment, supplies, and facilities available or needed for a response or recovery after an emergency.

Response – Activities that deal with stopping the threat and handling any immediate effects from the threat. Response actions usually include saving lives, protecting property and the environment, and meeting basic human needs.

Staging Area (SA) – Location(s) established where resources can be placed while awaiting a tactical mission assignment.

Strategic National Stockpile – A national program in the medical response infrastructure that can supplement medical countermeasures and supplies when needed for public health or large medical emergencies.

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

Unified Command (UC) – An authority structure in ICS where more than one agency shares the role of Incident Commander.

Unity of Command – Concept in ICS where each person within the organization or chain of command reports to a single supervisor to streamline communication and efficiency.

Annex A: EMERGENCY OPERATIONS

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	10/2023	T. Nash	All	Annual Review
2	10/2023	T. Nash	Pg. 3	Add Community Lifelines
3	10/2023	T. Nash	Pg. 4	Add Incident Complexity
4	10/2023	T. Nash	Pg. 4	Added Triggers
5	10/2023	T. Nash	Pg. 5	Updated Assumptions
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➢ County Elected Officials
- ➢ Fairfield County Commissioners and designated staff
- ➢ Jurisdictional Leadership
- ➢ Fairfield County EMA Director and staff
- ➢ Fairfield County Dispatchers
- ➢ Law Enforcement and Fire Chiefs
- ➢ Any agency that may have a role in the Emergency Operations Center (EOC) or Incident Command Post (ICP)

I.   Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to provide an overview of how jurisdictions direct and control activities that are essential to saving lives, protecting property, and restoring day-to-day functions during and after emergency situations. Emergency operation activities in this context refer to off-scene activities conducted through the Emergency Operations Center (EOC) that support activities conducted on-scene. The EOC may not be opened if the scale of the incident is smaller and there are adequate resources to handle the response. Plans are written with the flexibility to expand or contract to the response as needed.

B. Situation

The EOC can be activated for a planned event or for an emergency or disaster. The EOC assists by coordinating off-scene activities, public messaging, documentation, and resource requests. Incidents vary in complexity including the type of hazard, damage, complicating factors, and resources needed. Type 1 events are characterized by significant impacts, damage, and long recovery (FEMA, 2021). An example of a Type 1 event is an EF5 tornado that destroys a city. Type 5 events are much smaller and may only take an hour or two. An example of a Type 5 event is a structure fire without any complicated factors. Type 1 or 2 events typically trigger the activation of the EOC. Type 3 events may prompt the EOC to open as well depending on the needs.

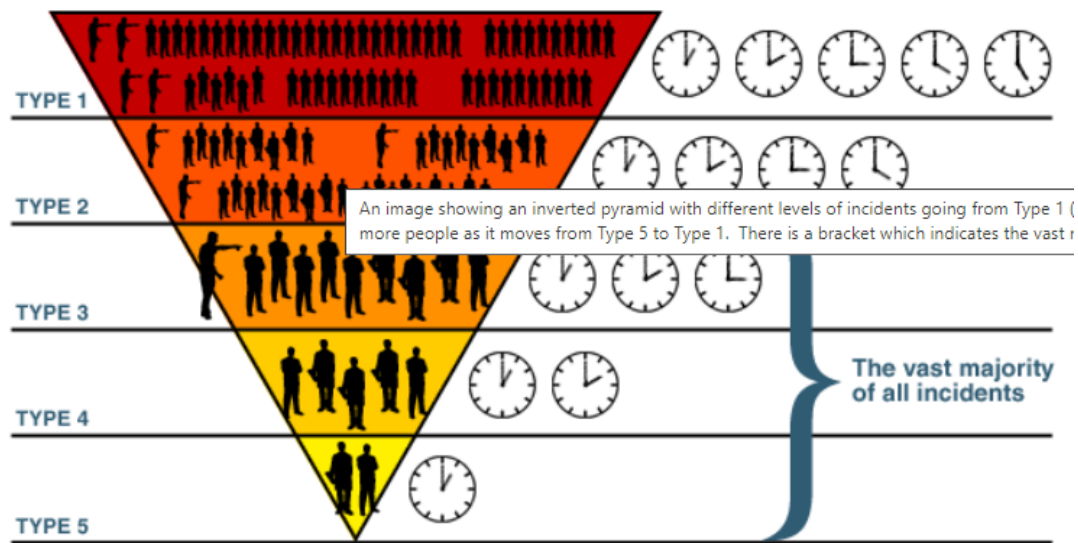The graphic below is a visual representation of the typed events.

Figure 1: Incident Complexity, FEMA, n.d.

Triggers

Triggers to activate the EOC include, but are not limited to:

- A Type 1 or 2, possible Type 3 event (FEMA, 2021).
- Support functions are needed or requested to support on-scene response.
- Resource needs outweigh resources readily available.
- An incident that requires coordination between multiple agencies.

- Messaging between agencies needs to be coordinated.

The Incident Commander (IC), elected officials, or EMA Director can make the request to activate the EOC. The EMA Director, or designee, officially does the activation by declaring which site or virtual activation and level of activation. If the situation is severe, the EMA Director or designee automatically opens the EOC and communicates with the IC and CEOs of the status. When the EOC is activated, a notification is sent by the EMA Director, or designee, to all EMA staff members and appropriate support organizations requesting their presence. Volunteers may be contacted to support the EOC.

The primary purpose of the EOC is to provide support to the IC and the on-scene operations by centralizing off-scene emergency operations and coordinating requested assistance. In some circumstances, it is necessary to have a virtual EOC. This is particularly helpful in situations that require distancing (infectious disease) or where staff are not able to make it to one location (severe winter weather or roads blocked by debris).

C. Assumptions

The following assumptions are made for planning purposes:

- Response follows NIMS and ICS standards as mandated by the State of Ohio and the Fairfield County Commissioners.
- Planning is done with the worst-case scenario in mind.
- Planning is done with consideration for the whole community, especially with consideration for resources, communication, and requested actions.
- The EMA Director, or designee, activates and oversees the EOC in accordance with the *EOC Standard Operating Guideline (SOG)*.
- The EOC remains active until the recovery mode is completed or recovery operations can be conducted during daily operations.

Refer to the Emergency Operation Center SOG for more information.

II. Concept of Operations

A. General

Incident Command Post (ICP)

The Incident Command Post (ICP) is established on-scene first. The Ohio Revised Code (ORC) states that the first leading fire official is the Incident Commander (IC). If a more qualified fire official arrives later, command can be transferred to that individual. There are some incidents that law enforcement is the IC such as one involving a plane crash or criminal act. A Unified Command (UC) may be established where fire, law enforcement, and any other lead agency carry command together.

The scene is sized-up and potential needs and resources are identified. If the incident is larger in scale, the IC/UC may request the EOC be activated to support on-scene operations. A member of EMA and a Public Information Officer (PIO) may be assigned to the ICP for support and to coordinate with the EOC.

The staff in the ICP are concerned with what is taking place now and what operations must be done for life safety and property preservation. If they need support, they request an EOC.

Emergency Operations Center (EOC)

The EOC is designed to support on-scene functions such as resource requests and tracking, communications, and anticipate future needs. The EOC also starts the planning for the recovery phase. In the EOC, briefings are done to keep staff on the same page and avoid confusion or duplication. Meetings to discuss objectives and tactics are conducted after the ICP has their meetings to ensure the ICP and EOC are working toward the same goals efficiently and effectively.

Functions of the EOC include:

- Provide a central location for coordination.
- Facilitating and directing recovery functions and clean up.
- Collect, analyze, and disseminate information to stakeholders, those responding to the incident, and the public.
- Coordinate and oversee other functions that are not part of the incident scene such as a Family Assistance Center, volunteer management, shelters, donations, etc.
- Collect resource requests, process, and request or procure needs.
- Track resources from the time they are requested to the time they are returned home or reach their final disposition.
- Conduct damage assessments with trained reviewers of the affected areas.
- Maintain documentation for future review and potential reimbursement including rosters, receipts, purchase orders, resource requests and tracking, and ICS forms.

Specific information on the structure, timing, and processes of the EOC can be found in the *EOC SOG*.

EOC Structure

- The EOC follows an Incident Command System (ICS) type structure (see Figure 2).
- The EOC is led by the EOC Director who maintains communication with the community elected officials (CEO) and Incident Commander.
- The Command Staff is made up of EOC Safety/Security, Incident Command Liaison, and Public Information Officer (PIO).
- The General Staff include Operations, Planning, Logistics, and Admin/Finance Coordination Section Chief.

This structure is with potential agencies incorporated. Some agencies may be shifted depending on the incident. For example, one agency may be under operations if they have subject matter expertise (SME) during one type of incident. In another incident, they may have more of a logistics role.

The structure of the EOC is scalable to the incident. Not every agency is called out each time the EOC is opened. An EOC with the structure shown in Figure 2 would be for an extremely large and complex incident.
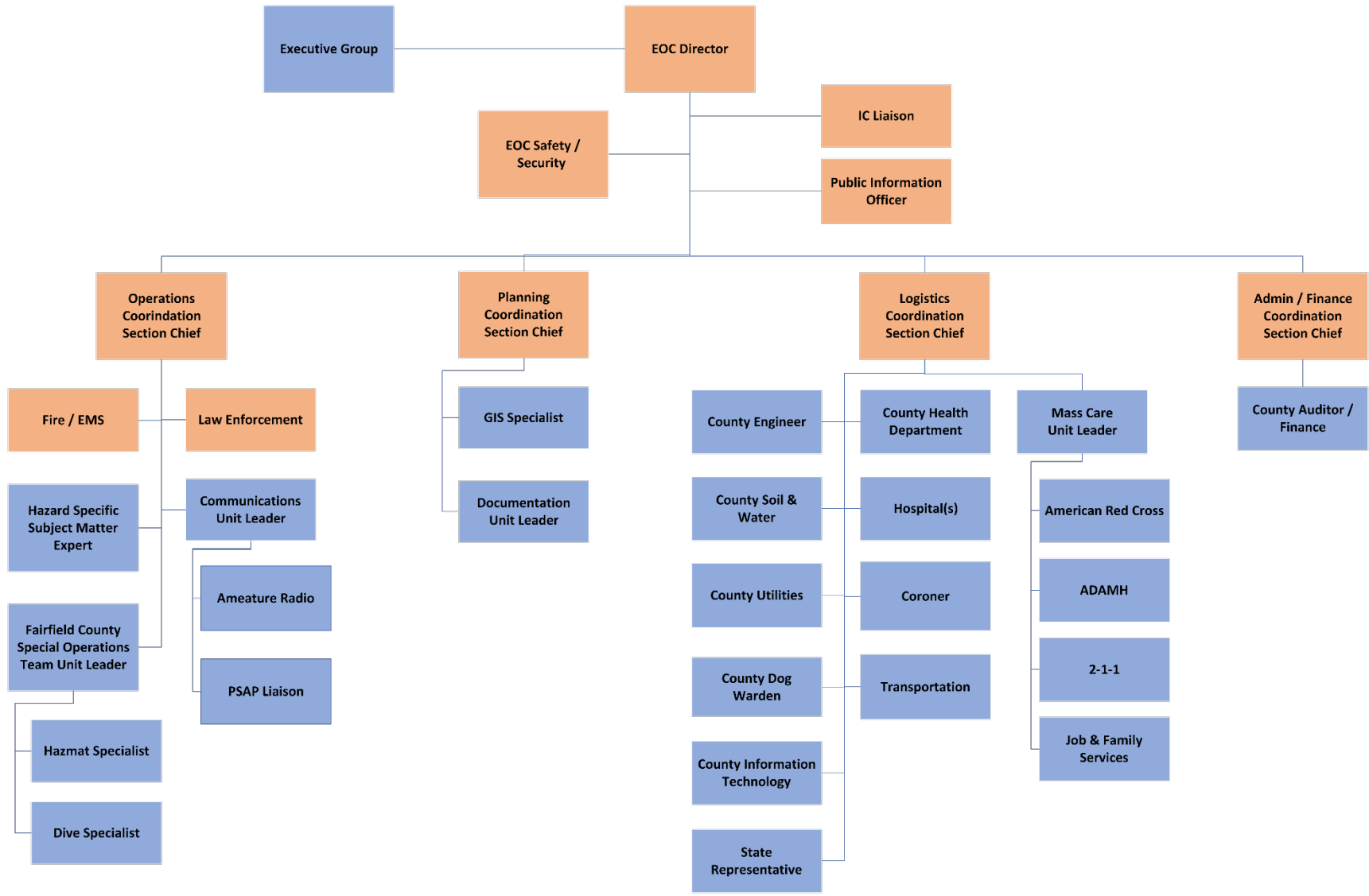
Figure 2: EOC Structure

Joint Information Center (JIC)

The JIC is the primary information/notification center during an incident. Information must be collected, analyzed, and verified before disseminating to those responding to the incident, stakeholders, and the public. Characteristics of the JIC include:

- Activated by the EMA Director, or designee.
- Lead by the EMA Director, or designee, and the Lead PIO.
- Can be located with the EOC or in another location that has room for media to come to briefings without interfering in EOC operations.
- Staffed with PIOs from different agencies so that the same messaging is coming from all participating organizations.
- Coordinate press briefings for the media and send out media notices.
- Collect information and verify accuracy.
- Monitor for rumors.
- Write media pieces that appointed spokespersons speak to.
- Get approval from EOC Manager/EMA Director and Incident Commander prior to releasing any information.
- Maintains communication until the functions are either absorbed in daily operations or recovery is complete.

B. Operational Needs

The EOC has operational needs to ensure that staff working can be effective. Those needs include:

- Primary and secondary location with enough space for agency representatives, office equipment, and amenities – water, access to food, restrooms, ample parking, accessible location, and is secure.
- A virtual EOC option is available using Microsoft Teams. Teams is used in daily operations as well, so extending to disaster operations is a smooth adjustment.
- Security presence at the EOC and JIC. Verify people coming in are supposed to be there.
- Equipment to work such as computers, phones, internet access, electric, cell phone reception, desks or tables, chairs, whiteboards or projector and screens, office supplies, etc.
- A schedule or battle rhythm should be established including hours of operation (ex. 24 hours a day) and an operational period (ex. 12-hour shifts). This helps agencies called to the EOC understand how to staff.
- Agency representatives sent to the EOC should have knowledge of the agency's capabilities and be empowered to make decisions. Decisions must be made quickly and cannot wait extended periods for an answer.
- Agencies should bring their own computers to be able to access important files, systems, and agency cell phones to be able to conduct business. Procedures and processes should be accessible for reference during a disaster.
- There is a list of likely agencies that may be called to support the EOC. Agencies called depend on the incident and the scale of damage or complexities.
- The resource database is a local database with memorandums of understanding (MOU), agreements, rosters, and local resources identified that may be called upon during an incident. Information in the log is constantly changing so information should be updated if it is discovered an update is needed.

Some jurisdictions may open an EOC in their area such as a library, community center, or town hall. This allows them to be closer to their residents and make local decisions.

It is reasonable to anticipate some agencies may be affected by the threat or hazard. If the agencies have critical or essential functions that must be operational less than 12 hours after an incident, they may need to implement their Continuity of Operations (COOP) Plan. These plans identify the equipment, systems, personnel, and requirements that must be operational for critical functions. The other aspect of the COOP is the location that staff will work from. This should be identified in the agency's COOP Plan, even if the plan is that some staff are virtual.

C. Access & Functional Needs

There are two populations of individuals with access and functional needs (AFN) considered in disasters. The first group are those who are responding to the emergency that may have AFN. The second are community members affected by the disaster. In both cases, planning is required to ensure individuals have access to basic life needs. Being involved, making a kit, planning with friends and family, and checking on neighbors are all things that can be done to build a resilient community and increase access for everyone.

If residents need assistance, questions are to be asked regarding what type. The agency partners in the EOC can help make connections or coordinate resources to support residents.

III. Organization of Responsibilities

A. Primary

Incident Command

The Incident Command Post manages the scene and should maintain communication with the EOC. This communication ensures that the goals and objectives are in line with each other and compliment. The following are responsibilities of the Incident Command Post:

- Can request the activation of the EOC.
- Request CMD23 if needed for a command post.
- Maintain communication with the EOC to ensure goals and objectives are in line with each other and compliment.
- Include EMA Director in briefings so that information can be relayed back to the EOC.
- Send resource requests to the EOC.
- Receive resources and provide an assignment to them.
- As the incident grows, the IC requests additional personnel to assist with tasks such as establishing a staging area for equipment, setting up a triage area for injured, break areas for first responders, *etc*.
- If an incident is determined by the IC to be a criminal activity such as a terrorist attack or active aggressor, law enforcement is contacted, if not already present, and assumes role as IC or becomes part of a Unified Command (UC).

EMA
- Inform the Commissioners and CEOs of the situation and response activities taking place.
- Set up and maintain the EOC as needed with the activation level.

- Determine which EOC location is the most appropriate depending on the coordination with the IC.
- Once activated, the EMA Director informs the County Commissioners, LEPC members (if applicable), Ohio EMA Watch Desk, and neighboring counties of the incident.
- The EMA Director, or designee, sends a notification to agencies needed to report to the EOC.
- Throughout a response, the EMA Director conducts initial and periodic briefings for all EOC personnel.
- Essential Elements of Information (EEI) are collected by all members in the EOC. The Planning Section collects the information and creates documents that allows everyone to stay focused on goals, objectives, and tactics.
- Significant events that should be viewed immediately such as road closures, number of causalities, or fatalities are posted in the EOC using a message board and Microsoft Teams.
- All internal operational procedures in the EOC are the responsibility of the EMA Director, or his designee.
- Additionally, information the EOC receives is shared in the form of a situational awareness report (SITREP) to all CEOs and all other agencies affected by the situation. These are distributed at the end of an operational period.
- The EMA Director, or designee, keeps all officials who are not present in the EOC current on the evolution of the disaster. In conjunction with the timed EOC briefings, elected officials are contacted.
- Ensure all EOC staff members understand their roles and responsibilities.
- Ensure that from activation to de-activation, the EOC staff maintains all necessary administrative paperwork.
- Collect damage assessments reports and consolidate them into a package to forward to Ohio EMA within the required timeframe.
- Apply for disaster assistance if necessary.
- Oversee the JIC and its functions.

JIC

- Write press briefings for CEOs and spokespeople to read.
- Obtain approval for any materials and statements that are dispersed.
- Prepare CEO for media interactions.
- Coordinate press briefings and release media advisories.
- Control and disseminate information to the public and media as detailed in the *JIC SOG* and Annex C of the *EOP*, Public Notification and Information.
- Communicate with the IC and EOC to gather specific, real-time information of the emergency.
- Monitor for rumors and provide clarifying statements if necessary.

B. Secondary

Ohio Emergency Management Agency (OEMA)

- OEMA may send a liaison to the EOC to streamline communication and collaboration.
- Assist with filling resource requests.
- Process the disaster declaration.

IV. Direction and Control

The Incident Command Post is controlled by the IC or UC. The IC/UC controls the scene of the incident.

The EOC is controlled by the EMA Director or designee. The EMA Director oversees the JIC and the EOC operations.

Coordination must happen between the IC/UC and EMA Director so that objectives, strategies, and tasks are complimentary and working toward the same goals.

V.   Administration/Logistics/Finance

A. Administration

- EMA maintains the EOC and the systems utilized within:
  - MOUs with neighboring counties and support organizations
  - Reporting and information systems
  - Log of resources
  - County and local plans
  - Contact rosters of various types
  - Checklists
  - ICS forms
  - Equipment such as radio caches
  - Damage assessment tools
  - And more
- All documents related to the incident must be kept for reimbursement and historical purposes. This includes receipts, messages, notes, invoices, rosters, etc.
- The Situational Awareness log in Microsoft Teams is used to describe and track location, events, declarations, and all pertinent information of an event.
- EOC Staff members must maintain records of all activities and events that took place during the disaster and concerns of their agency, department, or organization. These comments are maintained on Staff Position Logs (ICS form 214).
- Each agency is responsible for scheduling their staff shifts in the EOC.
- Once their replacement arrives, the staff member must brief the replacement on the events of the disaster and any other information necessary to function.
- EOC staffing shifts for a 24-hour operation are conducted using 12-hour shifts per staff member unless otherwise stated by the EMA Director, or designee. This benefits all EOC workers if the EOC must remain active for several days.

Specific procedures and information on how the EOC and JIC operate can be found in the *EOC Standard Operating Guidelines (SOG)*.

B. Logistics

- Resource requests are sent in from the scene or impacted areas.
- Equipment and resources requested are procured and assigned to impacted jurisdictions as needed. Jurisdictions receiving the resources are responsible for its use, maintenance, cost, and security until the resource is returned to its originating location.
- During an emergency, resources are acquired by using the county resource database. Once local resources are depleted, requests can be made to the region and state.
- Procurement policy requirements must be adhered to by all local, state, and federal agencies.

C. Finance

- Complete and accurate accountability for all items and resources used is required for cost recovery.
- All records must be accurately maintained from activation to recovery by all agencies.
- Fairfield County participates in the National Flood Insurance Program (NFIP).
- All documentation for finance and the incident as a whole must be provided to EMA prior to staff leaving their shift or demobilizing.

VI. Training and Exercise

A. Training

Training in the EOC is conducted periodically to familiarize staff that may be called. EMA encourages agencies to send a few staff to these training courses to cover multiple shifts, because staff may be affected by the incident and not available, and because of staff changes.

The information assists them when they take part in scheduled exercises or become a part of the EOC during activations.

The county has developed and accepted the NIMS platform; therefore, it is the responsibility of all responders to be currently trained in the NIMS concepts. Tracking of this requirement falls on the supervisors of all first responders. Recommended courses include FEMA IS-100, 200, 700, and 800 to understand the basic NIMS concepts. Additional courses are encouraged.

B. Exercise

EMA attempts to hold EOC exercises once a year, however, there are options for exercises throughout the year with different entities. Exercises such as those conducted by local hospitals can teach responders how to utilize other agency SOPs and rules while responding to their own emergency.

A hotwash is conducted following each exercise. This is an opportunity for those who participated in the exercise to discuss what went well, areas for improvement, and recommendations. The information is collated into an After-Action Report (AAR)/Improvement Plan (IP).

VII. Plan Development and Maintenance

The EMA Director and staff are responsible for updating and maintaining the plan. The EOP and all its annexes are reviewed annually. Feedback gathered from exercise or real-world experiences AARs are incorporated into the next plan update to make the plans more accurate and pertinent to the community served.

VIII. Appendices

Appendix A – Primary Emergency Operation Center Diagram

IX. References

Fairfield County EMA (2023). *Emergency Operation Center (EOC) SOG*

Fairfield County EMA. (2023). *Natural Hazard Mitigation Plan (NHMP)*

Fairfield County EMA. (2023). *NIMS Implementation Policy.*

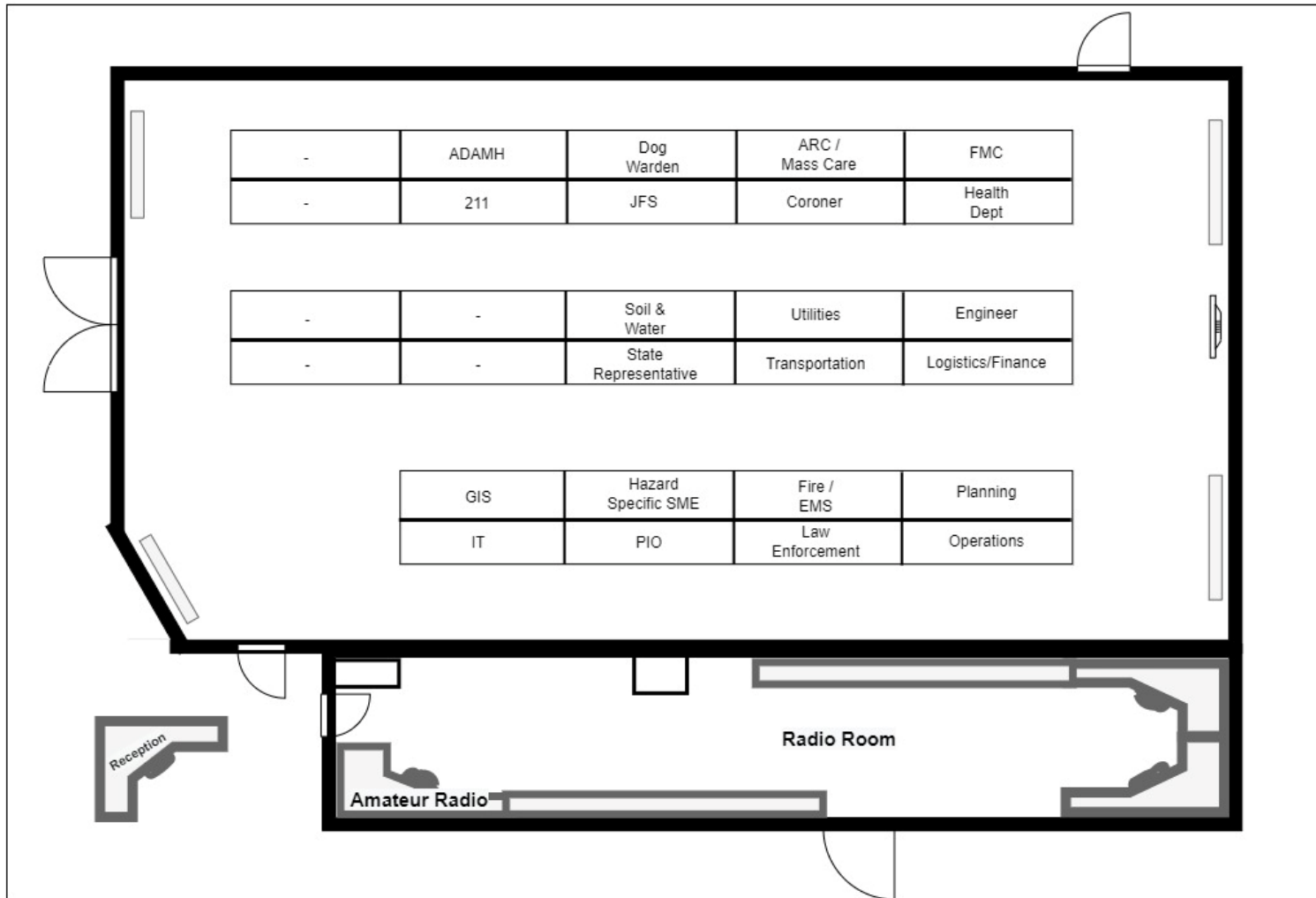Fairfield County EMA. (2021) *Hazard Identification & Risk Assessment*

FEMA. (2021). *National Incident Management System Incident Complexity Guide Planning, Preparedness and Training*. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf.

FEMA EMI. (n.d.). Lesson 6: ICS Organization. https://emilms.fema.gov/is_0200c/groups/471.html

Appendix A – Primary Emergency Operations Center Diagram

Fairfield County Emergency Operations Center

240 Baldwin Dr, Lancaster, Ohio 43130

-	ADAMH	Dog Warden	ARC / Mass Care	FMC
-	211	JFS	Coroner	Health Dept

-	-	Soil & Water	Utilities	Engineer
-	-	State Representative	Transportation	Logistics/Finance

GIS	Hazard Specific SME	Fire / EMS	Planning
IT	PIO	Law Enforcement	Operations

Radio Room

Amateur Radio

Reception

Annex B: Communications

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	10/2023	T. Nash	All	Annual Review
2	10/2023	T. Nash	Pg. 5	Added Cyber Considerations
3	10/2023	T. Nash	Pg. 7	Added Ohio Cyber Reserve Resource
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Community Lifelines

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➢ Fairfield County Dispatchers
➢ Law Enforcement and Fire Chiefs
➢ Amateur Radio Club

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to outline primary and backup communications capabilities and procedures to be employed in the event of a major emergency or disaster in Fairfield County. It describes the procedures of communications between the on-scene Incident Command (IC), the appropriate 911/Public Safety Answering Point (PSAP), EMA, and if activated, the Emergency Operations Center (EOC).

This annex is scalable and adaptable to the situation and needs of responders, stakeholders, and the community.

B. Situation

In any situation, communication is always identified as mission critical and something that can always be improved. This is also true during an emergency or disaster where there is chaos, confusion, complexities, and many responses needed at once.

The Communications Annex to the EOP can be used for any disaster or activation as communication will be utilized in all incidents and events. This annex outlines how communications are used during a disaster. If this annex is activated, the Base Plan of the EOP is automatically activated.

Triggers

Triggers to activating this annex include but are not limited to:

- Incident requiring multiple operational periods, agencies, and personnel.
- A situation with complexities, likely a Type 1, 2, or 3 event (FEMA, 2021).
- Communication systems in place are impacted and redundant systems are needed.
- Communication assistance is needed at different sites related to the incident so that all sites can communicate together.
- A complex incident is taking place and the Incident Commander (IC) and/or EMA Director feel that this annex needs to be activated.

C. Assumption

Planning assumptions in this annex are as follows:

- Planning is done with the worst-case scenario in mind.
- The EOC is in full activation after a disaster causing widespread significant damage.
- Communication needs are present at various locations because of the disaster.
- Redundancy in communication systems is present and interoperable.
- In the event of a major loss of communication capabilities, regional and state resources are available to support emergency operations.

II. Concept of Operations

A. General

Public Safety Answering Points (PSAP)

There are three primary and one secondary Public Safety Answering Points (PSAP) for Fairfield County, and all operate 24/7. Each PSAP handles their jurisdiction, however, if one station becomes overloaded or is out of service, incoming calls can 'roll-over' to the other two primary PSAPs. All PSAPs have emergency back-up power sources and the ability to call in additional dispatch personnel if necessary.

In the event of a disaster, PSAP is likely the first to find out from public calls for help. PSAP dispatches the appropriate first responders to the scene. Once first responders assess the situation, they notify the PSAP if EMA, Special Operations, or any other resources are needed.

If the EMA or EOC are not activated, the PSAP is responsible for requesting and dispatching resources as requested by the Incident Commander. If the EOC is requested, PSAP will call EMA and advise them.

Public Safety Radio System

All public safety agencies in Fairfield County utilize the Multi-Agency Radio Communication System (MARCS). The fire departments, except for the City of Lancaster and Violet Township, operate on shared talkgroups. Violet Township fire is a member of the Metropolitan Emergency Communications Center (MECC). Lancaster and Violet fire operate on shared talkgroups.

All law enforcement agencies, apart from the City of Lancaster and Pickerington Police Department, also operate on shared talkgroups. Lancaster and Pickerington have their own dedicated talkgroups.

While some departments operate on separate talkgroups within the county, all can have interoperable communications with each other within the MARCS system. This interoperability allows for streamlined communications and efficiency.

The Amateur Radio Club

The Amateur Radio Club or "ham radio" operators are an important communications supporter and provider in Fairfield County. The club members are an important part of the EOCs overall communication plan and can provide mobile communications assets in the event of an emergency.

Amateur Radio Club members can provide communications in places such as:

- Shelters
- Hospitals and Clinics
- Emergency Operations Center (EOC)
- Incident Command Post (ICP)
- Family Assistance Centers
- Volunteer Reception Centers
- And more….

Requests to activate the Amateur Radio Club should be sent to the EOC.

B. Operational Needs

With communications, the largest needs are equipment, people, and information. Mobile communication support is available by requesting the mobile incident command vehicle CMD23. (Information specific to mobile command can be found in *CMD23 SOP*.)

Two-way radio caches are available to responders through EMA or Ohio MARCS. These radios must be signed out and returned. If the radios are coming from Ohio MARCS, there may be a delay in getting them. Other communication resources include a cell on wheels (COW) and satellite phone.

Staffing needs are highly likely. There is always a possibility staff could be affected by the disaster decreasing the initial power starting out. In long responses, burnout and fatigue are inevitable. Shifts are needed to allow staff to rest and recharge.

In large and complicated situations, financial support is needed for resources including personnel.

It is realistic that agencies assisting with the response have also been impacted. This could be through personnel, property, structure, economically, etc. Agencies should have a Continuity of Operations (COOP) Plan that outlines how agencies will continue essential functions in the event they have been affected by the disaster. This also applies to communication methods.

One potential hazard that can affect communications is a cyber incident. Many communications rely on an internet connection to be able to talk between devices and even systems. In communications, and particularly with cyber-related incidents, Information Technology (IT) and communication experts should be available in the EOC and/or ICP. EMA and the EOC can support IT through resource requests, coordination, and messaging.

In situations where no communication methods are working, utilize a runner.

C. Access & Functional Needs

Communication is critical when sharing information with residents, particularly when there is an action they should take. The definition of Access and Functional Needs (AFN) population can be found in the Base Plan. They all have unique needs. Some individuals with AFN may require alternative means or assistance in receiving communication. Assistance may come in the form of equipment (Pocketalk, amplifiers, assistive listening devices (ALD), TTY lines, *etc*.) or alternative methods (written, different languages, reading level, audible). Using multiple different types of communication methods is more effective when reaching people. Knowing the population receiving the message can also guide communication tactics that would be most beneficial.

AlertFairfield is the mass notification system used locally. When individuals sign up to receive alerts, they can designate themselves as needing additional assistance during a disaster.

II.   Organization of Responsibilities

A. Primary

Amateur Radio Club
- If able, activate upon request.
- Provide communications networks as requested and as defined in the *Amateur Radio SOP*.

- Radio club members may be assigned to provide personnel and/or mobile units to support the EOC or ICS operations, at shelters, with law enforcement and more.

EMA

- Activate emergency public information as requested. (Defined in Annex C.)
- The EMA Director and the EOC Communications Officer obtain initial contact and periodic reports from the IC at the scene of the incident or the Incident Command Post (ICP).
- The EMA Director, or designee, notifies OEMA liaison of the event, actions taken, and any updates.
- Upon request, activates the Amateur Radio Club leadership, who then activates their team.

Emergency Operations Center

- EOC staff coordinate support for the on-scene IC and response.
- Receives resources requests and attempts to procure or purchase to fill the needs starting with local resources first.
- If traditional communication methods are inoperable, the EOC will attempt to establish communications with critical sites first (hospitals, incident scene, OEMA, and mission critical agencies).

Incident Command (IC)

- The IC maintains communication with the PSAP Dispatcher(s) and the EOC.
- If there is identification of a communication issue, advises the EOC.

Information Technology (IT)

- Provide expertise and access to systems necessary.
- Send a liaison to the EOC for cyber-related communications and knowledge.

Public Safety Answering Point (PSAP)

- Receive and dispatch calls for service.
- Maintain electronic records of emergencies.
- When the EOC is open, PSAP continues to handle those areas which they alone are the designated lead agency, i.e., notification of response organizations, mutual aid, etc.).
- PSAPs provide communication support to the emergency response agencies on a 24-hour basis.
- May send a dispatcher to the EOC if troubleshooting or decision-making is needed.

B. Secondary

Private Communication Companies

- Private companies that work in communications such as Spectrum, FirstNet, Verizon, AT&T, etc.
- Coordinate with the EOC for issues with communication, troubleshooting, and service issues.
- Communicate on the local level unless pushed higher due to the incident.
- Provide deployable assets to bring systems back online (i.e., tower on wheels (TOW)).

Ohio Cyber Reserve

- Ohio Cyber Reserve is a resource available through the Ohio National Guard.
- Trained civilians established to assist eligible municipalities with cybersecurity issues and vulnerabilities, provide recommendations, and create cyber resiliency.
- Assistance must be requested.

Ohio Emergency Management Agency
- Provide support as requested.

III. Direction and Control

PSAPs follow their SOP/SOGs for communication, resources, documentation, etc. Once the EOC is open, additional communication resources become available. The EMA Director, or designee, oversees the operations in the EOC.

The Incident Command Post (ICP) and EOC maintain communications with each other to ensure objectives, strategies, and tasks align.

IV. Administration/Logistics/Finance

A. Administration

If activated, the EOC maintains the record keeping for the incident. This includes receipts, communications, media releases, etc. Call logs with the PSAP are maintained in their system.

B. Logistics

Resource requests usually start with the PSAP and then move to the EOC once the EOC is activated. Local resources are listed in the resource database, however, this information changes quickly. Once local resources are exhausted, regional, and state resources can be requested. Resources may be procured (borrowed) or purchased.

C. Finance

Finance pays the bills related to the event. This section also keeps the documentation justifying and verifying the expense for potential reimbursement. It is better to collect more documentation in the beginning than to not have it later. All agencies involved should keep records of expenses. This includes staff rosters and time as well as volunteer hours.

V. Training and Exercise

A. Training

Agencies involved in any EOC operations should be knowledgeable of communication standards and methods. Protocols may be held in the EOC or within individual agency protocols. Training in procedures should be done at onboarding with employing agencies. Just-in-time training (JITT) is conducted at the beginning of an incident when other agencies and staff are requested. JITT is done at the EOC and at the ICP.

Training and coordination of the PSAPs is the responsibility of the assigned supervisors.

The Amateur Radio Club must become familiar with the protocols of the organization. Their operators should train according to the SOP/SOG whenever possible. Likewise, other agencies associated with the EOC should include the Amateur Radio Operators in their department training to enable a better understanding of their requirements during an emergency.

B. Exercise

Communications are a critical part of all emergency responses and is a major function during all exercises. Communication drills/exercises are conducted on a regular basis to test all notification

systems within the emergency response community. These drills help to familiarize personnel with methods and the systems. It is good practice to incorporate a communication drill into an exercise. Utilizing communications in all exercises assists in testing and fine-tuning communication assets.

The IC or EMA Director conducts a hot wash at the end of each exercise or real-world event to capture participants' immediate thoughts. This information is compiled into an After-Action Report (AAR) that is used for plan review and future efforts to improve community response and resiliency.

VII. Plan Development and Maintenance

The PSAPs are responsible for developing their own policies and procedures. Amateur Radio maintains their own plans.

EMA is responsible for the development and maintenance of the EOP and this annex annually. During review, past AARs are utilized to incorporate lessons learned to improve the plan and the response efforts.

VIII. References

Fairfield County EMA. (2023). *CMD23 SOP*

Fairfield County EMA. (2024). *Emergency Operations Plan (EOP), Base Plan*

Fairfield County EMA. (2023). *NIMS Implementation Policy*

FEMA. (2021). *National Incident Management System Incident Complexity Guide Planning, Preparedness and Training*. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf

Fire Department Communications Manual

Ohio Emergency Management Agency. (rev 2022). *The Ohio Hazardous Materials Planning and Exercise Guidance Booklet. https://epa.ohio.gov/static/Portals/27/serc/Ohio-PlanningandExercise-Guide.pdf*

State Emergency Response Commission (SERC). (rev 2020). *Ohio Hazardous Materials Exercise and Evaluation Manual (OHM-EEM).* https://epa.ohio.gov/static/Portals/27/serc/OHM-EEM-2022.pdf.

Annex C: PUBLIC NOTIFICATION & WARNING

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	10/2023	T. Nash	All	Annual Review
2	10/2023	T. Nash	Pg. 3	Added Community Lifelines
3				
4				
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➤ County Elected Officials
- ➤ Fairfield County Commissioners and designated staff
- ➤ Jurisdictional Leadership
- ➤ Fairfield County EMA Director and staff
- ➤ Fairfield County Dispatchers
- ➤ Law Enforcement and Fire Chiefs
- ➤ Fairfield County Sheriff's Office
- ➤ Public Information Officers

I. Purpose/Situation/Assumption

A. Purpose

This annex provides for the development and distribution of coordinated, timely, and lifesaving information for the public regarding an incident, or threat, and the rapid dissemination of warning information to emergency response organizations, critical facilities, elected officials, and the public throughout Fairfield County.

This annex is the framework for notification and warning. Operational procedures can be found in the *Fairfield County Warning & Notification SOG*.

B. Situation

There are many situations that can trigger the need for notification and warning messaging to the public. Severe weather is the most common instance to push safety messaging out to the public. Common messages include evacuation, shelter-in-place, seek shelter, and areas to avoid. Common reasons that these messages would be pushed include severe weather, hazardous chemical, active threat, or damage to infrastructure.

Notification and warning can be activated prior to the hazard coming if there is warning so that residents take action to keep them safe. Depending on the threat that arrives, there may not be significant damage. The incident scene and Emergency Operations Center (EOC) may not be needed either.

Hazard and Risk Assessment

During emergencies, the heavy use of cell phones could render some cell phone networks incapacitated, crippling notifications. Some events, such as hazardous materials incidents and terrorist attacks, occur without warning. Other events such as slow-moving weather fronts can be detected early, allowing time to notify the public and prepare for the event. Using the emergency notification system, it may be necessary to communicate the pending risk to the public. Advanced notice gives citizens time to prepare, reduces the impact of the threat or hazard, and increases community resiliency.

Triggers

The following triggers activate this annex.

- An emergency is happening or is imminent requiring public messaging.
- A response or action from the public is needed to protect life safety.
- Follow-up messaging is needed to update the public and provide information.

C. Assumptions

The following assumptions are made for the planning process.

- Planning is done with the worst-case scenario in mind.
- An event with potential harm is imminent or is currently taking place.
- Mass notification for the public is needed for safety and information.
- Infrastructure in place for messaging is functional with backup redundancies.

II. Concept of Operations

A. General

Emergency messaging must be communicated to the public in a clear, concise, and candid manner. Having multiple platforms and partners to push messaging is necessary for maximum reach. Fairfield County has many media sources such as phone, Short Message Service (SMS) text, radio, social media, streaming service, and cable. These methods can be used to disseminate Wireless Emergency Alerts (WEA) warnings, emergency notifications, as well as information to negate rumors, receive assistance, and emergency public information releases.

When a large emergency or disaster occurs, the county EMA Director activates the Emergency Operations Center (EOC). As part of that operation the Joint Information Center (JIC) may also be activated to provide situational and informational briefings to the media, elected officials, and citizens. The JIC helps ensure that all partners are using the same messaging to prevent confusion.

There are several platforms to push out messaging and approved users to send the messaging. A WEA can be sent out by Fairfield County EMA. Tornado sirens can be started through software based on the National Weather Service (NWS) issued warnings. The software takes the NWS warning polygons and activates the sirens that cover the area in the polygon. EMA and the Fairfield County Sheriff's office can also activate the tornado sirens.

Public messaging is coordinated through the EMA or JIC depending on activation. Public Information Officers (PIO) create and disseminate timely, accurate information according to the *EOC SOG*. All messaging must be approved prior to dissemination for clarity and effectiveness. Partner agencies can share information through their social media, listservs, and other networks. Fairfield County 211 can establish a hotline and assist with information dissemination.

Public Service Answering Points (PSAP), first responders, PIO, and Amateur Radio Emergency Service (ARES) may push out messaging to other partners, stakeholders, and the public. All messages should be recorded and documented for the event. PIOs must maintain a record of all calls/messaging made or received for historical purposes.

More information on forms, messaging, and specifics can be found in the *Notification & Warning SOG* and the *EOC SOG*.

B. Operational Needs

Short-Term

Immediate messaging and information may be often in the beginning of an incident. Early on is where most information must be shared for safety and to answer immediate questions. Short-term needs for warning and notification operations include infrastructure and systems to be able to push out messaging and then for residents and partners to receive messages. This includes working internet, telephone service, towers, and any other connectivity. In addition, platforms to push mass notifications such as software, social media platforms that are online, and any other hardware.

In addition, approved users that are connected and available to send messaging. Hazards impact people as well as infrastructure. Having trained and approved users two or three deep helps in the event some staff are directly impacted by the disaster and are not available.

Long-Term

In the long-term, operations for public notification and warning will likely slow down. The immediate hazard has passed, and recovery efforts are likely underway at this point. Infrastructure and approved users are still necessary.

If any infrastructure or systems were impacted by the disaster, rebuilding and restoration should be done if it was not feasible before. Working infrastructure systems are critical for the community lifelines and getting back to daily operations. If the damage was significant, restoration may be long-term.

C. Access and Functional Needs

Warnings give residents critical information that enables them to make informed decisions regarding their safety. All residents must be able to receive and understand notifications and warnings. Weather radios have attachments that can shake the pillow for people who are deaf or hard of hearing. There are also strobe lights that can be attached to weather radios. Current notification systems are Americans with Disabilities Act (ADA) accessible.

For residents whose first language is something other than English, the Health Information Translations website (https://www.healthinfotranslations.org/) is helpful in providing information on many topics including disasters and safety in 15 different languages (Health Information Translations, 2023).

Additional methods include those listed earlier in the annex on the different systems used. Liaisons for particular groups are also used if time allows to help push messaging and information to their communities.

III. Organization of Responsibilities

A. Primary

Fairfield County Emergency Management Agency (EMA)
- Activate the Alert Fairfield and Hyper Reach systems upon request.
- Activate the outdoor warning sirens when necessary.
- Activate the EOC and JIC.
- Coordinate a public education campaign on disaster preparedness for the public including those with AFN.
- Alerts National Weather Service (NWS) of any severe weather or damage after a severe weather incident.

Fairfield County Health Department (FCHD)
- Provide relevant public health information about the specific disaster at hand.
- Support jurisdictional mass care operations, medical surge operations, and jurisdictional volunteer management operations that support the public health agency's response.
- Collaborate with other local departments and stakeholders on disaster response and recovery as necessary.

Fairfield County Sheriff's Office
- Issue snow level emergencies.
- Activation of the outdoor warning sirens (backup to EMA).
- Activation of the Wireless Emergency Alert (WEA) (backup to EMA).

- Assist with resident notifications.
- Assist with partner and stakeholder notifications:
    - County EMA Director and staff
    - Agency, department, and organization officials as appropriate
    - County, city, and village law enforcement agencies
    - Fire departments and the Special Operation Teams (SOT)
    - Fairfield Medical Center (FMC) and other medical facilities
    - County agencies as necessary (Health, Engineer, Utilities, etc.)

First Responder Organizations
- Assess the scene for the threat and safety hazards.
- Communicate any safety recommendations to organizations that can push out warnings to the public, partners, and stakeholders.
- Conduct door-to-door notifications as necessary to alert residents of the danger.

Joint Information Center (JIC)
- Location where PIOs work on collecting, vetting, and disseminating information.
- Communicate messaging with media, public, stakeholders, and partners.
- Coordinate with other agencies to further push messaging such as 211.

B. Secondary

Community Elected Officials (CEO)
- Coordinate with responding agencies and EMA.
- Assist with pushing messages to their constituents if affected by the disaster or is necessary for these residents to receive notices.
- Fund alerting systems, if applicable.

National Weather Service (NWS)
- Issue severe weather warnings, watches, and advisories for areas based off weather modeling, experience, and knowledge.

Ohio Emergency Management Agency (OEMA)
- Responsible for operating the state-level portion of the National Warning System (NAWAS).
- May provide communication templates, fact sheets, or briefings for locals to use or disseminate.

IV. Direction and Control

The EMA and Sheriff's office are the primary and backup users for local notification systems. The authority to activate the systems can come from NWS warning polygons, local authorities, and Incident Commanders (IC) on the scene of a hazard.

V. Administration/Logistics/Finance

A. Administration

The OWS are the responsibility of the jurisdiction. Maintenance is conducted by EMA except for the sirens in the City of Lancaster. Other warning and notification systems are the responsibility of the jurisdiction or the agency that maintains them.

Documentation should be kept of the notifications and any messaging that is sent out. This is typically maintained through software systems such as Hyper Reach or siren software. The PSAPs also maintain any documentation of orders and actions taken.

B. Logistics

With notification systems, logistics are typically managed by the agency responsible for or handling maintenance. If any logistical assistance is needed outside responsible agencies, the EMA or EOC may be accessed, and a request for support sent.

C. Finance

County Commissioners and EMA are currently funding all public notification and warning activities except sirens. Sirens are the responsibility of the jurisdiction in which they reside.

VI. Training and Exercise

A. Training

Staff that utilize the communication systems listed above should be trained in system application and any procedures. New staff and regular refresher training is encouraged. Training is the responsibility of the agency maintaining the system.

B. Exercise

Communication systems are exercised regularly to ensure they are working. The exercise schedule is as follows:

- The OWS (outdoor warning sirens) are tested weekly on Wednesdays at noon.
- IPAWS testing occurs monthly.
- ActiveAlert messages are occasionally sent by EMA or the Special Operations Team Chiefs to the specific teams to create familiarity with the program.

Public information and warning are core capabilities through FEMA that should be exercised regularly. Elements to evaluate include clear, consistent, accessible, and culturally and linguistically appropriate methods and messaging. Evaluating the actions taken based on the messaging is another way to ensure message templates meet system requirements but also result in the desired safety action.

VII. Plan Development and Maintenance

Fairfield County EMA is responsible for yearly maintenance of this annex and the EOP. During the annual review, updates are gathered from partners and agencies responsible for communication and the notification systems. These updates are incorporated into the annex along with any lessons learned from prior activations.

VIII. References

Fairfield County EMA. (2023). *EOC SOG.*

Fairfield County EMA. (2023). *NIMS Implementation Policy.*

Fairfield County. (2023). *Warning and Notification SOG.*

FEMA. (2021a). *Comprehensive Preparedness Guide 101*, Version 3.

FEMA. (2021b). *National Incident Management System Incident Complexity Guide Planning, Preparedness and Training*. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf.

Health Information Translations. (2023). Health Information Translations - Quality health education resources for diverse populations. https://www.healthinfotranslations.org/.

State of Ohio. (2018). *Emergency Alert System (EAS) Plan*.

Annex D: LAW ENFORCEMENT

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	10/2023	T. Nash	Pg. 3	Added Community Lifelines
2	10/2023	T. Nash	Pg. 4	Added Triggers
3	10/2023	T. Nash	Pg. 7	Added Secondary Agencies
4	10/2023	T. Nash	Appendix B	Removed
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

➢ Fairfield County EMA Director and staff
➢ Fairfield County Dispatchers
➢ Law Enforcement Agencies in Fairfield County
➢ South-Central Ohio Major Crimes Unit (MCU)

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to present the law enforcement organizations within Fairfield County and to outline their capabilities and functions during an event or incident creating a disaster. This annex provides descriptions of the execution of assigned emergency tasks through the coordination of the various law enforcement and other emergency response organizations. The focus is law enforcement specific functions, but it is understood that law enforcement capabilities touch almost every capability related to a disaster.

B. Situation

Law enforcement officials respond to emergencies every day. This plan and the implementation of the EOP relates to large disasters that call for additional support and resources beyond what is locally available. The cause of these incidents can be anything including natural, accidental, or human caused hazards.

The incident can vary in size. This annex and the EOP are flexible and scalable to meet the needs of the response.

Triggers

- A complex incident such as a Type 1 or 2 event. Possibly a Type 3 event (FEMA, 2021).
- Request for law enforcement capabilities during an all-hazards event.
- Support and resources needed for law enforcement on-scene and in the EOC.

C. Assumptions

The following are assumptions made for planning processes:

- Planning is done with the worst-case scenario in mind.
- NIMS ICS standards are utilized as ordered by the Fairfield County Commissioners and the Governor of Ohio.
- A disaster has occurred locally causing disruption in normal daily operations and a threat to life, property, and the environment.
- Resources are needed beyond local capabilities.
- The Emergency Operations Center (EOC) is open to support the scene.

II. Concept of Operations

A. General

Within Fairfield County there are twelve established law enforcement agencies. Departments follow their established procedures when responding. Dispatching these law enforcement agencies is handled through four different Public Service Answering Points (PSAP). (See *EOP Annex B – Communications* for more information.)

Law enforcement (LE) may be part of Incident Command, depending on the incident and response needs. If they are in command with other agencies such as the fire department, they will likely be a Unified Command (UC). Regardless of the structure, law enforcement should be in communication with any other responding departments.

If the EOC is open, a representative from the LE department with jurisdiction should be present. This should be knowledgeable of the department's capabilities and procedures and have authority to make decisions. The EOC representative is the liaison between LE in the field and provides valuable information to the EOC for support functions such as communications, messaging, response, and resource needs.

Whenever a situation requires additional staffing for the response, law enforcement leaders activate their mutual aid agreements. In an emergency that is of the scale to activate the EOP, staffing will likely need augmented to complete response actions. State and federal support may be requested through the Ohio Emergency Management Agency (OEMA), but only after local resources have been expended or deployed.

B. Operational Needs

Law enforcement officials have means to get resources and support through their mutual aid, networks, and standing agreements.

Short Term

- Law enforcement activities associated with traffic and access control may need to be supplemented by engineer and road workers.
- Police and sheriff departments can activate their correction officers or trained volunteer forces to assist in traffic control, security, and other appropriate tasks. This would free officers to resolve more complex situations.
- Specialty agencies may be needed for support, resources, or specialized tasks. This may include forensics, intelligence, cyber investigation, analysis, etc.

Long Term

- Additional law enforcement officers may be needed in a long-term disaster. Mutual aid resources are arranged by the EOC using existing local and state agreements or contacts.

III. Organization of Responsibilities

A. Primary

All law enforcement agencies are primary in this annex. The following roles speak broadly to law enforcement.

Enforcement of Laws

- Law enforcement agencies continue normal day-to-day operations as much as possible in emergency situations. Non-life threating issues may need to be re-prioritized during this time.

Evacuation

- The decision to evacuate an area is generally made by the ranking fire department official, who is serving as the IC. If the decision to evacuate an area is made, law enforcement can implement evacuation procedures as previously trained and directed.
- When law enforcement encounter citizens who refuse to evacuate their homes, they do not forcibly remove the resident, but only recommend the resident reconsider by restating the emergency at hand. If the citizen still refuses to evacuate, law enforcement documents and communicate to other first responders.

Investigation
- Law enforcement conduct investigations as their protocols dictate.
- Evidence preservation is maintained, secured, and collected for analysis.

Reporting Information
- First arriving deputies or officers report the situation to their PSAP. Additional information concerning damage assessment, evacuation status, and so on is forwarded to the dispatcher at the Communication Center.
- Once the EOC is activated, this information is forwarded to appropriate law enforcement liaison in the EOC.

Search and Rescue
- When it is determined that there is a need to conduct search and rescue, the law enforcement agency having jurisdiction oversees the operation.
- Escaped prisoners of the Fairfield County Jail are the responsibility of the Fairfield County Sheriff's Office. Other law enforcement agencies may be called upon to assist.
- The Sheriff's personnel can organize the search and rescue utilizing available law enforcement officers, trained volunteer response groups, and specialized units.
- Searches are discontinued by the organizer when the subject or item has been found, searchers need to be rotated out or replaced, or the weather interferes with an effective search.
- The Special Operations Team's (SOT) Dive Team unit is available to assist in water rescue and/or recovery.
- Different fire departments in the county have confined space equipment.

Security
- When available, law enforcement provides security at the scene of the incident, EOC, and JIC.
- If additional support sites are established, security is utilized there as well. Support sites include reception centers, shelters, warehousing of assets (Strategic National Stockpile or SNS) and feeding facilities as resources permit.
- Use of resources is prioritized based on the situation and availability.
- Volunteer groups affiliated with law enforcement, School Resource Officers (SRO), or Corrections Officers may be considered for security detail.
- Mutual aid from adjoining counties may be needed.
- Security is also utilized for patrol of evacuated areas to protect home and business owners from looters.

Terrorist Incidents
- According to Fairfield County Sheriff's Office Directive 3.42 dated Jun 2015, the Sheriff's Office assumes operational control of man-made disaster scenes that result from civil disobedience, civil disorder, and terrorist activity that do not involve chemical, biological, or explosive weapons. See Annex L Terrorism for more information.

Traffic Control
- Traffic control can be a serious problem in an emergency and must be managed as quickly as possible. Rerouting traffic around a dangerous area or the "hot zone" can be life saving for citizens.

- When evacuation routes are established, they must be marked and patrolled. Traffic control points may be established along these routes to assist evacuees and maintain a continuous flow of traffic.
- Traffic control at shelters, reception centers or feeding/water stations may be necessary.

B. Fairfield County Sheriff's Office

The Fairfield County Sheriff's Office has a few roles that are unique.

Jail Operations

- Prisoners are kept in the county jail system operated by the Sheriff's Office. Prisoners are transported to court, for medical treatment, to surrounding jurisdictions or other facilities as outlined in plans and procedures on file with the County Sheriff.
- In the event an emergency near a prisoner's containment area occurs and the inmates cannot be safely moved, the Sheriff or Police Chief initiate protective actions to insulate the prisoners from the effects of a hazard.
- If prisoners must be relocated due to a disaster, each prison/jail follows their established evacuation SOP. Notifications may go to local law enforcement and the EOC for assistance of communication, security, and transportation may occur.

Snow Emergencies

- The Fairfield County Sheriff has the authority to declare snow emergencies (Levels 1, 2, and 3). Additional information is available on the Sheriff's Office website.

Unmanned Aerial Vehicle

- The Unmanned Aerial Vehicle (UAV) unit supports all law enforcement needs such as terrorism attacks, search and rescue, and accident and traffic documentation. The UAV is available 24/7 to assist other county assets in situations such as natural disasters, documenting fires, auto accidents, and damage assessment.

C. Ohio State Highway Patrol

The Fairfield County Patrol Post also has some unique roles.

- The Lancaster Post of the Ohio State Highway Patrol (OSHP) is responsible for Fairfield and Perry Counties.
- In the event of an aeronautical crash or incident, the State Highway Patrol is the lead agency.

D. Secondary

Cybersecurity & Infrastructure Security Agency (CISA) Region 5

- Provides several services including cybersecurity, infrastructure protection, chemical security inspectors, and emergency communication on a regional level.
- Available for incident expertise and support upon request which may be beneficial for some investigations.

County Engineer, City, Village and Township Public Works

These agencies and departments can assist law enforcement in handling emergency and disaster situations by:

- Providing personnel when requested to install and staff barricades at incident sites, evacuated areas and/or other locations.
- Utilizing resources to assist law enforcement and other emergency response organizations, upon request (*i.e.,* personnel, equipment, and supplies).
- Utilize communications equipment (radios) to assist with the coordination of the various tasks.

Information Technology (IT)
- Local IT experts are needed in incidents that are cyber in nature or have a cyber component.
- IT agency used likely depends on jurisdiction or area affected.
- Use knowledge and expertise to identify, analyze, and preserve evidence in an investigation.
- Conduct other activities as per protocol with cyber incidents.

Ohio 52nd Civil Support Team (52nd CST)
- Support agency housed under the Ohio Adjutant General that can identify and respond to incidents involving chemical, biological, radiological, nuclear, and high-yield explosives (CBRNE) agents.

Ohio Cyber Reserve (OhCR)
- Housed under Ohio Adjutant General, the OhCR is a civilian volunteer force that can assist with cybersecurity vulnerabilities and provide recommendations.

Statewide Terrorism Analysis & Crime Center (STACC)
- Fusion center for Central Ohio.
- Available for intelligence and analysis.

IV. Direction and Control

The Fairfield County Sheriff's Office is responsible for coordinating emergency law enforcement activities within the county. Police agencies have the authority and responsibility within their respective jurisdictions.

Auxiliary and volunteer forces work under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated. Supporting military forces (*i.e.,* Ohio National Guard) work under the direct supervision of their superiors and assist the law enforcement official of the jurisdiction to which they are sent.

V. Administration/Logistics/Finance

A. Administration

Local law enforcement agencies and their PSAP maintain documentation for calls and activities. This includes sensitive information that is part of any investigation.

Records related to the incident overall are kept at the EOC for potential reimbursement.

B. Logistics

LE agencies responding to an incident should request resources and assets as part of their normal process. If additional resources are needed, beyond current agreements or procedures, submit requests

to the Logistics Section Chief per the *EOC SOG*. These requests will be sent to Ohio EMA to reach regional and state assets.

C. Finance

Law Enforcement agencies are encouraged to track time and resources expended during a disaster. These costs are eligible for reimbursement if an emergency declaration is awarded but must have justification. Appropriate documentation may include timesheets with disaster time noted, rosters, activated agreements, receipts, invoices, *etc*. See *EOP Annex J - Resources* for additional information.

VI. Training and Exercise

A. Training

Law enforcement leadership ensures all deputies, officers, corrections officers, and volunteers meet the training requirements for their specific level in accordance with the State of Ohio training doctrine. Training for specialized units and personnel is scheduled and conducted as needed. Training in weapons, specialized equipment, communications, SOP/SOGs, and newly introduced equipment is the responsibility of leadership and is conducted annually or as needed.

Appropriate levels of National Incident Management System (NIMS) and Incident Command System (ICS) training are coordinated through EMA. Training is posted as available. Some courses are available online through FEMA Emergency Management Institute (EMI). These courses include ICS-100, 200, 700, and 800. It is recommended to renew courses after five years or a significant curriculum update.

B. Exercise

The various LE agencies participate in exercises as developed by the Sheriff's Office, police departments, EMA, and/or the county LEPC. Additional local agencies may have exercises and request LE to play such as schools and medical facilities.

All exercises include the principles of the NIMS and ICS. Internal drills and exercises are conducted as needed to train on interaction of teams, test and validate procedures, conduct equipment training, and exercise plans.

Post exercise reviews capture the perspectives and make note of anything that went well or areas for improvement. These comments are documented in After-Action Reports (AAR) and will be utilized in future maintenance.

VII. Plan Development and Maintenance

LE agencies are responsible for developing their jurisdictional SOP/SOGs. Emergency plans pertaining to the county are developed and maintained by EMA.

The EMA office is responsible for updating this annex to reflect updates from law enforcement partners and any updates needed from AARs.

VIII. References

Fairfield County EMA. (2024). *EOP Annex B – Communications*

Fairfield County EMA. (2024). *EOP Annex J – Resources*

Fairfield County EMA. (2023). *NIMS Implementation Policy*.

FEMA. (2021). National Incident Management System Incident Complexity Guide.
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Annex E: FIRE/RESCUE/EMS

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	10/2023	T. Nash	Pg. 3	Added Community Lifelines
2	10/2023	T. Nash	Pg. 4	Triggers Added
3	10/2023	T. Nash	Pg. 4	Updated Planning Assumptions
4	10/2023	T. Nash	Pg. 5	Added Resources
5	10/2023	T. Nash	All	Updated Capabilities
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

  ➢   Fairfield County EMA Director and staff
  ➢   Fairfield County Dispatchers
  ➢   Fire/EMS Departments

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to provide an overview of the organization, capabilities, and operations of the thirteen (13) fire departments within Fairfield County during an event or incident creating a disaster. This annex explains their concept of operations, department responsibilities, and how they communicate to accomplish their mission. The focus is fire and EMS specific functions, but it is understood that their capabilities touch almost every capability related to a disaster.

B. Situation

Fire departments respond to emergencies every day. This plan and the implementation of the EOP relates to large disasters that call for additional support and resources beyond what is locally available. The cause of these incidents can be anything including natural, accidental, or human caused hazards.

The incident can vary in size. This annex and the EOP are flexible and scalable to meet the needs of the response.

Triggers

- A complex incident such as a Type 1 or 2 event. Possibly a Type 3 event (FEMA, 2021).
- Support and resources needed for law enforcement on-scene and in the EOC.

C. Assumptions

The following are assumptions made for planning processes:

- Planning is done with the worst-case scenario in mind.
- NIMS ICS standards are utilized as ordered by the Fairfield County Commissioners and the Governor of Ohio.
- A disaster has occurred locally causing disruption in normal daily operations and a threat to life, property, and the environment.
- Resources are needed beyond local capabilities.
- The Emergency Operations Center (EOC) is open to support the scene.

II. Concept of Operations

A. General

In Fairfield County, fire and EMS work together in the fire departments, under the direction of the Fire Chief. A large percentage of the fire and EMS personnel are cross trained. Fire departments follow their SOP/SOG for daily and elevated emergency situations. Responses are dispatched through the department's Public Service Answering Point (PSAP). Once on scene, the lead fire official assumes the Incident Commander role until relieved by a more experienced or senior officer. The Incident Commander (IC) establishes an Incident Command Post (ICP) per protocol in a safe location.

Emergency Declaration

If there is a need to declare a state of emergency, the IC contacts the EMA Director, or his designee. The local elected officials should be updated on the need for a declaration. Coordination and communication among all parties is essential. A declaration opens additional funding and resources. The elected official for the jurisdiction has the authority to declare an emergency. If it is a widespread, county emergency,

the Fairfield County Commissioners issue the declaration. The EMA office sends the declaration to Ohio EMA.

Communications

Communications such as two-way radios are utilized for communication. If additional communication resources are needed, they are requested from the PSAP. If resources are needed such as the EOC, EMA is notified. The ICP establishes and maintains communications between the on-scene emergency response forces, the off-scene communication centers, and the EOC. Emergency communication frequencies are utilized in accordance with existing countywide plans.

The Amateur Radio Club is available to provide personnel and radio equipment to assist in the response. They can be requested and deployed to the EOC and IC to help with communications.

Resources

A size-up of the scene is performed where the IC determines what is needed for the response. If at any point, the IC determines that the incident may overwhelm available resources or the response may last longer than originally determined, the IC may request the Emergency Operations Center (EOC) be activated to support. The EOC can support the IC with resource procurement, messaging, documentation, and any other response or recovery needs. A representative from the fire department should be in the EOC to maintain communications between the ICP and EOC. This should be a person that has authority to make decisions and is knowledgeable of department practices.

The IC may also request the mobile command vehicle, CMD23, to be utilized as the Incident Command Post (ICP).

For more information on the EOC, see Annex A Emergency Operations or the EOC SOG.

Response Support

The safety of the public is the first priority. Based on several characteristics such as weather, the incident, and location, the IC may decide to issue an evacuation or shelter-in-place. EMA is notified and assists with messaging to the geographic area affected. If door-to-door notification is needed, responders will conduct this if it is safe for them to do so.

The Fairfield County Dive Team and Hazmat Team are available for response assistance. They can be requested through the Fairfield County Sheriff's Office PSAP. Both teams are made up of volunteers and can take some time to respond.

Other resources include K-9s that are trained in different areas. They can also be requested through the Fairfield County Sheriff's Office.

In chemical, biological, radiological, nuclear, or explosives (CBRNE), the 52nd Civil Support Team (CST) is available through the National Guard. The Columbus Bomb Squad is also a resource.

Response protocols, including hazard-specific protocols, can be found in agency SOGs and the hazard-specific SOGs at EMA.

B. Operational Needs

The following are operational needs for fire/EMS for response and command:

- Appropriate location for the ICP – close enough to command but not in the hot zone.
- Effective communications with the dispatcher, EOC, on-scene teams, and all off-scene responders.
- Resource support such as personnel, equipment, and supplies.
- Mutual aid, standing agreements, and other pre-established support from other departments and agencies. This may be in the form of the Ohio Fire Chief's Association, Ohio Intrastate Mutual Aid Compact (IMAC), or the Emergency Management Assistance Compact (EMAC).
- Law enforcement may be requested to support. They can aid in securing scenes, traffic control, evidence collection, being part of a Unified Command (UC) structure, etc. In situations where it is believed that there is terrorism or a criminal element, they may take the lead or be part of a UC.
- Administrative support is needed in the ICP. A scribe is necessary to maintain a timeline and a log of events. All information is supplied to the EOC for their documentation as well.

III. Organization of Responsibilities

A. Primary

Elected Officials

- Maintain communications with IC, EOC, and other officials.
- Issue an emergency declaration if necessary.
- Conduct damage assessments or contact EMA for damage assessment information.

Emergency Management Agency (EMA)

- Receive resource requests, coordination, and messaging support for the ICP.
- Open EOC if necessary.
- Submit emergency declarations and damage documentation to Ohio EMA.
- Contact support agencies as needed for response and recovery tactics.
- Coordinate recovery efforts through EOC in large-scale incidents.
- May not be able to help fire/EMS with direct response but can request assistance through regional and state partners if necessary.

Fire Departments

- All duties assigned by law and jurisdictional SOP/SOG.
- Trained in hazmat situations to include identification of chemicals spilled, leaked, or released. Knowledge of when and whom to contact such as Ohio Environmental Protection Agency (OEPA), CHEMTREC, the National Response Team (NRT), or the 52nd Civil Support Team (CST).
- In a man-made event, work with authority having jurisdiction (AHJ) to investigate and resolved the incident.
- If it is necessary to declare a state of emergency, the IC contacts the EMA Director or jurisdictional leaders.
- Throughout the incident, the IC and staff are responsible for the accountability of all response team members.
- Utilize the Statewide Peer Support team to work with responders as needed. All responders react differently to the extreme danger and demands of a crisis; counseling assists all responders in coping with their stress. ADAMH is also available for support.

- Operations such as water rescue, and heavy equipment utilize specially trained personnel and proper equipment to conduct stabilizing operations. The personnel and/or teams operate in accordance with developed procedures.
- Departments support each other with mutual aid. Various departments in the county have confined space equipment.
- Coordinate radiological response with Ohio Department of Health (ODH) and Ohio EMA with Fairfield County Health Department (FCHD) and EMA as liaisons respectively.
- If the incident is nuclear, radiological, or unknown chemical or biologic, the 52nd CST should be notified.

Law Enforcement

- If the incident has the potential to be a crime or is considered a crime, law enforcement is notified.
- Conduct operations as outlined in standing procedures.

B. Secondary

Engineering, Street Department, Village Maintenance

- Assist with road closures and detour signs.
- Assist with barricades.
- Inspect roads and bridges damaged in the incident for structural integrity.
- Close roads and bridges for repair.

IV. Direction and Control

Fire department chiefs are responsible for operations within their department and jurisdiction. IC/UC are responsible for emergency response activities on-scene. All operations are conducted in accordance with departmental procedures and NIMS ICS guidelines.

V. Administration/Logistics/Finance

A. Administration

MAA between fire and related organizations are kept on file by the respective fire department and at the EMA office. The related PSAP maintains call records and timelines for the responding fire department(s) on each call. Additional documentation for the incident is collected at the EOC and maintained through the EMA for historical purposes.

B. Logistics

Each fire and rescue organization is responsible for providing necessary support to their response personnel such as providing food, water, fuel, and emergency power. Responding departments are encouraged to utilize their resource methods until they are exhausted or unavailable. Requests for additional support, including regional and state assets, may be requested through the EOC.

C. Finance

Resources are inventoried continuously to include personnel, equipment, and supplies. Assessments of capabilities and shortfalls are ongoing throughout the county and are applied to the plan as needed. The administrator or scribe for the IC also maintains a staff roster, log of MAA agencies contacted,

equipment requested, and the number of personnel used. Each team leader (safety, hazmat, chemical) is asked to maintain a list of resources used in their response. All used resources are reported to the EOC during and after the incident. Rosters, receipts, purchase orders, photos, and any justifying documentation should be sent as well.

VI. Training and Exercise

A. Training

Individual agencies are responsible for ensuring their staff are trained in agency protocols, response operations, and the EOC. Training is conducted as needed internally with fire departments or at the beginning of events with Just in Time Training (JITT).

Additionally, the Federal Emergency Management Agency (FEMA) offers online courses on NIMS ICS. Recommended courses include ICS-100, 200, 700, and 800. Commanding officers are also recommended to take ICS-300 and 400 which may be offered virtually or in-person.

B. Exercise

Exercises are one way to test the annex and give staff the ability to use hands-on training. At the county level, EMA and the Local Emergency Planning Committee (LEPC) are required to schedule and conduct exercises annually. Additional exercises are conducted through community exercises in healthcare organizations and schools.

After an exercise or real-world event, a hotwash is conducted to gather lessons learned, what went well, and opportunities for improvement. This information is documented in an After-Action Report (AAR) for future planning and improving community response.

VII. Plan Development and Maintenance

The annex is reviewed and updated annually or as needed following emergencies, disasters, or exercises. Information gleaned from the AAR or updates from community partners is used to improve the plan during the next revision. The EMA office is responsible for updating this annex with input from fire/EMS partners and other involved stakeholders.

VIII. Appendices

Appendix A – Incident Command – Fire Personnel Assignments

IX. References

Fairfield County EMA. (2023). *Fairfield County EOC SOG.*

Fairfield County EMA. (2023). *NIMS Implementation Policy*.

FEMA. (2021). National Incident Management System Incident Complexity Guide.
https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf

U.S. Department of Homeland Security. (2011). *National Strategy for Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) Standards*. Department of Homeland Security.

https://www.dhs.gov/national-strategy-chemical-biological-radiological-nuclear-and-explosives-cbrne-standards.

Appendix A – Incident Command – Personnel Assignments

On-scene personnel assignments are the responsibility of the Incident Commander (IC). In a chemical situation, there are certain actions which must be handled quickly and assignment of on-scene personnel to assist the IC is a top priority. To assist the IC, firefighters may be assigned to one or more of the key tasks listed below. Normally, the assignments are made as the IC assesses the situation and determines exactly what is needed. Incidents differ from one another, and plans have the flexibility to expand and contract with the details of the situation. All these positions may be needed or only some of them. The following are general descriptions of the various assignments.

On-scene Commander

- The senior officer or firefighter of the responding fire department is the IC until properly relieved by a senior fire officer or firefighter from that department.

Operations Officer

- A senior firefighter or a fire officer with experience in direction and control serves as the manager for all tactical activities at an incident. This position works directly with the IC to make decisions on how to battle the incident.

Safety Officer

The IC appoints a Safety Officer upon arrival at the scene. The Safety Officer's responsibilities include:

- Utilizing guidance from the IC, the Safety Officer establishes hazard zones.
- Establishment of movement control for personnel and equipment from zone to zone. Clearly mark lanes and control points in accordance with department SOPs.
- Establishment of communication between the Safety Officer with the IC, Hazmat Team, EMS staging areas, and others as needed. Communications are essential and include briefings of the various section/team leaders, incoming personnel, and departments.
- Ensure team personnel have proper medical checks, appropriate level of protection, and proper equipment, are fully aware of the safety measures, and have workable communications equipment for safety and reporting purposes.
- Decontamination station must be established prior to the entry team being permitted to enter the hot zone. See that all personnel leaving the hot zone are properly decontaminated.
- Ensure back-up personnel, also with appropriate level of protection clothing, are ready in the event they are needed to rescue personnel working in the hot zone.
- Continuously monitor personnel in the "hot zone".
- Monitor exposure times and limits of the personnel in SCBA and personal protective equipment (PPE).
- Ensure all personnel in warm and hot zones are accounted for.
- Monitor actions of personnel to ensure compliance with all safety procedures.
- Maintain continual contact with IC. Advise IC of safety precautions taken, unsafe acts observed, unsafe conditions noted, and safety procedures ordered.

Staging Officer

- Responsible to utilize an area on the perimeter of the incident area, as designated by the IC, to assemble and deploy personnel and equipment.

- Maintains communications with IC, responding departments, ICP/EOC and Agencies. Keeps IC advised of personnel and equipment arriving at the staging area and maintains records of the resources contacted, reported, and utilized.
- Briefs incoming personnel and agencies of the current situation and passes on orders from the IC as required.

Communications Officer

- In large incidents, the IC may wish to designate a Communications Officer who is responsible for maintaining communications with dispatch, EOC, and others as necessary. The communications personnel are responsible for maintaining the official log of the incident for the IC.

Decontamination Officer

- In some incidents, there may be a need to establish decontamination stations to provide decontamination of the emergency responders or citizens that may have been exposed to a chemical or biological agent. In larger incidents, there may be a need for several decontamination stations.

Public Information Officer (PIO)

- In larger incidents the IC may need to designate a firefighter or another individual to handle media personnel at the incident site. This individual should establish a briefing area in the safe zone and provide the media and local government updates on the event. Whenever the EOC is activated, this individual should defer to the County PIO and coordinate on-scene information with the Joint Information Center (JIC) PIO.

Emergency Medical Services (EMS)

- EMS at the incident site are responsible for triage, treatment, and transport. They provide medical support to the emergency responders and residents on scene by quickly establishing triage and initial treatment for those injured.
- EMS provide pre- and post-entry medical examinations as well as care and treatment as needed.
- All safety and medical personnel monitor the first responders' mental health. In severe disasters such as mass fatality event, a first responder may think their coping abilities are intact when in fact their emotions may be impacted.
- EMS are responsible to replenish supplies used during the event. All ambulances and other medical equipment must be returned to its original state.

Annex F: HEALTH & MEDICAL

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	10/2023	T. Nash	All	Annual Review
2	10/2023	T. Nash	Pg. 3	Add Community Lifelines
3	10/2023	T. Nash	Pg. 4	Add Incident Complexity
4	10/2023	T. Nash	Pg. 4	Added Triggers
5	10/2023	T. Nash	Pg. 5	Update Assumptions
6	11/2023	T. Nash	App B, C, D	Removed Appendices B, C, and D to put in SOGs
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➢ Fairfield County Coroner's Office
- ➢ Fairfield County Dispatchers
- ➢ Fairfield County EMA Director and staff
- ➢ Fairfield County Health Department
- ➢ Local Hospitals
- ➢ Other Responding Medical Agencies

I. Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to discuss the availability of public health, medical, and coroner services in Fairfield County during emergency situations including mass casualty and mass fatality incidents. Health, medical, and coroner services provide the mechanism for a coordinated response to various health needs. This annex is an all-hazards approach to health hazards and needed action.

B. Situation

There are many events that can result in a health emergency, casualties and/or fatalities. These may be events that immediately cause impacts to health and life, or they could be events that have a delay in those impacts. Most may see impacts immediately and for some time afterward.

Events such as intentional violent acts, disease, and natural disasters impact the health and wellbeing of residents. In the event of a human infectious disease emergency, the primary goal is to coordinate efforts to mitigate and eliminate the spread of the infectious disease. In human caused or severe weather, the incident itself as well as resulting damage and debris can cause harm or death.

The events that trigger the use of this annex vary in size and scope. This means the response may also vary in size and scope. This annex is scalable to meet the needs of the response while utilizing resources effectively and efficiently.

Triggers

Triggers to activate this annex include, but are not limited to:

- A Type 1 or 2, possible Type 3 event (FEMA, 2021).
- Support functions are needed or requested to support on-scene response.
- Resource needs outweigh resources readily available.
- An incident that requires coordination between multiple agencies.
- Messaging between agencies needs to be coordinated.

C. Assumptions

Assumptions are made for planning purposes. The following are assumptions made in this annex.

- Planning is done with the worst care scenario in mind.
- An on-scene response is taking place after a large-scale disaster.
- The Emergency Operations Center (EOC) is open to support on-scene response.
- Agencies and organizations follow their standard protocols when responding.
- Agencies maintain their mutual aid agreements (MAA).
- Additional resources can be requested through the EOC when local resources have been exhausted or do not exist.
- Responding agencies may have staff affected by the disaster.
- The Joint Information Center (JIC) is opened for coordinated messaging between responding agencies.

II. Concept of Operations

A. General

Notification/Communication

- EMA assists with continual communication between the coroner, hospitals, Fairfield County Health Department (FCHD), and the Incident Commander (IC).
- Notification will be made between the agencies for situational awareness and needs.
- COTS Health Incident Liaison (HIL) should be notified of the incident to assist with regional medical capabilities. This may include bed availability, equipment, and supplies. Notification information is available through the Fairfield County Healthcare Coalition and the primary Public Service Answering Points (PSAP).
- If the EOC is open, a representative of the involved agencies will be requested to come to the EOC. This helps with communication and coordination efforts. Departments may have their own department operations center (DOC) open as well.

Mass Casualty Events

- In a mass casualty event, responders and receiving facilities may be overwhelmed and in critical need of support.
- Patients may be transported to hospitals all over the Central and Southeastern region for care.
- COTS can assist with messaging and

Mass Casualty Incident (MCI) Trailer

- The MCI Trailer is available for large incidents needing supplies or medic resupply. It is maintained by EMA and was most recently stocked through donations from several departments including Basil Joint Fire District, Violet Township Fire Department, Fairfield Medical Center, Fairfield County Health Department, COTS, and the Fairfield County Healthcare Coalition.
- The trailer may be pre-staged for large, planned events.
- Contains supplies to assist with triage, treatment, and transfer at a large mass casualty event.
- May remain at its staging location and restock medics as they transport patients.
- If transported in response to an event, will need to be picked up and transported by EMA or a responding fire department. This is not a rapid deployment tool and may take some time.
- The MCI Trailer is stocked with backboards, thermal blankets, some airway tools, triage tracking and color systems, dressings, splints, packing, tourniquets, etc. It does not contain medication. These are more tools for immediate triage, field dressings, and stabilization.

For more information on the trailer including a supply list, refer to the Mass Casualty Trailer SOP.

Mass Fatality

- The County Coroner, or designee, will respond to accident scenes, medical facilities, and other locations where fatalities have occurred to determine the identity of the victim, the time, and cause of death.
- Additional resources may be needed for proper and respectful cataloguing of personal effects and transfer and storage of bodies.

Public Information
- The Public Information Officer (PIO) releases detailed information regarding the disaster, its effects on the community, and the number of injured and deceased.

Family Assistance Center (FAC)
- Provide information to the public resulting from the disaster (i.e., what to watch for, next steps, signs or symptoms of related illness, mental health resources, etc.).
- May be established to help provide the public information regarding loved ones, reunification, and assistance opportunities.
- Mental health crisis services may be offered with support from hospitals and ADAMH.
- Information will be announced to the public regarding services, times, location, and other details.
- Transportation assistance may be needed and should be considered. Plan FAC locations close to bus loops and hospitals but not in a location that interferes with care.

Public Health
Public Health and Medical Service concerns during disasters may include:

- Coordination with local, state, and federal partners.
- Coordinate state lab testing of certain substances.
  - labs may refuse specimens without coordination.
- Provision of public health and medical services, supplies, and personnel.
- Disease surveillance and investigation.
- Public information and education.
- Research and consultation on potential health hazards, safety, and health concerns.
- Environmental sampling and analysis, as applicable.
- Consultation for water and wastewater for private systems.
- Assistance and support for mass casualty and mass fatality incidents.

Demobilization
The planning for demobilization starts from the beginning of the incident when there are medical needs and leadership determines resources are needed to meet patient need. When resources for medical and public health responses are no longer needed, an assessment should be done to see if they are needed elsewhere. If they are, resources should be transferred to that site. If no longer needed, and Command and the EOC agree they are no longer needed, resources are sent back to their originating location. The Logistics Section completes the proper documentation.

B. Operational Needs
The following needs are for short- and long-term events. Usually, the response is shorter, and the recovery can be a much longer process.

Short-Term Needs
- Medical staff to handle a surge in patients.
  - Some staff may be affected by the disaster which decreases available staffing numbers immediately.
    - Hospitals for acute care.

- ▪ Urgent Cares
- ▪ Secondary medical sites that take patients to make room for more acute ones (i.e., long term care sites, skilled nursing facilities, etc.)
- Medical sites to transport or accept patients.
  - o EMS transport
  - o Urgent cares
  - o Medical diversion
  - o Regional support
  - o COTS
- Fatality services
  - o County Coroner, investigators, and administrative staff.
  - o Appropriate storage for bodies while processing.
    - ▪ Fairfield County owns a refrigerated mobile morgue trailer.
  - o Identification, personal effects, and family reunification processes.
  - o Depending on the size of the event, may need additional providers such as Ohio Mortuary Operational Response Team (OMORT) or Disaster Mortuary Operational Response Teams (DMORT).
- Medical supplies and equipment
  - o It is recommended that hospitals have enough supplies to handle two trauma patients at the same time.
  - o Additional supplies should be stocked and available per emergency planning.
- Communications between agencies.
  - o Hospitals, urgent cares, public health, EMA, and responders.
  - o Standard communication channels.
  - o Regular conference calls – coordinated through EOC/EMA.
- Consultation with agencies on safety measures for staff and patients both at work and at home if appropriate.
  - o Disease surveillance – whether primary or secondary effect of event.
  - o Environmental safety.
  - o Personal protective equipment (PPE).
  - o Responder safety and health.
  - o Mental health and crisis need – counseling for responders, workers, and residents.
  - o Social work consults.
- Public education on when to seek medical care and where.
  - o Signs and symptoms to watch for.
  - o Sites
  - o Hotline for questions and concerns
    - ▪ Way to filter and take medical questions.
    - ▪ Other general questions and concerns (211).
- Assistance Center
  - o Whether Family Assistance Center (FAC) or Community Reception Center (CRC) depending on incident and needs afterward.

Long-Term Needs
- Supplies
  - Continued supplies and equipment to facilities caring for patients, particularly as supplies become exhausted.
    - Medical supplies, equipment, medication, blood products, PPE, etc.
- Mental health and crisis need.
  - For responders, residents, and workers.
- Continued medical care.
  - Second injury
  - Case management for those severely affected.
  - Social work consults
- Communication
  - Ongoing communication is needed with the public and workers.
  - Easy for people to feel like when the event is long that information falls off after a while.

C. Access & Functional Needs

Hazards can affect anyone. Those affected may also include residents with Access and Functional Needs (AFN). Refer to the Base Plan for a definition of the AFN population.

In situations that bring up health elements after a disaster, residents may need assistance with transportation, medication, durable medical equipment (DME), residents relying on electricity for lifesaving therapies (emPOWER), and more.

III. Organization of Responsibilities

All agencies related to the medical services are required to have SOP/SOGs for daily and emergency operations. It is understood they will follow their SOP/SOG and send a liaison to the EOC as requested for coordination, collaboration, and communication.

A. Primary

Alcohol, Drug Addiction & Mental Health (ADAMH) Board
- ADAMH plans, funds, and monitors mental health and substance use services in the county.
- Coordinate mental health and substance use services, such as crisis care and post-traumatic stress disorder counseling.

Coroner
- Maintains jurisdiction over deceased persons, their effects, and investigation.
- Collects, processes, and releases bodies back to families.
- May order an autopsy if needed.

Emergency Management Agency (EMA)
- Activate the Emergency Operations Center (EOC) when necessary.
- Oversee the EOC and Joint Information Center (JIC).
- Coordinate between agencies, submit resource requests, and push out warning notifications and messaging,

Fire / Emergency Medical Services (EMS)
- Conduct triage, treatment, and transport as dictated in their standard processes.
- Send patients that need to be seen to a medical provider. For those who may have been exposed but do not need medical care, collect information and provide to public health for follow-up.

See Annex E of the EOP for more information on fire/EMS capabilities.

Health Department
- Fairfield County Health Department (FCHD) is the lead agency for health and medical during an incident.
- Conduct public health capabilities including:
  - Investigate reportable infectious diseases.
  - Private water and septic inspections.
  - Conduct immunizations.
  - Recommendations for safety measures for responders and the public including advisories.
  - Receipt and dispersal of state and federal health assets including the Strategic National Stockpile (SNS).
    - Points of Dispensing (POD) sites
  - Facilitate testing of special specimens with state labs.
  - Create lists of exposed individuals for follow-up.
  - Coordinate and open a Community Reception Center (CRC) if indicated.

Hospitals
Local hospitals in Fairfield County include Fairfield Medical Center (FMC), Fairfield Medical Center River Valley Campus, Diley Ridge Medical Center, OhioHealth Pickerington Medical Campus, and OhioHealth Emergency Care Reynoldsburg. There are also numerous urgent cares and freestanding sites.

- Provide acute care for victims of trauma or disease.
- Provide messaging to the public on what to watch for and when to see a medical provider.
- Conduct decontamination practices as appropriate.
- Collaborate with the EOC for the need of an FAC.
- Provide mental health and crisis services as needed.
- Stock supplies in preparation for a disaster. Restock afterward.

Law Enforcement
- Conduct any investigations, if needed including evidence collection and processing.
- Security for incident scene.
- Traffic control for incident, special clinics, or POD sites.

B. Secondary
Additional secondary agencies may be added based on the need for health and medical services.

American Red Cross (ARC)
- The ARC develops and maintains shelter information for the county.
- Identify and vet potential shelter sites.

- Coordinate needs identified in the shelters (i.e., food, cots, blankets, etc.)
- Coordinate with public health and partners for staffing, inspection, and health needs.

COTS

COTS is a regional healthcare resource partner covering Central, South, and Southeast Ohio. Participating agencies include healthcare, emergency response, public health, government, and private organizations.

- Someone alerts COTS of the incident, current, and anticipated needs. This could be the Co-Chair of the Fairfield County Healthcare Coalition, local hospitals, or the PSAP.
- Send out an alert to local hospitals and medical facilities to log their bed availability so it can be viewed.
- Provide messaging regarding the incident to local and regional partners. This assists with diversion and staging resources.

Disaster Mortuary Response Team (DMORT)

- A national resource to support the coroner that can provide emergency assistance for mortuary response and support to communities in the event of a major disaster involving fatalities.
- Able to provide a wide range of services including documentation, information collection, processing, and technical assistance.

Fairfield County Hazmat Team

- Type II team credentialed through the Ohio Department of Commerce.
- Available for technical assistance and guidance on hazardous chemicals such as:
    o Health and safety information.
    o Protective equipment.
    o Mitigation methods.
- Can stop the threat from the hazardous chemical.
- Has decontamination capabilities.
- Not responsible for cleaning up the chemical or accident.
    o Cleanup is the responsibility of the spiller.

Fairfield County Water Rescue Team

- Capabilities include:
    o Swift water rescue.
    o Rescue and recovery diving.

Ohio Mortuary Operational Response Team (OMORT)

- State resource available to support coroners in a mass fatality response team.
- Can assist in several areas such as processing decedents, identification, documentation, and more.

IV. Direction and Control

Fairfield County follows the National Incident Management System (NIMS) Incident Command System (ICS). Command, control, and coordination follow this structure. The Incident Command (IC) or Unified Health, medical, and fatality activities are included in county and state conducted exercises whenever

possible. Consideration of training for a specific incident such as an airplane crash is important. The requirements for the first responders arriving on scene of a downed aircraft are different compared to other incidents. It is important to train EMA staff, the EMA volunteer teams, and all first responders to include fire, EMS, and law enforcement, on specific requirements when responding to a mass casualty incident.

Command (UC), depending on the situation, leads the operations at the scene.

Fairfield County Health Department (FCHD) is the lead agency for health-related incidents and may be asked to be part of Unified Command.

The EMA Director activates the EOC when necessary and directs the operations in the EOC.

V. Administration/Logistics/Finance

A. Administration

All medical and behavioral facilities maintain medical records, rosters, and recall rosters. The EOC maintains significant event logs, communication logs, and any other documentation for the event. This includes photos. Jurisdictions and agencies should keep records of equipment, personnel hours, and any other costs along with justification.

Refer to specific agency procedures for additional information.

B. Logistics

Logistics for health and medical aspects of an incident may occur in a few locations. First, the EOC Logistics Section handles requests for resources including supplies, personnel, and equipment over and above what local agencies can acquire through their sources. This includes regional, state, and federal resources.

Secondly, local agencies such as hospitals have methods to obtain supplies through vendors and other procurement avenues.

For more information, see the Fairfield County Logistics SOG.

C. Finance

All responders and medical agencies should coordinate with the EOC regarding resources used, purchased, rented, damaged, or destroyed during a response. Documentation and justification must be kept for potential reimbursement. Documentation should be turned in to the EOC Finance Section Chief or the EMA office.

VI. Training and Exercise

A. Training

Individual agencies are responsible for training their staff for daily and emergency operations. Additional training is available through local, state, and federal partners.

Fairfield County EMA coordinates training on the local level. Training may include ICS and FEMA endorsed courses, training for local EOC operations, and response level. Opportunities are published as they become available.

Recommended FEMA ICS courses include IS-100, 200, 700, and 800. ICS-300 and 400 may be in-person or virtual and are for those who held leadership and decision-making positions in an ICP or EOC.

B. Exercise

Exercises are conducted to put policy to practice and identify gaps or changes needed. Exercises focus on responses, policies, capabilities, and gaps – not on individual performance. When possible, medical surge, public health, mass casualty, and fatality elements are exercised.

After an exercise, a hotwash is conducted to gather participant thoughts on what went well and areas for opportunities. Suggestions are also welcomed. An After-Action Report (AAR) is generated to document the exercise, thoughts, and lessons learned. Plans are updated utilizing the information from the AAR to guide necessary changes.

VII. Plan Development and Maintenance

This plan is reviewed and updated annually or as necessary. Information obtained from the AARs, exercises, or real-world scenarios are incorporated into the next revision to strengthen the plan and make it functional. Once updated, stakeholders of this annex have an opportunity to review and provide any edits.

VIII. References

Central Ohio Trauma System Statement of Service 01/01/2019.

Fairfield County EMA. (2021). *Mass Fatality SOP*

Fairfield County EMA. (2023). NIMS Implementation Policy.

FEMA. (2010). *Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters*. https://www.fema.gov/pdf/about/odic/fnss_guidance.pdf.

FEMA. (2021). *National Incident Management System Incident Complexity Guide Planning, Preparedness and Training*. https://www.fema.gov/sites/default/files/documents/nims-incident-complexity-guide.pdf.

Ohio Crisis Response Team. (2021). The Ohio Crisis Response Team: Responding to communities in the aftermath of traumatic events. https://ohiocrisisresponseteam.com/.

Ohio Funeral Directors Association. (2023). Ohio Mortuary Operational Response Team (OMORT). https://www.ofdaonline.org/aws/OFDA/pt/sp/omort

Annex G: EVACUATION / SHELTER / MASS CARE

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	10/2023	T. Nash	All	Annual Review
2	10/2023	T. Nash	Pg. 3	Add Community Lifelines
3	10/2023	T. Nash	Pg. 4	Add Incident Complexity
4	10/2023	T. Nash	Pg. 5	Update Assumptions
5	10/2023	T. Nash	Pg. 4	Added Triggers
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➢ County Elected Officials & Jurisdictional Leadership
- ➢ Fairfield County Commissioners and designated staff
- ➢ Fairfield County EMA Director and staff
- ➢ Fairfield County Dispatchers
- ➢ Law Enforcement and
- ➢ Fire Departments / Emergency Medical Services
- ➢ Fairfield County Health Department
- ➢ Supporting Agencies

I.   Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to outline roles and responsibilities evacuation, sheltering, and mass care of people affected by an emergency in Fairfield County. Protection and safety of residents and affected persons is the priority. This plan is an all-hazards plan. It allows for flexibility and adaptability based on the incident, cascading effects, and needs of the community.

B. Situation

Many incidents can trigger this annex to be activated. Activation of the base plan and annex is done by the Incident Commander (IC), Unified Command (UC), or EMA Director. Examples of events that would trigger this annex to be operational include tornados, explosions, fires, hazardous chemical releases, flooding, *etc*. These events can cause evacuation, orders to shelter-in-place, displacement, and residents needing care.

Triggers

The following are triggers to activating the annex:

- A Type 1 or 2, possibly Type 3 incident (FEMA, 2021).
- The release of a hazardous chemical or substance prompting orders for evacuation or shelter-in-place.
- Mass feeding, sheltering, or care of residents.
- A disaster that displaces people.

C. Assumptions

The following assumptions are made for planning purposes.

- Planning is done with the worst-case scenario in mind to identify capabilities and gaps.
- Activation of this annex automatically activates the Base Plan if not already done.
- First responders are actively working at the incident scene.
- The Emergency Operations Center (EOC) is fully activated.
- Mass notification systems are functional and utilized to warn residents of the threat and actions to take.
- Organizations activate their emergency plans and establish communications with the EOC, Incident Command Post (ICP), and/or EMA.
- Agencies with potential roles send a liaison to the EOC when requested.
- Residents are encouraged to prepare for disasters at home, work, and in the car.

II.   Concept of Operations

A. General

It takes many organizations to implement mass care services. Not all services or responses listed below are needed in each situation. This plan is scalable to meet the nuances of the emergency and needs of the community.

There may be secondary impacts from the disaster that affect resources needed as well as services and locations available. Impacts may include power outages, disruption in utilities, internet or server outage, structure damage, blocked roads, and more.

The following subsections identify tasks or responses that can be taken in evacuation, sheltering, and mass care.

Communication

Communication is essential in a disaster and covers different methods, audiences, and messages. It creates information sharing and efficiencies between responding agencies. It also informs the public of warnings and alerts of coming threats (i.e., severe weather events) and actions they should take to stay safe (i.e., seeking shelter or avoiding a hazardous area).

See Annex C: Public Notification or *Warning and Notification Standard Operating Guideline (SOG) for more information.*

Once the EOC and Joint Information Center (JIC) are activated, the Public Information Officers can begin collecting information, drafting public service announcements, and working with the media. Information disseminated to the public should include the situation, shelter details, transportation updates, where to receive help, locating loved ones, etc. Information released is approved by the EMA Director or EOC Manager, Incident Commander, and any other stakeholders such as elected officials as stated in the beginning of the incident.

There are many different communication methods used in emergencies. Redundancies are built in the event some systems fail from the impacts of the disaster. Communication methods for responders, stakeholders, and those working the incident include two-way radios, Hyper Reach, Active911, cell phones, email, fax, text, and runners if other methods fail. Communication methods to reach the public include Alert Fairfield (the mass notification system), radio, television, wireless emergency alerts (WEA), tornado sirens (tornados warnings only), and social media.

Shelter-in-Place

Sheltering recommendations are considered before evacuation due to safety of residents, logistics, and an attempt to minimize disruption as much as possible. A shelter-in-place is where residents remain in their homes, school, or wherever they were at the time of the order. This is to protect them from the threat outside. This is common in active aggressor threats, Level 3 snow emergency, or a hazardous chemical release that can cause harm or injury.

Sheltering orders or recommendations are made by the IC / UC based on conditions and details at the scene, subject matter experts (SME), experience, policies, and laws.

Evacuation

Even though sheltering is the preferred option, there are incidents where evacuation is the best action for residents than staying. Examples of disasters where evacuation is better including severe flooding or rising water levels, destruction of buildings, or a large fire with potential to spread to other buildings. Only those areas that are affected or could be potentially impacted are given evacuation orders if that is the best course of action. Evacuations are disruptive to people, require logistics such as travel routes, coordination of mass transportation needs, and ensuring those who need assistance can get it.

The earlier the evacuation order is given, the better for people to get out. This is particularly true with congregate care settings like long-term care, skilled nursing facilities, corrections, and people with access and functional needs (AFN). It is also true for hospitals, childcare settings, schools, etc.

If possible, most residents will use their own vehicles to evacuate. This should be allowed if safe to do so as it will free up mass transportation resources to help those who do not have means to evacuate via personal vehicle. If the area to be evacuated is very large, traffic is likely to back up.

Once orders are given for an evacuation, the EOC is notified to assist with transportation, sheltering needs, and other logistics. Actions may include:

- Alerts sent to residents of the affected area utilizing several different communication methods and potentially door-to-door notification.
- Notification sent to Lancaster-Fairfield Public Transit for busing.
- Contact 211 for support with hotlines and donations.
- Alert American Red Cross (ARC) of evacuation orders to discuss potential needs like a sheltering and possible feeding of residents.

The longer the evacuation lasts, the more logistics are needed for housing, feeding, animals, medications, etc. Once it is safe for residents to return, the evacuation order is lifted. This is communicated the same way that the evacuation order was disseminated.

Sheltering
The sheltering of residents is time and resource intensive. There may be short-term shelters such as warming and cooling centers, which are not typically operated overnight. Warming and cooling centers are opened during extreme cold or heat for residents. They may use these locations if they are unhoused or do not have electricity because of the disaster.

- ARC opens pre-selected and pre-approved shelters to facilitate evacuees. Shelters should be able to facilitate individual and family needs, individuals with AFN, service pets, children, and caregivers. Shelters are marked according to ARC plans and standard operating procedures (SOP).
- Specific shelter locations open their doors to citizens with household pets. The location of these shelters is announced over social media and by the Fairfield County Public Information Officer (PIO).
- Shelter workers are aware of the potential decontaminates, based on the type of disaster, that some evacuees may have been exposed. Verify decontamination procedures have occurred prior to residents entering the shelters.
- The American Red Cross volunteers in the shelters provide (if possible) telephone service to the evacuees so family members can be contacted. It is very important for individuals in shelters to be able to connect with their families and loved ones who are not in the shelter.
- Establishing communication throughout the shelter assists in keeping the evacuees informed of what is taking place such as mealtimes, activities for the families, and information regarding re-entry to their homes.

Mass Care

Mass care is providing sheltering, feeding, emergency supplies, and reunifying families. Many organizations may be involved in fulfilling mass care needs in the community following a disaster.

The needs vary based on the type of incident, impacts, and any other cascading events that take place. Needs are also determined by the safety actions residents are asked to take. For example, evacuation of people could call for shelter. An overnight shelter has different needs than a shelter needed for an afternoon.

The nuances of the disaster, impacts, weather, and safety of people along with the Community Lifelines help decision-makers determine what is needed.

Animals

The care of animals during and after a disaster is tricky. Service animals, pets, and livestock must be considered and handled differently.

EMA attempts to work with different animal interest groups, veterinarians, and agencies for the safety and wellbeing of animals during and after a disaster. Pre-disaster MOUs are sought for sheltering and feeding animals if necessary.

The South/Southeastern Region has supplies from the Disaster Animal Response Team (DART). Supplies such as kennels and Zumro tents may be requested. There is no guarantee that a team of personnel will be available to come with the supplies.

More information can be found in Annex H to the EOP and the Fairfield County Animal Rescuing and Sheltering SOP.

B. Operational Needs

Transportation / Evacuation

There are several needs for transportation and evacuation of residents:

- Law enforcement assistance with traffic flow and enforcement.
- Engineering / Street / Maintenance Department assistance with signage if detours are needed to get around hazards and debris.
- Transportation resources must be coordinated. Preplanning with MOUs assists in having resources ready.
- Transportation assets include Lancaster-Fairfield Public Transit (LFPT) and school buses in affected areas.
- Having multiple transportation resources available provides redundancy if some assets are impacted by the disaster.
- If animals are evacuated, special transportation will be needed such as animal trailers, kennels, and buses for animals.
- For residents with specific transportation needs, consider agencies that regularly meet these transportation needs such as Olivedale, Meals on Wheels, Center for Independence, Board of Developmental Disabilities, and private ambulettes.

Sheltering

- If there is not a lot of people needing sheltering, American Red Cross (ARC) will usually opt to put people in a hotel. This is a short-term solution but is less resource intensive than opening a community shelter.
- If an overnight shelter is opened, residents will need cots, bedding, food, etc.
- Security may be needed at shelters.
- The health department inspects shelters upon opening.
- Staff are needed to run and oversee the shelter(s) including intake, management, triage, etc.
- Mental health services may be needed for those displaced and those working the incident.
- Shelter coordinators assist in tracking individuals once they enter a shelter and if they are relocated to an alternate shelter. This information is shared with the EOC and assists in reunification purposes.
- Access to medication and durable medical equipment (DME) during the evacuation may be needed. This is particularly important for residents that need insulin, oxygen, and other lifesaving measures.

Mass Care

Mass care needs may overlap with other tasks such as sheltering. Below are some needs specific to mass care.

- Security is needed for mass care when it comes to staging supplies. Depending on the incident, community moral, and quantity of supplies, looting and aggression may be a problem.
- Mental health and crisis support may be needed for residents.
- Decontamination services may be needed depending on the incident.
- Potential for supplies, potable water, and shelf stable meals may be distributed through a Community Point of Distribution (C-POD), shelters, or other locations residents can get to.
- Resources may be requested for hot meals through non-profits and volunteer organizations.

C. Access and Functional Needs

Residents with Access and Functional Needs (AFN) may need different resources and assistance. The formal definition of AFN population is found in the Base Plan under the same heading. Because the definition is so broad on the composition of residents with AFN, responders and stakeholders should ask these residents what is needed rather than assuming.

III.   Organization of Responsibilities

It is expected that the agencies listed below, whether in primary or secondary responsibilities, will follow their own standard procedures and guidelines.

A. Primary

The following agencies have primary responsibilities in a disaster for evacuation, sheltering, and mass care services.

American Red Cross (ARC)

- The ARC is responsible for establishing, vetting, and maintaining shelter agreements.
- Maintains a stockpile of resources for shelters.

- Collaborates and coordinates with EMA and local responders to assist with meeting the needs of residents.
- Assists with locating resources to feed people in a shelter.
- May put people in a hotel after evacuation if unsafe to go home and the population evacuated is not too large.

Emergency Management Agency (EMA)

- The EMA Director or designee opens the Emergency Operations Center (EOC) if needed. In a situation like this, the EOC may very well be needed.
- EMA maintains communication with the elected officials of the affected jurisdiction(s), Ohio EMA, other stakeholders, and Incident/Unified Command.
- Coordinates with ARC and any other local partners for transportation and mass care needs.
- Pushes public notification and warning messaging as requested and necessary. These notifications alert residents of the issue, what to do, and areas to avoid.
- Oversees the EOC including the Joint Information Center (JIC).
- Receives, processes, and procures/borrows resources as requested.

Fairfield County Health Department (FCHD)

- FCHD is the lead for health and medical incidents.
- Maintain coordination with the Ohio Department of Health (ODH) for support.
- Has public health nursing and epidemiology staff available.
- Environmental Health staff can help with inspections of food establishments and other impacted environmental hazards.
- Can provide safety information for residents and responders.
- May follow up with residents affected, depending on the hazard.
- May coordinate medical and mental health services with those that can provide direct care.

Refer to the Public Health Nurses' Role in Emergency/Disaster Shelters, OPHA, July 2017.

Incident Commander (IC) / Unified Command (UC)

- Command is at the scene of the incident and oversees the activities and makes decisions.
- Based on the elements of the incident including weather, location, hazard, etc., Command can make the decision to evacuate or shelter-in-place.
- Command maintains communication with the EOC / EMA Director to request resources, approve messaging, and other needs.

Lancaster-Fairfield Public Transit (LFPT)

- Provide busing as requested to move residents.
- May be asked to hold residents on a bus if it is thought the evacuation duration will be short or until a shelter is set up.
- Buses do have a wheelchair ramp but do not have other specialized equipment.
- May be willing to move some animals with their owners. It is up to the discretion of LFPT leadership.

Law Enforcement

- Assist with evacuation, traffic control, and security as requested.

- May patrol evacuated areas, if safe to do so, to keep people out until it is safe to return. If the area is not safe, law enforcement may stage at the perimeter of the incident and monitor.

School Districts

- If there are schools in the area affected, the Superintendents or other leadership may be asked to assist in staging areas, reception centers, or C-PODs.
- May be asked to provide busing in their areas to move people according to current MOUs with the schools.

Sheriff's Department

- The Fairfield County Sheriff's Office has access to notification and warning systems and may issue an alert to residents or anyone in the geographical area of the incident.
- The Sheriff's Department does have the authorization to issue an evacuation order in lieu of the IC or EMA Director.

B. Secondary

The secondary agencies below are just as important as the primary agencies. They may or may not be needed after the incident but should be ready in the event they are needed.

Amateur Radio Teams

- Amateur Radio Teams may be activated to provide radio communications between response locations, particularly if other means of communication are down or inadequate.
- They may be positioned at reunification centers, shelters, the hospitals, EOC, etc.

Community Emergency Response Team (CERT)

- Community Emergency Response Team (CERT) is a trained volunteer group managed by EMA.
- CERT volunteers may be utilized to assist in different areas including:
    - Donation Center
    - Volunteer Reception Center
    - Family Reunification Center
    - Light search and rescue
    - Field triage
    - Assisting in the EOC as needed

Refer to the Community Emergency Response Team SOG through EMA.

Ohio Emergency Management Agency (OEMA)

- Maintains communication with Fairfield County EMA.
- Receives resource requests from FC EMA.
- Sends information to the Governor's office as needed.

IV.   Direction and Control

Fairfield County follows the ICS structure for emergency incidents. Direction for on-scene coordination and operations falls to the IC / UC. The EMA Director or EOC Manager leads the EOC operations. Health and medical responses are led by the Fairfield County Health Department. Sheltering activities in this annex are led by the ARC.

V. Administration/Logistics/Finance

A. Administration

Documentation of all persons received at the mass care facility(ies) are essential for follow up and accountability purposes. Accurate records must be maintained from the opening of the mass care shelters till the time they close. For accurate documentation, these records should be catalogued regularly. Copies of the records should be submitted to the EOC for review by ARC and EMA Director.

MAAs are on file and updated regularly. Interstate and intrastate MAAs may be called upon if the scope of the emergency is extremely large and additional resources are required.

B. Logistics

The county resource database contains listings of all the county's resources such as MAAs, shelters, long-term care facilities, and points of contact. Requests for staff and resources should be entered on a 213RR form and sent to the Logistics Section Chief at the EOC. The 213RR form can be found on EMA's OneDrive or hardcopies in the EOC and Cmd23.

Identification badges and/or company apparel must be worn by employees, volunteers, and any other staff working in the EOC or on-scene. Individuals who need access to sensitive areas to complete a task must be able to identify themselves. Most scenes are guarded during the response and recovery periods and workers must be able to identify themselves.

C. Finance

Jurisdictions must report the use and expenditures of MAAs to the EOC as soon as feasible. Organizations should track all cost regardless of in-kind or fee. Any expenditures or invoices which occurred in the response or recovery of the incident should be documented and given to the Finance Section Chief in the EOC.

VI. Training and Exercise

A. Training

Training is continuous for individual agencies and the community working together. Opportunities for training include sheltering by ARC, CERT training, Stop the Bleed® and internal training days for agencies. When possible, training should include multiple agencies working together in a mock scenario for practice and to find opportunities for improvement.

Additional training through FEMA is available for free. It is strongly encouraged that responders and support agencies take Independent Study (IS) 100, 200, 700, and 800. Leadership roles that are decision-makers are also encouraged to take 300 and 400.

B. Exercise

Exercises are important to practice training and find opportunities for improvement. Exercises for evacuation, sheltering, and mass care should include components such as transportation for all residents, family, and service animals, and sheltering logistics. Evacuation and sheltering should include elements for residents who meet the need of individuals with AFN including the elderly, childcare settings, limited mobility, limited English proficiency, and more.

An After-Action Report (AAR) should be completed after each exercise and real-world response. The AAR captures what went well, what did not go well, and opportunities for improvement. These elements are then incorporated into the next revision of the plan so that the plan is more relevant to the scenario and response activities.

VII.   Plan Development and Maintenance

The EOP and this annex are updated annually or as needed. Updates include lessons learned from training, exercises, and real-world events. The information from the AAR as well as any updates from community partners is used to improve this plan.

VIII.   Authorities & References

American Red Cross: Find Open Shelters. Redcross.org.

FEMA Policy 104-009-18, Version 3: FEMA Emergency Non-Congregate Sheltering during the COVID-19 Public Health Emergency (Interim)

State of Ohio Emergency Operations Plan, *Emergency Support Function #6 Mass Care*

IX.   References

Fairfield County EMA. (2021). *Animal Rescue and Sheltering SOP*

Fairfield County EMA. (2023). *Community Emergency Response Team SOG*

Fairfield County (2023). *Logistics SOG*

Fairfield County EMA. (2023). *Warning and Notification SOG.*

FEMA (2021). *Comprehensive Preparedness Guide* (CPG) 101, Version 3.0

FEMA *Emergency Support Function #6 – Mass Care, Emergency Assistance, Temporary Housing and Human Services Annex*

Ohio Public Health Association (OPHA) *Public Health Nurses' Role in Emergency/Disaster Shelters: A Guidance White Paper*. July 21, 2017.

Annex H: AGRICULTURAL & ANIMAL CONTROL

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	11/2023	T. Nash	Pg. 3	Added Community Lifelines
2	11/2023	T. Nash	Pg. 4	Added Triggers
3	11/2023	T. Nash	Pg. 6	Added Information Sharing
4	11/2023	T. Nash	Pg. 7	Expanded Operational Needs
5	11/2023	T. Nash	Appendix B	Removed Agrosecurity Appendix
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Community Lifelines

Document Usage Intent

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- ➢ County Elected Officials
- ➢ Fairfield County Commissioners and designated staff
- ➢ Jurisdictional Leadership
- ➢ Fairfield County EMA Director and staff
- ➢ Humane Society
- ➢ OSU Extension Office
- ➢ Fairfield County Dog Warden

I.   Purpose/Situation/Assumption

A. Purpose

This annex addresses agriculture and animal care during and after a disaster. Agriculture and animal husbandry is a major industry in the county. Many individuals have household pets and service animals as well. People are passionate about their animals and crops, and they require special consideration during and after a disaster. This annex covers several topics including considerations for evacuations, isolation, disease surveillance, and agrosecurity. This plan is scalable and adaptable to the needs of the incident.

B. Situation

There are several situations that can trigger this annex. First, any disaster, man-made or natural, could impact crops and animals. Fairfield County has agricultural acreage for crops and livestock all over the county. Natural incidents that put farmland at risk include flooding, drought, strong wind damage (straight-line winds), tornados, and other severe storm events. Intentional events, such as food adulteration can lead to illness and destruction. Accidental incidents such as a chemical release may also impact water supplies, crops, and disease leading to widespread impacts.

The evacuation and sheltering of animals may be required. Similar situations that can affect crops also affect animals regardless of their classification.

The probability of hazards is low based on the Fairfield County *Hazard Identification & Risk Assessment (HIRA)*. The HIRA shows that the entire county is equally at risk.

Triggers

Triggers to activate the EOC include, but are not limited to:

- A Type 1 or 2, possibly Type 3 event (FEMA, 2021).
- Support functions are needed or requested to support on-scene response.
- Response or recovery actions to save or preserve crops is needed.
- Evacuation, transportation, and/or sheltering of animals are needed.

C. Assumptions

The following assumptions are made for planning purposes:

- Planning is done with the worst-case scenario in mind.
- Fairfield County follows the National Incident Management System (NIMS) Incident Command System (ICS) when managing an event.
- The Emergency Operations Center (EOC) is activated and operational.
- The Joint Information Center (JIC) is activated and operational.
- Agencies with roles in the response follow their standard operating guidelines and procedures.
- Agencies communicate and collaborate within the ICS NIMS structure in the field and EOC for effective and efficient implementation.

II.   Concept of Operations

A. General

Prevention

Not all hazards can be prevented, but the impact can be decreased through preventative measures. This includes proper storage of hazardous chemicals to prevent accidental or intentional tampering and release. Putting crops and animals outside of flood plains prevent damage or death in flooding situations. Additionally, sturdy shelters for animals can help protect them from debris and the weather. These actions may not always be feasible but decrease the impact of hazardous situations.

Assistance

The size and scope of the incident determines the actions and number of resources needed outside the affected jurisdiction. Mutual aid and requesting resources may be needed if the affected jurisdiction does not have enough resources to contain and mitigate the risk. Many farmers have associations and networks they can call personally to help with moving livestock.

Local agencies that can help with other animals such as pets may be requested to help gather and shelter displaced animals.

Formal resource requests will go through the EOC as with other scenarios and needs.

Evacuation

Evacuation of livestock from affected farms may be necessary. Approval from state or federal agricultural agencies may be required prior to moving livestock. Another consideration in moving livestock are any potential diseases they can carry or be exposed to, chemical exposures, or injury.

Farm evacuations are better coordinated with friends, neighbors, livestock associations and clubs, and county extension educators (Animals in Disaster). Neighbors and clubs should plan prior to incidents on transportation arrangements.

Due to the economic value of livestock and other working animals, responders should not move the animals. Those that own or manage the animals should be the ones to move them due to liability and worth.

Sheltering

Service animals are to remain with their owners, including in human shelters. The definition of a service animal is a dog individually trained to do specific work or tasks for people with disabilities. There is a provision for miniature horses under Americans with Disabilities Act (ADA) regulations at 28 CFR 35.136(i).

If the resident says the animal is a service animal and provides a service to them, the animal must be allowed in the shelter. The only exceptions include if the animal is aggressive or if there are hygiene issues.

Consideration must be given to people in shelters who are allergic to animals. It will be necessary to have areas for those with service animals and those allergic to make sure all are accommodated.

Sheltering pets is a different issue and can be emotional. Hurricane Katrina showed that people will not evacuate from a potential disaster if they cannot bring their pets. The definition of a pet is much

broader and not legally defined which can lead to many different types and sizes of pets. Accommodation must be made for all – to an extent.

Options for sheltering include putting people in one building and animals in kennels in another building. The supplies from the DART Team can assist with putting kennels in Zumro tents if a building is not available close to the human shelter. If the existing shelters are not damaged and are available, requests can be made to use those facilities. Lastly, if there are available resources, there may be a human shelter without animals and another shelter for humans with their pets in the same location.

Kenneling animals during evacuation and sheltering is necessary. Animals will be stressed and agitated during disasters, just like people. When animals are stressed, they can bite, scratch, or attack if they feel provoked. The goal is to keep all safe – animals and humans – and try to reduce the stress already present.

Sheltering of animals also includes feeding. Agreements will be needed with pet supplies stores, feed mills, and veterinarian offices to get food to feed the animals sheltered. As with everything in a disaster, all receipts and agreements must be kept for potential reimbursement.

Infection Control

The possibility of disease infecting the livestock and farmland is another concern. The isolation of sick animals from healthy is necessary to contain the illness and keep it from spreading. At this point, state agencies that regulate crops and livestock would become involved and likely make the decision on next steps.

Infection in animals can result in the destruction of mass amounts of animals which is also a large economic impact to farmers and industry.

If testing is needed for suspicious conditions or a cluster of illness, contact the Fairfield County Health Department to organize testing through Ohio Department of Health or Ohio Department of Agriculture.

Waste Removal

Animal waste (i.e., manure, etc.) should be property disposed of to avoid pollution to bodies of water and water sources. The USDA has a Nutrient Management Conservation Practice Standard (590) with regulations and requirements to reduce excess nutrients and pathogens from manure (2023).

Reunification

It is possible that after a disaster, humans are separated from their animals. There should be a process by which people can be reunited with their animals. A process for verifying ownership will also need to be established. This may be easier with pets that are microchipped.

Information Sharing

Information sharing is a critical component of safety and recovery. Sending out warnings and alerts helps residents decide what actions to take, including how to protect their animals.

After the hazard has passed, information can help residents know what the next steps are, where to go, and what to do. Regarding animals, information should alert residents where to take their pets or how to be reunited with pets.

In situations where people feel vulnerable and out of control, getting information helps prevent or stop rumors and helps people start to heal. If information does not come from reputable sources, people will go wherever they can to get information, even if the information is not credible or verified.

In these situations, the Joint Information Center (JIC) should be the group gathering, verifying, and disseminating information so that all agencies participating in the response are sharing the same message.

B. Operational Needs

Short-Term

The movement of livestock and animals is resource intensive depending on the number of animals. Animal trailers, kennels, leads, ropes, and shelter locations are needed to move them. Once they are temporarily housed, animals need to be fed, watered, and someone to look after them. There may be animals that need medical care and require veterinarian services including regular medications.

Supplies to clean up after and care for animals will also be needed such as waste cleanup, disinfectants, straw, bedding, and other supplies. Conservation standards in line with the USDA 590 Standard must also be considered (2023). This includes where manure should be disposed of and how far back animals should be placed from water sources.

Reunification processes and location for animals and pets will be needed. A microchip reader is needed to verify ownership of pets that are chipped.

Long-Term

If the evacuation or sheltering of animals is anticipated to be long-term, different accommodations may be needed. The temporary sheltering location may be needed for other reasons.

If the disaster resulted in many human fatalities, there may be animals that are not claimed after the disaster. These animals will need to be cared for until they can be rehomed.

Livestock owners may find other farms to put their animals which decreases the need to shelter them.

C. Access and Functional Needs

Some members of the population may have Access and Functional Needs (AFN) and require assistance. The formal definition of residents with AFN can be found in the Base Plan of the EOP. Assumptions cannot be made regarding assistance needed. Responders and those helping should ask the resident how they can help.

In relation to this annex, there may be animals that have needs and require specialized assistance. If the owner or handler is present, ask them the best way to care for the animals. If the owner/handler is able, allow them to manage the animal is there are specialized needs.

III.   Organization of Responsibilities

The following agencies have primary or secondary roles in agriculture and animal response.

A. Primary

Dog Warden

- Provide animal control measures, as needed, for impacted areas including the apprehension and impoundment of stray dogs, the enforcement of quarantine orders, and work to notify and reunite families with their lost or evacuated pets.
- Coordinate units or teams to search for dogs in need of rescue, removal, transport, and assist with continued care of dogs going into temporary shelter, in need of veterinary care, or needing disposal because of the disaster.
- During periods of emergency evacuation and sheltering the Dog Warden's office works with ARC and other voluntary agencies by coordinating the care and support of household and service animals.

Emergency Management Agency (EMA)

- EMA coordinates emergency response planning with the OSU Extension Office, Humane Society, Dog Warden, and any special interest groups. Together they provide guidance and planning regarding emergency care of family pets, service animals, and livestock during and following emergency periods.
- Oversees the EOC and JIC operations.
- Pushes warning and notification alerts to affected groups and residents.
- Facilitates coordination and collaboration between agencies.
- Assists with the disaster assistance process including damage assessments, sending reports to Ohio EMA, and sharing information with stakeholders and residents.

Fairfield County Health Department (FCHD)

- Provides guidance on health and safety measures.
- Can check private well water for contaminants.
- Conducts epidemiological investigation of disease risk or exposure.
- Can facilitate testing of biological samples with Ohio Department of Health (ODH) or other state entities.
- Notify state authorities (such as ODH or ODA) of suspicious animal or plant diseases.

Other Animal Service Groups

As other animal groups such as the Humane Society or veterinary groups become involved, their support will be expanded. Potential areas of assistance may include:

- Assist in the logistics of evacuation and sheltering of pet animals.
- Assist in feeding, medication, and medical services of animals impacted by the disaster.
- Provide staff assistance with animal shelter oversight and maintenance.
- Extend food, medication, and medical care to service animals sheltered with their handlers.

B. Secondary

Ohio Department of Agriculture (ODA)

- The Ohio Department of Agriculture tests and recommend disposal of any contaminated foods, livestock, and agriculture products. They issue embargoes or set quarantine orders as needed.
- Provide guidance to locals regarding animals and livestock.

Ohio Department of Health (ODH)
- Provide guidance on disease or health risk and animals or humans exposed to disease or hazards.
- Facilitate testing of biological specimens. (Must be coordinated through FCHD and ODH must approve prior to sending specimens.)

United States Department of Agriculture (USDA)
- The local USDA Farm Service Agency and Natural Resources Conservation Service makes recommendations to the USDA after a local disaster affecting crops.
- Funding may be available to local producers for lost crops due to disaster.

IV.   Direction and Control

The Incident Commander (IC) controls the activities at the scene of the incident. The EMA Director or EOC Manager oversees EOC Operations and promotes communication and coordination between the sites and agencies.

Multiple agencies are required for response and recovery to an incident. Each agency is responsible for the area it has jurisdiction over (health, natural resources, rescue, security, *etc*.) but must coordinate with other responding agencies. This promotes efficiency and effectiveness.

Response actions should be prioritized to focus on emergency conditions that threaten lives and the wellbeing of both the citizens as well as their animals and livestock.

V.   Administration/Logistics/Finance

A. Administration

The EOC maintains the administrative functions of the incident to relieve the burden from those working on the scene. All paperwork, records, rosters, receipts, messages, etc. are maintained at the EOC for documentation and historical purposes. Staff working in the EOC must leave their documentation at the end of their shift or when demobilized and no longer needed.

B. Logistics

Resource requests, including staff to help with animals, reunification, sheltering, etc. are sent to the EOC. An ICS form called the 213-RR (Resource Request) is completed by the requesting entity and sent to the Logistics Section of the EOC. The Logistics Section checks the requests for completeness and sends them up for procurement or borrowing.

C. Finance

The agency or jurisdiction requesting the resource is financially responsible for the asset. The hope in a large enough disaster needing such resources that financial assistance and reimbursement will be sent.

The Finance Section keeps track of the costs in the disaster, providing information for elected officials and jurisdiction leaders to get an update on how much is being spent.

VI.   Training and Exercise

A. Training

Training for animal and agricultural incidents is conducted by the agencies who respond to such incidents or whose daily role involves agricultural and animal activities.

Formal training in the EOC is conducted by the EMA office. Agencies who would have a role in the EOC are invited to participate in the training to practice tasks in the EOC and become familiar with the interface.

B. Exercise

Exercises are a chance to put plans into practice. This helps people work through the plan and identify any gaps, challenges, and potential ways to make plans better. Exercises involving agriculture and the management of animals should be conducted and responding agencies invited. Animals may be an element of a larger exercise such as a hazardous chemical exercise.

After an exercise, a hotwash is conducted for participants to vocalize their thoughts. An After-Action Report (AAR) is written after the exercise or a real-world incident to collect and formally document the event.

VII.   Plan Development and Maintenance

EMA is responsible for the updating and maintenance of the EOP and this annex. The EOP is reviewed annually and updated with any policy or process changes and capabilities. Information from the AAR is also used to update the plan and improve the response and resiliency.

VIII.   References

Emergency Management Assistance Compact (EMAC). The All-Hazards National Mutual Aid System. PL 104-321.

EPA. (2021). Tier II reporting for agricultural dusts and agricultural products handled in powdered form (i.e. combustible dust).

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State of Ohio. (2017). Emergency Operations Plan, Emergency Support Function #11 Food & Agriculture, Tab C – Dangerous Wild Animal Response Plan.

USDA. (2020). Animal and Plant Health Inspection Service. Contact Veterinary Services. 2020.

USDA. (2018). Extension Disaster Education Network. Protecting Farms – Basic Agrosecurity Principles.

USDA. (2023). Nutrient Management (Ac.) (590) Conservation Practice Standard | Natural Resources Conservation Service. Www.nrcs.usda.gov. https://www.nrcs.usda.gov/resources/guides-and-instructions/nutrient-management-ac-590-conservation-practice-standard.

Annex I: PUBLIC WORKS & UTILITIES

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	11/2023	T. Nash	All	Annual Review
2	11/2023	T. Nash	Pg. 3	Add Community Lifelines
3	11/2023	T. Nash	Pg. 4	Add Incident Complexity
4	11/2023	T. Nash	Pg. 4	Added Triggers
5	11/2023	T. Nash	Pg. 4	Updated Assumptions
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➢ Fairfield County EMA Director and staff
- ➢ County Engineer
- ➢ Municipalities & Townships
- ➢ County Utilities
- ➢ Public Works Agencies
- ➢ Local Maintenance or Street Departments

I.   Purpose/Situation/Assumption

A. Purpose

Public works is infrastructure paid for and constructed by the government for the community. Utilities include water, wastewater, electric, and gas sources. When these systems are impacted from a disaster, it can be detrimental for the workers trying to respond and the public. The purpose of this annex is to address public works and utilities affected by a disaster and the roles and responsibilities of agencies that may respond.

B. Situation

Natural and man-made disasters may directly impact utilities and public works. Secondary or cascading events may also affect these systems causing interruptions in services or making transportation and rescue extremely difficult.

Triggers

The following may trigger the activation of this annex:

- A Type 1, 2, or possibly Type 3 event (FEMA, 2021).
- Any event that has an impact on infrastructure causing a need to respond and work to restore service.
- Coordination between multiple agencies is needed to respond and restore service.

C. Assumptions

The following assumptions are made for planning purposes:

- Fairfield County follows the National Incident Management System (NIMS) Incident Command System (ICS) structure for responding to an event.
- Planning is done with the worst-case scenario in mind.
- The Emergency Operations Center (EOC) is already activated and fully operational.
- The Joint Information Center (JIC) is open and operational.
- Both utilities and public works are impacted by a disaster and need services or access restored.
- Agencies participating in the response and recovery follow their standard procedures or guidelines.
- Agencies or sectors assisting in the response and recovery have a liaison in the EOC to make communication and actions efficient.

II.   Concept of Operations

A. General

Public works and utilities are specialized departments. When it comes to safety, access, and restoring services, these agencies shoulder most of the work. First responders at a scene may be the first to notify utilities or public works that their services are needed.

An assessment of the impacted area, resulting damage, and outages helps the Incident Commander / Unified Command identify what agencies should be called. 24/7 access phone numbers should be used to report the disaster and interruption.

If the incident is widespread, representatives should be in the EOC and can help maintain communication with teams in the field trying to restore widespread outages and access.

Road crews are needed to clear any debris so that roads are passable. This can be for responders answering life safety calls or for residents trying to get out of the area. Inspections of roads, bridges, culverts, and other infrastructure may also be needed.

The priority of interventions is life safety, then property and environmental preservation. The Community Lifelines assist in prioritizing resources and services.

B. Operational Needs

Short-Term

Depending on the service interruptions, responding agencies may need to activate their Continuity if Operations (COOP) Plan. Agencies working in the response and recovery from the disaster must still be able to provide critical services, even if their office, power, or daily routine is interrupted.

Damage assessments must be submitted to EMA within the first 12 hours after a disaster. EMA compiles the data and sends a report to Ohio EMA within 36 hours of the event.

See the Damage Assessment SOG for additional information.

If short-term interruptions in service impact residents' quality of life, a temporary shelter may be opened. This may be necessary for residents who rely on electricity for life-saving measures such as oxygen, dialysis, or ventilators.

Refer to Logistics SOG or Annex G for more information on sheltering.

If the electrical grid is interrupted, responders must find a way to get fuel to respond.

Long-Term

In situations where service interruptions may be long-term, the previously identified needs are still present along with additional considerations. These considerations include housing/sheltering, business operations, and additional agency staff to restore service.

C. Access & Functional Needs (AFN)

The definition of the population with AFN can be found in the Base Plan. Residents may rely on electricity for lifesaving measures or need transportation to critical appointments such as dialysis. Others may need help clearing debris from their property such as a garage or driveway. Assistance may be required from faith-based organizations or other organizations to assist this population with utilities, service connections, or debris.

III.   Organization of Responsibilities

The following primary and secondary agencies have responsibilities in a situation that impacts public works and utilities. It is assumed these agencies will follow their own standard procedures or guidelines but participate in EOC and scene operations.

A. Primary

County Engineer

- The County Engineer quickly responds to an event by clearing and repairing county roads, bridges and culverts, water lines, and sewer lines.
- They are the overall coordinators for engineering and public work task teams in the county.
- When it is necessary to close roads due to flooding, power line damage, or sewage backups, the Incident Command (IC) and Emergency Operation Center (EOC) must be informed so the information can be communicated to the public and responders.

County Utilities

- County Utilities is responsible for water treatment facilities and wastewater facilities – three public water plants and five wastewater treatment facilities.
- Responsible for wellhead protection areas.
    - Utilities are notified of hazardous material releases within respective wellhead protection areas.
- In the event of an emergency, all department personnel respond to assist the operators on site. In major events, mutual aid from surrounding jurisdictions or counties may be needed.

Elected Officials

- Conduct a preliminary damage assessment of affected areas within jurisdiction or coordinate with EMA to have an assessment done within 12 hours of the disaster.
- Notify jurisdictional roads departments to respond to an incident.
- Maintain communication with constituents and the EOC.

Emergency Management Agency (EMA)

- Opens the EOC upon request or identified need. Oversees the EOC and the JIC.
- Notifies the Ohio EMA Watch Office of a disaster, even if to have them on standby.
- Push out warning and notification messaging through mass communication system to those affected or potentially affected.
- Maintain coordination between the EOC and on-scene efforts.

Fairfield County Department of Transportation (DOT)

- Responsible for care and maintenance of all state and federal highways, bridges, and culverts in Fairfield County.
- Communicate road closures to the EOC and IC.
- Place signage regarding detours and closures.

Fairfield County Health Department (FCHD)

- Able to test private well water for contamination.
- Provide expertise regarding safety during an incident for the public and responders.
- May issue in-home boil alerts.

Private Utilities

- There are utilities that are owned and maintained by private companies such as American Electric Power (AEP), South Central Power, pipeline operators, and others.
- If services need shut off or restored, the company that owns the service must be called.
- All activities are reported to the IC and EOC to assist with planning and next steps.

B. Secondary

The secondary departments below are called upon if a need is identified. The ones listed below are state entities, but they are not always state level resources.

Ohio Department of Transportation (ODOT)
- May be needed to help with state roads and assist with cleanup and recovery.
- May need to issue permits for oversize/overweight vehicles for normal infrastructure travel.
- May have resources for local response including personnel and equipment.

Ohio Department of Insurance
- Regulates insurance industry which could play a significant role in rebuilding infrastructure.
- Assist consumers, businesses, and governments to navigate private insurance claims.

Ohio Department of Natural Resources (ODNR)
- Can provide technical assistance to enforce floodplain regulations.

Ohio Emergency Management Agency (OEMA)
- Receive and process resource requests from the EOC.
- Serve as liaison between State and Federal authorities and local EMA.
- Receive and process local disaster declaration.

Ohio Environmental Protection Agency (OEPA)
- Provides technical assistance with waste streams, regulatory requirements, and assists with cleanup activities as necessary.

Ohio Public Works Commission (OPWC)
- Maintains emergency funding for areas that have no alternative way of addressing the project through local funding or resources.

Public Utilities Commission of Ohio (PUCO)
- Regulates providers of utility services.
- Can authorize spending for infrastructure replacement.

IV. Direction and Control

The Incident Commander (IC) controls the activities at the scene of the incident. The EMA Director or EOC Manager run EOC Operations and promote communication and coordination between the sites and agencies.

Multiple agencies are required for response and recovery to an incident. Each agency is responsible for the area it has jurisdiction over (health, natural resources, rescue, security, *etc*.) but must coordinate with other responding agencies. This promotes efficiency and effectiveness.

V. Administration/Logistics/Finance

A. Administration

Reports from all agencies and jurisdictions must be done accurately and in a timely manner. For a declared disaster, all documents must be maintained for justification and historical purposes. This includes damage assessment forms, notes, messages, receipts, rosters, etc.

Documentation is maintained at the EOC and later the EMA office. Departments with their own specialized response may keep copies at their office (such as Utilities, Engineer, or Health Department).

B. Logistics

Mutual aid and additional resources may be needed to mitigate threat to utilities and public works and then restore service. Mutual aid may be requested per systems already in place. Resource requests should be submitted to the EOC on a 213-RR (Resource Request) form.

C. Finance

When resources are being requested, a question is asked regarding who is paying for the resource. Payment is usually the responsibility of the jurisdiction or agency requesting. An approved disaster declaration opens funding opportunities and the potential for reimbursement.

The Finance Section in the EOC maintains all receipts, invoices, and any justification documents. Agencies that have documentation should submit copies to the EOC/EMA. EMA is the liaison with the state for reimbursements and documentation.

VI.   Training and Exercise

A. Training

Training personnel in emergency functions can be accomplished by individual departments through internal training sessions.

The EMA hosts training sessions on EOC operations. These trainings sessions allow those who have a role in the EOC to use the interface, forms, and become familiar with the systems prior to a disaster. EOC trainings are announced to participating agencies.

B. Exercise

Exercises and drills are a good way to practice and test plans. Exercises allow a hands-on experience to identify if plans are sufficient, where gaps are, and means to fill gaps. The staff that complete tasks in a plan may have ideas on better ways to execute a task which then updates the plan.

Immediate feedback is obtained in a hot wash after the exercise. Lessons learned from exercises and the hot wash are compiled in an After-Action Report (AAR).

VII.   Plan Development and Maintenance

The EMA Director and staff are responsible for updating and maintaining this annex. The review schedule is annually or as needed. The information from the AAR is incorporated into the appropriate plans to make them stronger and pertinent to the community.

VIII.   References

Fairfield County EMA. (2023). D*amage Assessment SOG*

Fairfield County EMA. (2023). *NIMS Implementation Policy*

Public Utilities Commission of Ohio. (2023). Utilities. Ohio Public Utilities Commission. https://puco.ohio.gov/utilities.

Annex J: RESOURCES

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	11/2023	T. Nash	All	Annual Review
2	11/2023	T. Nash	Pg. 3	Add Community Lifelines
3	11/2023	T. Nash	Pg. 4	Add Incident Complexity
4	11/2023	T. Nash	Pg. 4	Added Triggers
5	11/2023	T. Nash	Pg. 4	Updated Assumptions
6	11/2023	T. Nash	Pg. 5	Added Written Language Materials
7	11/2023	T. Nash	Pg. 9	Updated References
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

> ➢ Fairfield County Elected Officials
> ➢ Jurisdictional Leadership
> ➢ Fairfield County EMA Director and Staff
> ➢ Logistics Section Staff in the EOC

I.   Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to provide a prompt and effective means of requesting and receiving resources necessary to expedite response and recovery efforts in Fairfield County during a disaster. Fairfield County EMA is the primary coordinator for resources, submitting requests for resources out of the jurisdiction, and receiving allocations of resources from other jurisdictions. This annex describes the process of requesting, receiving, and documenting resources for a disaster event.

B. Situation

Any event that causes the need for additional resources beyond local capabilities can trigger this annex. This includes a wide range of situations that overwhelm the availability of local resources locally to respond and get the community to recovery.

Triggers

Situations that can be managed by local resources and potentially mutual aid may not be enough to trigger this annex. The following triggers could activate this annex.

- A Type 1 or 2, possibly Type 3 event (FEMA, 2021).
- Resources are needed or requested beyond local capabilities and standing mutual aid agreements (MAA).
- Resource requests, distribution, and tracking are needed.

C. Assumptions

The following assumptions are made for planning purposes:

- Planning is done with the worst-case scenario in mind.
- Response and recovery follow the NIMS ICS standards as mandated by the State of Ohio and the Fairfield County Commissioner's Office.
- A disaster has occurred locally requiring additional resources than what is available through local capabilities and standing agreements.
- Resources and needs are considered for the whole community.
- The Emergency Operations Center (EOC) and Joint Information Center (JIC) are open.

II.   Concept of Operations

A. General

In a major emergency or disaster, the county EMA Director activates the Emergency Operation Center (EOC) and utilizes the Logistic Section to facilitate resource requests.

The EOC staff works with the Incident Commander (IC) to identify resources needed and locate the best supplier. Local jurisdictions must procure resources in accordance with local, state, and federal policies and procedures in case public assistance funding is made available.

Emergency resource management and planning include the following elements:

- Determining the resource needs based on the mission and equipment requirements.
- Locating and obtaining needed equipment and supplies in a timely manner.
- Organizing the distribution of supplies to the affected jurisdiction.

- Maintaining financial and legal accountability. This includes documentation of all requests, procurement actions taken and an accurate listing of vendors, items, and costs.
- Funding is always a prime consideration. The county may use an emergency declaration to release the necessary funds. For any resource request, EMA Logistics will ask who is paying for the resource. The requesting jurisdiction is typically responsible unless other arrangements have been made.
- Plan how resources will be demobilized from the beginning of the incident or request.

Resource database

A list of resources is maintained by EMA including equipment, personnel, and supplies. Additionally, companies that have expressed an interest in helping during and after a disaster are also listed.

The contact information for resources is constantly changing. The availability of equipment changes with use, maintenance, repair, and replacement. Information is updated annually or as information is received by the EMA office. However, not all updates are shared so content may be out of date.

If information is learned during a disaster when resources are explored and requested, a moment should be taken to update the Resource database. Unfortunately, it is a reality to update the Log during a disaster.

Analyzing Resource Needs

The first steps in an organization's procurement of resources are:

- Identifying priority tasks to support life, property, and environmental safety.
- Analyze essential needs based on the mission, equipment available, repair or upgrading priorities and equipment shortfalls.
- Identify if resources are available locally or through mutual aid.
  - Do neighboring counties have the resources?
  - Do private agencies have the resources and will enter into an agreement?
  - If not, submit a resource request (form 213-RR) to the EOC.

If local organizational or jurisdictional funds are available, county emergency funds may not be needed.

For more information on formal resource requests and the process, see the Fairfield County Logistics SOG.

Resource Tracking

Resources should be tracked from the time they are requested to the time they arrive back to their originating source. The Logistics Section tracks resources and maintains an Excel spreadsheet in the EOC.

Disposable resources (or one-time use resources) are tracked until expended. Resources such as equipment, staff, and other resources are tracked until they reach their owner or originating location. Fairfield County is still responsible during transit back. Personnel should be given the opportunity to eat and rest prior to traveling home.

Written Language Materials

For residents that need information in another language, the Health Information Translations website has content in over 15 languages. Hospitals in the Central Ohio Region contributed to this valuable resource. The website is https://www.healthinfotranslations.org/. Many topics are available including safety, disaster preparedness, stress and coping, and medical information.

B. Operational Needs

Short-Term

Access to the Resource database is necessary if research needs to be done on available assets. The Log is currently electronic due to its size and complexity. Having the Log electronic also makes it easy to search for assets.

In addition to accessing the Log, a person from the Logistics Section should be dedicated to updating information or advise any Logistics staff doing research to update information as they come across changes.

Long-Term

In addition to the short-term needs above, the following are additional needs in a long-term response.

- Staffing to manage long-term response with multiple areas to fill. This also prevents burnout and expands the response.
- Continuity of Operations (COOP) for agencies that need to operate outside normal operations such as:
  - o Office space is not functional or safe.
  - o Connectivity to internet, phones, etc., not operational or need alternate means.
  - o Non-essential operations are not feasible due to the disaster response or available resources.
- Long-term financial support due to the disaster to pay for the response, resources, and staffing.
- Documentation and record keeping for the long-term that allows items to be searchable when needed.

C. Access & Functional Needs

Equipment or resources may be needed for residents with access and functional needs (AFN). (The formal definition of AFN can be found in the Base Plan.) Residents are not charged for resources per the Americans with Disabilities Act (ADA) of 1990. Examples of resources may include, but are not limited to, wheelchairs, buses with lifts, crutches, hearing assistant devices, materials printed in different languages, or interpreter services.

III. Organization of Responsibilities

A. Primary

Elected Officials

- Assess the situation and provide updated details to the County Elected Officials (CEO) and EMA Director.
- Make an emergency declaration if the disaster is larger than the local resources available to respond. The declaration allows emergency funding to become available.
- Maintain communication with EOC and other partners during the response.
- Communicate with constituents through the JIC.

EMA Director & Staff

- Notify the OEMA Watch Office regarding the situation.
- EMA Director activates the EOC and JIC.

- Maintain the Resource database.
- Contact vendors, suppliers, OEMA, and others as needed to procure the resources necessary in support of the ongoing emergency and recovery needs.
- Contacting agencies and verifying their information.

Emergency Operations Center (EOC)

- Serve as the hub to support the scene including messaging, resource procurement, documentation, and any other support needed during the incident.
- Maintain communication and collaboration between those responding on the scene of the disaster, elected officials, stakeholders, and other response elements.
- Keep records regarding the incident as well as any receipts, rosters, supporting documentation, reports, etc.

B. Secondary

Ohio Emergency Management Agency (OEMA)

- OEMA acts as the state resource coordinator.
- Maintain communication with Fairfield County EMA for resources and other support.

IV.   Direction and Control

The EOC is responsible for receiving resource requests, working to fill them, and tracking assets. The EOC is led by the EOC Manager which is usually the EMA Director or designee.

V.   Administration/Logistics/Finance

A. Administration

Requested resources should have information including who is responsible for payment, location to be delivered, point of contact (POC), if an operator is needed, and other information to help the Logistics Section complete the requests. The POC will be contacted for any clarification needed.

Sign-in sheets and other documentation that may be at the staging site should be kept and sent to the EOC.

After the incident, the resources must be demobilized. Utilize ICS Form 221 for equipment or personnel demobilization. All actions are documented for financial and historical reasons.

B. Logistics

Resource ordering, receipt, tracking, and demobilization are conducted through the Logistics Section in the EOC.

Procurement policies must be adhered to when responding to and recovering from a disaster. The most stringent rules should be followed from local, state, and federal rules to ensure reimbursement is allowable.

C. Finance

As with any aspect of the disaster, if the EOC is open, the EOC maintains financial records of the disaster. For any records created and maintained by local jurisdictions or agencies, copies should be sent to the EOC. If reimbursement is available, the EMA will submit one packet with all expenses and justifying documentation.

Depending on the cost, policies for purchasing and emergency purchasing must be followed. This includes procurement policies, sealed bids, and competitive proposals that need to be followed. Emergency or exigent circumstances may be considered regarding procurement policies. Use caution so that these methods do not impact the eligibility of reimbursement in declared emergencies.

VI.   Training and Exercise

A. Training

Training for Logistics staff on how to request, order, procure, track, and demobilize requests is conducted through the EMA. Training is announced as available.

Any specialized training for an agency is conducted by the agency itself.

B. Exercise

The resource management component of an incident should be included in exercises. Exercises allow a hands-on approach to practice the policy and identify any gaps or methods to make the plans and protocols better.

Immediate feedback is obtained in a hotwash after the exercise. Lessons learned from exercises and real-world situations are compiled in an After-Action Report (AAR).

VII.   Plan Development and Maintenance

Reviews and updates to the Resource database and the EOP and annexes are the responsibility of the EMA office. Updates may include lessons learned from the AAR, policy and process updates, and updated capabilities. Regular review and updates provide stronger plans and responses to benefit the community.

VIII.   References

Fairfield County EMA (2023). *Emergency Operation Center (EOC) SOG.*

Fairfield County EMA (2023). *NIMS Implementation Policy.*

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Annex K: DISASTER RECOVERY

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	11/2023	T. Nash	All	Annual Review
2	11/2023	T. Nash	Pg. 3	Add Community Lifelines
3	11/2023	T. Nash	Pg. 4	Add Incident Complexity
4	11/2023	T. Nash	Pg. 4	Added Triggers
5	11/2023	T. Nash	Pg. 5	Updated Assumptions
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➢ County Elected Officials
- ➢ Fairfield County Commissioners and designated staff
- ➢ Jurisdictional Leadership
- ➢ Fairfield County EMA Director and staff
- ➢ Damage Assessment Teams
- ➢ American Red Cross
- ➢ Supporting Agencies

I.   Purpose/Situation/Assumption

A. Purpose

This annex addresses the recovery operations following a disaster when considerable damage and economic loss has occurred to private and public property. Recovery efforts can take a significant amount of time depending on the impact of the disaster.

B. Situation

Fairfield County is susceptible to many types of hazards which can create property damage as well as human causalities and fatalities. Disasters include natural and man-made disasters (accidental and intentional). Historically, disasters in Fairfield County are usually caused by natural events such as flooding, straight-line winds, and severe storms.

Some disasters may be localized such as a tornado in a specific village. Other scenarios can be widespread and affect the entire county. Disasters that cause significant damage can cause a long recovery period as people are getting back to daily operations, housing, and economic recovery.

Triggers

The triggers to activate this annex are as described below. Additional triggers may be identified than what is listed.

- A Type 1 or 2, possibly Type 3 event (FEMA, 2021).
- A long-term recovery is anticipated requiring resources and support.
- The Incident Commander (IC), Unified Command (UC), and/or EMA Director request the activation of this annex.

C. Assumptions

The following assumptions have been made for planning purposes.

- Planning is done with the worst-case scenario in mind.
- A major disaster has taken place in Fairfield County such as a Type 1 or Type 2, possibly a Type 3 event.
- The incident response is wrapping up leaving recovery functions.
- The Emergency Operations Center (EOC) is fully activated.
- Elected officials and jurisdictional leaders have made an Emergency Disaster Declaration locally.

II.   Concept of Operations

A. General

In large disasters, an emergency disaster declaration should have been declared early in the incident. The declaration opens funding opportunities as well as resources.

Recovery planning and implementation starts as soon as the response to the incident occurs. Recovery is the end goal and efforts are made to get the community affected there from the beginning. Once the immediate threat of the disaster is over and the incident scene is clear, the operations turn completely to recovery. Recovery operations are coordinated through the EOC.

Recovery efforts can include activities such as:

- Damage assessments of public and private property.
- Temporary or long-term housing.
- Citizens allowed back in homes that are safe for habitation.
- Individual and Public Assistance.
- Small Business Administration (SBA) loans.
- Debris cleanup and removal.
- Restoration of roads, bridges, culverts, and other transportation infrastructure.
- Reunification of families and pets.
- Restoration of connectivity such as the internet, phone lines, electricity, etc.
- Water and wastewater treatment services are operational.
- Economic recovery for businesses and government offices.
- Getting the community back to daily operations as much as possible.

For more information on specific tasks and operations, see the Debris Management Plan and Damage Assessment SOG.

Community Resilience

Resilient communities feel the impact of disasters less than communities that are not as resilient. To be a resilient community, people have more resources for home and business. This means that people can get through the situation quicker than having to request resources and wait for them to arrive and be distributed. To achieve this, people must take accountability personally to be prepared for a potential disaster and businesses must be able to continue essential functions. This also includes flood insurance for those who may be affected by flooding and loss. Elected officials, responders, and other stakeholders must get the Community Lifelines back up as quickly as possible.

Donations Management

Donations may come in from public and private groups. If there is a lot of media attention for a disaster, large amounts of donations may come in by the semi-trailer load. Donations management is critical for appropriate distribution and accounting. The public and groups are providing donations from a gesture of caring and goodwill. Mismanaged donations will cause outrage and bad publicity. This goes for physical good and monetary donations.

Fairfield County 211 manages donations for the county. Monetary donations may be managed by 211 or the Fairfield County Auditor's Office.

Donated goods may be distributed in small, affected areas through handing them out or through a Community Point of Distribution (C-POD).

For more information on donations management, see the Fairfield County Logistics SOG.

Damage Assessment

Damage assessments are critical to emergency declarations and assistance. The amount of damage can directly affect the assistance available for businesses and individuals. Assessments must be conducted within 12 hours of the event. The information must then be forwarded to EMA. All assessments are gathered and collated into a single report to get to OEMA within 36 hours. Each jurisdiction affected is responsible for conducting and coordinating the damage assessment. These initial assessments are called windshield assessments and are simply done by going through the affected area and taking initial

stock in what is damaged and to what degree. More in-depth assessments are conducted by the American Red Cross and/or the Damage Assessment Team coordinated by EMA.

For more information on damage assessments, see the Fairfield County Damage Assessment SOG.

Debris Management

Debris management is the collection and disposal of debris after a disaster. There are many rules and regulations around debris management to make sure that vendors are not taking advantage of people affected and that payments are fair and justified.

Jurisdictions should identify a Debris Manager to assist with the documentation and activities including cost, vehicles used, weight, locations of disposal and collection, and messaging for residents who need to take debris somewhere from private property. Debris Managers oversee collection sites and operations and then report information to the EOC.

Jurisdictions should also identify Temporary Debris Storage and Reduction Sites (TDSRS) to ensure they are properly used.

More information on debris management can be found in the Fairfield County Debris Management Plan and FEMA resources such as the Public Assistance Debris Monitoring Guide 2021.

B. Operational Needs

Long-Term Recovery Planning

To plan for a significant long-term recovery, a coalition or workgroup is needed to discuss potential recovery issues, gaps, and current capabilities. It works best to plan for recovery before the disaster happens than trying to create plans while trying to recover. The coalition should include personnel from EMA, AFN groups, housing, economic development, public and private business, schools, local government, first responders, healthcare, public health, and many others. The more diversity and representation, the better the planning and future resilience.

Short-Term Needs

Immediate needs for recovery after a disaster include funds to pay for the response and recovery efforts. Emergency Declarations are the first step is trying to secure relief funds and resources.

Additional short-term needs include staff to continue through the recovery phase and prevent burnout. The recovery phase is often much longer than the response phase mitigating the threat and saving people and property. This is particularly true when the disaster is significant and causes an extreme amount of damage.

Other short-term needs include resources such as supplies and equipment. Equipment is often needed to do heavy lifting and cleaning up. Other resources to clean like buckets, mops, cleaner, and shovels in large quantities are also needed to help residents get their homes and property cleaned up. Some supplies may come in the form of donations. Others may come from private sources including box stores that have supplies.

If homes are impacted, housing will be needed temporarily. Depending on the number of people affected, this may be opening a shelter, or the American Red Cross assisting people with hotel rooms.

Shelters are resource-intensive, and it may be easier to get people hotel rooms. History has shown that in Fairfield County, most people that need shelter will stay with family or friends.

A large location to handle donations is necessary to receive, sort, store, and distribute goods to affected residents. Depending on the media presence and impact, donations could be received from across the country and globally. Locations should be chosen that allow semi-trailers in and out of the parking lot and where a few semi-trailers can be stored. Staffing and volunteers are needed to maintain operations with 211 leading the initiative.

Long-Term Needs

Long-term needs are often an extension of short-term needs. Money, resources, locations, and staff will continue to be needed.

In dire situations, long-term housing may be an issue. Fairfield County does not have a lot of available and affordable housing, which would be a concern.

C. Access & Functional Needs (AFN)

The whole community is considered during the response and recovery. The AFN population is defined in the Base Plan. The long-term recovery workgroup should include members of the AFN population, or at least liaisons that can represent their needs and interests.

Considerations for the AFN population include, but are not limited to, materials in their native language, accessibility, medical and mental health needs, and transportation. Messaging should be tailored to methods and language that people can access and understand to get assistance after the disaster.

In addition to understanding materials to get help, assistance should be accessible as well. This includes getting to or being remembered for meals, supplies, information packets, vaccines, medication, etc.

III. Organization of Responsibilities

A. Primary

211

- Donations management lead.
- Information dissemination.
- Hotline and call center function.
- Partner coordination including with food pantries and other community partners.
- Administrative and intake functions.

American Red Cross (ARC)

- Conduct damage assessments and provide a copy to the EMA Director.
- Provide information on assistance to impacted citizens.

Damage Assessment Team

- EMA oversees the Damage Assessment Team.
- Members include assessors from the Fairfield County Auditor's Office, Engineer's Office, EMA, and Community Emergency Response Team (CERT) volunteer members.
- Conduct assessments including interviews and photography with described in the *Damage Assessment SOG*.

Emergency Management Agency (EMA)
- Provide guidance and assistance with the preparation and submission of emergency declarations.
- Open and manage the EOC, if necessary.
- Assist the response with coordination, messaging, and resources.
- Facilitate local recovery efforts.
- Conduct and oversee damage assessments and collate the reports to send to the OEMA.
- Conduct county-level training on procedures, forms, documentation, and actions for response, recovery, and outside assistance.
- Obtain and assist with local Mutual Aid Agreements (MAA) in debris management and other resources.
- Maintain documentation for the incident including reports, rosters, receipts, ICS forms, Situation Reports (SITREP), Incident Action Plans (IAP), and After-Action Reports (AAR).

Jurisdictional Leaders
- Report incident and maintain communication with EMA/EOC.
- Conduct initial/windshield damage assessments. Turn information in to EMA within 12 hours of the disaster.
- Identify possible unsafe facilities and arrange for qualified inspectors to determine their safety based on building codes and land-use regulations.
- Assess government buildings and critical infrastructure for damage such as water, wastewater, streets, bridges, culverts, first responder facilities, etc.
- Issue an emergency declaration if damages and needs exceed the jurisdiction's capabilities and it is determined that outside assistance is needed. (If the disaster is widespread, the County Commissioner's Office may make a declaration for Fairfield County.)
- Jurisdictions should monitor local cemeteries to ensure there is no damage such as unearthed coffins or damaged stones. Churches or private organizations, owners of the cemeteries, should be contacted to report any noted damage.
- Report unhoused residents to the EOC if first responders have not already done so.
- Jurisdictional leaders may need to activate their MAA/MOU to begin recovery efforts in impacted areas.
- Coordinate with the Joint Information Center (JIC) so that messaging from all partners and stakeholders is the same.

B. Secondary

Ohio Emergency Management Agency (OEMA)
- Receive and process damage assessments and declarations.
- Update the Governor's office on all emergency declarations made.
- Coordinate with state agencies to provide the assistance needed to the affected jurisdictions when the event qualifies for assistance.
- Check damage assessments and ensure they are completed within FEMA compliance standards.
- Recovery Branch staff may be on site to help coordinate aid and ensure documentation from the jurisdictions is done correctly.
- Contact federal agencies to request federal disaster assistance programs.
- Maintain communication with EMA/EOC for situational updates.

Ohio Environmental Protection Agency (OEPA)

- Provide regulatory guidance to assist local jurisdictions with recovery efforts following a disaster. Their efforts may include:
    - Assistance with low interest loans through the Division of Environmental and Financial Assistance.
    - Coordinate and assist with cleanup activities that are necessary for communities to move forward with rebuilding and redeveloping.
    - Provide subject matter expertise (SME) on any hazardous materials, cleanup, and environmental impacts.

Small Business Administration (SBA)

- May have recovery resources available for small businesses.
- Resources may include:
    - Recovery planning
    - Funding opportunities
    - Counseling, training, technical assistance
    - Resiliency resources

IV.   Direction and Control

Jurisdictional leaders and Community Elected Officials (CEO) are responsible for the recovery process of their jurisdictions. Technical assistance (TA) or resource requests can be sent to the local EMA office.

Monetary donations sent to the EMA are under the control of the County Auditor or Treasurer.

V.   Administration/Logistics/Finance

A. Administration

Documentation of actions taken is essential for potential reimbursement, transparency, and tracking of recovery efforts. Documents are collected through the EOC and housed at EMA for historical and reporting purposes. *Refer to the Damage Assessment SOG and Logistics SOG.*

There are two damage assessment forms which must be completed. The two forms are:

- The "12 Hour Event Overview" form must be submitted to the County EMA office by all affected areas not more than 12 hours after the disaster.
- The "Damage and Needs Assessment" form is a consolidation done by the EMA office of all impacted areas. This report needs to be at State EMA within 36 hours of the event. This form lists categories for private damages and business or industry damages. Damage sustained by private businesses and individuals is estimated when completing the form.

B. Logistics

The Logistics Section receives resources requests and helps to fulfill them. Requests for resources should be sent to the Logistics Section Chief at the EOC or the EMA Director if the EOC is not open. Requests should be completed on the ICS 213-RR form. Include what task needs to be completed in the event the specific item requested is not available. This helps identify other items that are available that can complete the task.

C. Finance

Jurisdictions and agencies that are responding or affected should keep track of all documentation for potential reimbursement and assistance. This includes rosters of staff and volunteers, receipts, purchase orders, invoices, quotes, etc. Photographs are also helpful, particularly with damage. The cost of donations and equipment should also be tracked.

Volunteer hours may count as "match". Sign-in and sign-out sheets are beneficial for keeping track of time for volunteers or scheduling software such as Sign-Up Genius or other platforms.

VI.   Training and Exercise

A. Training

Fairfield County EMA coordinates training periodically for applicable groups in damage assessment, cost recovery, debris management, and other courses. These training courses may be conducted by EMA or may be sponsored by FEMA or another such agency.

B. Exercise

Damage Assessment operations are frequently added to disaster exercises. Recovery exercises are more difficult to conduct although recovery is frequently discussed. After exercises, a hotwash is conducted to capture what went well and opportunities for improvement. Capabilities tested and outcomes are documented in an After-Action Report (AAR).

VII.   Plan Development and Maintenance

The EOP and this annex are reviewed annually. Any information or updates from previous real-world scenarios, updated policies, and AARs are incorporated into the review process to create a more effective plan.

VIII. References

Fairfield County EMA. (2023). *Damage Assessment SOG.*

Fairfield County EMA. (2021). *Debris Management Plan.*

Fairfield County EMA (2023). *Emergency Operation Center (EOC) SOG*

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Annex L: TERRORISM

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	11/2023	T. Nash	All	Annual Review
2	11/2023	T. Nash	Pg. 3	Add Community Lifelines
3	11/2023	T. Nash	Pg. 4	Add Incident Complexity
4	11/2023	T. Nash	Pg. 4	Updated Situation
5	11/2023	T. Nash	Pg. 4	Added Triggers
6	11/2023	T. Nash	Pg. 5	Updated Assumptions
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

➢ Fairfield County EMA
➢ Law Enforcement Agencies

I.   Purpose/Situation/Assumption

A. Purpose

The purpose of this annex is to coordinate, develop, and sustain a comprehensive and integrated approach to respond to a terrorist incident, whether domestic or international. The information is designed to safeguard the health, safety, and property of all residents in the county.

This annex is only a high-level overview to protect sensitive information.

B. Situation

Intentional acts meant to intimidate or harm civilians for political goals is the definition of terrorism. No area is immune from the potential of such an act but the risk in Fairfield County is relatively low. These incidents may be executed by one person or a group of people acting together. Damage, destruction, death, and injury is often the result of such attacks.

Triggers

Triggers to activate this annex include, but are not limited to:

- An incident occurs where terrorism is known or suspected.
- The Incident Commander (IC) or Unified Command (UC) request activation of this annex.
- A mass casualty incident occurs requiring investigation.
- Suspicious health trends are noticed in the community without apparent cause.

NOTE: Not all of these triggers means that the incident is definitely caused by a terrorist, but may lead responders to activate the annex for additional support and resources in case.

C. Assumptions

Several assumptions are made in the planning process. Those assumptions include:

- The response and recovery follow the NIMS and ICS standards.
- Planning is done with the worst-case scenario in mind.
- Law enforcement officials having jurisdiction oversee the incident, especially for investigative functions.
- Investigation of criminal act(s) is expected.
- Coordination and communication are necessary between multiple agencies and jurisdictions.
- Human lives are impacted whether through death or injury.
- Damage and destruction to critical infrastructure or points of interest occurs.

II.   Concept of Operations

A. General

Response

Operations after a terrorist act are law enforcement operations such as eliminating the threat, securing the scene, and collecting evidence. Other agencies with immediate responsibilities include medical interventions for those injured.

Responding agencies should follow their standard operating procedures (SOP) or guidelines (SOG) when responding to such an incident. Additional agencies such as Emergency Management, the Coroner, local hospitals, and others may be activated assist.

Triage/Treatment

EMS personnel follow their procedures for triage, treatment, and transport to medical facilities. Field triage may be necessary depending on the number of casualties.

For more information, see the Mass Casualty SOG.

Investigation

The scene must be investigated in accordance with SOPs. Jurisdictions having authority (JHA) conduct the investigation including evidence collection, interviewing, and any other tasks. The details are often protected to maintain the integrity of the investigation.

Recovery

Recovery after a terrorism event can be lengthy and painful. Some recovery operations may be short-term to get back to operations while others may take a while and be long-term. Recovery functions are managed by the EOC. If recovery tasks can be maintained in day-to-day operations of other agencies or departments, the EOC may be closed, and those functions continue in daily operations. Recovery needs may include rebuilding, public or individual assistance, counseling availability, housing, and more.

Not only is there potential damage and devastation, but there is an emotional aspect as well. Any buildings, infrastructure, or property impacted will need a conversation on what is rebuilt or redesigned. With property damage, there may be economic impact as well. Businesses may be affected, major transportation routes, and business functions can impact the local economy.

Those who were directly impacted, witnesses, and those further removed may feel emotional trauma. Trauma and distress of this magnitude are not resolved immediately and can take years to overcome. Some individuals may be severely impacted and have an altered quality of life. Others may need support but are okay to function.

First responders may also need assistance with trauma, post-traumatic stress, or post-traumatic stress disorder. Critical incident stress management (CISM) may be necessary to help responders process the event and get the help they need.

Any uptick in media, anniversaries, or trials can trigger individuals to need more assistance, even a year or more later.

B. Operational Needs

Responders may be dealing with one or more scenes. Coordination between scenes and agencies should be established whether that is an Incident Command, Unified Command, or Unified Area Command. Sharing objectives, common operating pictures, and needs can streamline resources between sites and make a more effective and efficient response.

Medical management and triage are likely needed at these events. Victims, bystanders, and responders may need medical care. The Mass Casualty Trailer is available if needed.

See the Mass Casualty Trailer SOP for more information.

There may also be many fatalities with these incidents. Mass fatality resources may be requested by the coroner or designee.

Communications between all groups responding is necessary for effective response. These events may happen with little or no warning so having communication methods ready to respond is critical. Often, these scenes can be chaotic. Having organization from the beginning with clear communication can decrease confusion between responders and the public.

Communications can be implemented through two-way radio, cell phones, Microsoft Teams, and the Amateur Radio Club. Redundancy in communication methods is critical if some communications systems are taken out or inoperable. In worst-case scenarios, a runner may be utilized to deliver messages between groups.

Documentation is also critical. Most documentation resources are electronic. However, many departments have redundant documentation methods including paper and pen.

C. Access & Functional Needs (AFN)

Residents with Access and Functional Needs (AFN) must be considered when triaging, transporting, and providing care. They must also be remembered if there is a need to evacuate an area that contains residents with AFN. There may be residents living independently in a neighborhood that need assistance leaving. There may also be congregate care settings such as long-term care and skilled nursing facilities that additional resources. May of these locations know the needs of their residents and already have resources in place with sister facilities.

Additional resources may be needed such as public transit or mass transportation, private ambulances, and agencies that have equipment such as lifts, stretchers, wheelchairs, etc.

III.   Organization of Responsibilities

A. Primary

Emergency Management Agency (EMA)
- EMA opens and oversees the EOC when requested.
- Maintains communications with Ohio EMA (OEMA).
- Send out public notifications and warnings to residents with safety messages.
- Maintain communication and coordination between partner agencies and stakeholders.

Fairfield County Health Department
- Coordinates with ADAMH and mental health providers for crisis and mental health services.
- Provides information to residents and responders for health and what to look for if exposed to any harmful substances.
- Assumes the lead for health and/or medical response and recovery.

Fire/EMS Departments
- Conducts operations as stated in their SOP/SOG.
- Conduct triage, treatment, and transport for affected residents that need medical care.
- Assumes Incident Command role unless it is determined that it is a terrorism incident – then control is handed over to law enforcement.
- May run a Unified Command with law enforcement.

Law Enforcement Agencies
- Law enforcement agencies having jurisdiction are responsible for scene security, crime scene preservation, traffic control, provide services for evacuations and protection of critical facilities.
- Once established as a man-made disaster, law enforcement assumes operational control. If a suspected or verified terror incident occurs, federal law enforcement likely leads or is part of the IC/UC.

Public Information Officers
- Work out of the JIC. PIOs may be stationed in different locations for effectiveness in gathering information.
- Gather and verify information, monitor for rumors, write press releases, write informational briefs for residents, and coordinate with the media, public officials, and others.

For more information, see the EOC SOP.

B. Secondary

American Red Cross (ARC)
- ARC can be called for sheltering, canteen, and providing resources to residents affected.
- Can conduct damage assessments when needed.
- Alert them of an incident, even if they are not needed yet, so that they can start preparing staff and resources.

Fairfield County IT
- The County Information Technology (IT) is responsible for protecting, analyzing, and monitoring county cyber systems.
- Train staff on how to protect themselves from cyber-attacks.
- Investigate any cyber attacks on county facilities and systems.
- Provide access control of county facilities.

Ohio Emergency Management Agency (OEMA)
- Is the liaison between the locals, state, and federal departments through Fairfield County EMA.
- Receives and sends disaster declaration requests to the Governor.
- Process resource requests from the locals and region.

Ohio State Highway Patrol (OSHP)
- Ensure interstates and state routes remain open for effective movement of first responders into the disaster as well as ensuring victims are able to evacuate the location if necessary.
- Provide support to other state and local law enforcement agencies when needed.
- The Highway Patrol is the lead state agency for any terrorist incidents.
- OSHP investigates all plane crashes which occur in the county. The Highway Patrol and fire IC may be released or convert to a UC once the Federal Aviation Administration (FAA) Investigators arrive on scene.

IV. Direction and Control

On-scene activities are directed and controlled by the IC/UC. Agencies with jurisdictional responsibility for the specific type of incident are in control unless otherwise identified.

Support functions are handled by EMA or EOC staff. These activities are overseen by the EMA Director.

V. Administration/Logistics/Finance

A. Administration

Administration activities in the EOC are handled by the EOC staff. Records of equipment, messages, personnel hours, volunteer hours are tracked by agency leaders and CEOs of the jurisdictions affected. There may be reimbursement available after an event and documentation is required to justify the reimbursement.

All documents (sign-in sheets, receipts, message logs, event logs, *etc.*) become a permanent record for the event.

B. Logistics

Mutual aid resources may be called in by responders. Local assets and connections should be utilized first before sending resource requests to the State. Law enforcement have networks for support and resources that can be tapped.

The resource database is a listing of resources available in and around the county. It is developed and maintained by EMA staff. Resources are updated annually or as needed. During an incident, this log can assist responders with a quick guide to needed resources. The information in the log is constantly changing, so if new information is obtained, the log should be updated.

C. Finance

All disaster-related expenses are monitored by the Finance Section Chief. Agency leads, CEOs, and responding organizations heads are responsible for tracking staff hours, volunteer hours, equipment use, *etc.* for possible reimbursement.

VI. Training and Exercise

A. Training

Law enforcement entities and other first responders train on their response tactics and procedures. Training courses are coordinated by their agencies and published as available.

National Incident Management System (NIMS) and Incident Command System (ICS) training educate on standardized language, processes, and coordination. Recommended training for those working in an incident include IS-100, 200, 700, and 800. Leadership positions should also take ICS-300 and 400. The IS courses are Independent Studies and can be done virtually at one's own pace. The 300 and 400 courses are offered virtually or in-person. They are coordinated by EMA and published as available.

B. Exercise

Exercises assist the county with testing the established plans and procedures, practicing with the equipment on hand, and increase the reactions of the first responders. Fairfield County conducts a minimum of two exercises per year. The Local Emergency Planning Committee (LEPC) develops and conducts a hazardous materials exercise. The county EMA conducts an exercise annually with a varying theme which may include terrorist incidents. Even if the scenario is not a terrorist incident, many of the skills and concepts overlap and can be useful.

Immediately after an exercise, a hotwash is conducted to capture participants' feelings on what went well, areas for improvement, recommendations, and lessons learned. This information is documented in an After-Action Report (AAR). Areas for improvement are followed for progress.

VII.   Plan Development and Maintenance

This annex is part of the Fairfield County Emergency Operations Plan (EOP). The entire plan is reviewed annually. Updates are made based on policy changes, capabilities, and lessons learned from previous exercises.

VIII.   References

Department of Homeland Security. (2018). Planning Considerations: Complex Coordinated Terrorist Attacks.

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Annex M: HAZARDOUS MATERIALS

Contents

2024 Record of Changes

Change Number	Date of Change	Name	Page Number	Recommended Change
1	11/2023	T. Nash	All	Annual Review
2	11/2023	T. Nash	Pg. 3	Add Community Lifelines
3	11/2023	T. Nash	Pg. 4	Add Incident Complexity
4	11/2023	T. Nash	Pg. 4	Added Triggers
5	11/2023	T. Nash	Pg. 5	Updated Assumptions
6	11/2023	T. Nash	Appendices	Specific Operations Appendices Removed
7	11/2023	T. Nash	Appendix A	References Updated
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Community Lifelines

Document Usage Intent

This plan has been developed by the Fairfield County Emergency Management Agency (EMA). It is designed to assist the following authorized users:

- ➢ Local Emergency Planning Committee (LEPC)
- ➢ Fire Departments
- ➢ Hazmat Team
- ➢ Local Jurisdictions
- ➢ County Commissioners
- ➢ Hazardous Materials Facilities
- ➢ Law Enforcement Officials

I. Purpose/Situation/Assumption

A. Purpose

This annex provides an overview of the response and responsibilities of an incident that involves hazardous chemicals. The annex can be activated by Community Elected Officials (CEO), Incident Commander, or EMA Director if a scenario warrants hazmat operation. The plan has the flexibility to be scaled up or down to the needs of the incident.

The annex exists as a framework to respond to a hazardous materials incident. Due to the sensitive nature of the information, this annex is only a high-level overview.

Operational procedures can be found in the *HAZMAT Team SOG.*

B. Situation

There are a few ways that hazardous chemicals can be released. The most common two are accidental spills within a facility that stores or handles these chemicals and a vehicular accident that causes the spill of gasoline, oil, or any harmful substances that are being transported at the time of the accident.

There are other ways that chemicals can be released such as through destruction of a container like in a fire or damage from severe weather. Intentional releases are also a mechanism that hazardous chemicals can be released. Intentional releases are extremely rare, but not outside the realm of possibility.

Triggers

The following points are triggers that may activate this annex.

- Request for the activation by the Incident Commander (IC), jurisdictional leaders, or the EMA Director.
- The release, whether accidental or intentional, of a hazardous chemical requiring a response to contain and mitigate the threat.
- Any release or spill that falls under the Emergency Planning and Community Right-to-Know Act (EPCRA) law (US EPA, 2013).

C. Assumptions

Planning requires assumptions to be made. The following are assumptions made when planning for the response and recovery from a hazardous chemical release.

- Planning is done with the worst-case scenarios in mind.
- An incident has occurred where a large amount of hazardous chemical(s) has been released in Fairfield County.
- An on-scene response is taking place.
- The Emergency Operations Center (EOC) is open with full activation.
- The HAZMAT Team has been requested and is on-scene.

Additional considerations include the time of year, day of the week, and time of day. The weather also plays a role in the impact of chemicals and necessary response.

II. Concept of Operations

A. General

A hazardous materials incident can happen anywhere in Fairfield County and involve any of several dangerous substances. The Fairfield County Local Emergency Planning Committee (LEPC) collects annual reports from local facilities indicating chemicals maintained at their facilities. Commodity flow studies are periodically conducted to get a snapshot of materials transported through the county. This information is only as good as the information provided by the facilities.

Information supports countywide planning to protect first responders and residents as well as help local businesses and facilities mitigate serious damage. A strong hazardous material plan saves lives and property by preparing, equipping, and training response personnel to respond to and recover from chemical releases whether caused by an act of terrorism, human error, or technological error.

Reporting

Once a spill or release is noticed, the facility or transporter immediately notifies his business contact. They, in turn, contact the local fire department, Ohio Environmental Protection Agency (OEPA), and the Fairfield County EMA Director/LEPC Emergency Coordinator. Reporting is required to be conducted immediately and verbally within the requirements of CFR Title 40 (National Archives, 2023). Follow-up reporting is due from the responsible agency later in a written format.

If the incident is large and has the potential to encompass additional jurisdictions, the IC or EMA Director contacts those jurisdictions to advise them of the situations. This includes extension into neighboring counties.

Response

Once a situation is reported, first responders go to the scene and assess the situation. Efforts are made to contain the chemicals and keep them from causing more damage. The HAZMAT Team may be called in for support and technical assistance (TA).

Law enforcement personnel support the scene if needed through evacuation assistance, traffic control, and scene security.

The EPA is notified of the incident and may come out to do an assessment. The ground, air, and water sources nearby are assessed for contamination. Recommendations are provided if follow-up action is needed.

Based on the impact of the release, additional support may be requested such as the American Red Cross (ARC), medical community, public health, etc.

Safety

Safety is the first priority for residents and responders. Depending on the nature of the chemicals, life safety measures for residents may be needed such as evacuation, shelter-in-place, decontamination, and medical care. Safety measures are communicated to residents in the affected area through Wireless Emergency Alerts (WEA), social media, and other mass notification methods. In most cases, the area of concern is relatively small.

Responders must be monitored throughout the disaster for fatigue, effects from chemicals, extreme heat, stress, and exposure to the elements/weather. When personnel exit a contaminated area, they

must be decontaminated (if necessary) and monitored before release from the site. These individuals should also monitor themselves for any negative signs for several days. Decontamination and monitoring processes are conducted as outlined in department SOGs.

Documentation

Responding departments must document items, staff, and resources used to mitigate the hazard. Documentation forms and processes are described in the *Cost Recovery SOG*. The forms and documentation are turned in to the EMA office.

Clean-Up

The clean-up after a release event is the responsibility of the entity that spilled the chemical. This may mean that the agency calls a clean-up company that they have a relationship with. Local companies can be provided to the entity upon request. Fairfield County, responder agencies, etc. do not promote specific agencies. The list is only for clean-up entities available. The Ohio EPA has a list of certified Professionals in the clean-up field. The list can be found [here](#).

If an evacuation was previously ordered, the area must be cleared before residents are allowed back in their homes. Clearance is a collaborative effort between the Incident Command staff (including fire/EMS and law enforcement), public health officials, and any other subject matter experts that are needed. Once the area is deemed safe for residents to return, a mass notification will be issued again providing that information.

B. Operational Needs

To respond and mitigate the hazard, supplies and resources are needed such as:

- staffing with expertise
- personal protective equipment (PPE)
- reference documents such as facility plans, Emergency Response Guidebook (ERG), etc.
- containment supplies
- communication devices
- modeling software (for plumes)
- supplies to close off a scene
- air monitoring equipment
- documentation
- weather modeling

Operational needs to deal with evacuation, sheltering, and mass care can be found in Annex G of the EOP.

C. Access & Functional Needs

First responders and supporting agencies must be sensitive to residents with Access and Functional Needs (AFN). The definition of a resident with AFN is explained in the Base Plan. Considerations for residents with AFN in a HAZMAT situation include any evacuations or transportation needs, respiratory challenges, language barriers, etc.

III. Organization of Responsibilities

A. Primary

The following are general responsibilities of agencies, departments, and organizations.

Emergency Management Agency (EMA)

- Coordinate the off-scene support activities to assist the Incident Commander.
- Provide administrative support to the HAZMAT Team and LEPC.
- The EMA Director, or designee, coordinates with OEMA and provides updates as needed.
- The EMA Director activates the EOC and Joint Information Center (JIC) if necessary.
- If the incident has the potential of encompassing additional jurisdictions, the EMA Director contacts the CEO of those jurisdictions to advise them of the situation.
- Compiles a document of all facility Tier II reports and sends the information to first responders for planning and response purposes. This information is confidential.

Facility/Tier II Leadership

- Provides Tier II reports and facility-specific safety information to the local first responders and EMA.
- Once a spill or release is found, the responsible party should contact the following: local fire department, Ohio Environmental Protection Agency (EPA), and the County EMA Director/LEPC Emergency Coordinator, National Spill Response Center (NSRC).
- The facility must make notifications to the authorities above within 30 minutes per ORC and EPCRA.
- Facility Emergency Coordinators (FEC) are encouraged to participate in planning elements, exercises, and collaborative efforts with the LEPC, first responders, and EMA.

Fairfield County HAZMAT Team

- Work with EMA, LEPC, and fire departments to develop mitigation and preparedness plans focusing on chemical hazards known to our county.
- Provides assessment and response information to the IC.
- Helps in containing the spill and providing technical assistance.
- The HAZMAT Team **does not** clean up the spill.

Fairfield County Health Department

- May be asked to facilitate substance testing with state laboratories.
- The health department develops, records, issues reports, and acts on situations involving the hazard.
- FCHD works with the IC and medical representatives to communicate any health concerns or awareness to the citizens returning to their homes and businesses.

Fire/EMS Departments

- Assume Incident Command as outlined in NIMS/ICS protocol.
- The IC identifies what chemical has been spilled or released. Once determined, the OEPA, CHEMTREC, and National Response Team are notified.
- Conduct operations as outlined in department procedures.
- Issue orders to keep residents safe such as shelter-in-place or evacuation considering the many nuances of the situation.
- Maintain documentation of actions taken, communications, etc.

Law Enforcement
- Work with the Incident Commander and EOC as needed for traffic control, scene security, and any other operational requests.
- Serve in a Unified Command (UC) if requested.
- Perform operational duties are outlined in agency procedures.
- Maintain documentation of actions taken, communications, etc. (May be done by PSAP.)

Local Emergency Planning Committee/State Emergency Response Commission
- The Local Emergency Planning Committee (LEPC) does not have response responsibility or authority as they are a planning committee only.
- Develop and maintain a standalone County Hazardous Materials Emergency Preparedness and Response Plan in accordance with Chapter 3750 of the Ohio Revised Code.
- Establish and maintain a compliance program to ensure all facilities that use, produce, or store chemicals submit annual chemical inventory reports as required by ORC 3750.
- Promote public awareness, training, presentation, and preparedness about hazardous chemicals.

Medical Facilities
- Follow mass casualty and medical surge operations as outlined in internal policy and procedures.
- Conduct any decontamination operations, if necessary, based on the chemical.
- Provide a representative to the EOC if opened.

B. Secondary

Ohio Environmental Protection Agency (OEPA)
- Responsible for state hazardous materials incidents response.
- May come to the scene to do an assessment or coordinate with EMA or the fire department to gather information on the scene.
- May oversee the containment, cleanup, and disposal operations at the scene or delegate someone to do so.
- OEPA assists in determining if the environment is safe for the population to return to their homes.

IV. Direction and Control

Fairfield County utilizes the National Incident Management System (NIMS) Incident Command System (ICS) for standardization. This is required for the Fairfield County Board of Commissioners and the Ohio Governor. More information can be found in the *NIMS Implementation Policy* for Fairfield County (2023).

On-scene operations are managed by the Incident Commander (IC). This role is the senior fire official first on the scene. This role may be transferred to a more experienced or senior fire official as they arrive.

If a criminal element is involved in the HAZMAT investigation, law enforcement is given authority over that piece. A Unified Command (UC) may be established for effective coordination between responsible agencies.

If the EOC is activated, it is managed by the EMA Director or designee.

V. Administration/Logistics/Finance

A. Administration

The response timeline is maintained and managed by the Public Service Answering Point (PSAP) that covers that jurisdiction. The EOC maintains any additional documentation for the incident including receipts, rosters, memos, communications such as alerts or with partners, resource requests, and documentation of the incident itself.

All documentation becomes a permanent part of the historical file for the incident.

EMA is the administrative agent for the HAZMAT Team.

B. Logistics

The LEPC/EMA receive annual Tier II reports of chemicals stored, used, or transported by agencies in Fairfield County. This is a requirement through EPCRA. The LEPC conducts inspections annually of facilities as well. A report is created from this information for first responders to respond more effectively to a situation.

Resource requests can be handled through the IC at the scene. If the EOC is open, the Logistics Section can support the scene with receiving and processing resource requests.

C. Finance

The LEPC and EMA maintain funding through grant appropriations to procure necessary equipment and supplies for a HAZMAT response.

The party responsible for the spill is also legally responsible for the financial aspect. The documentation maintained on the incident is collected by the EMA office. Preferably, one invoice is submitted to the responsible party by EMA representing all agencies that assisted in the incident. EMA will then disperse the appropriate funds to those departments.

More information on the documentation and invoicing can be found in the Cost Recovery SOG.

VI. Training and Exercise

A. Training

Training requirements are established by local departments, state, and federal regulations. Fire department personnel and the members of the HAZMAT Team attend additional, specialized training on hazardous substances. Training opportunities are published by the EMA office and partners of the fire departments as available. Departments maintain training records for their staff.

Courses through FEMA are offered virtually or in-person depending on the course. It is recommended that all responders take IS-100, 200, 700, and 800 which are independent studies. Those in leadership roles are also recommended to take ICS-300 and 400. Additional courses are available on a variety of subjects through the Emergency Management Institute (EMI).

B. Exercise

Exercises provide a way for responders, supporting agencies, and Tier II facilities to put plans into action and identify gaps, capabilities, and what is working well. A HAZMAT exercise is required to be held annually by EPCRA and ORC 3750. This could be a full scale, tabletop, or a functional exercise. Requirements for these exercises is outlined by the State Emergency Response Commission (SERC).

After an exercise or real-world event, a hotwash is conducted to get immediate reactions from the participants. The hotwash gathers information on what went well, areas for improvement, and lessons learned. All agencies and participants involved should be included in this process, including the Tier II facilities playing in the exercise. The exercise and hotwash information is documented in the an After-Action Report (AAR). Areas for improvement are monitored for progress.

VII. Plan Development and Maintenance

The EMA Director and staff are responsible for the maintenance and implementation of this annex. Review and updates are conducted annually. Information from AARs is considered for plan updates as well as any process changes, updated capabilities, and partnerships.

VIII. Appendices

Appendix A – References
Appendix B – Legal Authority, References & Agreements

Appendix A – References

Fairfield County EMA. (2023). *Cost Recovery Policy.*

Fairfield County EMA. (2023). *NIMS Implementation Policy.*

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US EPA. (2013, July 24). What is EPCRA? https://www.epa.gov/epcra/what-epcra#:~:text=The%20Emergency%20Planning%20and%20Community.

Appendix B – Legal Authority & Agreements

Legislation and Regulations

Federal

- Civil Defense Act of 1950
- Clean Water Act/Federal Water Pollution Control Act, 33 U.S.C. 1251-1387
- Code of Federal Regulation Title 29, Subtitle B, Chapter XVII, Part 1910.120 Hazardous Waste Operations & Emergency Response (HAZWOPER), as amended 11/29/2023
- Code of Federal Regulations, Title 40, last amended 11/30/2023
- Code of Federal Regulations, Title 44, Part 302, 1983
- Code of Federal Regulations, Title 49, Part 300, last Amended 11/27/2023
- Code of Federal Regulations, Title 49, Part 355, last Updated 11/30/2023
- Comprehensive Environmental Response Compensation Liability Act (CERCLA) of 1980, amended by Superfund Amendments & Reauthorization Act on 10/17/1986
- Disaster Relief Act of 1974. Public Law 93-288 (Amended by Stafford Act)
- Emergency Management Assistance Compact of 1996
- Federal Hazardous Substances Act of 1960, as amended 2008
- Hazardous Materials Transportation Act (HMTA) of 1975, PL93-633
- Memorandum of Understanding between FEMA and the ARC October 2010, Renewed 2020
- National Incident Management System (NIMS), 3rd edition, October 2017
- National Response Framework, 4th edition, October 2019
- Occupational Safety & Health Administration (OSHA) Standards
- Robert. P Stafford Disaster Relief & Emergency Assistance Act of 1988, as amended through P.L. 177-328. Enacted December 29, 2022
- Solid Waste Disposal Act of 1965, as amended 2021
- Superfund Amendments & Reauthorization Act (SARA) of 1986
- Volunteer Protection Act of 1997

State

- Ohio Revised Code 3750 – Emergency Planning
- Ohio Revised Code 3737.80 – Chief of fire department responsible for primary coordination in emergency situation (Incident Command)
- Ohio Revised Code 3745.13 – Cost of dealing with unauthorized spill, release, or discharge
- Ohio Revised Code 5502.38 – Emergency response provisions not affected by emergency planning provisions
- Ohio Revised Code 5919 – Ohio National Guard
- Ohio Emergency Operations Plan 2018
- ORC 2305.232 – Immunity of person assisting in clean-up of hazardous material

Local

No local legislations and regulations exist on the local level. As stated above, agencies and organizations are requested to advise the County EMA office of any existing and/or proposed legislation. The community may choose to enact legislation in support of its plan.

Agreements

- Emergency Management Agreements between Fairfield County and these adjoining Counties:
  - Franklin County – August 2006
  - Hocking County – August 2006
  - Licking County - July 18, 2006
  - Perry County - July 18, 2006
  - Pickaway County – August 2006
- Ongoing Mutual Aid Agreements:
  - All Fairfield County Fire Departments
  - Ohio Fire Chiefs Response Plan
  - Fairfield County Schools – Mutual Aid for Bus resources
- Between Commissioners of Fairfield County and Fairfield County EMA regarding emergency communications.
- Between EMA and the Lancaster/Fairfield County Amateur Radio Club for emergency communications.
- Buckeye Sheriffs Mutual Aid Pact