

# **State of Ohio Emergency Operations Plan**



**Developed By The  
Ohio Emergency Management Agency**

# OHIO EMERGENCY OPERATIONS PLAN

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\*(These documents are printed and distributed separate from the Ohio EOP)

# **OHIO EMERGENCY OPERATIONS PLAN BASIC PLAN**

## **I. INTRODUCTION**

Chapter 5502.22 of the Ohio Revised Code requires the development of the Ohio Emergency Operations Plan (Ohio EOP) and lists the responsibilities and authority of the Ohio Emergency Management Agency (Ohio EMA). Ohio EOP corresponds with the Emergency Support Functions (ESFs) in the Federal Response Plan (FRP). It establishes a framework through which the State of Ohio responds to and recovers from disasters that affect the health, safety, and welfare of the citizens of Ohio.

The Ohio EOP is based upon 13 ESFs which are headed by lead agencies, in coordination with support agencies, that are selected based upon their authorities, knowledge, resources, and capabilities. The ESF is the primary mechanism through which state assistance to local governments is managed during emergencies.

State assistance will be provided to affected political subdivisions under the direction/coordination of the Executive Director of Ohio EMA, on behalf of the Department of Public Safety and the Governor.

### **A. Purpose**

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

### **B. Scope**

1. The Ohio EOP
  - a. Establishes a concept of operations spanning the emergency from initial monitoring through post-disaster response and recovery.
  - b. Defines interagency coordination to facilitate delivery of state and federal assistance.
  - c. Assigns specific functional responsibilities to appropriate state departments, private sector groups and volunteer organizations.

### **C. Authorities**

1. Federal
  - a. "The Robert T. Stafford Disaster Relief and Emergency Assistance Act", as amended, 42 U.S.C. Sections 5121, et seq.
  - b. National Plan for Telecommunications Support in Non-Wartime Emergencies
  - c. Executive Order 12148, Formation of the Federal Emergency Management Agency

- d. Executive Order 12656, Assignment of Federal Emergency Responsibilities
- e. Presidential Decision Directive 39 and 62, U. S. Counterterrorism Policy
- f. Federal Disaster Assistance for Disasters Declared on or after 11/23/88,44 CRF Part 13
- g. Uniform Administrative Requirements for Grants and Cooperative Agreements to state and Local Governments, 44 CRF Part 13

2. State

- a. Ohio Revised Code, Sections 5502.21 through 5502.99, Emergency Management
- b. Ohio Administrative Code, Rules, Chapter 4501:3
- c. Ohio Revised Code Chapter 3750, State Emergency Response Commission
- d. Ohio Revised Code Chapter 4937, Utility Radiological Safety Board
- e. Ohio Administrative Code, Rules, Chapter 3750
- f. Ohio Administrative Code, Rules, Chapter 4937

D. References

1. Federal

- a. Federal Response Plan 1999

2. State

- a. Ohio Emergency Management Agency Administrative Plan 2000
- b. State of Ohio Hazard Analysis and Risk Assessment 1998
- c. Hazardous Materials Emergency Management Plan 1993
- d. Ohio Plan for Response to Radiation Emergencies at Licensed Nuclear Facilities

## II. BACKGROUND

### A. Ohio Hazards Analysis and Risk Assessment

According to research conducted for the 1998 State of Ohio Hazard Analysis and Risk Assessment, Ohio is the most densely populated state in the Midwest with an estimated population of 10,876,810, making it 7th most populous state. Seventeen hazards could affect Ohio and lead to emergency/disaster declarations. Full analyses of these hazards, and delineation of risks are addressed in this document.

### B. Planning Assumptions

- 1. All local Ohio jurisdictions are in compliance with the requirements of the Ohio Revised Code Sections 5502.21 through 5502.99.

2. Emergencies requiring state-level assistance may occur at any time.
3. Communications capabilities are adequate to provide a coordinated state-level response.
4. Organizations tasked with state ESF responsibilities have identified personnel and resources and developed internal procedures to ensure compliance with this plan.

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

#### **A. Phases Of Emergency Management**

Emergency management operations are carried out within four distinct phases: mitigation, preparedness, response, and recovery. The scope of this plan includes response and recovery responsibilities for state government.

1. Mitigation

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

2. Preparedness

Pre-emergency activities that assure designated organizations will effectively respond to emergencies. Emergency management for preparedness involves four primary activities; training, exercising, planning and resource identification and acquisition.

3. Response

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

4. Recovery

Post-emergency short-term activities that return infrastructure systems at the site of an emergency to minimum operating standards and long-term activities designed to return the site to normal conditions.

#### **B. Crisis Action System (CAS)**

Local governments and other state organizations will inform Ohio EMA when disasters occur. Upon notification, Ohio EMA will initiate a graduated program of response known as the Crisis Action System. CAS ensures that the level of state response corresponds to the disaster.

1. CAS #1:

Ohio EMA begins coordinating with other local jurisdictions and/or state organizations to assess an incident. The Assessment Team Leader, ESF #5 personnel, Ohio EMA management, and designated representatives will meet in the Assessment Room of the Ohio Emergency Operations Center, (OHIO EOC). In the Assessment Room, information is gathered and the event is monitored in cooperation with local emergency management. Depending upon the disaster, CAS #1 is either brought to closure or is elevated to CAS #2.

2. CAS #2:

State liaison personnel are sent to the site of a disaster to assess damage, provide information concerning the on-going situation and/or assess the needs of the political subdivision. Additional state organizations may be called to the Assessment Room or to the site of the disaster and the local affected jurisdiction may declare an emergency. The State will inform FEMA Region V of state monitoring activities during CAS #2. State resources may be pre-positioned if the disaster warrants. If state assistance is required, the Governor declares a state of emergency and CAS 2 is elevated to CAS #3. If state assistance is not needed, the state will continue to monitor the incident until closure.

3. CAS #3:

Partial activation of the Ohio EOC with varying levels of 24-hour staffing and partial activation of State ESFs occurs at CAS #3. A state emergency may be declared for the affected jurisdiction, and FEMA Region V monitoring of the event may increase to the point that the FEMA Emergency Response Team is sent to Ohio and federal resources are pre-positioned for federal response assistance. State-level damage assessments, needs assessments, and information-gathering operations continue. The Governor may request federal response/recovery assistance during CAS #3. If the incident continues to escalate and/or state resources are inadequate to address response/recovery needs, then the activation will be elevated to CAS #4.

4. CAS #4:

Full activation of the Ohio EOC with 24-hour staffing and activation of all or the majority of state ESFs occur at CAS #4. The Governor requests response and recovery assistance from the federal government. The state coordinates with the federal Disaster Field Office (DFO) and State ESF representatives coordinate activities with federal ESF counterparts. The state maintains close coordination with local emergency management agencies.

C. The Ohio Emergency Operations Center

1. The Ohio EOC is located at 2855 West Dublin-Granville Road, Columbus, Ohio 43235-2206. The 24-hour emergency number for Ohio EMA is 1-614-889-7150.

2. Ohio EOC Capabilities:

- a. The Ohio EOC is composed of five areas: Assessment Room, Executive Room, Operations Room, Lead Agency Room, Joint Public Information Center, Communications Room, Rumor Control and briefing meeting rooms.
- b. The Operations Room has fifty-two work stations for state agencies and workstations for the Ohio EOC Controller and staff. These workstations accommodate up to 116 personnel.
- c. A kitchen, pantry, shower rooms, locker rooms, dining room, and dormitories are adjacent to the EOC.
- d. The Ohio EOC has a one-megawatt diesel-powered generator for emergency back-up power. An emergency well with pumps and alternative water treatment provide a back-up water supply.

- e. The Ohio EOC has a Protection Factor of 140 to ensure viability in the event of nuclear attack. Charcoal air filters in a self-contained ventilation system protect personnel in the event of hazardous material releases.
- f. Refer to ESF #2 Communications for Ohio EOC communications and computer capabilities.

#### D. Operational Overview

To ensure a coordinated, effective, and efficient response to disasters, all state agencies and resources must be immediately available and committed as appropriate to assist local governments and meet the needs of our citizens.

##### 1. Direction and Control

- a. The Governor, the Executive Director of Ohio EMA, or their designated representatives may activate the Ohio EOC in order to coordinate state emergency response and recovery activities.
- b. During CAS 3&4 and Recovery, the Executive Director of Ohio EMA may serve as the State Coordinating Officer (SCO), which is the designated liaison between the State and the Federal Emergency Management Agency (FEMA). The SCO acts in cooperation with the Federal Coordinating Officer (FCO) from FEMA when federal response and recovery activities are activated in Ohio. FEMA and the State work together at the site of the disaster, in the Ohio EOC and Disaster Field Office (DFO), which is the site for FEMA operations.
- c. The Executive Director of Ohio EMA, the Governor or the Governor's designee and appropriate and necessary members of the Ohio EOC Executive Group and state executives manage state emergency response and recovery resources.
- d. Ohio EMA will notify organizations when the Ohio EOC is activated.
- e. Each state ESF has one lead agency and several support agencies. The lead agency acts as a team leader for the overall coordination of the functional activities of that ESF. There are state ESFs that are designed to coordinate with the 12 federal ESF counterparts when federal response and recovery is activated for Ohio in the Ohio EOC and DFO.
- f. In accordance with the Federal Response Plan, federal assistance for disaster response and recovery is provided through the activation of federal ESFs at a Regional Operations Center (ROC), through activation of a federal Emergency Response Team (ERT) and/or through activation of a DFO. Ohio and its local governments will maintain direction and control over their response operations throughout federal activation. Federal resources will be used to augment and support state and local response. Ohio EMA and state ESFs will maintain close coordination with federal counterparts during emergency response and recovery operations.
- g. The Ohio Revised Code addresses the succession of state-level executive authority that ensures designated successors are available for emergency activities.
- h. The Executive Group in the Ohio EOC maintains on-going communications with local executives in the affected area.
- i. Ohio EMA maintains continuous contact with County EMA Directors in affected areas.



- j. Detailed procedures covering Ohio EOC operations and coordination with state liaisons/responders at sites other than the Ohio EOC are addressed in the Emergency Operations Center Standard Operation Procedures (EOC-SOP) maintained by Ohio EMA.

## 2. Relationship Between Levels of Government

- a. When county-level capabilities, including mutual aid are not sufficient to address the disaster, the chief executive or designee may declare an emergency for their affected jurisdiction and request state assistance in coordination with the County EMA Director by calling the Ohio Emergency Management Agency at 614-889-7150.
- b. Depending upon the scope and intensity of the disaster, the Governor may declare a state of emergency, which will activate state resources. State assistance is designed to support ongoing local response efforts.
- c. State ESFs address emergency response/recovery missions given to them by county EMA Directors through the Ohio EOC. It is the responsibility of the state to determine how to prioritize, plan for, and address the disaster needs expressed by County EMA Directors. State missions will be closely coordinated with local EMA officials and responders throughout the duration of the emergency.
- d. Ohio EMA will contact FEMA Region V in Chicago, Illinois to alert them that the Governor will be submitting a formal request for federal assistance. When the emergency is beyond the capabilities of state response. The state request, including a FEMA review of eligibility, is channeled through FEMA Region V to FEMA Headquarters in Washington D.C. for submission to the President. (FEMA is authorized to use the full authority of the Stafford Act and may deploy a Liaison Officer or the Federal Emergency Response Team (ERT) to the Ohio EOC, if the President issues a Presidential Declaration.)
- e. Through the Federal Response Plan (FRP), assistance is provided to Ohio through federal ESFs. Federal and state ESFs will establish direct liaison with one another at the Ohio EOC, at the DFO and at the site of the emergency. These state-federal ESF relationships will remain in effect throughout the response and recovery until the federal ESFs are deactivated.
- f. The Governor through the Executive Director of Ohio EMA is responsible for overall decision-making and coordination of state emergency operations. The Executive Assistant for Operations supports the responsibilities of the Executive Director of EMA during response and recovery operations.

## 3. Assessment Team

- a. The Ohio EMA Assessment Team is headed by the Operations Group of Ohio EMA. Procedures for Assessment Room operations during hazardous material and radiological emergencies are addressed in the Ohio Hazardous Materials Emergency Management Annex, The Ohio Plan for Response to Radiation Emergencies at Licensed Nuclear Facilities, and the Ohio Emergency Radiation Response Annex for Transportation Accidents.
- b. During rapidly escalating disasters, state personnel from Ohio EMA and other state departments may be designated to conduct various assessment operations at the site of the disaster. The Executive Director for Ohio EMA will provide the necessary executive-level support and coordination when personnel from other state departments are needed.

- c. State personnel conducting assessments at the site of the emergency will maintain on-going communications with the Ohio EOC personnel to ensure an accurate evaluation of the emergency.

**IV. RESPONSE AND RECOVERY ACTIONS**

**A. Ohio EOC Functional Groups**

Ohio EOC organization consists of these functional groups: Executive, Operations, Information and Planning, Assessment, Public Information and Support. The responsibilities and positions of each of these groups are addressed in detail in the Emergency Operations Center Standard Operating Procedures (EOC-SOP).

**B. State-Level Response And Recovery Organizations**

State, federal, private and volunteer organizations having responsibilities listed in the Ohio EOP appear below. Depending upon the nature of the disaster, state organizations may be asked to send a representative to the Ohio EOC. All possible representative organizations may not be listed here.

	ACRONYM FOR ORGANIZATION
1. Office of the Governor	GOV
2. Adjutant General's Department	ADJ
a. Ohio National Guard	ONG
3. Administrative Services (Dept. of)	DAS
4. Aging (Dept. of)	ODOA
5. Agriculture (Dept. of)	DOA
6. Alcohol and Drug Addiction Services (Dept. of)	ADAS
7. Attorney General	AG
8. Auditor of State	AUD
9. Budget and Management (Office of)	OBM
10. Commerce (Dept. of)	DOC
a. Industrial Compliance (Division of)	IC
b. Division of State Fire Marshall	SFM
11. Development (Dept. of)	DOD
12. Education (Dept. of)	DOE
13. Environmental Protection Agency	EPA
14. Health (Dept. of)	ODH
15. Insurance (Dept. of)	DOI
16. Job and Family Services (Dept. of)	JFS
17. Mental Health (Dept. of)	DMH
18. Mental Retardation and Developmental Disabilities (Dept. of)	MRDD
19. Natural Resources (Dept. of)	DNR
20. Public Safety (Dept. of)	DPS
a. Emergency Medical Service (Division of)	EMS
b. Ohio Emergency Management Agency	Ohio EMA
c. Ohio State Highway Patrol	OSHP
21. Public Utilities Commission of Ohio	PUCO
22. Ohio Public Works Commission	OPWC
23. Regents (Board of)	OBR

24. Rehabilitation and Correction (Dept. of)	DRC
25. Rehabilitation Services Commission	RSC
26. Secretary of State	SOS
27. State Library	SL
28. State and Local Government Commission	SLGC
29. Taxation (Dept. of)	TAX
30. Transportation (Dept. of)	DOT
a. Aviation (Division of)	AVI
32. Treasurer of State	TOS
33. Ohio Turnpike Commission	OTC
34. Workers' Compensation (Bureau of)	BWC
35. Youth Services (Dept. of)	DYS
36. U.S. Department of Agriculture	USDA
a. Farm Service Agency	FSA
37. U.S. Army Corps of Engineers	USACE
38. U.S. Coast Guard	USCG
39. Federal Emergency Management Agency	FEMA
40. National Weather Service	NWS
41. American Red Cross	ARC
42. Amateur Radio	AR
43. Civil Air Patrol	CAP
44. OSU Farm Extension Service	FES
45. Funeral Directors Association	OFDA
46. Historical Society	OHS
47. Veterinary Medical Association	OVMA
48. Voluntary Organizations Active in Disasters	VOAD

### C. Responsibilities

All state organizations reporting to the Ohio EOC, the site of the disaster, or the DFO for response and recovery operations, are responsible for the following:

1. SOPs  
Develop and regularly update internal Standard Operating Procedures (SOPs) that detail how Ohio EOP and related emergency responsibilities will be addressed.
2. Resources  
Develop and regularly update internal resource listings of equipment, supplies, and services that would be used by the organization during emergencies. Ensure that emergency resources are operational and available.
3. Liaisons  
Identify an emergency liaison for each organization who will coordinate with ESFs in the Ohio EOC and with federal, state, and local organizations throughout response and recovery. Ensure that sufficient liaisons are identified for 24-hour operations at the EOC and at the site of the emergency as needed. Maintain listings of these personnel and phone numbers where they can be reached on a 24-hour basis.
4. Reports  
Provide regular briefings in the Ohio EOC of on-going and projected activities. Maintain contact with field personnel. Develop and maintain Action Plans and Situation Reports (SITREPS) and submit them to the ESF #5 as needed for administrative, debriefing, and after-action activities.
5. Emergency Staff

Provide personnel for emergency temporary assignments as requested by Ohio EMA. Ensure that these personnel have the required logistical and resource support to carry out emergency responsibilities.

6. Executive Group

Depending upon the nature of the emergency, state government executives may serve as members of the Executive Group in the Ohio EOC in order to evaluate state response activities.

7. Lead Agency

Certain hazards may require the activation of a Lead Agency for response (e.g., Dept. of Rehabilitation and Corrections during prison riots). During such emergencies, the Lead Agency may provide a team of decision makers in the Lead Agency Room in the Ohio EOC. The Lead Agency team works closely with the Executive Group for emergency response and recovery policy and decision making.

8. Training and Exercises

In order to insure maximum levels of readiness for state emergency response and recovery operations, organizations will cooperate and participate in emergency exercises and training with Ohio EMA. They will provide emergency resource and planning information and will be prepared to meet the emergency responsibilities listed in the Ohio EOP.

D. Emergency Support Functions and Annexes

Emergency Support Functions (ESFs) and Annexes group similar emergency functions which local governments are likely to need from the state. Each ESF or Annex acts as a team and is headed by a primary organization that coordinates activities and includes a number of support organizations that assist in carrying out special responsibilities. Unlike Federal ESFs and Annexes, Ohio uses a modified format that allows the same agency liaison to operate on several different state teams. The following are the ESFs and Annexes addressed in the Ohio EOP:

1. Transportation
2. Communications
3. Engineering and Public Works
4. Firefighting
5. Information and Planning
6. Mass Care
7. Resource Support
8. Health and Medical
9. Urban Search and Rescue
10. Hazardous Materials
11. Agriculture
12. Energy
13. Law Enforcement

Recovery Function Annex  
Donations Management Support Annex  
Financial Management Support Annex  
Public Affairs Support Annex

An overview of ESF primary and support responsibility for each organization appears in Tab 1 to the Basic Plan.

## **V. TABS**

- A. Primary and Support Chart for Basic Plan and ESFs
- B. Terms and Acronyms

OHIO EMERGENCY OPERATIONS PLAN  
 TAB #2  
 PRIMARY AND SUPPORT CHART

CHART OF PRIMARY AGENCIES, SUPPORT AGENCIES FOR EMERGENCY SUPPORT FUNCTIONS AND ANNEXES																	
	ESF #1	ESF #2	ESF #3	ESF #4	ESF #5	ESF #6	ESF #7	ESF #8	ESF #9	ESF #10	ESF #11	ESF #12	ESF #13	REC	DM	FM	PA
1. Office of the Governor					S					S							S
2. Adjutant General's Department	S	S			S		S		S			S					S
a. Ohio National Guard		S	S		S					S	S						S
3. Administrative Services (Dept. of)		S	S		S		P	S		S	S					S	S
4. Aging (Dept. of)					S	S				S				S			S
5. Agriculture (Dept. of)					S			S		S	P						S
6. Alcohol and Drug Addiction Services (Dept. of)					S					S				S			S
7. Attorney General					S					S			S	S			S
8. Auditor of State					S					S						S	S
9. Budget and Management (Office of)					S		S			S						S	S
10. Commerce (Dept. of)		S	S		S					S							S
a. Industrial Compliance (Division of)					S					S							S
b. State Fire Marshal				P	S					S							S
11. Development (Dept. of)			S		S	S				S		S				S	S
12. Education (Dept. of)					S	S								S			S
13. Environmental Protection Agency			S		S			S	S	P	S			S			S
14. Health (Dept. of)			S		S	S		P		S	S						S
15. Insurance (Dept. of)					S					S				S		S	S
16. Job and Family Services (Dept. of)					S	P				S				S		S	S
17. Mental Health (Dept. of)					S	S		S		S				S			S
18. Mental Retardation and Developmental Disabilities (Dept. of)					S	S		S		S				S			S
19. Natural Resources (Dept. of)	S	S	P	S	S				S	S							S
20. Public Safety (Dept. of)					S					S							S
a. EMS (Division of)					S			P		S							S
b. Ohio Emergency Management Agency	S	P		S	P		S	S	P	S		S		P	P	P	P
c. State Highway Patrol	S	S			S		S		S	S			P				S
21. Public Utilities Commission of Ohio		S	S		S					S		P					S
22. Ohio Public Works Commission					S					S							S
23. Regents (Board of)					S					S				S			S
24. Rehabilitation and Correction (Dept. of)		S			S		S			S							S
25. Rehabilitation Services Commission					S	S				S				S			S
26. Secretary of State					S					S				S			S
27. State Library					S					S				S			S
28. State and Local Government Commission					S					S						S	S
29. Taxation (Dept. of)					S					S						S	S
30. Transportation (Dept. of)	P	S	S	S	S		S			S		S		S			S
a. Aviation (Division of)					S					S							S
31. Treasurer of State					S					S						S	S
32. Ohio Turnpike Commission					S					S							S
33. Workers' Compensation (Bureau of)					S					S						S	S
34. Youth Services (Dept. of)					S		S			S				S			S
35. U.S. Department of Agriculture				S	S					S							S
a. Farm Service Agency					S					S	S						S
36. U.S. Army Corps of Engineers					S					S							S
37. U.S. Coast Guard					S					S							S
38. Federal Emergency Management Agency					S					S							S
39. National Weather Service					S					S							S
40. American Red Cross					S	S	S	S		S			S				S
41. Amateur Radio		S			S					S							S
42. Civil Air Patrol		S			S					S							S
43. OSU Extension Service					S					S	S						S
44. Ohio Funeral Directors Association					S					S							S
45. Ohio Historical Society					S					S				S			S
46. Ohio Task Force One					S				S								S
47. Ohio Veterinary Medical Association					S			S		S							S
48. Ohio Voluntary Organizations Active in Disasters					S	S	S			S					S		S

**OHIO EMERGENCY OPERATIONS PLAN  
BASIC PLAN  
TAB #B TERMS AND ACRONYMS**

**TERMS**

Access Control Point: A point established by law enforcement to control access to a secure and/or potentially hazardous area

Action Plan: A written document completed by a state-level organization during an emergency that details that organization's proposed activities for a 24-hour period.

Appendix: A hazard specific portion in an EOP.

Assembly Point: A designated location for responders to meet, organize and prepare equipment prior to moving into the emergency site.

Base Camp: A location in or near the site of the emergency that is equipped and staffed to provide sleeping facilities, food, water and sanitary services to response personnel

Biological Agents: Microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants or animals.

Catastrophic Disaster: An event or incident which produces severe and widespread damages of a magnitude that requires significant resources from outside the affected area to provide the necessary response.

Catastrophic Disaster Response Group : The national-level group of representatives from the Federal departments and agencies. The CDRG serves as a centralized coordinating group which supports the on-scene Federal response and recovery efforts. Its members have access to the appropriate policymakers in their respective parent organizations to facilitate decisions on problems and policy issues.

Census Tract: A nonpolitical, geographical subdivision of no standard size, but within a city, town, county, or other political jurisdiction; it is used by the U.S. Bureau of Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics.

Chemical Agents: Solids,liquids or gases that have chemical properties that produce serious or lethal effects inplants or animals.

Code of Federal Regulations: Listing of federal regulations.

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

Consequence Management: Measures to protect public health and safety, restore essential government services and provide emergency relief to governments, businesses and individuals affected by all hazards including terrorist acts.

Crisis Action System: Levels of activation used during emergency response. Ther are four levels in this system of activation, CAS I and II are use during response for assessment and CAS III and IV are used during response to protect lives and property. Please refer to the Basic Plan if additional information is required.

Crisis Management: Measures to identify, acquire and plan the use of resources needed to anticipate, prevent and/or resolve a hazardous threat.

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

Critical Incident Stress Debriefing: Assistance provided by a trained team of health workers that assists emergency personnel in dealing with stress.

Critical Worker: An individual whose skills or services are required to continue operation of vital facilities and activities. May also be called an Essential Employee.

Damage Assessment: The appraisal or determination of the destructive effects of a hazard on lives and property.

Defense Coordinating Officer : Supported and provided by the Department of Defense (DOD) to serve in the field as the point of contact to the Federal Coordinating Officer (FCO) and the ESFs regarding requests for military assistance. The DCO and staff coordinate support and provide liaison to the ESFs.

Designated Area: The geographical area designated under a Presidential major disaster declaration which is eligible to receive disaster assistance in accordance with provisions of Public Law (P.L.) 93-288, as amended.

Disaster: Any imminent threat or actual occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural or man-made cause, including, but not limited to, fire, flood, snowstorm, icestorm, tornado, windstorm, water contamination, utility failure, hazardous material incident, epidemic, drought, terrorist activities, riots, civil disorders or hostile military or paramilitary actions.

Disaster Field Office: The office established in or near the designated area to support Federal and State response and recovery operations. The DFO houses the FCO and the Emergency Response Team (ERT), and where possible, the State Coordinating Officer (SCO) and support staff.

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

Emergency: In Ohio Revised Code 5502.21 (F). for state and local and as defined in the Stafford Act, an emergency is any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and protect property, public health and safety, and includes emergencies other than natural disasters.

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

Emergency Management Director/Coordinator: The individual who is directly responsible for the jurisdiction's responsibility for emergency management and preparedness.

Emergency Operations Center: A site from which civil government officials (municipal, county, state, and Federal) exercise direction and control in an emergency or disaster.

Emergency Operations Plan: A document that identifies the available personnel, equipment, facilities, supplies, and other resources in the jurisdiction and the methods or scheme for coordinated actions to be taken by individuals and government services in the event of an emergency.

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



Emergency Response Team: A federal interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT provides a forum for coordinating the overall resolving issues related to ESF and other response requirements. ERT members respond to and meet as requested by the FCO. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed.

Emergency Support Function : A functional area of response activity established to facilitate the delivery of assistance required during the immediate public safety. ESFs represent those types of assistance which will most likely be needed because of the overwhelming impact an emergency on resources and response capabilities, or because of the specialized or unique nature of the assistance required. ESF missions are designed to supplement local response efforts.

Essential Elements of Information: A list of informational items required for continuous assessments and state recommendations during assessment, response, and recovery operations.

Essential Employee: A person whose authority and/or expertise is required during an emergency. May also be called a Critical Worker.

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

Federal Coordinating Officer: The senior Federal official appointed in accordance with provisions of P.L. 93-288, as amended, to coordinate the overall response and recovery activities. The FCO represents the President as provided by Section 303 of 93-288, as amended, for the purpose of coordinating the administration of Federal relief activities in the designated area. Additionally, the FCO is delegated responsibilities and performs those for the FEMA Director as outlined in Executive Order 12148 and those responsibilities for the FEMA Regional Director in Title 44 Code of Federal Regulations.

Field Coordinator - An agent of the Ohio EMA who acts as a liaison between the affected area, the local EMA Director and the State of Ohio during emergencies.

Function: A generic emergency concept that could be activated to address any hazard. For example, the functions of shelter, communication and transportation could be activated for any hazardous event.

Governor's Authorized Representative Acts as the representative of the Governor during emergencies.

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

Hazards Identification/Analysis: A systematic study of all hazards that could significantly affect life and property in a jurisdiction. Hazard identification typically prioritizes hazards according to the threat they pose and provide insight into the history and probability of occurrences. An analysis includes the history, vulnerability and probability assessments related to the hazard.

Hazardous Material: Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified in this plan as chemical, biological, radiological or explosive.

Chemical - Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, mineral fibers (asbestos).

Biological - Microorganisms or associated products which may cause disease in humans, animals or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.

Radiological - Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Explosive - Material capable of releasing energy with blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to the blast.

Incident: An event that threatens health, safety, and may also result in physical damage to property. A local or state emergency might be declared as a result of an incident.

Incident Command System: The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, with responsibility for management of assigned resources, to effectively accomplish stated objectives at the scene of an incident.

Integrated Emergency Management System: A system developed by FEMA in recognition of the economies realized in planning for all hazards on a generic functional basis as opposed to developing independent structures and resources to deal with each type of hazard.

Joint Information Center: A single facility from which multi-organizational emergency public information can be coordinated and disseminated.

Lead Agency: The state organization that leads a state-level ESF team and has primary responsibility for a specific functional area of the State EOP. (Also called Primary Agency.)

Local Emergency: Any period during which the chief executive has declared that an emergency exists.

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

Mutual-Aid Agreements and Memorandum of Understanding: A formal (written) or informal understanding between jurisdictions or agencies that describes methods and types of assistance available between two or more entities during emergencies.

National Warning Center: The facility staffed by Attack Warning Officers situated within the combat operations center at NORAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.

National Warning System: The Federal portion of the Civil Defense Warning System, used for the Dissemination of warning and other emergency information from the Warning Centers or Regions to Warning Points in each State.

Needs Assessment: A response phase evaluation of the requirements of the victims of an incident by emergency management in order to identify, obtain, and provide necessary resources and services.

Nuclear Attack: Warfare against this country involving nuclear weapons.

Nuclear Weapons: Weapons that release nuclear energy in an explosive manner as the result of nuclear chain reactions involving fission and/or fusion of atomic nuclei.

Operational Facilities: All of the facilities required to support response and recovery operations, such as the EOC, DFO, mobilization areas and staging areas.

Political Subdivisions: Counties, townships or municipal corporations in this state.

Primary Agency: The department or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated on the basis of their having the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific ESF support. Primary agencies are responsible for overall planning and coordination of the delivery of ESF-related assistance.

Protection Factor: A number used to express the relationship between the amount of fallout gamma radiation that would be received by a person in a completely unprotected location and the amount that would be received by a person in a protected location.

Protective Actions: Those emergency measures taken to protect the population from the effects of a hazard. These may include in-place sheltering and evacuation.

Public Information Officer: Designated spokesperson for a jurisdiction or agency.

Radiation: High-speed particles and electromagnetic radiation spontaneously emitted from the nucleus of unstable radioactive atoms

Radio Amateur Civil Emergency Services: An emergency service designated to make efficient use of the vast reservoir of skilled radio amateurs throughout the Nation in accordance with approved civil defense communications plans. Many of the States and local governments have federally approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency, or emergency conditions.

Recovery: Activities that usually begin within days after an incident and continue after the response activities are completed. Recovery includes individual and public assistance programs which provide temporary housing assistance, grants, and loans to eligible individuals and government entities.

Regional Operations Center: The temporary operations facility for the coordination of Federal response and recovery activities, located at the FEMA Regional until the DFO becomes operational.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property, and meet basic human needs.

Risk: A measure of the probability that damage to life, property, and/or the environment will occur if a hazard manifests itself; this measure includes the severity of anticipated consequences to people.

Risk Area: An area likely to be at risk to a hazard.

Secondary Effects: Emergencies that may develop as a reaction to an initiating emergency. For example, a dam may break as the result of an earthquake.

Shelter: A facility used to protect, house, and supply the essential needs of designated individuals during the period of an emergency. A shelter may or may not be specifically constructed for such use, depending on the type of emergency and the specific programmatic requirements.

Special Needs Populations: Groups of people that may be more susceptible than the general population (due to preexisting health conditions (e.g., asthmatics) or age (e.g., infants and the elderly).

Staging Area: A preselected location removed from the emergency site, such as a large parking area where equipment can be collected, stored, and distributed for use by emergency personnel. The staging area provides a base for resource transfer. Several staging areas may be designated depending upon the scope and intensity of the emergency.

Standard Operating Procedures: Checklists or guidance developed by each specific responding organization that detail responsible individuals by name, phone number and delineate in detail specific organizational emergency activities.

State Emergency: Any period during which the Governor has declared or proclaimed that an emergency exists.

State Coordinating Officer: The representative of the Governor who coordinates State response and recovery activities and acts as the primary liaison between the state and federal governments during emergencies.

Support Agency: A department or agency designated to assist a primary agency with available resources, capabilities, or expertise in support of response operations, under the coordination of the primary agency.

Tab: Provides additional generic information that supports an EOP.

Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives, flammables, agricultural pesticides, herbicides, and disease agents; oil spills on land, coastal water or inland water systems; and debris from space.

Terrorist Incident: A violent act or an act dangerous to human life in violation of the criminal laws of the United States or of any state, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Triage: Process of sorting casualties based on severity and survivability.

Voluntary Organizations Active In Disasters: Organizations representing the private and religious assistance organizations that provide services to disaster victims.

Vulnerability Assessment: Evaluation of elements in the community that are subject to damage should a hazard occur; includes gathering information on the extent of the vulnerable zone, conditions that influence the zone, size and type of the population within the zone, private and public property that might be damaged and the environment that might be affected.

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

Weapons of Mass Destruction: A device employing disease organisms, toxins, poison gas, explosives, incendiaries, radiation, radioactivity or other destructive capabilities designed to destroy or maim populations or environments.

## **ACRONYMS**

ADAS - Department of Alcohol and Drug Addiction Services

ADC - Aid to Dependent Children

ADJ- Adjutant General

AEC - Agency Emergency Coordinators

AG - Adjutant General

AP - Assembly Point

ARC - American Red Cross

ARES - Amateur Radio Emergency Service

ARRL - American Radio Relay League

CA - Capability Assessment

CAP - Civil Air Patrol

CAS - Crisis Action System

CB - Citizen's Band

CDBC - Community Development Block Grant

CDC - Center for Disease Control

CDRG - Catastrophic Disaster Response Group (Federal)

CEB - County Emergency Board

CEO - Chief Executive Officer

CFR - Code of Federal Regulations

CISD - Critical Incident Stress Debriefing

CLO - Congressional Liaison Officer (Federal)

CONUS - Continental United States

CPG - Civil Preparedness Guide, a FEMA Publication

DA - Damage Assessment

DAP - Disaster Assistance Program

DAS - Department of Administrative Services

DCO - Defense Coordinating Officer

DFO - Disaster Field Office

DIR - Department of Industrial Relations

DMAT - Disaster Medical Assistance Team

DMORT - Disaster Mortuary Team, National Disaster Medical System

DMRDD - Department of Mental Retardation and Developmental Disabilities

DOC - Department of Commerce

DOD - Department of Defense (Federal) and Department of Development (State)

DOE - Department of Education

DOI - Department of Insurance

DOT - Department of Transportation

DPS - Department of Public Safety

DRC - Disaster Recovery Center

DRB - Disaster Recovery Branch (Ohio EMA)

DWI - Disaster Welfare Inquiry

e.g. - Exempli gratia or for example

EAS - Emergency Alert System

EEI - Essential Elements of Information

EMA - Emergency Management Agency

EMI - Emergency Management Institute

EMP - Electromagnetic Pulse

EMPG – Emergency Assistance Preparedness Grant

EMS - Emergency Medical Services

EMT - Emergency Medical Technician

EO - Executive Order

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

EPI - Emergency Public Information

EPA - Environmental Protection Agency

ERT - Emergency Response Team (Federal)

ERT-A - Advance Element of the Emergency Response Team

ESF - Emergency Support Function

FAA - Federal Aviation Administration

FCC - Federal Communications Commission

FCO - Federal Coordinating Officer

FEMA - Federal Emergency Management Agency  
FENARS - FEMA National Radio System  
FIRM - Flood Insurance Rate Map  
FM - Frequency Modulation  
FRERP - Federal Radiological Emergency Response Plan  
FRP – Federal Response Plan  
FS - Facility Survey  
FSA - Farm Service Agency  
FY - Fiscal Year  
GSA - General Services Administration  
GZ - Ground Zero  
HA - Hazards Analysis  
HAZMAT - Hazardous Material  
HF - High Frequency  
HI - Hazards Identification  
IAO - Individual Assistance Officer  
ICS - Incident Command System  
IEMS - Integrated Emergency Management System  
IFGP - Individual and Family Grant Program  
ITG - Imminent Threat Grant  
JDF - Joint Dispatch Facility  
JIC - Joint Information Center  
JTF - Joint Task Force  
LEADS - Law Enforcement Automated Data System  
LEERN - Law Enforcement Emergency Radio Net  
LEPC - Local Emergency Planning Committee  
LOC - Letter-of-Credit  
LSC - Legislative Service Commission

MC - Mobilization Center

MH - (Ohio) Department of Mental Health

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MRDD - (Ohio) Department of Mental Retardation and Developmental Disorders

MRE - Meals Ready to Eat

NA - Needs Assessment

NAWAS - National Warning System

NCC - National Coordinating Center

NCCEM - National Coordinating Council on Emergency Management

NCS - National Communications Center

NDMS - National Disaster Medical System

NEHRP – National Earthquake Hazards Reduction Program

NEMA - National Emergency Management Association

NFA - National Fire Academy

NFS - National Facility Survey (FEMA)

NOAA - National Oceanic and Atmospheric Administration

NORAD - North American Air Defense Command

NRC - Nuclear Regulatory Commission

NSDD - National Security Decision Directive

NVOAD - National Voluntary Organizations Active in Disaster

NWC - National Weather Center

NWS - National Weather Service

OAC - Ohio Administrative Code

OBBS - Ohio Board of Building Standards (Dept. of Commerce)

OBES - Ohio Bureau of Employment Services

OBM - Office of Budget and Management



OBWC - Ohio Bureau of Workers Compensation

OCES - Ohio Cooperative Extension Service

ODA - Ohio Department of Agriculture

ODADAS - Ohio Department of Alcohol and Drug Addiction Services

ODE - Ohio Department of Education

ODH - Ohio Department of Health

ODHS - Ohio Department of Human Services

ODIR - Ohio Department of Industrial Relations

ODLC - Ohio Department of Liquor Control

ODMH - Ohio Department of Mental Health

ODNR - Ohio Department of Natural Resources

ODOT - Ohio Department of Transportation

ODRC - Ohio Department of Rehabilitation and Corrections

OEIC – Ohio Earthquake Information Center

OFB - Ohio Farm Bureau

OFDA - Ohio Funeral Directors' Association

OHIO EMA - Ohio Emergency Management Agency

OHIO EPA - Ohio Environmental Protection Agency

OKI - Ohio-Kentucky-Indiana Regional Council of Government

ONG - Ohio National Guard

ORC - Ohio Revised Code

ORSANCO - Ohio River Valley Sanitation Commission

OSC - On-Scene Coordinator

OSHAB – Ohio Seismic Hazards Advisory Board

OSHP - Ohio State Highway Patrol

OVMA - Ohio Veterinary Medical Association

PA - Public Assistance or Public Affairs

PAO - Public Assistance Officer (Disaster Assistance)

PAO - Public Affairs Office (Emergency Public Information)

PDA - Preliminary Damage Assessment

PF - Protection Factor

PHS - U.S. Public Health Service, Department of Health and Human Services

PIO - Public Information Officer

PL- Public Law

POA - Point of Arrival

POD - Point of Departure

PSI - Pounds per square inch

PUCO - Public Utilities Commission of Ohio

RACES - Radio Amateur Civil Emergency Service

RADEF - Radiological Defense

RCRA - Resource Conservation and Recovery Act (EPA 1976)

REACT - Radio Emergency Associated Communications Team

RERP - Radiological Emergency Response Plan

RIM&C - Radiological Instrument Maintenance and Calibration

RM - Radiological Monitor

RO - Radiological Officer

RSC - Rehabilitation Services Commission of Ohio

RRT - Radiological Response Team

SA - Staging Area

SAC - Strategic Air Command

SAR - Search and Rescue

SARA - Superfund Amendments and Reauthorization Act

SBA - Small Business Administration

SCBA - Self-Contained Breathing Apparatus

SCO - State Coordinating Officer

SFM - State Fire Marshal's Office

SITREP - Situation Report

SLGC - State and Local Government Commission

SOG-.Standard Operating Guides or Guidelines

SOP - Standard Operating Procedure

SSB - Support Services Branch

TCP - Traffic Control Points

UHF - Ultrahigh frequency

USACE - United States Army Corp of Engineers

USDA - United States Department of Agriculture

USGS - United States Geological Survey

USDHHS - United States Department of Health and Human Services

VHF - Very high frequency

VLf - Very low frequency

VOAD - Voluntary Organizations Active In Disasters

WMD – Weapons of Mass Destruction

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #1  
TRANSPORTATION**

**PRIMARY AGENCY:** Ohio Department of Transportation (DOT)

**SUPPORT AGENCIES:** Adjutant General's Department (ADJ)  
Ohio Emergency Management Agency (Ohio EMA)  
Ohio State Highway Patrol (OSHP)  
Ohio Department of Natural Resources (DNR)

**I. INTRODUCTION**

A. Purpose

ESF #1 addresses the following areas of concern for the transportation function for the State of Ohio during emergencies:

- Assessing damage to, restoring, and maintaining land, air and water transportation routes during emergencies in coordination with governmental and private organizations as required.
- Transportation of state personnel, materials, goods, and services to emergency sites.
- Supporting evacuation and reentry operations for threatened areas.

**II. SITUATION**

- A. Hazards that effect Ohio may damage transportation infrastructure and can hamper the movement of emergency personnel and delay the delivery of vital resources. Disasters will reduce the availability of many local resources and require the transportation of resources to the affected area.
- B. Emergency evacuation activities are usually conducted by local response organizations. The state may assist in these evacuation efforts during hazards with long durations or with unpredictable fluctuations in peak effects, which would allow the state sufficient response time.
- C. Most state transportation resources cannot be committed off of the state highway system without a declaration of emergency by the Governor.
- D. Assumptions
1. Disaster responses addressing transportation systems may be difficult to coordinate immediately following an emergency since routes may be blocked by traffic, debris and/or damage.
  2. Repairs to transportation systems will be prioritized based upon benefit to disaster victims and affected communities.
  3. Repair of access routes will permit a sustained flow of emergency relief although localized distribution patterns may be disrupted for a significant period.
  4. The requirement for transportation capacity during the immediate lifesaving response phase at the site of the disaster may exceed the availability of state assets.

5. The State of Ohio will determine when to request federal transportation assistance that will be provided in accordance with the Federal Response Plan (FRP).

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

#### **A. Overview**

1. The Ohio Department of Transportation (DOT) is the lead agency for ESF #1. DOT liaisons will staff the Ohio Emergency Operations Center (Ohio EOC) and coordinate with appropriate support organizations to answer the needs of affected communities. These needs may include the following.
  - Damage assessment of transportation infrastructure.
  - Transportation route repair activities.
  - Technical assistance to local governments.
  - Hauling materials.
  - Repairing slips and slides.
  - Debris clearance from transportation routes.
  - Repairing damage to bridges and culverts.
  - Providing rental equipment and materials.
  - Interfacing with railroads, airports, port authorities and related transportation providers/facilitators.
  - Support of local evacuation activities.
2. Primary and support organizations for ESF #1 will be notified by the Ohio Emergency Management Agency (Ohio EMA) when emergency assessment, response, and recovery activities are required in the Assessment Room, the Ohio EOC, and the Disaster Field Office (DFO).

#### **B. Relationships Between Levels of Government**

1. Federal
  - a. During federally-declared emergencies, the organizations that comprise federal ESF #1, include the following: U.S. Dept. of Transportation, Dept. of Agriculture; Dept. of Defense, Dept. of State, Federal Emergency Management Agency, General Services Administration, Tennessee Valley Authority, and the U.S. Postal Service.
  - b. Coordination with Federal ESF #1 may occur in the Ohio EOC, at the site of the emergency, and in the DFO.
  - c. Federal ESF #1 will support state assessment, response, and recovery activities and will accept emergency requests and missions from state ESF #1.
2. State
  - a. ESF #1 organizations maintain a working relationship throughout emergency response and recovery operations to ensure that emergency transportation needs are identified, assessed, prioritized and addressed.
  - b. ESF #1 organizations will coordinate with the following ESF #1 organizations from adjacent states when required during emergencies: Michigan, Indiana, Kentucky, West Virginia, and Pennsylvania.

3. Local
  - a. Local-level emergency requests for state transportation resources and services communicated to the Ohio EOC will be directed to ESF #1 personnel for action.
  - b. Requests for ESF #1 assistance made by local officials to ESF #1 personnel at the site of the disaster will be coordinated with and approved by ESF #1 personnel before action is taken.
4. The Comparison Chart for ESF #1 Organizations lists the organizations in federal ESF #1 Team of the 1999 Federal Response Plan. When there are comparable organizations on the state and local level, they will be listed in the chart or special circumstances will be referred to in the footnotes. This ensures that all organizations have the proper interface when activated during declarations of Presidential emergencies.

<b>Comparison Chart for ESF #1 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Ohio Department of Transportation	U.S. Department of Transportation	Local; Engineer and Street Departments
(see footnote #1)	U.S. Department of Agriculture <b>1</b>	(see footnote #1)
Adjutant General's Department	Department of Defense	(no comparable organization/will interface with local EMA for missions)
(see footnote #2)	Department of State <b>2</b>	(see footnote #2)
(see footnote #3)	U.S. Customs <b>3</b>	(see Footnote #3)
Ohio Emergency Management Agency	Federal Emergency Management Agency	Local Emergency Management Agencies
(see footnote #4)	General Services Administration <b>4</b>	(see footnote #4)
(see footnote #5)	Tennessee Valley Authority <b>5</b>	(see footnote #5)
Ohio EMA (for referral purposes only)	U. S. Postal Service	Local Post Offices and EMA Directors

**1** U.S. Department of Agriculture will serve federal ESF #1 by managing federal mobilization centers for FEMA. There is no comparable role for state and local organizations that relates to this specific function.

**2** The Department of State accepts offers for transportation assistance from foreign governments. There are no comparable roles for state or local organizations.

**3** U.S. Customs is able to provide airlift transportation equipment. If needed, the receipt of this equipment would be coordinated through ESF #7, Resource Support.

**4** General Services Administration assists by buying parts and services. This is the primary responsibility of Ohio Department of Administrative Services in Ohio which is addressed in ESF #7, Resource Support.

**5** The Tennessee Valley Authority may assist state ESF #1 if nuclear radiation is a factor in ESF #1 missions.

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

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

1. ESF #1 organizations will be activated by Ohio EMA for assessment, response, and recovery operations based on the needs of the emergency. Primary and Support Agencies for the state transportation function will coordinate with each other in the Ohio EOC and the DFO to ensure the most effective use of personnel and equipment, to avoid redundant activities and to cooperate on emergency transportation missions.

## B. Assignment of Responsibility

### 1. Department of Transportation

- a. Serve on damage assessment teams to determine types of damage to and repairs needed for transportation infrastructure.
- b. Coordinate with ESF #1 team members to develop missions for state and federal ESF #1 personnel and to prioritize missions.
- c. Alert affected Districts and Divisions and provide on-going internal communications and coordination.
- d. Maintain an overview of ESF #1 activities for briefing purposes.
- e. Support the transportation of state emergency personnel, goods and services to the site of the disaster including the establishment of State Transportation Staging Areas.
- f. Coordinate with Port Authorities, the Ohio Rail Commission, airports, bus companies and other public and private transportation providers for emergency information and assistance as requested during activation.
- g. Give emergency response and recovery operations the highest priority for permit processing and waiving permit fee (s).
- h. Procure equipment and services from private contractors as needed during emergencies.
- i. Coordinate with transportation organizations in the affected area in order to obtain information on the transportation infrastructure and assist local organizations in emergency repairs to transportation infrastructure.
- j. Assist Support Agencies for emergency transportation response and recovery activities by providing fuel and maintenance for state vehicles
- k. Provide reports to state agencies on the status of transportation routes at the site of the emergency.
- l. Provide aviation support and coordination through the Division of Aviation. (Refer to Tab #1 Aviation Support Plan)

### 2. Adjutant General's Department

- a. Provide air and ground transportation assets as required and available.
- b. Assist in the repair of transportation infrastructure.
- c. Assist in the evacuation of residents and resources from disaster areas.
- d. Support assessment of damage to transportation infrastructure.

3. Ohio Emergency Management Agency
  - a. Coordinate with local EMAs and the U.S. Postal Service to hold and protect the mail of the evacuated population when needed.
  - b. Coordinate with local EMA Directors to ensure State ESF #1 personnel are able to work with appropriate local officials and technicians on local mission assignments.
4. Ohio State Highway Patrol
  - a. Provide traffic control, enforcement and related services on state highways and other traffic routes during emergencies as directed.
  - b. Coordinate with DOT in developing and implementing emergency traffic control measures.
  - c. Provide state coordination and support for local law enforcement traffic control efforts during emergencies.
  - d. Assist local authorities in emergency evacuation relocation and reentry operations.
  - e. Support assessment of damage to transportation infrastructure.
5. Ohio Department of Natural Resources
  - a. Coordinate with the U.S. Coast Guard and the U.S. Army Corps of Engineers for transportation assistance on the Ohio River, Lake Erie, and inland waterways as needed.
  - b. Assist ESF #1 with removal of debris from transportation routes and from other areas that require emergency access. (Refer to ESF#3 for additional information about the Engineering and Public Works function.)

**V. RESOURCE REQUIREMENTS FOR ESF #1, TRANSPORTATION**

- A. ESF #1 organizations maintain organizational Standard Operating Procedures and Resource Listings that document the equipment, supplies, and services available to them during emergencies.

**VI. TABS**

- A. Tab #1 Aviation Support Plan



**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #1 TRANSPORTATION  
TAB #1 AVIATION SUPPORT PLAN**

**PRIMARY AGENCY:** Ohio Department of Transportation (DOT)  
Office of Aviation

**SUPPORT AGENCY:** Adjutant General's Department (ADJ)  
Civil Air Patrol (CAP)  
Ohio Emergency Management Agency (Ohio EMA)  
Ohio State Highway Patrol (OSHP)

**I. INTRODUCTION**

A. Purpose

This appendix establishes consistent policies, organizational structures, and procedures for the use of aviation support during emergencies in Ohio.

B. Scope

This appendix establishes parameters for the effective integration of aviation assets into disaster response and recovery activities.

**II. ASSUMPTIONS**

A. Disasters will result in a need for aircraft to support operations in the impacted area.

B. State government is responsible for planning, organizing, directing, managing, and controlling SARDA (State and Regional Disaster Airlift) operations prior to activation of the Federal Response Plan (FRP). After activation of the FRP, The states must contact the Federal Coordinating Officer (FCO) and then coordinate missions closely with ESF #1, Transportation, at the Disaster Field Office (DFO).

C. Aviation assets used in disaster aviation support operations in Ohio will remain under the command of their parent organization/owner/operator.

D. The State of Ohio will coordinate disaster air operations.

E. Airspace control and management rests with the Federal Aviation Administration (FAA).

F. Ohio EMA can activate all or part of the SARDA plan.

G. Aircraft and crews may be repositioned at staging areas in order to be in a position to respond after a disaster strikes.

**III. CONCEPT OF OPERATIONS**

A. General

1. Most aviation support will be limited in scope to the site of the disaster area during the assessment levels of CAS I and II. For early reconnaissance flights, the Air Operations Manager (AOM) may be called during the early stages of the event assessment.

2. During CAS III, the Air Operations Manager would be requested to join state personnel in the Ohio Emergency Operations Center (Ohio EOC). The Air Operations Manager is the central point of contact for disaster aviation support activities. Depending on the severity of the situation, or the anticipated levels of air operations, additional staffing may be activated at the Ohio EOC, a near-site airport, or other appropriate facility to support this function.

3. During CAS IV, the Air Operations Manager may select a location and alert additional staff to support forward air operations. Aviation Liaisons may also be positioned in the Ohio EOC. The

aviation support system will address the coordination and allocation of resources, staging, logistics, intelligence, reporting, and communications for air support.

**B. Notification**

The Ohio Emergency Management Agency (Ohio EMA) will notify Ohio Department of Transportation (ODOT), Office of Aviation when activation is required.

**C. Federal Coordination**

1. The Administrator, ODOT, Office of Aviation will coordinate with the Federal Coordinating Officer (FCO), the Executive Director of the Ohio Emergency Management Agency acting as the SCO, and ESF #1 personnel for federal aviation assets.
2. Funding will be in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended). When the State tasks the SARDA resources or the Civil Air Patrol (CAP) directly, any reimbursement would be from State funds unless the State has arranged for a Federal request for the mission and has received a Mission Assignment Number from FEMA. In this case, the reimbursement will normally be 75 percent Federal and 25 percent State funds. Reimbursement will normally be 100 percent federal if the mission originated with FEMA.
3. In large-scale disasters, when immediate damage assessments are needed, federal mission assignments may be made directly to the CAP through the Air Force National Security Emergency Preparedness Office (AFNSEP), at Fort McPherson, Ga. The State aviation office or emergency management organization will forward damage assessments to FEMA.

**D. SARDA operations may include the following activities**

1. Damage assessment flights.
2. Critical human needs assessment.
3. Movement of public safety personnel, police, firefighters, emergency management personnel, and emergency workers.
4. Transportation of response and recovery personnel, equipment and needed materials.
5. Search and rescue.
6. Communications relay assistance.
7. Transportation of medical teams, medical supplies and patients.
8. Airborne command and control.
9. Monitor Temporary Flight Restrictions (TFRs).
10. Security and crowd control
11. VIP tours.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

**A. Ohio Department of Transportation - Office of Aviation (ODOT OOA).**

1. Provide an Air Operations Manager to the Ohio EOC.(see #10)
2. In coordination with responding state agencies, recommend aviation resources that can assist in the response and recovery.
3. Coordinate notification, deployment, and arrival of the aviation assets.

4. Coordinate with the other organizations (public & private) to determine the availability of additional or specialized aviation assets.
  5. Coordinate supply of aviation assets.
  6. Provide aircraft to support disaster air operations.
  7. Provide qualified personnel to assist in the management of air operations.
  8. Provide maintenance facilities and personnel to provide logistical support to the OSHP, ODOT, and ODNR aircraft dedicated to the disaster operations.
  9. Establish a Temporary Flight Restriction (TFR) as required or appropriate.
  10. Air Operations Manager
    - a. Act as liaison among aviation resource agencies.
    - b. Maintain and update aviation resource list and track status of resources during emergencies.
    - c. Identify necessary staffing, and activate selected components.
    - d. Identify the need for temporary flight restrictions, and coordinate the requests with FAA.
    - e. If requested by the FAA, establish restricted airspace management.
    - f. As necessary, identify and establish a forward staging area, and the associated logistical support necessary for operations.
    - g. Brief the Ohio EOC on the status of air operations, including current missions, available aircraft by type, locations of staging areas, and proposed priorities for aviation support.
    - h. Advise the Ohio EOC personnel on aircraft capabilities, recommendations for appropriate missions by type of aircraft, and restrictions or costs associated with use of private sector aircraft.
    - i. Respond to requests for aviation support from the Ohio EOC.
    - j. Maintain Daily Aviation Activity Logs including all missions flown.
    - k. Coordinate maintenance and logistical support for aircraft.
- B. Adjutant General's Department (Army and Air)
1. Provides a point of contact for the Air Operations Manager at the Ohio EOC.
  2. Provides aircraft to support disaster air operations, as available.
  3. Provides personnel and equipment to provide communications, as available.
- C. Civil Air Patrol (CAP).
1. The CAP Wing Commander and headquarters organization retains supervision of CAP subordinate units.
  2. Key civil preparedness personnel from the CAP may serve in SARDA staff positions.
  3. The Ohio Wing of the CAP will provide two members to passively track all mission aircraft.
  4. Maintain a situation map that tracks all aircraft employed by the State of Ohio during the disaster operation in order to reduce the risk of a mid-air collision and to insure more efficient use of aviation assets.

5. Provide the Office of Aviation near real time information about the locations of assets and the type of mission that they are performing.
  6. Provide a communications link between the aircraft and personnel tracking the aircraft.
  7. Provide runners, if required, to keep the communications flowing between the trackers, the Office of Aviation and the communications personnel.
    - a. Civil Air Patrol (Ohio Wing)
      - 1) Provides a Point of Contact to the Air Operations Manager at the Ohio EOC.
      - 2) Provides aircraft to support disaster air operations including, but not limited to aerial damage assessment and communications support and surveillance of surface traffic.
      - 3) Provides qualified personnel to assist in the management of air operations, facilities and equipment.
- D. Ohio Emergency Management Agency
1. Supports the radio communications system for aviation resources.
  2. Provides a communications room for Civil Air Patrol and amateur radio operator's radios and communications.
- E. Ohio Highway Patrol
1. Provides a point of contact to the Air Operations Manager at the Ohio EOC.
  2. Provides aircraft and aircrews to support disaster air operations.
  3. Provide Aviation Communications relay, as appropriate.

**V. RESOURCE REQUIREMENTS FOR ESF #1, TAB 1 AVIATION SUPPORT**

- A. Each organization listed in the Aviation Support Plan maintains organizational resource listings and internal standard operating procedures that document equipment, supplies, services and the procedures required to obtain such during emergencies.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #2  
COMMUNICATIONS**

**PRIMARY AGENCY:** Department of Public Safety (DPS)  
Ohio Emergency Management Agency (Ohio EMA/Primary within the Department)  
Ohio State Highway Patrol (OSHP/Support within the Department)

**SUPPORT AGENCIES:** Department of Administrative Services (DAS)  
Department of Commerce (DOC)  
Adjutant General's Department (ADJ)  
Department of Natural Resources (DNR)  
Public Utilities Commission of Ohio (PUCO)  
Department of Rehabilitation and Corrections (DRC)  
Department of Transportation (DOT)

Private Organizations that Provide Communications Support  
Civil Air Patrol (CAP)  
Radio Amateur Civil Emergency Services (RACES)  
Ohio Education Broadcasting Network Commission (OEB)

**I. INTRODUCTION**

- A. ESF #2 ensures the provision of communications to support state, county, and federal communications efforts. This ESF coordinates with communications assets available from state agencies, voluntary groups, the telecommunications industry, county agencies and the federal government.

**II. SITUATION**

- A. Disasters affect the ability to communicate by damaging and overloading systems and equipment, overwhelming staff and creating conditions that prevent the expedient repair of existing communications systems or transport of new equipment into the affected area. State-level communications are vital in order to protect life and property and restore the affected area to pre-disaster conditions.
- B. Overview of Primary Capabilities
  - 1. The Ohio Emergency Operations Center (Ohio EOC) and the Joint Dispatch Facility (JDF) work in close coordination during emergencies. Communications needs and activities are coordinated through designated communications personnel from Ohio EMA, the AG, OSHP, DAS, DNR, PUCO, and DOT to ensure the security and integrity of state emergency communications.
- C. Land-line/Non-wireless Capabilities
  - 1. Telephonic capabilities for the Ohio EOC include 30 in-coming and 30 out-going trunk lines. An additional 100 trunk lines that can be added. There are 124 digital phones that can be added, 76 analog phones that can be added, 64 power-bypass lines that provide a safety net in the event of PBX failure, 9 fax machines, and 28 disaster standby phones that bypass PBX.

2. A Nortell Meridian telephone switch supports the EOC/JDF telephone system. As configured, this switch serves 785 independent telephone instruments.
3. The EOC/JDF telephone system provides the basis for 24-hour communications for Ohio EMA and dispatch operations for the Highway Patrol, DNR, and DOT. This system also supports the Highway Patrol's 911 dispatch operations.
4. EOC/JDF telephone service is supported by fiber optic cable with backup provided over copper cable.
5. Dedicated communications links are established with the federal government through the National Warning System (NAWAS). Dedicated communications are also established with the Perry, Davis-Besse and Beaver Valley Nuclear Power Stations and with the Ameritech EOC. Secure communications are available through four encrypted telephone units.
6. Backup to the main telephone switch is provided through 47 independent, in-coming telephone lines and by 64 power bypass trunk lines.

#### D. Wireless Capabilities

1. Wireless or radio capabilities in the Ohio EOC include 13 two-way radio systems, which include both encrypted and clear-voice capabilities, linking local, state, federal and volunteer organizations.
2. Satellite communications systems and satellite links for the receipt of video, weather radar and forecast information are also available.
3. Communications capabilities to support state, federal, and local personnel in the field and at the site of the emergency include the following;
  - a State Communications Van
  - b 24 analog non-encrypted and 17 analog/digital encrypted hand-held radios
  - c 2/100-watt deployable base stations
  - d 2 analog suitcase radios
  - e 2 analog/digital suitcase radios
  - f 5 deployable cellular phones
  - g 7 vehicle-mounted cellular phones
  - h 2 briefcase cellular phones
  - i One 8-line voice satellite unit
  - j 11 encrypted mobile radios
  - k 16 non-encrypted mobile radios
  - l 7 vehicular repeaters
  - m 5 briefcase satellite telephones
  - n 2 briefcase satellite data telephones

#### E. Data

1. Facility data communications include dedicated T1 data links to the Ohio Data Network, DNR, statewide law enforcement organizations through the Law Enforcement Data System (LEADS), the National Weather Service (Cleveland and Wilmington offices), DOT and FEMA.
2. Internal data service is provided through three servers that include the Communications File Server, the DAB Admin-Server and Enterprise 1 which provide for the routing and distribution of information for day to day and emergency activities. This includes the

capability for state agencies to access their servers from the Ohio EOC during emergencies. The server software allows for automated management of emergencies, routing of electronic mail, electronic mapping and modeling.

- F. Other types of Ohio EOC communications capabilities include pagers, public address system, e-mail, voice mail, the State of Ohio Rain/Snow Monitoring System (STORMS), information collection and distribution procedures and warning dissemination to include Emergency Alert System (EAS) activation.
- G. Ohio EMA will coordinate with other state agencies and private vendors for additional capabilities when needed.
- H. Policies for activation of the ESF #2 Team appear in the Ohio EMA Duty Officer's Handbook.
- I. Assumptions
  - 1. ESF #2 will assist local emergency organizations with setting up and operating temporary emergency communications capabilities as needed
  - 2. The Ohio EOC will be operational and will support statewide communications operations with federal, state, and local organizations.
  - 3. State and Local governments, in coordination with the telecommunications industry, will accomplish as much restoration and reconstruction of telecommunications facilities as conditions permit.

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

- A. Overview of the ESF 2 Team
  - 1. Ohio EMA is responsible for activating and notifying the ESF #2 Team for assessment, response, and recovery activities during emergencies.
  - 2. The primary support organizations that will receive initial notification for ESF #2 Team activation include the Highway Patrol, DAS, DNR, ONG, PUCO and DOT. Other support agencies will be notified and activated for ESF #2 depending upon the nature and extent of the emergency.
- B. Relationships Between Levels of Government
  - 1. Federal
    - a. Federal support addressed in ESF #2 in the Federal Response Plan provides national security and emergency preparedness support to federal, state, and local disaster response elements. This support includes government-furnished telecommunications, commercially leased communications and expedited telecommunications services provided under Telecommunications Service Priority System (TSP). These capabilities can be accessed by mission requests from the state.
    - b. The following organizations compose the federal ESF #2 Team and will work with Ohio's ESF #2 Team during emergencies from the Regional Operations Center (ROC), the Disaster Field Office (DFO) and the site of the emergency:
      - National Communications System (Primary)
      - Department of Agriculture

- Department of Commerce
- Department of Defense
- Department of Interior
- Federal Communications Commission
- Federal Emergency Management Agency
- General Services Administration

C. This chart shows the relationship between federal, state and local communications organizations. In some cases there are no comparable comparisons.

<b>Comparison Chart for ESF #2 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Ohio EMA (with respect to federal and local organizations listed in this row)	National Communications System FEMA Federal Communications Commission Dept. of Commerce	Local EMA (with respect only to Ohio EMA)
Ohio State Highway Patrol	*	*
Dept. of Administrative Services	General Services Administration	*
Dept. of Commerce	*	*
Adjutant General's Department	Dept. of Defense	*
Dept. of Natural Resources	Dept. of Interior Dept. of Agriculture	*
Public Utilities Commission	*	*
Dept. of Rehab. And Corrections	*	*
Dept. of Transportation	*	*
Civil Air Patrol ( by MOU)	Civil Air Patrol	*
RACES	National RACES	Local RACES
Ohio Education Broadcasting	*	*

\*There is no comparable organization for comparison of duties listed in this ESF

## 2. State

- Ohio EMA coordinates state-level communications support between the agencies of state, federal and local government from CAS 1-4 and recovery.
- Coordination may be internal within the ESF #2 Team member organizations and it may include coordination with governmental and private organizations external to the team.

## 3. Local

- The ESF #2 Team coordinates emergency activities with the local EOC in the affected area when it is activated.
- Specifics related to communications problems in a local area may be addressed directly between the ESF #2 Team and local responders at the site of the problem.

# IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

## A. Overview of the ESF #2 Team



1. The lead Agency for ESF #2 accepts and coordinates communications missions from local governments during emergencies and assigns missions as appropriate.
2. Internal management and supervisory practices of the agencies that make up ESF #2 are maintained throughout emergency operations.
3. The Ohio EMA provides briefings in the Ohio EOC for ESF #2 Team operations.

B. Assignments of Responsibility

1. Ohio Emergency Management Agency
  - a. Lead and coordinate the ESF #2 Team.
  - b. Manage communications capabilities within the Ohio EOC
  - c. Provide state mobile communications as needed during emergencies
  - d. Manage the Telecommunications Priority System (TSP) for Ohio
  - e. Assess communications infrastructure following a disaster
  - f. Prioritize assistance based on assessments.
  - g. Manage TSP for rapid restoration of common carrier telephone outages and provision of new circuits
  - h. Evaluate, define and assign emergency missions to team members and other organizations as required
  - i. Provide technical assistance and advice to local, state, and federal organizations.
  - j. Establish and maintain the automated computer system needed for Ohio EOC operations.
  - k. Establish data communication links for state agency computers as needed in the Ohio EOC during emergencies.
  - l. Provide ongoing maintenance and restoration of Ohio EMA owned systems.
  - m. Deploy and install transportable communications systems to include radio base stations, satellite links and portable communications equipment.
  - n. Establish video conferencing links as needed.
  - o. Obtain remote video images or remote TV broadcasts as needed from the disaster.
2. Adjutant General's Department
  - a. Deploy communication resources for assigned emergency missions.
  - b. Deploy radio operators to the Ohio EOC.
  - c. Assist in the transportation of emergency communications equipment, satellite systems and portable telephone systems.

- d. Act as liaison for the deployment of the Military Affiliated Radio System (MARS).
  - e. Provide technical support for ESF #2 operations as needed.
3. Highway Patrol
- a. Provide 24-hour staffing of the Ohio EOC/JDF during emergencies.
  - b. Provide Communications infrastructure assessments from the site.
  - c. Maintain data communications to all law enforcement agencies.
  - d. Deploy State Mobile Command Center in coordination with Ohio EMA.
  - e. Provide technical support for system restorations.
  - f. Provide supplemental radio units to state and local agencies.
  - g. Deploy radio operators as needed to the Ohio EOC during emergencies.
4. Department of Administrative Services
- a. Obtain contract communications resources as needed.
  - b. Support video conferencing in the Ohio EOC.
  - c. Act as a liaison with telephone companies.
  - d. Employ facilities of State of Ohio Multi-Agency Communications System (SOMACS) to provide state government with necessary voice and data systems to respond to emergencies.
  - e. Maintain state microwave communications system consisting of voice/data subsystems linking major Ohio cities.
5. Civil Air Patrol
- a. Maintain a base station for direct video and data communications to operating forces of the Civil Air Patrol throughout Ohio.
  - b. Provide transmission of video images from CAP aircraft.
  - c. Refer to the Ohio Wing Communications Plan for 1998 for specific information on CAP capabilities.
6. Department of Commerce
- a. Provide communications interface for hazardous materials incidents.
7. Ohio Educational Broadcasting Network Commission
- a. Support routing of emergency video information to the Ohio EOC.
  - b. Provide routing of EAS alerts to major cities.

8. Department of Natural Resources
  - a. Maintain a 24-hour dispatch capability.
  - b. Maintain ongoing communications with field forces.
  - c. Provide radio equipment to supplement communications.
  - d. Provide technical assistance for the restoration of communications systems.
9. Public Utilities Commission of Ohio
  - a. Act as an information link with phone companies.
10. Radio Amateur Civil Emergency Services
  - a. Provide a parallel communications network operated by approximately 7,500 qualified and licensed radio amateurs.
  - b. Provide radio communications between localities within the state, with adjacent states and the Ohio EOC.
  - c. The Radio Amateur Civil Emergency Service Plan is maintained on file in the Technical Support Office of Ohio EMA.
11. Department of Rehabilitation and Corrections.
  - a. Maintain communications systems within all prisons throughout Ohio.
  - b. Maintain communications links to the Highway Patrol and Sheriff's departments throughout the state.
  - c. Deploy communications equipment to supplement emergency needs as required.
12. Department of Transportation
  - a. Maintain 24-hour staffing of the Ohio EOC during emergencies.
  - b. Through data communications, provide information on road conditions during emergencies.
  - c. Provide technical assistance for the restoration of communications systems.
  - d. Provide radio equipment to supplement communications.

## **V. RESOURCE REQUIREMENTS FOR THE ESF #2 COMMUNICATIONS**

- A. Resource requirements and Standard Operating Procedure information for state communications that do not appear in ESF #2 can be found in resource listings and SOP maintained on file in the Technical Services Branch of Ohio EMA.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #3  
ENGINEERING AND PUBLIC WORKS**

**PRIMARY AGENCY:** Ohio Department of Natural Resources (DNR)

**SUPPORT AGENCIES:** Adjutant General's Department (ADJ)  
Ohio Department of Administrative Service (DAS)  
Ohio Department of Commerce (DOC)  
Ohio Department of Development (DOD)  
Ohio Environmental Protection Agency (EPA)  
Ohio Department of Health (ODH)  
Public Utilities Commission of Ohio (PUCO)  
Ohio Department of Transportation (DOT)(Refer to ESF #1  
Transportation for engineering responsibilities related to  
transportation.)

**I. INTRODUCTION**

- A. ESF #3 is composed of a grouping of state agencies that support response and recovery for local and state public works/engineering following an emergency. There is no single state organization that has oversight over all varieties of public works/engineering assistance that may be required following a disaster. In general, the Ohio Department of Natural Resources (DNR) addresses most engineering concerns that are not related to transportation systems, therefore, DNR serves as the lead agency for this function. All support agencies for ESF #3 may be required to report individually on their emergency missions when activated in the Ohio Emergency Operations Center (Ohio EOC), the Disaster Field Office (DFO) or at the site of the disaster.
- B. ESF #3 may be involved in the following emergency activities that assist local governments in response and recovery efforts.
- Damage assessment
  - Provision of technical advice
  - Demolition and stabilization projects
  - Inspections
  - Evaluations
  - Contracting
  - Reconnaissance
  - Emergency repairs
  - Temporary and permanent construction
  - Debris removal
  - Public works/engineering emergency supply and support services.

**II. SITUATION**

- A. Disasters cause property damage to homes, public buildings and other facilities. Those structures may require reinforcement, demolition or isolation to insure safety. Public utilities may be partially or fully inoperable following disasters. (Refer to ESF #12 for energy utility information and ESF #2 for communications information.)

- B. Equipment in the immediate disaster area may be damaged or inaccessible. State government may have to deploy resources from outside the affected area in order to ensure a quick, effective response.
- C. Assumptions
  - 1. ESF #3 will prioritize state emergency missions by addressing life-saving and human health issues first.
  - 2. Rapid damage assessment of the disaster area will be necessary to determine potential workload.
  - 3. Emergency environmental waivers and legal clearance will be needed for disposal of materials from debris clearance and demolition activities.
  - 4. State and local agency requirements may be relaxed. Consumer protection programs will be in place to protect citizens.
  - 5. Support services for ESF #3 personnel at the disaster area will be provided from outside the disaster area.

### **III. CONCEPTS OF OPERATIONS**

#### **A. Overview**

- 1. The Ohio Emergency Management Agency (Ohio EMA) will notify elements of ESF #3 when public works and engineering capabilities are required for state assessment, response and recovery activities during emergencies. Full or partial activation of ESF #3 will depend upon the requirements for response and recovery.
- 2. Personnel from ESF #3 Primary and Support Agencies are prepared to staff the Ohio EOC on a twenty-four hour basis and provide personnel and equipment as applicable for emergency response and recovery activities at the disaster site .
- 3. Additional public works and engineering services and equipment may be contracted for on an emergency basis when required for response and recovery operations.
- 4. Close coordination is maintained between ESF #3 organizations during emergencies in order to:
  - Prioritize response and recovery missions
  - Share and update information
  - Ensure expedient response and recovery actions
  - Avoid redundant activities
  - Ensure a unified effort when working with federal, local and private organizations
  - Provide accurate intelligence to other organizations in the Ohio EOC and at the site of the emergency
- 5. Each ESF #3 organization is responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies.

6. The pre-positioning of ESF #3 resources may take place depending upon the nature of the hazard.
7. Equipment will receive maintenance and repairs and be stored in protected locations during response and recovery in order to ensure maximum, safe usage.
8. ESF #3 will coordinate with ESF #7, Resource Support, and ESF #5, Information and Planning, when establishing staging areas for public works and engineering personnel, equipment and supplies. This will ensure that the best sites are identified and established and that site locations, contact numbers and capabilities are distributed to personnel needing this information.
9. Deactivation of ESF #3 can be a long-term process, extending deep into the recovery phase since public works and engineering projects may require many months of activity. Deactivation will be coordinated between local officials and state executives of ESF #3 organizations.

## B. Levels of Governments

### 1. Federal

- a. Federal ESF #3 may be activated for emergencies in Ohio requiring federal assistance. The federal ESF #3 Team is composed of the following organizations.
  - Department of Defense , U.S. Army Corps of Engineers (Primary Agency)
  - Dept. of Agriculture
  - Dept. of Commerce
  - Dept. of Health and Human Services
  - Dept. of the Interior
  - Dept. of Labor
  - Dept. of Veterans Affairs
  - Environmental Protection Agency
  - Tennessee Valley Authority.
- b. The state ESF #3 Team will coordinate with the federal ESF #3 Team by working with them in the field, in the Disaster Field Office (DFO) and by providing them with emergency missions that are beyond the capabilities of ESF #3.

### 2. State

- a. DNR is the state liaison organization between Ohio and the U.S. Army Corps of Engineers.
- b. The Adjutant General's Department is the state liaison organization between Ohio and the Department of Defense.
- c. State ESF #3 organizations may contract with and coordinate with a wide variety of private public works and engineering services in order to provide expedient response and recovery to communities during emergencies.
- d. Each ESF #3 organization maintains internal listings of private organizations that may be needed for specific services during emergencies. Coordination and approval will be obtained with appropriate fiscal and executive personnel within each organization and the Ohio EOC/Disaster Field Office before a commitment to a private provider is made.

- e. ESF #3 organizations will coordinate with ESF #3 organizations from adjacent states when required during emergencies. These states include Michigan, Indiana, Kentucky, West Virginia, and Pennsylvania.

3. Local

- a. Local-level emergency requests for state public works/engineering resources and services communicated to the Ohio EOC will be directed to ESF #3 personnel for action.
- b. Requests for ESF #3 assistance made by local officials to ESF #3 personnel at the site of the emergency will be coordinated with and approved by ESF #3 Ohio EOC/DFO personnel before action is taken.
- c. Local Emergency Management Directors will ensure that local personnel skilled in engineering and public works will be pre-identified and assigned to coordinate with state ESF #3 personnel during emergencies.

4. Comparison Chart for ESF #3 Organizations

This chart illustrates agencies on various levels of government that share similar emergency responsibilities. These agencies from different levels of government may coordinate with each other during emergencies.

<b>Comparison Chart for ESF #3 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Department of Natural Resources Adjutant General's Department Department of Transportation	U.S. Army Cops of Engineers	County Engineer Municipal Street Departments
	Department of Agriculture <sup>1</sup>	
Department of Commerce	Department of Commerce	
Department of Health	Dept. of Health & Human Services	Local Health Department
Environmental Protection Agency	Environmental Protection Agency	Local fire departments
Department of Development	Department of the Interior	County engineer/Commissioners
Department of Administrative Services <sup>2</sup>	Department of Labor Department of Veterans Affairs	
Public Utilities Commission of Ohio <sup>3</sup>		
	Tennessee Valley Authority <sup>4</sup>	

**1.** The federal Department of Agriculture addresses emergency issues similar to those addressed by the Dept. of Natural Resources and the Adjutant General's Department.

**2.** Department of Administrative Services may assist by providing contractual services for debris removal. Departments of Labor and Veterans Affairs also provide personnel support. The state Bureau of Employment Services may also assist in this area. Refer to ESF #17 recovery for their responsibilities.

**3.** The Public Utilities Commission of Ohio may assist during emergencies in various areas involving public works. Refer to ESF #12 Energy for a complete listing of their responsibilities.

**4.** TVA may provide additional personnel to assist in damage assessments and debris clearance.

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

##### **A. Adjutant General's Department**

1. Provide personnel and equipment for the following public works/engineering emergency activities.
  - a. Debris removal
  - b. Damage assessment
  - c. Demolition and/or emergency repairs or stabilization of unsafe public structures
  - d. Engineering reconnaissance
  - e. Delivery of potable water.
  - f. Assist with emergency drainage problems.
2. Act as primary liaison between Ohio and Dept. of Defense.

##### **B. Department of Administrative Services**

1. Provide technical assistance for inspections, emergency repairs or demolition of damaged public buildings.

##### **C. Department of Commerce**

1. Provide building inspectors as needed at the site of the emergency.
2. Provide information to Ohio EOC personnel on industries affected by the disaster.

##### **D. Department of Development**

1. Coordinate with private contractors and identify federal, state, and local programs that can be used to support ESF #3 assessment, response, and recovery operations.

##### **E. Environmental Protection Agency**

1. Inspect and evaluate public water sources following state-declared emergencies as directed.
2. Support the decontamination of public waterways during state-declared emergencies.
3. Coordinate with Department of Health to restore sanitation standards at the disaster site.
4. Issue boil water advisories and alerts with respect to damaged public works facilities in the disaster area.

##### **F. Department of Health**

1. Coordinate with Ohio EPA and local agencies to maintain and/or restore sanitation standards for public works facilities in the disaster area.

##### **G. Department of Natural Resources**

1. Provide personnel and equipment for the following public works/engineering emergency activities.



- a. Providing intelligence on state water resources.
  - b. Inspection of dikes, levies, dams and related structures.
  - c. Debris removal.
  - d. Damage assessment.
  - e. Assist with emergency drainage problems.
  - f. Activate of the Civilian Conservation Corps (CCC) for emergency assignments.
  - g. Ensure emergency access to remote and forested areas.
  - h. Restore structural integrity of damaged public property as directed.
  - i. Contact with private organizations as necessary to support ESF #3 assessment, response, and recovery activities.
- 2. Act as primary liaison between Ohio and the U.S. Army Corps of Engineers.
  - 3. Coordinate with ESF #3 team members to identify missions for the federal ESF #3 team.

H. Public Utilities Commission of Ohio

- 1. Provide emergency coordination for information between public works and the Ohio EOC as needed during emergencies.
- 2. Support evaluation and repair of public utilities systems following state-declared emergencies.

I. Department of Transportation

- 1. Support debris removal, especially along transportation routes.
- 2. Provide technical recommendations as requested by ESF #3 organizations during emergencies.
- 3. Provide equipment and personnel for ESF #3 operations.

**V. RESOURCE REQUIREMENTS FOR ESF #3 PUBLIC WORKS AND ENGINEERING.**

- A. ESF #3 organizations maintain organizational Standing Operating Procedures and Resource Listings that document equipment, supplies and services available to them during emergencies.
- B. Additional required resources may be purchased when needed during emergencies.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION # 4  
FIREFIGHTING**

**PRIMARY AGENCY:** State Fire Marshal (SFM)

**SUPPORT AGENCIES:** Ohio Department of Natural Resources (ODNR)  
Ohio Emergency Management Agency (OEMA)  
Ohio Department of Transportation (ODOT)  
United States Department of Agriculture (USDA) Forest Service

**I. INTRODUCTION**

A Purpose

ESF # 4 offers guidance to agencies and departments, who are responsible for fire suppression in rural, urban, and wildland settings, resulting from or occurring with natural, technological or man made disasters.

**II. SITUATION**

A Virtually all of Ohio is provided with fire and emergency medical service protection through a network of paid and volunteer fire and EMS departments.

B Although these first responders receive extensive training prior to joining a department, and then often attend weekly training to maintain their certifications, these men and women still face numerous severe hazards on a daily basis. Some of those hazards are: densely populated urban settings, ever increasing high-rise structures, limited equipment and personnel in rural settings, limited access to utilities or natural resources to suppress wildland and/or forest fires, terrorism attacks, hazardous materials incidents, and radiological emergencies.

C If necessary, specialized teams or response organizations may be brought in to assist on scene in the suppression of the fire or containment of the emergency. Examples of these teams are, but not limited to; Urban Search and Rescue Teams, State Radiological Field Monitoring Teams.

D The Division of the State Fire Marshal, in the Department of Commerce is responsible for the coordination and application of state resources to support local jurisdictions during a disaster. The Fire Marshal's office is located at:  
State Fire Marshal / Ohio Fire Academy  
East Main Street  
Reynoldsburg, Ohio 43068  
(614) 752-7189 or 1-800-589-7347

E Assumptions

1. In most situations, individual department personnel and equipment, in conjunction with personnel and equipment provided through preexisting mutual aid agreements, should be adequate enough to respond to any disaster.
2. In Ohio, most fire departments utilize the Incident Command System (ICS) at the scene of a disaster. The management and coordination of all resources, personnel, equipment, procedures, and communications will take place through the ICS. The logistics officer

then will report this information, and any updates or changes to the Ohio Emergency Operations Center (Ohio EOC).

3. Once local jurisdictions have exhausted all of their resources, and an emergency declaration has been made, state and federal resources may be made available.

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

#### **A General Overview**

1. Local jurisdictions have the responsibility of providing fire service protection. In disaster situations, the functions and duties of the responders will mimic normal day to day operations with the addition of the following duties. These include utilization of either the Emergency Alert System, or some type of public notification system and the dissemination of information pertaining to population protective actions including, if applicable, evacuation routes information.
2. Radiological hazard-specific information is addressed in the Ohio Plan for Response To Radiation Emergencies at Licensed Nuclear Facilities, local Radiological Emergency Response Plan, SARA Title III Plans, and the Hazardous Materials Emergency Response Plan.
3. The first department on the scene will alert other responders regarding the status of the situation. The Incident Commander is responsible for advising decision makers about the risks associated with the threat and recommending methods for suppression.
4. In a disaster involving the likelihood of exposure to radiological contamination, trained personnel will be issued radiological monitoring equipment through the County EMAs, by Ohio EMA's Radiological Instrumentation Maintenance and Calibration Facility in order to detect and measure radiological exposures.
5. Procedures for addressing the radiological decontamination of response personnel, equipment, supplies, instruments and facilities will be addressed in SOPs of local response organizations, county emergency operations plans.

#### **B Relationship Between Levels of Government**

1. ESF #4 will manage and coordinate firefighting activities between local, state and federal agencies and departments. This management and coordination will include a mobilization of resources from the appropriate entities.
2. Generally speaking, even in federally-declared emergencies, most firefighting actions and support occur on a local and state level. Federal resources, such as USDA – Forest Service, may be limited due to the fact that those same resources are being drawn upon on a national level rather than being available solely for a declared emergency site in a particular state. For example, in Ohio, the USDA is responsible for fire suppression in the Wayne National Forest. However, the manpower or resources that would be called in by USDA to fight a forest fire comes from specially trained volunteers throughout Ohio and the rest of the nation. Personnel who would have been activated to fight a fire in Wayne National Forest may already be committed to fighting a fire in their own Ohio local communities or in some other location in the United States. The end result is that local or state should not rely only on federal personnel or resources. This awareness then should be the catalyst to develop mutual aid agreements on a local, statewide, and contiguous state level if applicable.

3. Assuming that local, state and federal resources are available during an emergency necessitating a large-scale fire response, the following chart shall serve as a comparison for all ESF #4 Organizations.

<b><u>Comparison Chart for ESF #4 Organizations</u></b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
State Fire Marshall	No comparable organization	Local Fire Chief
Dept. of Natural Resources	USDA. Forest Service	Local USDA-trained forest fire fighters
Ohio EMA	FEMA	County EMA
Dept. of Transportation	USDOT	Engineer/Street Dept.
Adjutant General's Dept.	Dept. of Defense	No comparable organization

### C Phases of Emergency Management

Local, state and/or federal agencies and departments that have fire and rescue responsibilities should consider the following examples of Pre-Emergency, Emergency and Post-Emergency actions.

#### 1. Mitigation

- a. Review hazard/vulnerability analysis, including forest and grassland areas.
- b. Review, upgrade and ensure enforcement of fire codes
- c. Present fire safety programs
- d. Require all new construction to conform to building fire codes
- e. Prepare EOPs/SOPs/ mutual aid agreements and supporting checklists.

#### 2. Preparedness

- a. Review mutual aid agreements.
- b. Review and upgrade existing fire warning plans.
- c. Test fire-warning systems.
- d. Train staff and volunteers for fire and rescue operations.
- e. Inspect equipment for serviceability.
- f. Review communication interaction with other county EOCs as well as the Ohio EOC.
- g. Review and update auxiliary and supporting personnel information.
- h. Review the Incident Command System.
- i. Review fire safety and fire suppression with EOC personnel.

- j. Inspect shelter sites for fire safety.
  - k. Brief shelter personnel about fire safety and provide fire support.
3. Response
- a. Employ the Emergency Alert System.
  - b. Establish communications with EOC and report any damage observed.
  - c. Deploy fire/rescue personnel with equipment based upon prioritization of need during emergencies.
  - d. Call for mutual aid forces, as needed. (Designate staging area for mutual aid and volunteer forces).
  - e. Perform rescue efforts. (Evaluate the need for requested activation of Search and Rescue Teams)
  - f. If trained, perform assigned radiological functions. Coordinate these and other actions and responsibilities with the Health Department.
  - g. Support EOC as required.
4. Recovery
- a. Conduct fire inspections. (Identify potential fire hazards, such as damaged gas lines and power lines).
  - b. Provide for decontamination functions.
  - c. Survey damage to fire equipment and facilities.
  - d. Compile record of events.
  - e. Review fire codes in relation to the disaster and recommend improvement where necessary.
  - f. Inspect all repairs made to existing facilities and any new facility construction for fire prevention safety.
  - g. Monitor all demolition operations.
  - h. Determine cause and origin of the disaster if possible. (Incidents involving arson or the use of an explosive device (bombing) should be investigated for the possibility of arson or terrorist activities).

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

##### **A State Fire Marshal (SFM)**

- 1. Provide the State Fire and Rescue Coordinator, including two alternates. The coordinator will report to the Ohio EOC upon its activation. From this location the coordinator will report on the risks and methods for suppression, including coordination of fire and rescue activities with affected county disaster areas.

2. Provide, as required, information on the availability of fire-fighting equipment on a statewide or area basis.
3. Coordinate state fire and rescue activities with the Ohio Department of Natural Resources (ODNR).
4. Serve as trainers and mentors for personnel who are utilizing ICS.

**B Ohio Department of Natural Resources (DNR)**

1. Provide trained personnel and equipment to assist with the suppression of wildland fires.
2. Provide a technical representative and support to ICS and/or the Ohio EOC.
3. Provide resources and/or support for rescue and related emergency response operations.
4. ODNR has developed and maintains a Fire Season Operational Plan. This document establishes guidelines for fire season preparedness and response. A copy of this plan can be found in ESF #4, TAB #3.
5. ODNR also serves as the chair of a task force, which assesses and addresses drought-related impacts and threats of wildfire. The specific activities, as well as a listing of other agencies who serve on the task force, can be found in the Ohio Drought Appendix.

**C Ohio Emergency Management Agency (Ohio EMA)**

1. Coordinate emergency fire operations when the State EOC is activated or as directed by the Governor. Each fire and rescue organization will maintain authority within its own jurisdiction and relay reports during emergency operations pertaining to causalities, injuries, damage observations, evacuation status, radiation levels, chemical exposures, etc., to the State Fire and Rescue Coordinator in the Ohio EOC
2. If necessary, will make a request to the Governor to issue a formal emergency declaration, thereby beginning the process of obtaining additional resources assistance and funding. Should the disaster exhaust state resources, then the Governor may seek assistance from FEMA.

**D Ohio Department of Transportation (DOT)**

1. Assist in maintaining access to arterial roadway corridors for firefighting equipment
2. Provide equipment such as trucks, backhoes, loaders, dozers, etc. on an as needed basis.

**E United States Department of Agriculture (USDA) Forest Service**

1. Provide fire protection within Wayne National Forest
2. State and local fire suppression organizations may request USDA, through ODNR and OEMA, to provide assistance in the form of either equipment or personnel specific to wildland or forest firefighting. Personnel or equipment provided by USDA may not necessarily be federal in origin. Instead, USDA maintains a list of people and equipment from different departments across the United States who are available through mutual aid agreements to assist other organizations.

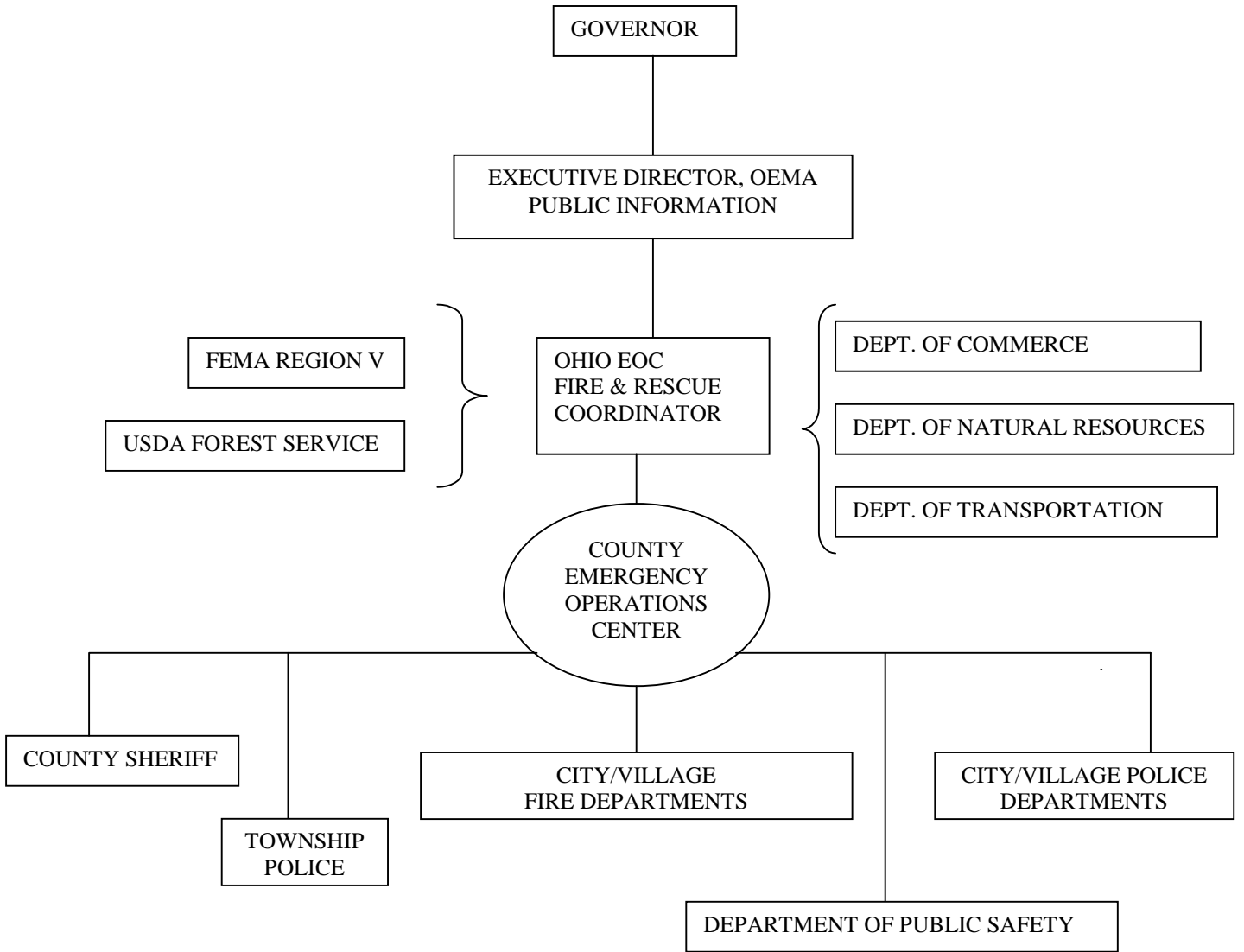
**V. RESOURCE REQUIREMENTS FOR ESF #4, FIREFIGHTING**

- a. Each fire/rescue organization will maintain internal personnel notification and recall rosters, including communications, to implement call down of personnel assigned to the EOC, dispatch centers and response teams.
- b. These organizations will also be responsible for providing necessary support to their personnel for food, water, fuel and emergency power.
- c. A listing of available fire and rescue resources within each jurisdiction should be maintained by each County EMA Director and/or the president of the local fire association. – The State Fire Marshal’s Office is in the process of obtaining resources lists from all fire and rescue organizations throughout Ohio. SFM will make certain that the accuracy of these lists is maintained.
- d. County and municipal coordinators should develop mutual-aid agreements with adjacent political subdivisions for reciprocal emergency assistance.

**VI. TABS**

- A. Tab #1 Emergency Fire Service Organization Flow Chart
- B. Tab #2 Ohio Department of Natural Resources Division of Forestry - Wildfire
- C. Tab #3 Ohio Department of Natural Resources Division of Forestry – Fire Season Operation Plan

**OHIO EMERGENCY OPERATIONS PLAN  
 EMERGENCY SUPPORT FUNCTION #4 FIREFIGHTING  
 Tab #1 EMERGENCY FIRE SERVICE ORGANIZATION**





**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #4 FIREFIGHTING  
TAB #2 WILDFIRES**

**PURPOSE:**

To assess and address drought-related impacts due to threats of wildfire.

**LEAD STATE AGENCY:**

Ohio Department of Natural Resources, Division of Forestry

The Task Force is chaired by the Division of Forestry and will consist of the following State and federal agencies:

- Division of Air Pollution Control, OEPA
- Division of Wildlife, ODNR
- Division of Parks and Recreation, ODNR
- Division of the State Fire Marshal, Ohio Department of Commerce
- U.S. Forest Service
- Division of Natural Areas and Preserves, ODNR

**ACTIVITIES:**

Identify key personnel and contacts.

Assess and project the extent and potential impacts of wildfire threats.

Review existing wildfire protection capabilities and inventory ponds, lakes and dry hydrants which may be available in firefighting efforts.

Project the need for additional resources.

Provide technical planning and preparedness assistance.

Recommend a burning ban, in specified areas or statewide, based on current and expected wildfire activity and available indicators.

Prepare a final report upon deactivation.

**OHIO EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION #4 FIREFIGHTING**  
**Tab #3 FIRE SEASON OPERATION PLAN**

<b>Effective</b>	October 6, 1999
<b>Purpose</b>	To establish guidelines for fire season preparedness and response
<b>Authority</b>	ORC Chapter 1503
<b>References</b>	Wildfire Management Manual
<b>Resource</b>	Fire/Law Program Administrator Rural Fire and Training Coordinator

**Preface**

This plan will put into practice the concept of incident management and greatly assist in requesting and managing when the use of non-local resources is required. Use of planning levels to guide expected levels of preparedness and response is a commonly accepted practice for wildland fire management agencies. The purposes of these planning levels are:

1. To identify the level of wildland fire activity, severity and resource commitment within the Division of Forestry;
2. To identify actions to be taken by the Division of Forestry to ensure an appropriate level of preparedness and readiness for the existing and potential situation;
3. And to modify or curtail Division of Forestry activities when essential to ensure preparedness or in response to severe fire situations.

The Fire Management Staff (Columbus) will monitor the state fire situation and determine the planning level for the Division. This operational plan document will be updated as necessary.

Planning Level I

**Planning Level I**

At this level the forest units are having fires but are able to manage them using forest or district resources. No movement of resources from District to District is occurring. Fires are occurring on a daily basis and are contained and controlled within one operational period. FEMA declaration is possible.

Operations:

- Operations will occur according to normal procedures. Forest units should handle their local fire load and any resources supplementing forest units should come from within the district.
- During times that a red flag warning or watch is issued for a weekend, holiday, or other normally scheduled day(s) off, district managers may use stand-by pay per article 13.12 of the labor contract. Stand-by would normally be scheduled for those peak periods of expected fire activity.
- Costs of individual fires need to be tracked as well as the potential threat to structures or other improved property. This data is necessary if a request is made for a FEMA declaration or the division requests emergency funds from the controlling board to help defray suppression costs.
- The forest or district handles all support of the resources assigned to fires.

**Planning Level II**

At this level forest units and districts are having several consecutive days of multiple fires or fires begin to burn and require suppression support for more than one operational period. Requests are being made at the District level to bring in more resources from other Districts and areas of the Division. The number of fires increases to the point some fires are under staffed or not staffed at all. Fires are threatening structures and other improved properties. The use of air resources to aid in the suppression efforts may have begun. FEMA declaration is possible.

Operations:

- At this level the fire protection area will be broken into one or more branches with management teams assigned to coordinate all suppression activities within the activated branch or branches.
- The management team will consist of a minimum of an Incident Commander, Planning/Logistics/Finance Chief, and Task Forces Leaders.
- The number of personnel assigned to the branch will be adjusted according to need and at the direction of the Incident Commander.
- Costs of individual fires or complexes of fires need to be tracked as well as the potential threat to structures or other improved property. This data is necessary if a request is made for a FEMA declaration or the division requests emergency funds from the controlling board to help defray suppression costs.
- The Incident Commander will be delegated the authority for command of fire suppression activity within the branch by the District Forester(s).
- Unified command will be established with the United States Forest Service, Wayne National Forest in areas of intermingled state and federally protected land to allow effective sharing of resources and prevention of effort duplication.
- All resource ordering and incident status information will be coordinated through the Fire Management or State Forest Sections or their representatives.
- The support of all resources assigned the branch will be the responsibility of the incident management team.
- Personal Services contracts with former Division employees are used as well as contracts for air support and equipment needs.
- The Incident Management Team will work with the county Emergency Management Agencies to help facilitate logistical and planning needs for the branch.
- Branch communications plans will be developed and implemented by the Incident Commander

**Planning Level III**

At this level there are multiple branches established throughout the fire protection area. FEMA declarations may have occurred on fires in the state. All resources of the Division of Forestry are assigned and there is need to request more from other Divisions and Departments within the state. The Middle Atlantic Compact states are contacted to see if they have resources available to assist.

Operations:

Same as Planning Level II

A fully qualified Cost Unit Leader is assigned to each branch to ensure proper cost tracking occurs. This position will most likely be brought in from out-of-state to ensure all costs associated with FEMA declarations are claimed and proper documentation of costs associated with the entire operation are captured.

**Planning Level IV**

All resources from within the state have been assigned and more resources are needed to address the fire situation. Multiple FEMA declarations may have been approved.

Operations:

Same as Planning Level III

Middle Atlantic Interstate Forest Fire Protection Compact is activated

Resources will be requested from out-of-state through the Ohio Interagency Coordination Center.

## **Branch Incident Commander Responsibilities**

1. Ensure resources assigned are housed, fed and logistical needs are met.
2. Track costs associated with incidents occurring within branch
3. Direct operations of branch and conduct strategy meetings as needed.
4. Ensure safety receives priority consideration in the development of branch plans.
5. Assess incident situation.
6. Determine the need for and supervise Command and General Staff.
7. Develop and approve the Incident Action Plan. At minimum ICS 201, ICS 203 and ICS 204's need to be part of the plan.
8. Approve and place requests for additional resources and requests for release of resources.
9. Ensure an ICS 209 is completed each day and forwarded to fire staff.
10. Establish and direct task forces to ensure suppression efficiency. The Incident Commander should supervise the Operations section unless an Operations Section Chief is assigned.

## **Logistics / Planning / Finance Section Chief Responsibilities:**

**(Maybe one or more persons filling role)**

1. Obtain briefing from Incident Commander
2. Conduct planning meetings.
3. Responsible for the production of the Incident Action Plan.
4. Keep track of resources and incident status.
5. Ensure normal Division of Forestry information collection and reporting requirements are met.
6. Determine and implement the method of feeding of resources to best-fit incident.
7. Order, purchase, receive, store, assign, and maintain inventory of supplies needed for the incident.
8. Provide sleeping facilities for resources.
9. Ensure personnel and equipment time recording documents are prepared daily for cost tracking purposes.
10. Supervise cost unit leader, logistics, and planning personnel when assigned.

## **The Division of Forestry internally maintains rosters of names to fill the following positions:**

- Incident Commander
- Logistics / Planning / Finance Section Chiefs
- Task Force Leaders
- Expanded Dispatch /Columbus Support
- Logistics / Planning / Finance Support
- Non-State Forest Personnel Firefighter Qualified
- Other Red Carded State Employees

## **FEMA FIRE SUPPRESSION ASSISTANCE SUMMARY**

### **DEFINITION:**

When a fire or fires threaten destruction that would constitute a major disaster the FEMA Associate Director (AD) may authorize Federal assistance under the Stafford Act. Assistance may include grants, equipment, supplies, and personnel.

#### TYPES OF FIRE:

Suppression of any fire on public or privately owned forest or grassland that threatens a significant number of structures or other improvements. The fire must be the responsibility of the State or a local fire department.

#### DECLARATION PROCESS:

The Division of Forestry determines the need for request. The criteria for a request are least 20 structures threatened by a fire or complex of fires that has the potential to burn together into one large fire.

The Division of Forestry alerts the Ohio Emergency Management Agency, which will coordinate with the Governor to make the request to FEMA. This initial request by Ohio EMA may be a telephone request, followed by a formal letter from the Governor's Office.

If approved FEMA will notify the Governor and in turn Ohio EMA. Approval will be based on information provided by the Division, EMA, and the Principal Advisor. The Principal Advisor is a Forest Service representative that will make recommendations to FEMA and assess the situation to verify a declaration is needed.

#### REIMBURSEMENT RATES:

Seventy (70%) per cent of costs (70% Federal / 30% State) when an eligible fire exceeds the 1999 floor cost of \$26,435 or 100% Federal share if the State's out-of-pocket expenses exceed twice the average fiscal year cost of \$528,697.

#### COST ELIGIBILITY:

Expenses to provide field camps and meals and personal comfort and safety items.

Reasonable state rates for use of publicly owned equipment for eligible fire suppression work.

Reimbursement to State for reasonable cost billed by Federal Agency.

Cost for lost or expended tools, materials, supplies, and equipment – less reasonable insurance.

Mobilization / Demobilization costs directly related to Federal fire suppression assistance provided through FEMA.

Eligible cost of local government fire-fighting organizations – when reimbursed by the State through an existing mutual agreement.

State costs for suppressing fire on Federal land when State is responsible, based on cooperative agreement, without reimbursement. This is exception to FEMA policy and accommodates State action involving co-mingled Federal / State and privately owned forest or grassland

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #5  
INFORMATION AND PLANNING**

**PRIMARY AGENCY:** Ohio Emergency Management Agency (Ohio EMA)

**SUPPORT AGENCIES:** All organizations of state government that may be activated for assessment, response, and recovery missions.

**I. INTRODUCTION**

- A. ESF #5 manages the collection, processing, and analysis of information for dissemination to operational elements and for inclusion in various reports. It responds to the information requirements of assessment, response, and recovery personnel. It supports the identification of overall priorities for state-level emergency activities by conducting research and developing displays and briefings as directed by the Executive Director of Ohio EMA. ESF #5 may also assist by developing long-range and short-range implementation plans in coordination with state and private organizations in order to achieve emergency goals.
- B. During CAS I - CAS IV and Recovery, ESF #5 personnel report directly to the Executive Director of Ohio EMA and support activities for emergency assessment, response and recovery.
- C. ESF #5 does not collect raw data in the field, but collects information from state and local personnel in the field, from personnel within EMA, from state personnel in other ESFs, from private and volunteer organizations and from federal personnel.
- D. ESF #5 uses standard report formats, symbology and map bases in order to ensure uniformity and consistency in the development and dissemination of information and planning products.

**II. SITUATION**

- A. An incident that would require the activation of CAS I or CAS II assessments would cause the activation of ESF #5.
- B. The ESF#5 Team is composed of a Team Leader, SITSTAT Recorder, Documentor, Distributor, Displayer, Field Liaison, Planning Specialist, and After-Action Coordinator.
- C. During emergencies, the ESF #5 Team may work 12-hour shifts on a 24-hour basis that would require additional personnel for a second shift. Depending on the severity of the disaster, support personnel may be required.
- D. Assumptions
  - 1. If the event increases in duration and scope with the possible activation of CAS III or CAS IV, the demands for information support will be immediate and continuous.
  - 2. State and local personnel in the field will be the best source of vital information regarding damage assessments, needs assessments, geographical, logistical, and other necessary site-area information.
  - 3. There may be delays in establishing full operational capability because telecommunications may be impacted and lead-time is required to establish a state presence at the disaster site.

4. Personnel from other state departments will receive regular training in ESF #5 activities in order to back up ESF #5 team positions during emergencies.

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

- A. ESF #5 personnel achieve emergency information and planning objectives through the development of the following:

1. Essential Elements of Information (EEI)

Information on Situation Assessments, Needs Assessments, and Damage Assessments which provide information respectively on the general parameters of the emergency, the requirements of victims and the destructive effects of the hazard on life and property will be collected emergency personnel and processed, compiled and recorded by ESF #5. The Executive Director of Ohio EMA, in coordination with the ESF #5 Team Leader and the EOC Operations Officer, will determine the priorities for gathering specific EEIs.

2. Situation Reports (SITREP)

Situation Reports impact the following categories:

- a State-Level Organizations

SITREPs will be developed in cooperation with each state-level organizations represented in the Assessment Room, the Ohio EOC, and the DFO based on briefing information and meetings with department staff.

- b Governor

ESF #5 will compose a SITREP for the Governor that provides an overview of emergency activities after the morning and afternoon briefings during state assessment, response, and recovery phases. SITREP Charts illustrating certain EEIs (number of homes destroyed, number of evacuees in shelters, etc.) may be attached to the Governor's SITREP.

- c The ESF #5 SITSTAT Recorder will maintain an on-going display of situation status information. The SITSTAT Recorder will maintain this on computer and provide copies for distribution twice a day.

- d SITREPs contain a time frame, location and phone number of the organization, name of SITREP developer, summation of activities to date, current issues, a review of future activities and attachments that support SITREP information.

3. Action Plans

Action Plans are developed by ESF representatives in the Ohio EOC. Action Plans provide daily reports on specific problems being addressed during an emergency by an ESF. Action Plans describe on-going issues, new issues, and objectives for each problem area being addressed by the ESF. The Planning Specialist will assist state ESFs in the development of Action Plans and maintain a chronological record of Action Plans.

4. Briefings and Displays

ESF #5 will develop computer graphics, briefing summaries and various other displays.

5. Open Issues

The Open Issues Chart identifies issues that need to be addressed. State executives, in coordination with County EMA Directors and state agencies, continually evaluate open issues in order to determine appropriate state actions.

6. Mission Tracking Chart

This chart provides a listing of state missions and their status. ESF #5 team members collect mission-tracking information and provide this information to Ohio EOC Operations personnel who ensure all missions are addressed.

7. Resource Commitment Chart

The chart lists state resources being used to address the emergency and where these resources are allocated. When the state emergency reaches CAS III, Department of Administrative Services will provide representatives to the Operations Room and will be responsible for resource tracking. Until that time, the ESF #5 will maintain and update the Resource Commitment Chart.

8. Locator Roster

The Locator Roster lists the names of personnel assigned to the emergency and a contact phone number. This roster may require frequent updates during an emergency.

9. Major Events Status Log

This log lists major events of the emergency in chronological order. A brief description of each event is also provided. This log is maintained by the ESF #5 Documentor.

10. Master Log

A binder of hard copy information including declarations, briefing displays, SITREP, Action Plans, and related information developed from CAS I through Recovery.

11. After Action Log, Summary Report, Minutes, After-Action Report, and Project Action Plan

- a The After-Action Log is a chronological listing of after-action information maintained throughout ESF #5 activation.
- b The Summary Report is a brief report describing the emergency events, listing significant actions that took place and providing significant statistics for the disaster being addressed.
- c Minutes are notes of meetings and written responses of emergency personnel to be used in after-action analysis.
- d The After-Action Report is a detailed, written analysis of the strengths and weaknesses of state-level emergency response and recovery activities based upon extensive research of the event and interviews with participating assessment, response, and recovery personnel.
- e The Project Action Plan that recommends corrective actions for deficiencies, identifies responsible players, and provides recommended actions to improve future operations.



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

The ESF #5 Team Leader will determine during CAS I Activation and throughout the emergency the level of activation required for the ESF #5 Team. The team may be reduced in size or expanded depending upon the requirements of the particular emergency. The ESF #5 Team operates out of the State EOC and the federal DFO. Refer to the ESF #5 Standard Operating Procedure (ESF #5 SOP) for detailed responsibilities and assignments.

#### **V. RESOURCE REQUIREMENTS FOR ESF #5**

- A. Refer to the ESF #5 SOP for a listing of resources needed by the ESF #5 Team.
- B. Training in procedures and instructions on equipment usage are conducted for ESF #5 personnel to ensure readiness.

#### **VI. TAB**

- A. Refer to ESF #5 SOP for procedures and forms.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #5  
INFORMATION AND PLANNING  
STANDARD OPERATING PROCEDURE**

**I. PURPOSE**

This SOP defines the job duties and interrelationships of the ESF #5 team members, lists ESF #5 product, defines the customers who receive these products and provides the formats for informational reports, displays and charts. This SOP is a support document to ESF #5 in the Ohio Emergency Operations Plan (Ohio EOP).

**II. SITUATION**

**A. Activation/Deactivation**

1. The Executive Director of Ohio EMA will determine when ESF #5 is activated.
2. ESF #5 will remain activated at some level from CAS I through Recovery.

**B. ESF #5 Products**

1. ESF #5 produces a variety of informational products that can be used by its customers. ESF #5 products include the following: Essential Elements of Information Checklist; Situation Reports and Charts; Action Plans; Briefings and Displays; Open Issues Chart; Mission Tracking Chart; State Resource Commitment Chart; Locator Roster; Events Status Log; After-Action Log, Minutes, After-Action Report and Project Action Plan; Master File; and Summary Report.

**C. ESF #5 Customers**

1. ESF #5 customers may include the following: the Governor; directors of state departments and related personnel; the Executive Director of Ohio EMA and related managers and staff; public information officers; Federal Emergency Management Agency personnel; Congressional representatives or staff members; personnel from private and volunteer organizations; and Emergency Management Agency personnel from other states.

**D. Assumptions**

1. Team members will receive regular training in the equipment and procedures needed during activation.
2. Personnel from other state departments will receive regular training in equipment operation and Ohio EOC procedures in order to back up ESF #5 team positions during emergencies.

**III. RESPONSIBILITIES**

**A. Team Leader Responsibilities**

1. Reports directly to the Executive Director of Ohio EMA and acts as interface for ESF #5 team members with Ohio EMA managers for activities involving the collection, processing, and distribution of emergency information from CAS I through recovery.
  - Maintains reliable pager, cellular phone, computer-based, and landline communications with EMA managers throughout activation of ESF #5.
  - Informs Executive Director of Ohio EMA, and EOC Operations Chief of Open Issues, EEIs, and other information products developed by ESF #5 team members that could impact state assessment, response, and recovery operations.
  - Receives guidance from Executive Director of Ohio EMA on priorities for collecting specific EEIs.
  - Supports the research and development of information requests from Ohio EOC personnel by providing direction, clarification, and coordination to ESF #5 team members.

- Informs ESF #5 team members of briefing schedules, deadlines, and reporting cycles for ESF #5 products.
2. Manages the information of planning function for Ohio during state emergency assessment, response, and recovery operations.
    - Activates ESF #5 team members upon notification by Executive Director of Ohio EMA.
    - Coordinates with Ohio EMA management, PIO, State ESF teams, and local officials as needed to verify information used in ESF #5
    - Reviews and approves drafts of ESF #5 products before finalization and release by team members.
    - Assigns priorities to the development of ESF #5 products.
    - Ensures shift change personnel for ESF #5 have been identified, notified of scheduling, and provided with briefings on emergency conditions and on-going ESF #5 activities before shift change.
    - Provides initial and on-going briefings to ESF #5 team concerning CAS Levels, status of emergency, work locations, work configurations for team members, procedures for signing in and out during activation, and related administrative information.
    - Assists ESF #5 team members in resolving issues that negatively impact the collection, processing, and distribution of information.
  3. Ensures equipment and other needed resources required by the ESF #5 team are available.
    - Confirms availability of resources listed in V. Required Resources of ESF #5 SOP.
    - Informs ESF #5 team members of items needed in Go Kits before activation.
    - Coordinates with Branch Chiefs to ensure availability, maintenance, and distribution of resources needed by ESF #5 team.
  4. Supports briefings in Assessment Room, Operations Room, and Disaster Field Office (DFO).
    - Provides ESF #5 team members with guidance for the development of briefing information.
    - Ensures all ESF #5 team members have at least one hour of lead time before briefings.
    - Provides ESF #5 products and assistance with displays during briefings.
  5. May coordinate with Ohio EMA PIO for provision of information to be used on Ohio EMA Web Page.
    - Makes daily contact with PIO, or as needed, for information transfers.
  6. At deactivation, ensures all ESF #5 records have been transferred to Documentor.
  7. After deactivation, supports development of After-Action Report, Summary Report, and Project Action Plan.
    - Reviews products developed by After Action Coordinator.
    - Submits Project Action Plan recommendation to Executive Director of Ohio EMA for review and approval.
    - Submits final disposition of Project Action Plan to Executive Director of Ohio EMA for review action following predetermined deadlines set in the plan.

## **B. Staffing for Team Leader**

The position of ESF #5 Team Leader is filled by first-line managers from the Ohio Emergency Management Agency. The Team Leader will be selected from the following positions depending upon availability of personnel:

1. Planning Supervisor #1
2. Planning Supervisor #2
3. Radiological Analyst Supervisor

## **C. Situation Status (SITSTAT) Recorder Responsibilities**

1. Develops and updates the State Resource Commitment Chart and the SITREP Charts attachments for the SITREP for the Governor.
2. Coordinates closely with ESF #5 Team Leader and other ESF #5 team members to verify information assembled for State Resource Commitment Chart and SITREP Charts for the Governor.
3. Ensures information collected for State Resource Commitment Chart and SITREP Charts for the Governor are consistent with previous reports.
4. Provides information when requested to ESF #5 team members for use in other ESF #5 products.
5. Coordinates with the Department of Administrative Services and fiscal personnel in the EOC for resource information during CAS III and IV.
6. Transfers all records to Documentor upon deactivation. Copies of charts should be given to Documentor as they are updated throughout the emergency.

## **D. Staffing for SITSTAT Recorder**

The position of ESF #5 SITSTAT Recorder may be filled by personnel from the following Ohio EMA Branches or by personnel from the Department of Public Safety or from other state departments.

1. Preparedness, Training and Exercise Branch
2. Response and Recovery Branch
3. Radiological Branch

## **E. Documentor Responsibilities**

1. Collects, maintains, and updates information for the Master File.
  - Time/Date stamps information before including it in the Master File.
  - Only Documentor, Distributor, and ESF #5 Team Leader have direct access to Master File during activation in order to prevent loss of documents.
2. Develops and updates Situation Report (SITREP) for the Governor
  - The SITREP for the Governor is developed in coordination with the ESF #5 Team Leader who determines headings and content and the SITSTAT Recorder who provides the chart attachment to the SITREP for the Governor.
  - SITREP for the Governor must be approved by the Executive Director of Ohio EMA before it is released.
3. Develops and updates Open Issues Chart
  - Refer to Tab 4 for example of Open Issues Chart.
  - Developed in coordination with ESF #5 Team Leader and team members from unaddressed emergency items that may require state assistance.

- All open issues will be verified and assessed in coordination with ESF #5 Team Leader and team members before inclusion on chart.
  - Open Issues Chart will be updated as directed by ESF #5 Team Leader as information is received.
4. Develops and updates Mission Tracking Chart
    - Refer to Tab 5 for example of Mission Tracking Chart.
    - The Mission Tracking Chart addresses the actions of the state government organizations at the site(s) of the disaster and is developed in coordination with the ESF #5 Team Leader, the Planning Specialist, and the Field Liaison.
    - All mission activity will be verified in coordination with the ESF #5 Team Leader and team members before inclusion on the chart.
    - The Mission Tracking Chart will be updated as directed by the ESF #5 Team Leader as State Action Plans, State SITREPs, EEIs, and related information are received.
  5. Maintains the Sign-In/Sign-Out Log for state personnel during assessment, response, and recovery.
    - Maintains log in clearly identified, easily accessible area.
    - Replaces log at end of shift to ensure that there are records of separate logs for each shift of emergency.
  6. Before end of each shift change ensures that ESF #5 products developed by all team members have been copied and given to Documentor for inclusion in the Master File.
    - Coordinates with ESF #5 Team Leader to remind team members during briefings of need for copied products.
    - Coordinates with ESF #5 Team Leader in order to obtain copies of damage assessment forms, declarations, proclamations, maps, news releases, road condition reports, shift personnel information, and other information needed for Master File that is not available from ESF #5 team members.
  7. Copies, collates, and binds reports needed by emergency personnel and delivers document to Distributor as requested by ESF #5 Team Leader.
  8. Acts as primary clerical support for ESF #5 Team.

#### **F. Staffing for Documentor**

The position of ESF #5 Documentor may be filled by personnel from the Ohio EMA, the Department of Public Safety or other state departments. Staffing priorities in Ohio EMA are:

1. Preparedness, Exercise and Training Branch
2. Response and Recovery Branch
3. Support Services Branch

#### **G. Responsibilities of Distributor**

1. Maintains distribution boxes in Ohio EOC for assessment, response, and recovery personnel in order to ensure copies of all pertinent information are distributed in a timely manner.
  - Coordinates with ESF #5 Team Leader and Operations to determine best location for distribution boxes.
  - Announces location of distribution boxes.
2. Copies and delivers requested information as needed by emergency management personnel.
  - Coordinates with Documentor when copying information from Master File.

3. Coordinates with ESF #5 Team Leader for distribution guidance and with ESF #5 team members for incoming information requiring distribution.
  - Obtains approval in advance from ESF #5 Team Leader for all items that are to be distributed.
4. Coordinates with ESF #5 Team Leader, to determine accessible location for table where multiple copies of documents, forms, and other informational items needed by personnel can be obtained.
5. Maintains skill in software and computer operations needed for electronic distribution of information.
6. Distributes blank Situation Report Form, Action Plan Form, and assists with software for the same.
  - Coordinates with Planning Specialist for distribution of Situation Report Forms and Action Plan Forms to state ESF Teams. (Refer to Tabs 2 and 3.)
7. Provides ESF #5 Team Leader approved information to Field Liaisons of updates to be distributed to state personnel in the field.
  - Coordinates with Field Liaisons to ensure that state personnel in the field are receiving necessary information from EOC and the DFO.
8. Maintains a current Locator Roster of key federal and state ESF personnel including fax, cellular, E-mail, and landline numbers. Distributes information and changes to assessment, response, and recovery personnel.
  - Locator Roster should be reviewed and updated at least on a daily basis. Updated Locator Rosters should be distributed immediately after review and approval by ESF #5 Team Leader. (Refer to Tab 7.)
9. Develops briefing packets containing maps, declarations, memos, and related state documentation. Distributes to state, FEMA, and other personnel arriving at the Assessment Room, the EOC or the DFO. Either distributes packets directly or announces locations where briefing packets can be picked up.

#### **H. Staffing for Distributor**

The position of ESF #5 Distributor may be filled by personnel from the Ohio EMA or other state departments. Staffing priorities in Ohio EMA are:

1. Preparedness, Exercise and Training Branch
2. Support Services Branch

#### **I. Responsibilities of the Displayer**

1. Operates screens, display equipment, and graphic design software needed for briefings, demonstrations, and illustrations during assessment, response and recovery activities.
2. Coordinates with ESF #5 Team Leader for training in software and equipment usage.
3. Maintains and updates Events Status Log.
4. Maintains dependable communication with all ESF #5 team members to ensure displayed information is accurate and current.
5. Provides copies of charts and slides used in briefings to SITSTAT Recorder and Distributor for use in displays and briefing packets.

6. Ensures all information received for development into displays has an identified source and contact number. (Information that is not an ESF #5 product must be identified by the name of the person providing the information and a phone number for verification purposes.)
7. Clarifies inconsistent information with Team Leader and team members.
8. Develops composite maps to display EEIs.
9. Prepares displays for storage and delivers them to the Documentor upon deactivation.
  - Displays used during the period of ESF #5 activation become part of the Master File.

#### **J. Staffing for Displayer**

The position of ESF #5 Displayer may be filled by personnel from the Ohio EMA or other state departments. The Displayer must be proficient in the use of software used by Ohio EMA. Staffing priorities in Ohio EMA are:

1. Data Management Section
2. Preparedness, Exercise and Training Branch

#### **K. Responsibilities of Field Liaison**

1. From the Ohio EOC maintains contact with field personnel at the site(s) of the disaster and with local EMA Directors and staff in order to collect and maintain updated EEIs for all affected jurisdictions.
  - Coordinates with ESF #5 Team Leader to ensure that appropriate EEIs are being collected in the field and transferred to ESF #5 personnel in the EOC.
  - Ensures Local EMA Directors receive briefing in collection of EEIs
2. Develops and maintains packets of EEIs for each affected jurisdiction. Develops and maintains separate folder for each county jurisdiction where EEIs are collected and maintained for the duration of ESF #5 activation.
  - Provides copies of EEIs collected each day to Documentor for Master File.
3. Requests support from ESF #5 Team Leader for additional Field Liaison if emergency expands.
  - Depending upon scope and intensity of emergency additional Field Liaisons may be required each shift to insure information is being collected in an expeditious manner.
4. Provides revised listings of EEIs for each jurisdiction to ESF #5 Team Leader for approval and then gives approved copy to Distributor for circulation to personnel.
  - Schedule for updating EEIs will be set by ESF #5 Team Leader based upon the nature of the on-going emergency.
5. Identifies information gaps and coordinates ESF #5 Team Leader for proposed request to the field for additional information gathering.
  - Depth and extent of research required for particular EEIs or other types of information may require special focus and coordination between Field Liaison and field personnel for certain hazards.
6. Identifies and reports trends to ESF #5 Team Leader.
  - Issues that keep repeating, or begin increasing in intensity or appear to be developing a pattern of occurrence may become trends requiring special assessment, response or recovery efforts. Potential trends will be documented and reported to the ESF #5 Team Leader for review and analysis by management.

7. From the Ohio EOC, coordinates with state field personnel, the federal Emergency Response Team (ERT), the Ohio EOC Operations Officer, the State PIO and Local EMA Directors, for the establishment of information offices and other types of state/local/federal interface structures.
8. Provides daily schedules and contact numbers of state field personnel to ESF #5 Team Leader, SITSTAT Recorder, and Documentor.
  - From the Ohio EOC, contacts state field personnel no later than one hour before shift change in order to get accurate contact numbers that can be used by next 12-hour shift personnel.
  - Coordinates closely with state field personnel to ensure that accurate contact numbers are always maintained.

#### **L. Staffing for Field Liaison**

The position of ESF #5 Field Liaison requires detailed knowledge of emergency procedures and therefore must be staffed by County EMA Directors or by personnel from Ohio EMA. Staffing priorities are:

1. County Liaisons
2. Preparedness, Training and Exercise Branch
3. Response and Recovery Branch
4. Other Branches of Ohio EMA

Depending upon the size and complexity of the disaster, several Field Liaisons may be required in the Ohio EOC to collect information from the site of the disaster. When this occurs, the ESF#5 Team Leader will appoint one Field Liaison as the Lead Field Liaison. The Lead Field Liaison will coordinate mission assignments and information requests received from the ESF #5 Team Leader and other Ohio EOC personnel among the other Field Liaisons.

#### **M. Responsibilities of the Planning Specialist**

1. Assists state-level organizations in the development of Action Plans. (Refer to Tab 3.)
  - Advises state-level organizations on how to fill out Action Plans
  - Provides copies of Action Plans to ESF #5 team members for use in developing other ESF #5 products.
  - Acts as liaison between state-level organizations and ESF #5 team members.
2. Assists state-level organizations in the development of Situation Reports. (Refer to Tab 2.)
  - Advises state-level organizations on how to fill out Situation Reports (SITREPs).
  - Provides copies of SITREPs to the ESF #5 team members for use in developing other ESF #5 products.
3. Coordinates closely with Field Liaison in order to provide state-level organizational information for Essential Elements of Information Checklist. (Refer to Tab 1.)
  - Sets up schedule for meeting with Field Liaison for information sharing and coordination.
4. Maintains chronological file of SITREPs and Action Plans throughout activation and provides most recent copies to Documentor at each shift change.
5. Coordinates with FEMA and federal ESF #5 personnel for copies of federal action plans, SITREPs, and related documents.
  - Provides copies of federal ESF #5 submits copies of records to Documentor at the end of each shift
  - Informs ESF #5 Team Leader of federal ESF #5 information that may impact state activities.



6. Identifies and establishes contact with government and private sources of technical/hazard-specific information by the ESF #5 Team Leader.
  - Works with state agency personnel to identify information sources that would support assessment response, and recovery efforts by the state.
7. Collects mission tracking information from State ESFs.
  - Provides mission-tracking information to ESF #5 Team Leader of SITREP for Governor and to Documentor for Mission Tracking Chart.
8. Provides research into state/federal planning issues as requested by ESF #5 Team Leader or Executive Group.
  - Acts as advisor to management on plans and SOPs that are being used by state and federal organizations during assessment, response and recovery.
  - Obtains copies of planning documents used by organizations other than Ohio EMA for reference during ESF #5 activation.

#### **N. Staffing for Planning Specialist**

The position of ESF #5 Planning Specialist requires detailed knowledge of Ohio EMA plans and procedures; therefore, staffing for the Planning Specialist will come from the Planning Branch of Ohio EMA. Depending upon the hazard, the Planning Specialist may be a Natural Hazard, Hazardous Materials, or Radiological Defense Planner.

#### **O. Responsibilities of the After-Action Coordinator**

1. Coordinates with ESF #5 Team Leader, team members, Ohio EMA personnel, and other state-level personnel to identify strengths and weaknesses in order to improve emergency operations by the State of Ohio.
2. Maintains an on-going chronological log within functional categories of after-action information throughout the period of the ESF #5 activation.
  - Functional categories are based on functions in Emergency Operations Plan and SOPs and other functions as identified by the ESF #5 Team Leader.
3. Assists Documentor in collecting information from ESF #5 team members for review and use in after-action analysis and the After-Action Report following the emergency.
4. Conducts meetings, group discussions and interviews with Ohio EMA personnel and personnel from other state-level organizations in order to develop the After-Action Report.
  - Coordinates with ESF #5 Team Leader to develop After-Action Report format that focuses on the unique characteristics of each incident from assessment through recovery.
  - Sends invitations and agenda to personnel for after-action meetings.
5. Submits After-Action Report to Ohio EMA and other state-level organizations who participated in emergency with identified action items that require correction.
  - Informs personnel of time frames for review and comment on After-Action Report.
6. Coordinates with Ohio EMA personnel and personnel from other state-level organizations to develop Project Action Plan with timelines for correcting action items and to identify problems that would preclude expedient correction of action items.
  - Provides oversight on correction of action items and provides progress reports to ESF #5 Team Leader.
7. Develops Summary Report as a brief historical overview of the event.

- Develops format for Summary Report that includes a brief description of the event from CAS I through Recovery, major events that occurred during the emergency and supporting statistics.
- Provides copies to Ohio EMA personnel, to participating state organizations, participating County EMA Directors and to other organizations on request.

**P. Staffing for After-Action Coordinator**

The position of ESF #5 After-Action Coordinator requires detailed knowledge of Ohio EMA plans and procedures; therefore, the staffing for the After-Action Coordinator will come from Ohio EMA. Staffing priorities are:

1. Preparedness, Training and Exercise Branch
2. Response and Recovery Branch

**IV. REQUIRED RESOURCES**

A. Resources needed by ESF #5 Team from CAS I through Recovery include:

Lap-Top Computers	Printers	Camcorder
Computer Supplies	Color Television	GIS Capabilities
Portable Scanner	VCR	Binders
Stationary Scanner	Briefing Display/	Surge Protectors
Fax/Modem	Pagers	Heavy-Duty Staplers
Data Transmission Lines	Collating, Stapling Copier	Vertical Files /File Boxes
Color Printer	Cellular Phones	Laser Pointers
Microcassette Recorders	Screen/Projector	Time/Date Stamp
Work Tables	Flip Chart /Stand	Carrying Cases

**ESF #5 SOP TABS**

- |  |                          |
|--|--------------------------|
| 1. Essential Elements of Information Checklist         | 7. Locator Roster        |
| 2. Situation Report Format for State-Level Departments | 8. Events Status Log     |
| 3. Action Plan   | 9. Project Action Plan   |
| 4. Open Issues Chart                                   | 10 Master File           |
| 5. Mission Tracking Chart                              | 11. Sign-in/Sign-Out Log |
| 6. State Resource Commitment Chart                     |                          |

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #6  
MASS CARE**

**PRIMARY AGENCY:** Ohio Department of Job and Family Services (JFS)

**SUPPORT AGENCIES:** Ohio Department of Aging (ODA)  
American Red Cross (ARC)  
Ohio Department of Development (DOD)  
Ohio Department of Education (ODE)  
Ohio Department of Health (ODH)  
Ohio Department of Mental Health (DMH)  
Ohio Department of Mental Retardation and Developmental Disabilities (MRDD)  
Rehabilitation Services Commission (RSC)  
Voluntary Organizations Active in Disasters (VOAD)

**I. INTRODUCTION**

A. Purpose

ESF #6 addresses, coordinates and reports on emergency mass care activities of state-level organizations responsible for sheltering, feeding, counseling, providing first aid, and related social services and welfare activities required to assist the victims of an emergency.

The primary and support organizations of ESF #6 work as a team in the Ohio Emergency Operations Center (Ohio EOC) and at the site of a disaster to address the emergency mass care needs of Ohio citizens

**II. SITUATION**

- A. Disasters can occur without warning, shelters, first aid, mass care and feeding sites may have to be setup with no advance notice.
- B. Slowly developing disasters, such as a slowly rising flood, may result in warning and evacuation time, but might cause the displacement of a large population. Such a hazard may necessitate opening shelters and conducting mass care activities statewide.

C. Assumptions

- 1. People may evacuate an area before orders to evacuate are given.
- 2. Long-term mass care may be required following some disasters.
- 3. A significant influx of mass care workers could strain the resources in the impacted area. Therefore state-level mass care personnel will be prepared to support their own logistical needs when assigned to the site of a disaster.
- 4. ESF #6 personnel work closely with state and federal personnel in the Ohio EOC and at the site of the emergency throughout response and recovery operations in order to ensure coordinated and consistent service to the affected population.
- 5. Law enforcement may be required at mass care facilities for crowd control and security.

### III. CONCEPT OF OPERATIONS

#### A. Overview

1. As the lead agency for ESF #6, The Ohio Department of Job and Family Services will monitor and report on mass care activities throughout response and recovery.
2. When agencies within ESF #6 lack the capabilities to address specific mission assignments, the lead agency for ESF #6 will meet with the Executive Director of Ohio EMA. They will determine which state agencies should address the assignments, if the assignments should become a federal mission or should be given to a private contractor.
3. Each support agency within ESF #6 has internal plans and procedures that detail how it will address responsibilities during state-level emergencies. Support agencies are not required to address any emergency responsibilities that are contrary to the laws or policies that govern their organizations.
4. ESF #6 organizations will be activated and notified for Ohio EOC activation by Ohio EMA. Activation will be based upon the requirements for emergency response and recovery and the agencies activated may vary depending upon those requirements.
5. Primary and support organizations will provide sufficient personnel to staff the Ohio EOC and the Disaster Field Office (DFO) for up to 24 hours a day, seven days a week, for as long as deemed necessary by the Executive Director of the Ohio Emergency Management Agency. The exception to this will be the American Red Cross in the DFO. In the DFO, the American Red Cross, Greater Columbus Chapter acts as federal ESF #6. Assigned personnel will be selected by their agencies based upon their abilities to address emergency responsibilities and the authority they have been given to make emergency decisions for the agencies they represent.

#### B. Relationships Between Levels of Government

##### 1. Federal

- a. Ohio's ESF #6 Team will coordinate closely with the federal ESF #6 team when that team is activated by FEMA. The federal ESF #6 team is made up of the following organizations and may be active in Ohio following a Presidential Disaster Declaration.
  - American Red Cross (Primary) (Represented by the Greater Columbus Chapter)
  - Dept. of Agriculture
  - Dept. of Commerce
  - Dept. of Defense
  - Dept. of Health and Human Services
  - Dept. of Housing and Urban Development
  - Dept. of Transportation
  - Dept of Veteran Affairs
  - Federal Emergency Management Agency
  - General Services Administration
  - U.S. Postal Service

2. State

- a. State ESF #6 agencies have peer organizations on both the federal and local levels with which they work during emergencies. These include the organizations appearing on this chart.

<b>Comparison Chart for ESF #6 Organizations</b>		
<b><u>State Organization</u></b>	<b><u>Federal Organization</u></b>	<b><u>Local Organization</u></b>
Dept. of Job and Family Services	Dept. of Health and Human Services	Local Depts. of Job and Family Services
Dept. of Aging	Administration on Aging / Dept. of Health and Human Services	Local Area Offices on Aging
Lead Chapter: ARC of Greater Columbus	National ARC Headquarters	Local Chapters of the American Red Cross
Dept. of Development	Dept. of Housing and Urban Development	Community Action Agencies, Public Housing Authorities, Local Utilities
Dept. of Education	U. S. Dept. of Education	Local Boards of Education
Dept. of Health	Dept. of Health and Human Services	Local Boards and Departments of Health
Dept. of Mental Health	Dept. of Health and Human Services	Local Mental Health Boards and Related Organizations
Dept. of Mental Retardation and Developmental Disabilities	Dept. of Health and Human Services	Organizations providing assistance to the mentally retarded and disabled in the local jurisdiction
Rehabilitation Services Commission	U. S. Dept. of Education	Local offices of Rehabilitation Services, Bureau of Vocational Services. And Bureau of Services to the Visually Impaired
Voluntary Organizations Active In Disasters	National VOAD	Local voluntary organizations that are members of VOAD
Ohio Emergency Management Agency	Federal Emergency Management Agency	Local Emergency Management Agency

3. Local

- a. Local mass care organizations at the site of the emergency coordinate their activities with the emergency management agency in charge of that jurisdiction.
- b. Local ARC Chapters have first line responsibility for the provision of ARC disaster services within the jurisdiction. Each Chapter maintains plans, resources and an operational structure adequate to ensure an effective response.
- c. Local mass care organizations will coordinate with state-level peers to define state and federal mission assignments and to provide necessary updates on activities.

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

### **A. Organization**

The Ohio Department of Job and Family Services is the lead organization for ESF #6. It maintains a constant overview of ESF #6 activities, resolves conflicts and questions related to ESF #6 and develops missions for the federal ESF #6 Team in coordination with state ESF #6 Team members. Ohio ARC coordinates directly with its national parent organization for support of its state and local operations as needed. Missions including other ESF organizations, in addition to or exclusive of Ohio ARC, will be coordinated by Ohio Department of Job and Family Services.

The following organizations have specific responsibilities for mass care and maintain close coordination with each other throughout CAS I through CAS IV emergency levels. All organizations maintain their own internal command and control structures during emergency operations.

### **B. Assignments of Responsibility**

1. Ohio Department of Job and Family Services (Lead Agency for ESF #6)
  - a. Coordinate with all support agencies on the ESF #6 team to provide accurate overviews of ESF #6 activities to State EOC personnel.
  - b. Administer the Disaster Food Stamp Program
  - c. Identify unmet needs within the community through local Job and Family Services Departments.
  - d. Provide welfare assistance emergency funds to eligible disaster victims.
  - e. Assist disaster victims in the Presidentially declared disaster areas to find employment if their jobs have been eliminated due to the emergency.
2. Ohio Department of Aging
  - a. Work with Area Agencies on Aging to identify and address unmet needs among elderly populations in the disaster area.
3. American Red Cross
  - a. Open and staff shelters.
  - b. Provide ARC information releases to the Ohio EMA PIO.
  - c. Provide fixed feeding, mobile feeding and snacks to disaster victims and responders.
  - d. Provide first aid and related health services.
  - e. Assist with the distribution of potable water and ice.
  - f. Distribute appropriate bulk materials for disaster relief.
  - g. Provide Disaster Welfare Information (DWI) services when requested.

- h. Disseminate assistance information to Ohio EMA and local EMAs as appropriate.
  - i. Provide assistance to disaster victims to include needed, accurate recovery information, listings, referrals, items and financial assistance.
  - j. Provide emotional first aid at shelters, emergency aid stations, Integrated Care Teams, Outreach Teams and Service Centers.
4. Ohio Department of Development
    - a. Upon request by Ohio EMA, assist with the administration of the State Temporary Housing Assistance Program.
    - b. Identify and provide listings of available housing in communities affected by emergencies and provide referrals to disaster victims.
    - c. Maintain support to persons in emergency shelters and temporary housing through local Community Action Agencies.
    - d. Coordinate with Ohio EMA to provide status reports.
  5. Ohio Department of Education
    - a. Provide listings of schools that can be used for shelters or to support shelter activities when requested.
  6. Ohio Emergency Management Agency
    - a. Administer the Temporary Housing Program in coordination with the Federal Emergency Management Agency.
  7. Ohio Department of Health
    - a. Provide inspections of shelters as requested to ensure health standards are being met.
  8. Ohio Department of Mental Health
    - a. Provide mental health counseling to persons in emergency shelters and temporary housing.
  9. Ohio Department of Mental Retardation and Developmental Disabilities
    - a. Provided shelter and address the needs of persons with mental retardation and developmental disabilities who are under the jurisdiction of the department or as directed by the Ohio EOC Executive Group.
  10. Rehabilitation Services Commission
    - a. Address the shelter and mass care needs of persons with disabilities who must be relocated to emergency shelters and temporary housing.

11. Voluntary Organizations Active in Disasters

- a. Provide services and material support to disaster victims in emergency shelters and temporary housing through member organizations at the site of the emergency.

**V. Resource Requirements of ESF #6, Mass Care**

A. Each ESF #6 organization maintains internal standard operating procedures (SOPs) and checklists that detail the logistical and administrative support arrangements internal to its organization. Additional support needs during an emergency may be requested through the Ohio EOC to ESF #7, Resource Support.



**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #7  
RESOURCE SUPPORT**

- PRIMARY AGENCY:** Department of Administrative Services (DAS)
- SUPPORT AGENCIES:** Adjutant General's Department (ADJ)  
American Red Cross (ARC)  
Office of Budget and Management (OBM)  
Department of Public Safety (DPS)  
    Ohio Emergency Management Agency (Ohio EMA)  
    Ohio State Highway Patrol (OSHP)  
Department of Rehabilitation and Corrections (DRC)  
Department of Transportation (DOT)  
Voluntary Organizations Active in Disasters (VOAD)  
Department of Youth Services (DYS)

**I. INTRODUCTION**

ESF #7 provides logistical and resource support to state and local entities involved in emergency response and recovery. This support includes locating, procuring, and issuing resources including equipment, supplies, and services required by emergency responders and disaster victims.

**II. SITUATION**

- A. Disasters have an immediate impact on local and state resources resulting in shortages of vitally needed supplies. In addition, specialized equipment and services may be required to save lives, and protect, and restore property during response and recovery operations. Expeditious identification, procurement, and allocation of resources are vital to ensure effective state emergency operations.
- B. Assumptions
1. Resources outside of the affected area will be directed to fulfill the unmet needs of the state or local governments.
  2. Major disasters may require the activation of state staging areas in order to expedite the delivery to the site of the emergency.
  3. Some resources of the state and local governments may not be available in the impacted area due to debris and destroyed buildings.

**III. CONCEPT OF OPERATIONS**

- A. Overview
1. The primary and support organizations for ESF #7 act as a team to address the resource needs of disaster victims and responders following a declared state emergency.
  2. The Executive Director is responsible for ensuring the notification the ESF #7 organizations of Ohio Emergency Operations Center (Ohio EOC) activation. ESF #7 organizations will provide representation as needed at the Ohio EOC, at the site of the emergency, and administrative and logistical support for their respective emergency personnel.

3. The Administrator of State Purchasing for the Department of Administrative Services (DAS) or a designee will act as the primary liaison for resource support in the Ohio EOC and the Disaster Field Office (DFO) during state level response and recovery operations.
4. The Administrator for State Purchasing will coordinate with DAS personnel to obtain needed emergency equipment, supplies, and services.
5. The Executive Director of Ohio EMA will make a request through DAS that purchasing and contracting requirements as listed in Ohio Revised Code (ORC) Sections 125.02 to 125.111 be suspended during the period of the emergency.
6. DAS, the Office of Budget and Management (OBM), and Ohio EMA will coordinate with each other to establish funding for the disaster.
7. State agencies requiring resource support will document their requests to DAS throughout the EOC Controller.
8. DAS and Ohio EMA will review resource requests to determine the most effective sources of supply and funding.
9. DAS will coordinate with other ESF #7 team members for the following resource support concerns.
  - a Resources available through charitable/volunteer organizations.
  - b Services available from state departments for disaster victims.
  - c Services available from state departments for transportation and logistical support.
  - d State funding available for resource support.

## B. Relationship Between Levels of Government

1. Federal
  - a DAS and Ohio EMA will coordinate with the Federal Emergency Management Agency (FEMA) and General Services Administration (GSA) for resource support concerns when the federal government is activated for emergency response and recovery operations in Ohio.
  - b DAS and Ohio EMA will request resource support assistance for specific missions from FEMA and GSA when state resource support capabilities are inadequate to address emergency needs.
  - c This chart at the top of the next page shows the relationship between federal, state and local resource support organizations. In some cases there are no comparable comparisons between all levels. Every effort will be made during an emergency to ensure that all resource support organizations on the federal, state and local levels maintain consistent and timely communication and coordination with one another in order to ensure that effective resource support is available to disaster victims. Comparable organizations are based upon the services they provide during an emergency.

<b>Comparison Chart for ESF #7 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Dept. of Administrative Services	General Services Administration Office of Personnel Management Dept. of Veterans Affairs	County Commissioners County Treasurer
Ohio EMA	FEMA Dept. of Commerce <sup>1</sup>	Local EMA
Adjutant General's Dept.	Dept. of Defense	
Office of Budget and Management	Dept. of the Treasury	County Treasurer
(Refer to ESF #12 Energy)	Dept. of Energy	County Engineer
Dept. of Transportation	Dept. of Transportation	County Engineer
(Refer to ESF #17 Recovery)	Dept. of Labor	
(Refer to ESF #2 Communications)	National Communications System	
(refer to ESF #1, Tab #1 Aviation Support and ESF #2 Communications)	NASA	Local EMA
American Red Cross	American Red Cross	American Red Cross
State VOAD	National VOAD	Local VOAD
	Dept. of Agriculture *	
Dept. of Rehabilitation and Corrections *		
Highway Patrol		District Offices
Dept. of Youth Services *		

\* No comparable relationship to organizations in other levels of government in this ESF

<sup>1</sup>. On the federal level DOC provides assessment for damaged federal buildings.

2. State

- a The following options will be addressed by state agencies that lack the required resources to respond to local needs.
  - 1) Determine if another state department can address the need.
  - 2) Determine if volunteer organizations through VOAD can address the need.
  - 3) Request resource support through DAS, Lead Agency for the ESF #7 Team.
  - 4) Give the mission to the federal government as a written request through the Ohio EOC to FEMA or through the Executive Director of Ohio EMA to FEMA if activities have moved to the DFO.
- b The ESF #7 Team maintains a working relationship throughout the emergency response and recovery operations to ensure that resource shortfalls identified by emergency response and recovery personnel are addressed. Listed below are some of the emergency activities that occur.

- 1) Administrative actions for obtaining resources.
  - 2) Identification of state-owned resources.
  - 3) Identification of funding sources.
  - 4) Identification and coordination with resource providers.
  - 5) Transportation of state resources to disaster sites or staging areas.
  - 6) Identification and activation of state staging areas.
  - 7) Operations of state staging areas.
  - 8) Security for state resources in staging areas, and
  - 9) Resource tracking for state resources used in the emergency.
3. Local
- a During response, the Ohio EOC Controller will direct local-level emergency requests for state resources to the appropriate state departments for action
  - b The local Emergency Management Agency will coordinate with state and federal government at the site of the emergency when applicable for resource support mission assignments.

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

The following organizations have these specific emergency responsibilities with respect to resource support.

##### **A. Adjutant General's Department**

1. Coordinate with DOT and DAS to support state-level staging area operations.
2. Assist in the transportation of resources to the site of the emergency.

##### **B. Department of Administrative Services**

1. Provide support staff for procurement of services, and listing of buildings and facilities.
2. Research and identify providers of required resources.
3. Assist state departments in identifying most effective and attainable resources for response and recovery efforts.
4. Coordinate with Ohio EMA to review resource requests from state departments and localities and identify state, private or volunteer providers.
5. Coordinate with OBM and Ohio EMA to identify funding lines and requests for threshold increases as needed.
6. Approve suspension of purchasing and contracting requirements as defined in Section 125.02 - 125.11 of the Ohio Revised Code.

7. Coordinate with the American Red Cross (ARC) and Voluntary Organizations Active in Disaster (VOAD) for volunteer resource support (Ohio EMA will act as a liaison between DAS and VOAD in the Ohio EOC and the DFO).
  8. Coordinate with Ohio EMA, the Highway Patrol, and Department of Transportation for identification, activation, security, and operations for state-level staging areas.
  9. Coordinate with the Department of Rehabilitation and Corrections for inmate provided services.
  10. Provide tracking of state resources throughout response and recovery.
  11. Provide additional state personnel as needed to support emergency operations in the Ohio EOC and the DFO.
- C. American Red Cross
1. Coordinate with DAS and Ohio EMA to address unmet resource needs of disaster victims.
- D. Office of Budget and Management
1. Coordinate with DAS and Ohio EMA in the development of emergency funding lines, to increase threshold levels and for related budgetary and fiscal needs.
- E. Ohio Emergency Management Agency
1. Development and submission of necessary paperwork.
  2. Identification of state, private and volunteer providers.
  3. Request for emergency suspension of procurement and purchasing procedures.
  4. Identification of state funding lines.
  5. Support for operations of state-level staging areas.
  6. Interface with state departments and local governments to assist DAS in state resource tracking.
  7. Act as liaison between DAS and VOAD in Ohio EOC and at DFO.
- F. Highway Patrol
1. Provide traffic control activities for movement of state resources into state-level staging areas and at the site of the emergency.
  2. Provide security for resources at state-level staging areas on state owned or leased property or as directed by the Governor.
  3. Assist in the delivery of emergency resources when required.

G. Department of Rehabilitation and Corrections

1. Coordinate with Ohio EMA and DAS in the Ohio EOC for the provision of the following inmate-services during emergencies.
  - a Debris removal
  - b Medical assistance
  - c Food service
  - d Laundry service
  - e Pet care for disaster victims
  - f Building repair and cleaning
  - g Landscaping
  - h Demolition work
  - i Concrete repair
  - j Renovation of parks
  - k Copying, collating and envelop stuffing
  - l Signage
  - m Carpentry services
  - n Warehouse support

H. Department of Transportation

1. Transport state resources to the site of the emergency.
2. Identify state-level staging areas and support their operation.
3. Coordinate with the Ohio National Guard and other state departments as needed to support state-level area operations.

I. Voluntary Organizations Active in Disasters

1. Coordinate with Ohio EMA and DAS to address unmet needs of disaster victims.
2. Refer to the Donations Management Support Annex in this Plan.

J. Department of Youth Services

1. Coordinate with Ohio EMA and DAS in the Ohio EOC for the provision of the following services during emergencies.
  - a Provision of facilities for food and material processing and as storage and distribution sites.

b Laundry services

c Debris removal

**V. RESOURCE REQUIREMENTS OF ESF #7, RESOURCE SUPPORT**

A. Emergency Resource Support Standard Operating Procedure developed by the Department of Administrative Services.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #8  
PUBLIC HEALTH and MEDICAL  
A. Public Health**

**PRIMARY AGENCY:** Ohio Department of Health (ODH)

**SUPPORT AGENCIES:** American Red Cross (ARC)  
Division of Emergency Medical Services (EMS)  
Ohio Department of Administrative Services (DAS)  
Ohio Department of Agriculture (ODA)  
Ohio Department of Mental Health (ODMH)  
Ohio Department of Mental Retardation and Developmental  
Disabilities (MRDD)  
Ohio Environmental Protection Agency (EPA)  
Ohio Veterinary Medical Association (OVMA)

## **I. INTRODUCTION**

### **A. Purpose**

ESF #8 addresses the following concerns for the health function for the State of Ohio during natural disasters:

- Assessment of health needs of the affected communities.
- Health surveillance of the affected areas throughout the emergency.
- Provision of health related services and supplies
- Identification of areas where health problems could occur.
- Testing of products for public consumption.
- Health recommendations and related releases to the public.
- Research and consultation on potential health hazards.
- Mental health assistance and care.
- Environmental testing
- Veterinary services

## **II. SITUATION**

- A. Disasters occurring in the State of Ohio typically impact community health standards. Waste water, solid waste, potable water, health supplies and health services are commonly affected. This necessitates health advisories and interventions including disease control measures.
- B. Natural disasters may lead to secondary events such as the release of chemical, biological or radiological materials that could seriously impact communities and overwhelm state and local health response organizations.
- C. ODH provides statewide coordination for public health issues with a central office located in Columbus and four District Offices. In addition there are 143 local health departments in Ohio.
- D. County and City Health Departments have first-line responsibility for response to health-related emergency issues. If Local Health Departments are overwhelmed during emergencies, they may request state support from ESF #8 in the State Emergency Operations Center (Ohio EOC).



#### E. Assumptions

1. Local Health Departments will notify ODH of the status of local health emergencies and the need for assistance.
2. Emergency events may render local health departments inoperable.
3. Although a primary hazardous event may not initiate a public health emergency, secondary events stemming from the initial event may do so.
4. County Emergency Management Directors will notify local health departments of emergencies in their jurisdictions.
5. Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.

### III. CONCEPT OF OPERATIONS

#### A. Overview

1. The Ohio Emergency Management Agency (Ohio EMA) will notify Primary and Support organizations for ESF #8 when a natural or civil hazard requires their presence in the Ohio EOC.
2. The Ohio Department of Health (ODH) is the lead agency for ESF #8. ODH liaisons will be available to staff the Ohio EOC, coordinate with local health departments at the site of the emergency and work with ESF #8 support organizations in the Ohio EOC to answer the needs of affected communities. These needs may include the following.
  - Health assessments of conditions at the site of the emergency to determine health needs and priorities.
  - Population surveillance and investigations to determine disease patterns and potential disease outbreaks.
  - Logistical support for state health personnel in the field.
  - Coordination between various health organizations at the site of the emergency.
  - Supply and restocking of health-related equipment and supplies.
  - Testing and/or disposal of food, medicine and related products affected by the disaster.
  - Assessing and making recommendations concerning the health needs of emergency responders.
  - Provision of mental health assistance to disaster victims and responders.
  - Provision of health advisories and related information to the general public.
  - Assistance in assessing potable water and wastewater/solid waste disposal issues and coordination to provide potable water and wastewater/solid waste disposal equipment.
  - Assignment of missions to federal ESF #8.

#### B. Relationships Between Levels of Government

1. Federal
  - a. During federally declared emergencies, the organizations that comprise federal ESF #8 include the following:

- Department of Health and Human Services (Primary)
  - Department of Agriculture
  - Department of Defense
  - Department of Energy
  - Department of Justice
  - Department of Transportation
  - Department of Veterans Affairs
  - Agency for International Development
  - American Red Cross
  - Environmental Protection Agency
  - Federal Emergency Management Agency
  - General Services Administration
  - National Communications System
  - U.S. Postal Service
- b Coordination with federal ESF #8 may occur in the Ohio EOC, at the site of the emergency and in the Disaster Field Office (DFO).
- c Federal ESF #8 will support state assessment, response and recovery activities and will accept emergency requests and missions from state ESF #8.
2. State
- a ESF #8 organizations maintain a working relationship throughout emergency response and recovery operations to ensure that emergency health needs are identified, assessed, prioritized and addressed.
- b ESF #8 organizations will coordinate with ESF #8 organizations from adjacent states when required during emergencies that include Michigan, Indiana, Kentucky, West Virginia and Pennsylvania.
3. Local
- a Local-level emergency requests for state health resources and services communicated to the Ohio EOC will be directed to ESF #8 personnel for action.
- b Requests for ESF #8 assistance made by local officials to ESF #8 personnel at the site of the emergency will be coordinated with and approved by ESF #8 personnel before action is taken.
4. The Comparison Chart for ESF #8 Organizations lists the organizations in the federal ESF#8 Team of the 1999 Federal Response Plan (FRP). When there are comparable organizations on the state and local level, they will be listed in the chart or special circumstances will be referred to in the footnotes. This is to ensure that all organizations have the proper interface when activated during declarations of Presidential emergencies.

<b>Comparison Chart for ESF #8 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Ohio Department of Health Div. of Emergency Medical Services Ohio Veterinary Medical Association Ohio Department of Mental Health Department of Mental Retardation and Developmental Disabilities	Department of Health and Human Services	Local Health Departments Local EMS Local OVMA Members
Ohio Department of Agriculture	Department of Agriculture <sup>1</sup>	
Adjutant Generals Department	Department of Defense <sup>1</sup>	
	Department of Energy <sup>1</sup>	
	Department of Justice <sup>1</sup>	
	Department of Transportation <sup>1</sup>	
	Department of Veterans Affairs <sup>1</sup>	
	Agency for International Development <sup>1</sup>	
American Red Cross	American Red Cross	Local ARC Chapter
Ohio Environmental Protection Agency	Environmental Protection Agency	Local Fire Departments
Ohio Emergency Management Agency	Federal Emergency Management Agency	Local EMA
Department of Administrative Services	General Services Administration	County Commissioners
Ohio Emergency Management Agency	National Communications System	Local EMA
	U.S. Postal Service <sup>1</sup>	Local Post Office

1. There is no comparable local and/or state organization to coordinate with the federal organization listed here. In many cases the state addresses similar duties in other ESFs. Please refer to the 1999 Federal Response Plan for a listing of the specific duties. These federal emergency activities do not interfere with the state and local activities for this ESF.

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

- A. ESF #8 organizations will be activated by Ohio EMA for assessment, response, and recovery operations based on the needs of the emergency. Primary and Support Agencies for the state health function will coordinate with each other in the Ohio EOC and the DFO to ensure the most effective use of personnel and equipment, to avoid redundant activities and to cooperate on emergency health missions.
- B. Assignment of Responsibility
  1. Ohio Department of Health
    - a. Conduct health assessments of conditions in the communities affected by the emergency and, where possible, determine where health problems could occur.
    - b. Maintain ongoing health surveillance of affected communities in order the rapidly identify and address health-related problems.
    - c. Support local health department emergency operations by providing health related services and supplies.

- d Conduct food service sanitation programs and private water system and water hauling programs.
  - e Provide consultation for household sewage disposal, housing sanitation, vector control, and public health nuisances.
  - f Coordinate state response to health problems at the Ohio EOC throughout assessment and response.
  - g Coordinate health recovery efforts at the DFO as needed.
  - h Assist local health departments in their emergency inspection programs.
  - i Support the delivery of non-emergency health care programs by local health departments throughout the emergency
  - j Assist with the placement of nursing home patients who must be evacuated.
  - k Provide vaccines and immunizations as needed during the emergency.
  - l Provide health and medical advisories.
  - m Perform examinations and analyses of possibly hazardous and contaminated substances throughout the emergency.
2. American Red Cross
    - a Coordinate with state agencies for health-related and mental health-related issues in shelters, Service Centers, Outreach Teams, Emergency Assistance Teams (EAS) and Integrated Care Teams (ICT).
  3. Division of Emergency Medical Services (Department of Public Safety)
    - a Assist in the identification, purchase and delivery of needed medicines, medical supplies and services during emergencies.
  4. Ohio Department of Administrative Services
    - a Procure health-related supplies and equipment for affected communities as requires during emergencies.
  5. Ohio Department of Agriculture
    - a Coordinate the inspection of food establishments with local health departments.
    - b Conduct inspections of Grade B milk during emergencies.
  6. Ohio Department of Mental Health
    - a Coordinate the activities necessary to provide the staff, supplies and facilities to treat victims suffering from disaster-related mental disorders, with particular emphasis on Section 416, Public Law 93-288.
    - b Provide representatives to assist the local Mental Health and/or joint Alcohol, Drug Addiction and Mental Health Services Boards and Regional, County and Community

Mental Health Centers in giving supportive services and treatment to disaster victims.

7. Department of Mental Retardation and Developmental Disabilities
  - a Provide personnel, training and services to assist local organizations in providing for the emergency needs of mentally retarded and/or developmentally disabled emergency victims.
8. Environmental Protection Agency
  - a Coordinate drinking water, waste disposal and environmental safety information with local and state health departments.
  - b Provide a listing of laboratories offering microbiological, organic and inorganic analysis.
9. Ohio Veterinary Medical Association
  - a Provide information to local veterinarians on animal-related issues that may occur during emergencies.

## **V. RESOURCE REQUIREMENTS FOR ESF #8, HEALTH**

- A. ESF #8 organizations maintain organizational Standard Operating Procedures and Resource Listings that document the equipment, supplies, and services available to them during emergencies.

**OHIO EMERGENCY OPERATIONS PLAN**  
**EMERGENCY SUPPORT FUNCTION #8**  
**HEALTH and MEDICAL**  
**B. Medical**

**PRIMARY AGENCY:** Division of Emergency Medical Services (EMS)

**SUPPORT AGENCIES:** Adjutant General's Department (ADJ)  
American Red Cross (ARC)  
Ohio Funeral Director's Association (OFDA)  
Ohio Department of Health (ODH)  
Ohio State Highway Patrol (OSHP)

## **I. INTRODUCTION**

### **A. Purpose**

ESF #8 addresses the following concerns for the emergency medical function for the State of Ohio during natural disasters:

- Assessment of medical needs of the affected communities in coordination with local emergency medical personnel.
- Provision of medical-related services and supplies that support the affected communities.
- Assistance and support for mass fatality and triage sites in the affected area.
- Medical-related information releases to the public.
- Research and consultation on medical problems.

## **II. SITUATION**

- A. Disasters occurring in the State of Ohio typically require a medical response. Communities may become overwhelmed addressing the medical needs of disaster victims.
- B. The Division of Emergency Medical Services provides statewide coordination for emergency medical issues in Ohio and will coordinate requests for medical assistance from localities during emergencies.
- C. Local Jurisdictions in Ohio have primary responsibility for delivering emergency medical and mass fatality services during an emergency. Local EMS units are primarily located in local fire departments. EMS units may also be privately or publicly owned, operated by law enforcement or military organizations.
- D. Assumptions
  1. A disaster may exceed the resources of the local medical community and state and federal emergency resources may be required.
  2. EMS requests for support may be coordinated through local, county and state emergency operations centers.
  3. Catastrophic disasters may require the relocation of hospital and medical facilities.

4. Local EOPs and resource manuals detail the following medical resources in their jurisdictions: nursing homes, hospitals, emergency medical squads, ambulance services, morgue locations and mutual aid agreements for EMS.

### III. CONCEPT OF OPERATIONS

#### A. Overview

1. Activities of emergency medical units in Ohio are directed by fire chiefs when the units are attached to fire departments and by the owners/operators of private or government-owned companies.
2. The Incident Command System is the recognized method in Ohio for securing an emergency site and organizing on-scene response actions. Field emergency medical services are part of the Incident Command System.
3. EMS may be dispatched by the 911 System or by radio dispatcher.
4. The first squad arriving on the scene determines the degree and scope of EMS involvement and is responsible for initiating fan-out notification for additional squads and for activation of EMS mutual aid.
5. Officers at the scene coordinate EMS at the site and request state and federal assistance through the local Emergency Management Directors.
6. Local Emergency Management Directors report requests for state and federal emergency assistance to the State Emergency Operations Center (Ohio EOC) where they are coordinated with ESF #8 representatives.
7. The County Coroner has jurisdiction over the deceased and is responsible for setting up temporary morgues and coordinating with the Ohio Funeral Directors Association when necessary.
8. Hospital and other medical care facilities requiring state and federal assistance coordinate their requests through the local Emergency Management Director of their jurisdiction.
9. Contact between state and local EMS is maintained by modem, landlines, cellular phones and radio.
10. The Division of Emergency Medical Services coordinates requests local requests for EMS assistance with ESF #8 team members and other state and federal organizations as required.
11. The Governor may request National Disaster Medical System (NDMS) activation when state capabilities are overwhelmed.
12. NDMS will mobilize medical teams, equipment and supplies, assist in evacuating victims and provide medical care at hospitals that are part of NDMS. (Refer to ESF #8 Health and Medical Services in the Federal Response Plan)
  - a Relationships Between Levels of Government
    - 1) Federal
      - a) In the Federal Response Plan (FRP), the organizations having responsibility for emergency medical services are included in ESF #8 with the organizations responsible for health. In Ohio, different organizations are responsible for

emergency health concerns and emergency medical concerns, therefore Ohio maintains two separate ESFs that address these issues. These federal organizations for EMS include the following.

- Department of Health and Human Services (Primary)
- Department of Defense
- Department of Justice
- Department of Veterans Affairs
- American Red Cross

- b) State ESF #8 coordination with federal ESF #8 may occur in the Ohio EOC, at the site of the disaster and in the Disaster Field Office (DFO).
- c) Federal ESF #8 will support state ESF #8 assessment, response and recovery activities and will accept emergency requests and missions from state ESF #8.

2) State

- a) ESF #8 organizations maintain a working relationship throughout emergency response and recovery operations to ensure that emergency medical services needs are, identified, assessed, prioritized and addressed.
- b) ESF #8 organizations will coordinate with emergency medical service organizations from adjacent states when required during emergencies. These states include Michigan, Indiana, Kentucky, West Virginia and Pennsylvania.

3. Local

- a) Local-level emergency requests for state health resources and services communicated to the Ohio EOC will be directed to ESF #8 personnel for action.
- b) Requests for ESF #8 assistance made by local officials to ESF #8 personnel at the site of the disaster will be coordinated with and approved by ESF #8 personnel before action is taken.

4. The Comparison Chart for ESF #8 Organizations lists the organizations in the federal ESF#8 Team of the 1999 Federal Response Plan (FRP) and comparable organizations on the state and local level.

<b>Comparison Chart for Medical Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Division of Emergency Medical Services Ohio Department of Health	Department of Health and Human Services	Local EMS
Adjutant Generals Department Ohio State Highway Patrol	Department of Defense	Local EMS
Ohio Funeral Directors Association	Department of Justice	County Coroner
	Department of Veterans Affairs <sup>1</sup>	
American Red Cross	American Red Cross	Local ARC Chapter

1. There is no comparable local and/or state organization



## V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. ESF #8 organizations will be activated by Ohio EMA for assessment, response, and recovery operations based on the needs of the disaster. Primary and Support Agencies for the state emergency medical services function will coordinate with each other in the Ohio EOC and the DFO (when required) to ensure the most effective use of personnel and equipment, to avoid redundant activities and to cooperate on emergency medical missions.
  
- B. Assignment of Responsibility
  - 1. Division of Emergency Medical Services
    - a. Provide representatives in the Ohio EOC to coordinate local requests for EMS assistance during emergencies.
    - b. Maintain ongoing medical surveillance of affected communities in order to rapidly identify and address emergency medical-related problems.
    - c. Support local EMS teams by providing medical related services and supplies.
    - d. Coordinate with FEMA ESF #8 when federal medical assistance is activated for Ohio.
    - e. Coordinate with NDMS when activated in Ohio.
    - f. Provide briefing information in the Ohio EOC on statewide emergency medical activities during emergencies.
    - g. Provide assessments of medical needs in the affected communities.
    - h. Support mass fatality efforts in affected communities.
    - i. Provide medical-related information to the public.
    - j. Provide research and consultation on emergency medical-related problems as needed.
  - 2. Adjutant General's Department
    - a. Coordinate with Department of Defense when the National Disaster Medical System (NDMS) is activated in Ohio for emergency response. (Refer to ESF #8 in the Federal Response Plan)
  - 3. American Red Cross
    - a. Provide emergency and preventative health services to people affected by disasters in shelters, Service Centers, Outreach Teams, Integrated Care Teams and Emergency Aid Centers.
  - 4. Ohio Funeral Director's Association
    - a. Supply personnel and materials to support mass fatality response and expanded mortuary services in affected jurisdictions.
  - 5. Ohio Department of Health
    - a. Assist in the identification of mass burial sites.

- b Assist in obtaining additional medicines, medical equipment and supplies.
- c Provide medical-related information to the public.
- 6. Ohio State Highway Patrol
  - a Assist in the delivery of EMS services and supplies

**VI. RESOURCE REQUIREMENTS FOR, EMERGENCY MEDICAL SERVICES**

- A. ESF #8 organizations maintain organizational Standard Operating Procedures and Resource Listings that document the equipment, supplies, and services available to them during emergencies.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #9  
SEARCH AND RESCUE**

**PRIMARY AGENCY:** Ohio Emergency Management Agency (Ohio EMA)

**SUPPORT AGENCIES:** Adjutant General's Department (ADJ)  
Ohio Department of Transportation (DOT)  
Ohio Highway Patrol (OSHP)  
Ohio Department of Natural Resources (DNR)  
Ohio Task Force One (OHTF-1)  
Ohio Environmental Protection Agency (EPA)

**I INTRODUCTION**

A. Purpose

ESF #9 provides for the guidance and organization of state agencies that may be employed during Search and Rescue (SAR) operations. SAR operations include, but are not limited to, the location, recovery, and extrication of victims who become lost or entrapped as the result of a major disaster or life-threatening emergency.

**II SITUATION**

- A. Every day in Ohio, agencies and/or departments may be tasked to initiate a SAR mission that may require the utilization of air, ground, and water rescue operations to preserve life.
- B. Agencies that conduct preplanning for SAR mission(s) must consider hazards such as fire, confined space rescue, high-rise structures, forested areas, recreational areas/facilities, waterways, chemical/nuclear/biological locations.
- C. Responders may face added difficulties or hindrances after a disaster because of extensive damage to the local infrastructure. Such damage then may create environmental safety and health hazards such as downed power lines, unstable foundations or structures, exposure to biohazards, toxins, and blood-borne pathogens.
- D. Responders must also take into consideration when their safety and the safety of the victims are being impacted by severe weather conditions such as temperature extremes, snow, rain, and high winds.
- E. Assumptions
  - 1. Every community experiences the need for search and rescue operations.
  - 2. Many of these experiences only necessitate the need for local resources or responders.
  - 3. Especially in the case of a localized incident, community volunteers often freely want to offer assistance with the mission. Extreme caution must be exercised with untrained and often unorganized volunteers to prevent either their personal injury or contamination of the search area.
  - 4. Access to the areas impacted by the disaster may be limited or restricted. Initially some areas may only be accessible to aviation or maritime assets.

### **III CONCEPT OF OPERATIONS**

#### **A. General**

1. Ohio EMA is the primary agency for Search and Rescue operations in Ohio. When it is determined that the scope of the incident will or has overwhelmed local and state resources, Ohio EMA will contact FEMA to request the activation of the NSAR system.
2. A survival window for many victims occurs within the first 48 hours of the incident. A concentration of efforts should be directed then towards locations where the greatest potential for survivors exists.
3. For the overall efficiency of the SAR mission(s), where there exists the overlapping of jurisdictional authority, responders will utilize a unified incident command system (ICS). For incidents, which include the element of HAZMAT, the local fire chief will be the Incident Commander.
4. Local jurisdictions should develop their own SOPs and ESFs to their EOPs for SAR incidents.

#### **B. Overview**

1. A staging area for all incoming agencies to be involved in the SAR mission(s) should be established.
2. If the need exists, additional communications resources or redundant systems should be established.
3. Begin to acquire the resources necessary to sustain the mission(s) and to meet the needs of the responders. Examples of such resources may include shelter, food supplies, fuel, and sanitation facilities.
4. Determine the best location for the media to set up their operations. Assign a person to serve as the PIO and establish a media briefing schedule.
5. Ensure that the completion of all incident/damage assessment reports occurs in a timely manner.
6. Account for all equipment utilized during the mission(s). Assure the repair or replacement of any equipment.
7. Order an operations/mission(s) stand-down, and schedule an after-action critique and/or review.
8. The State SAR Coordinator will go to the Ohio EOC when requested by the OH EMA Duty Officer. He/she will brief Ohio EOC representatives and coordinate between all, local, state and federal resources involved in ESF #9.
9. Each agency involved in the SAR mission(s) will maintain authority with its jurisdiction and relay regular to the State SAR Coordinator.
10. All requests for mutual-aid support will be submitted through established channels. When mutual-aid is activated, the Incident Commander will insure that resources at the scene are integrated into the established ICS.

11. All final reports and documentation shall be maintained by each agency with copies being provided both to the OH EMA SAR Coordinator and OH EMA R&R Branch for inclusion in possible reimbursement requests.

#### IV ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

##### A. General Overview

When an incident occurs, local public-safety organizations are usually the first responders on the scene. If their resources are inadequate, they will activate mutual-aid agreements. When all local resources have been activated and assistance is still required, they may obtain assistance from the organizations appearing in the following table pending appropriate emergency declarations.

<b>Comparison Chart for ESF #9 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Ohio EMA	FEMA	County EMAs
Adjutant General's Dept.	Dept. of Defense	NA
Ohio Dept. of Transportation	USDOT	County Engineer
Ohio State Highway Patrol	FBI/Dept. of Justice	County Sheriff
Dept. of Natural Resources	USDA/Forest Service	NA
OH TF-1	FEMA	Local Fire/Police
Ohio EPA	US EPA	Local Hazmat teams

##### A. Ohio Emergency Management Agency (Ohio EMA)

1. Upon activation, the Ohio Emergency Operations Center shall be the central coordinating location for all state and federal agencies/resources involved in the SAR mission(s).
2. The EMA Staff Duty Officer or the OH EMA SAR Coordinator shall serve as the liaison between the SAR Command Center(s) and the Ohio EOC.
3. The state PIO will coordinate with other PIOs for the dissemination of information to the media and the general public.
4. If the situation warrants, OH EMA will coordinate with the Governor's Office in forwarding a disaster declaration to FEMA with the hope of obtaining a presidential declaration.

##### B. Adjutant General's Department

1. Assuming a gubernatorial declaration has been made, ONG can provide general and unique engineering services such as debris hauling, emergency road repairs, and emergency erosion control and demolitions.
2. The augmentation of civilian law enforcement agencies to prevent looting, prevention of unauthorized scene access, or maintaining the continuance of routine services to the communities.

3. ONG can provide emergency medical services such as vaccinating humans and provide emergency transportation to medical providers.
4. The provision of ground or air transportation services for food, water, and medical supplies to stranded areas.
5. Where potable water is not available to the civilian populous, the ONG can provide emergency water purification.
6. ONG aviation has the ability to provide reconnaissance/survey platforms, global positioning systems for accurate pin-pointing of locations, the establishment of SAR grids, transportation of victims and rescuers and serve as a communications link (UHF, VHF, and AM). ONG aviation resources include both fixed and rotary winged aircraft.
7. ONG can deploy “Crisis Action Response Vehicles” (CARV). These mobile communications packages provide multi-means communications in the area(s) of operations or to other CARVs. Included is the ability for the CARVs to communicate with Ohio EMA, ODNR, ODOT, and OSHP.

C. Ohio Department of Transportation

1. Provide vehicles to assist in debris removal and access to SAR mission(s) area(s).
2. Provide for the transportation of supplies and equipment to the effected area(s).
3. Provide both fixed wing and rotary wing aircraft.
4. Coordinate all aviation assets for the State.
5. If necessary, ODOT will intercede with the Federal Aviation Administration to limit or restrict the air space near the scene of the mission(s).

D. Ohio Highway Patrol

1. Can provide aviation support to a mission. OSHP has both fixed wing and rotary wing aircraft equipped with special features such as “night-sun” and “FLIR” – Forward Looking Infrared.
2. Within 2.5 – 3 hours after activation, a 9 person self contained team can arrive on scene to assist with searches and rescues.
3. Like ODOT, OSHP can obtain air space restrictions from the FAA.
4. OSHP can provide site security and access restrictions to areas upon request.
5. OSHP can assist in establishing communications webs and command centers.

E. Ohio Department of Natural Resources

In addition to personnel, water resources and aviation resources, the specific divisions of ODNR can offer the following:

Forestry

1. If needed, they can provide heavy equipment (bulldozers, dump trucks, graders), fire fighting equipment.

2. On mission(s) within the boundaries of the State's forests, they can provide a Law Enforcement contingent.
3. The Division also has jurisdiction for mission(s) that occur on private land, if it involves a wildland fire.

#### Division of Watercraft

1. Since their jurisdiction is applicable to all waters within the state, trained personnel and watercraft resources are easily deployable to a mission(s) location in a short period of time.
2. If needed, their personnel can assist with swift water rescues, sonar and underwater searches, and law enforcement responsibilities.
3. The division has agreements and working relationships with the Ohio Highway Patrol and the US Coast Guard for additional mission(s) resources and personnel.

#### F. Ohio Task Force One

1. Available contingent of 62 SAR trained, FEMA recognized, personnel throughout the state.
2. For the first 72 hours after deployment, the team is totally self-sufficient, including but not limited to, food, fuel, repair/replacement equipment, and communications resources.

#### G. Ohio Environmental Protection Agency

1. The Ohio EPA Right to Know Unit may provide information regarding chemical inventory risks associated with the SAR mission at facilities using, producing or storing hazardous and extremely dangerous hazardous substances in excess of the threshold planning quantities set forth in the Ohio Revised Code ORC) 3750.
2. DERR personnel, assigned to districts throughout the state, are available for on scene, at the EOC, or via telephone consultation regarding potential chemical exposure during SAR mission (s).

## **V RESOURCE REQUIREMENTS FOR ESF #9**

- A. Each agency, department or jurisdiction shall be responsible for the maintenance of all agreements, SOPs, SOGs, MOUs, and ESFs.
- B. Agencies who are involved in the SAR mission(s) will be expected to provide the necessary support for their own personnel (food, water, lodging, fuel, and equipment)

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #10  
HAZARDOUS MATERIALS**

**Please refer to the State of Ohio Hazardous Materials Emergency Management Plan developed in 1993 and updated in 1999 for information on the agencies, policies, responsibilities and coordination required for hazardous materials response and recovery in the State of Ohio.**



**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #11  
AGRICULTURE**

**PRIMARY AGENCY:** Ohio Department of Agriculture (DOA)

**SUPPORT AGENCY:** Adjutant General's Department (AG)  
Ohio Department of Administrative Services (DAS)  
USDA Farm Service Agency (FSA)  
Ohio State University Farm Extension Service (FES)  
Ohio Department of Health (ODH)  
Ohio Environmental Protection Agency (EPA)

**I. INTRODUCTION**

A. Purpose

ESF #11 addresses the following concerns for the agriculture function in the State of Ohio during natural disasters:

- Assessment of agriculture needs of affected areas.
- Agriculture surveillance of the affected areas throughout the disaster.
- Provision of agriculture related services and supplies
- Testing of products for public consumption.
- Agriculture recommendations and related releases to the public.
- Identification of food assistance needs.
- Identification and application of appropriate agriculture assistance programs.
- Obtaining and delivering emergency food supplies in coordination with USDA.
- Livestock disease and assistance programs

**II. SITUATION**

A. Disasters occurring in the State of Ohio impact agriculture including crops, livestock, food supplies and related agricultural concerns.

B. State and federal agricultural assistance is typically required following disasters.

C. Assumptions

1. Local Farm Service Agencies will notify the Ohio Emergency Operations Center (Ohio EOC) concerning the status of local agricultural emergencies and the need for assistance.
2. Disasters may overwhelm local agricultural assistance programs.
3. Agricultural emergencies lead to long-term economic impacts requiring long term federal and state assistance programs for recovery.

### III. CONCEPT OF OPERATIONS

#### A. Overview

1. The Ohio Emergency Management Agency (Ohio EMA) will notify Primary and Support organizations for ESF #11 when a disaster requires their presence in the Ohio EOC.
2. The Ohio Department of Agriculture (DOA) is the lead agency for ESF #11. DOA liaisons will be available to staff the Ohio EOC, coordinate with response and recovery personnel at the site of the disaster and work with ESF #11 support organizations in the Ohio EOC to answer the needs of affected communities.

#### B. Relationships Between Levels of Government

##### 1. Federal

- a During Presidentially declared emergencies, the organizations that comprise federal ESF #11 include the following:

- U.S. Department of Agriculture(Primary)
- American Red Cross
- Department of Defense
- Environmental Protection Agency
- Federal Emergency Management Agency
- General Services Administration
- Department of Health and Human Services

- b Coordination with federal ESF #11 may occur in the Ohio EOC, at the site of the disaster and in the Disaster Field Office (DFO).

- c Federal ESF #11 will support state assessment, response and recovery activities and will accept emergency requests and missions from state ESF #11.

##### 2. State

- a ESF #11 organizations maintain a working relationship throughout emergency response and recovery operations to ensure that emergency agriculture needs are, identified, assessed, prioritized and addressed.

- b ESF #11 organizations will coordinate with ESF #11 organizations from the federal government and other states when required during disasters.

##### 3. Local

- a Local-level emergency requests for state agriculture resources and services communicated to the Ohio EOC will be directed to ESF #11 personnel for action.

- b Requests for ESF #11 assistance made by local officials to ESF #11 personnel at the site of the disaster will be coordinated with and approved by ESF #11 personnel before action is taken.

4. The Comparison Chart for ESF #11 Organizations lists the organizations in the federal ESF#11 Team of the 1999 Federal Response Plan (FRP). When there are comparable organizations on the state and local level, they will be listed in the chart or special

circumstances will be referred to in the footnotes. This is to ensure that all organizations have the proper interface when activated during declarations of Presidential emergencies.

<b>Comparison Chart for ESF #11 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Ohio Department of Agriculture OSU Farm Extension Service	Department of Agriculture USDA Farm Service Agency	Local Agricultural Organizations
Ohio Department of Health	Department of Health and Human Services	Local Health Departments
Adjutant Generals Department	Department of Defense <sup>1</sup>	
American Red Cross	American Red Cross	Local ARC Chapter
Ohio Environmental Protection Agency	Environmental Protection Agency	Local Fire Departments
Ohio EMA	Federal Emergency Management Agency <sup>2</sup>	
Department of Administrative Services	General Services Administration	County Commissioners

1. There is no comparable local and/or state organization to coordinate with the federal organization listed here. In many cases the state addresses similar duties in other ESFs. Please refer to the 1999 Federal Response Plan for a listing of the specific duties. These federal emergency activities do not interfere with the state and local activities for this ESF.
2. Normally FEMA interfaces with Ohio EMA and local EMAs but FEMA's responsibility in ESF #11 is to supply federal agricultural demographic information to other federal agencies. Therefore in this instance there is no required coordination with peer state and local organizations.

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

- A. ESF #11 organizations will be activated by Ohio EMA for assessment, response, and recovery operations based on the needs of the disaster. Primary and Support Agencies for the state agriculture function will coordinate with each other in the Ohio EOC and the DFO to ensure the most effective use of personnel and equipment, to avoid redundant activities and to cooperate on emergency agriculture missions.
- B. Assignment of Responsibility
  1. Ohio Department of Agriculture
    - a. Conduct agriculture assessments at the site of the disaster to determine agriculture needs and priorities.
    - b. Coordinate state-level agricultural emergency response and recovery.
    - c. Provide logistical support for state agriculture personnel in the field.
    - d. Coordinate with federal USDA for emergency programs and to provide liaison between federal, state and local organizations when required.
    - e. Determine critical food requirements and supply and delivery sources.
    - f. Test and/or dispose of contaminated food, livestock and agricultural products.
    - g. Coordinate with appropriate organizations for the deployment of inspectors, sanitarians and veterinarians for agricultural response and recovery.

- h Coordinate with appropriate organizations for emergency food inspections and distribution.
  - i Establish appropriate regulatory controls
  - j Provide agriculture advisories and related information as required.
  - k Issue embargo and quarantine orders as needed.
  - l Coordinate with other state and private organizations as needed for the provision of potable water.
  - m Assign missions to federal ESF #11 when it is activated in Ohio.
  - n Maintain ongoing agriculture surveillance of affected communities in order to rapidly identify and address agriculture-related problems.
  - o Coordinate agriculture recovery efforts at the DFO as needed.
2. Adjutant General's Department
    - a Coordinate with the Department of Defense in federal ESF #11 when required for emergency food delivery and storage
  3. Ohio Department of Administrative Services
    - a Assist in the identification, purchase and delivery of needed food items during emergencies (refer to ESF #7 Resource Support)
  4. Ohio State University Farm Extension Service
    - a Ensure personnel are assigned to the extension offices in each affected community throughout the emergency.
    - b Maintain daily communications with each affected extension office.
    - c Set up mail distribution list for affected counties.
    - d Coordinate emergency activities with DOA.
    - e Alert appropriate state and federal organizations of emergency information received from the counties.
    - f Assist local extension agents in the development of emergency public information.
    - g Provide personnel and material support to affected communities when required.
    - h Activate network of State Specialists if needed for information gathering from national or international agricultural information networks.
  5. Ohio Department of Health
    - a Coordinate with DOA as needed for food inspections, investigations and advisories.

6. Environmental Protection Agency

- a Work with the ODA and ODH to identify potentially hazardous material impacts on food supplies.

**V. RESOURCE REQUIREMENTS FOR ESF #11, AGRICULTURE**

- A. ESF #11 organizations maintain organizational Standard Operating Procedures and Resource Listings that document the equipment, supplies, and services available to them during disasters.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #12  
ENERGY**

**PRIMARY:** Public Utilities Commission of Ohio (PUCO)

**SUPPORT:** Department of Development (DOD)  
Ohio Emergency Management Agency (Ohio EMA)  
Department of Transportation (DOT)

**I. INTRODUCTION**

- A. The primary and support organizations of ESF #12 coordinate with energy utilities and related governmental and private organizations to provide information for state-level assessment, response and recovery operations related to fuel shortages, power outages, and capacity shortages that may impact Ohio citizens during disasters.
- B. The ESF #12 Team also provides information available on the transportation of fuel, sources for the provision of emergency power to support immediate response operations and the restoration of normal energy supplies to energy-affected communities.
- C. Depending upon the requirements of the disaster, the ESF #12 Team may also address the following:
  - 1. Liaison with councils and associations representing energy providers. Assessing energy system damage, energy supply, energy demand and restoration needs of investor-owned energy systems.
  - 2. Assisting local and state emergency organizations in identifying fuel needed for emergency operations with businesses that provide/offer such products.
  - 3. Recommending actions to save fuel.
  - 4. Coordinating with local, state, and federal ESF #12 organizations in providing energy information and conservation guidance.
  - 5. Acting as the point of contact for energy information for the State of Ohio during disasters.
  - 6. Relaying energy industry policies for energy restoration priorities.
  - 7. Documenting fuel and power assistance requests from local EOCs and state ESFs that are received through the Ohio Emergency Operations Center (Ohio EOC).

**II. SITUATION**

- A. Energy shortages may be the result of the following conditions:
  - 1. Generation capacity shortfalls, which can be the result of extreme weather conditions, like tornadoes, floods, blizzards, and severe storms.
  - 2. Generation capacity shortfalls due to unusually high demand or unplanned generating outages.

3. Interruptions in the supply of natural gas, petroleum fuels, propane, heating oil, and coal may result from natural hazards, strikes, explosions, terrorism or international embargoes.

B. Assumptions

1. During disasters generating capacity may fall below customer demand.
2. Hazardous conditions may delay energy system restorations.
3. Communications and traffic signals may be affected by power failures, affecting public health and safety services, logistics and overall response to the disaster site.
4. There may be hoarding of fuel if the public perceives prolonged fuel scarcities.
5. Water pressure systems may be low or zero, affecting facilities essential to health and safety.
6. Damaged areas may not be readily accessible.

### III. CONCEPT OF OPERATIONS

A. ESF #12 Team Composition

The ESF #12 Team is made up of Ohio Department of Development, the Ohio Emergency Management Agency, Ohio Department of Transportation, and the PUCO, which serves as the lead agency for the team. The lead agency acts as the spokesperson for the team on energy issues and maintains an overview of statewide energy operations during emergencies. The lead agency may defer to support organizations for briefings and information releases related to support agency's specific programs or areas of concern.

B. ESF #12 Team Notification

The Executive Director of Ohio EMA is responsible for notifying the ESF #12 organizations of Assessment Room and EOC activations. ESF #12 organizations will provide representation as needed at the EOC, at the site of the emergency when required and administrative and logistical support for their respective emergency personnel.

C. Overview

In the Assessment Room and the EOC, ESF #12 will establish contact, when necessary, and maintain on-going communications with energy generators, suppliers, transporters, and related organizations in order to obtain information about damage assessment, repair problems, repair schedules and response activities with respect to energy in the disaster area.

1. ESF #12 will identify, when necessary, energy-related programs, logistical support, resource support, and coordination that could be provided by the state or by the federal ESF #12 Team to facilitate recovery.
2. ESF #12 will identify, to the extent available, unmet energy needs of disaster victims and coordinate with EOC organizations and other state ESFs to address these needs.
3. ESF #12 will liaison with industry personnel at the disaster site as needed to conduct damage assessment, to coordinate with the federal ESF #12 Team, to document needs of victims and provide intelligence from the disaster site in energy-related matters.

4. ESF #12 will document and inform EOC personnel of energy-related problems and requests for aid that have been received from energy suppliers and distributors and from state and local organizations in the disaster area.
5. ESF #12 will coordinate energy-related disaster information with the Ohio EMA PIO before release to the media.
6. ESF #12 will identify energy-related recovery activities and develop on-going strategies for meeting energy needs.

#### D. Relationship Between Levels of Government

##### 1. Federal

- a During presidentially-declared emergencies, the federal ESF #12 Team may be included in the cadre of responding federal personnel. The federal ESF #12 Team includes the following organizations:

- 1) Department of Energy (Lead Agency)
- 2) Department of Agriculture
- 3) Department of Defense
- 4) Department of State
- 5) Department of Transportation
- 6) General Services Administration
- 7) National Communications System
- 8) Nuclear Regulatory Commission
- 9) Tennessee Valley Authority

- b The state ESF #12 Team will interface with the federal ESF #12 Team during assessment, response and recovery operations in order to ensure coordinated activities between the state and federal teams and to supply the federal ESF #12 Team with energy-related missions that are beyond the capability of the state.

##### 2. State

- a The state ESF #12 Team will maintain communications with energy utilities, suppliers, associations and related organizations throughout the state of Ohio.

##### 3. Local

- a Local-level requests related to energy will be directed by the EOC Controller to ESF #12.
- b ESF #12 will document energy-related requests made by local response organizations and coordinate within the EOC, with private industry, and with the federal ESF #12 Team to coordinate unmet energy needs.

4. The Comparison Chart for ESF #12 Organizations lists the organizations in the federal ESF#12 Team of the 1999 Federal Response Plan (FRP). When there are comparable organizations on the state and local level, they are listed in the chart or special circumstances will be referred to in the footnotes. This is to ensure that all organizations have the proper interface when activated during presidentially-declared emergencies.



<b>Comparison Chart for ESF #12 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local organizations</u></b>
Public Utilities Commission Ohio Department of Development	Department of Energy Department of the Interior Department of Defense Department of Agriculture Department of State <sup>1</sup>	County Engineer/Local service providers
Ohio Department of Transportation	Department of Transportation	County Engineer
Ohio Emergency Management Agency	National Communications System Nuclear Regulatory Commission <sup>2</sup> Tennessee Valley Authority <sup>2</sup>	Local EMA

1. There is no comparable state or local organization. The federal activities performed by this organization do not conflict with state or local emergency activities.
2. Tennessee Valley Authority coordinates with private industry energy providers. (Refer to ESF #2 in the Federal Response Plan 1999)

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

A. The following organizations have these specific responsibilities with respect to energy.

1. Public Utilities Commission of Ohio (PUCO)

- a. Act as Team Leader for ESF #12 and will, as necessary, provide a coordinated overview of statewide energy usage, emergency activities, energy needs, and repair status during state emergency response and recovery operations.
- b. Interface with federal ESF #12 as required during emergencies.
- c. Staff the Ohio EOC in order to seek resolution to problems within the scope of energy emergency rules.
- d. Maintain an internal Standard Operating Procedure (SOP) that addresses the following:
  - 1) 24-hour notification procedure for staff
  - 2) Internal energy response procedures and strategies
  - 3) Management assignments during state assessment, response, and recovery operations.
  - 4) Guidelines and forms necessary for implementation of ESF #12 energy response and state set-aside plan.

2. Department of Development

- a. Maintain continuous communications with Community Action Agencies (CAA) at disaster sites to determine the following:
  - 1) Number of households requiring energy assistance
  - 2) Types of energy assistance needed by disaster victims.
  - 3) Deficiencies in local energy programs and capabilities that could be addressed by state or federal assistance.

3. Ohio Emergency Management Agency
  - a. Assist in collecting energy-specific information through the use of ESF #5 during state-level assessment, response, and recovery activities.
4. Ohio Department of Transportation
  - a. Coordinate the suspension of regulations concerning truck size, drivers' hours, weight limitations, carrier routing, and log limitations related to the delivery of fuels needed during emergencies.

**V. RESOURCE REQUIREMENTS OF ESF #12, ENERGY**

- A. Resources needed to support effective operations are addressed in the Standard Operating Procedures and resource listings developed by PUCO.

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #13  
LAW ENFORCEMENT**

**PRIMARY AGENCY:** Ohio State Highway Patrol (OSHP)

**SUPPORT AGENCIES:** Adjutant General's Department (ADJ)  
Attorney General's Office (AG)

**I. INTRODUCTION**

- A. The primary and support organizations for ESF #13 coordinate law enforcement activities for the state of Ohio during emergencies.

**II. SITUATION**

- A. The Ohio State Highway Patrol (OSHP) is responsible for the enforcement of laws on state facilities, institutions, and highways (ORC 5503.01-02). The Superintendent of the Patrol, or his designated representative, will act as the senior law enforcement coordinator in the Ohio Emergency Operations Center (Ohio EOC) for the duration of a given situation, or as required for the completion of a law enforcement mission.
- B. The Line of Command/Succession of the Ohio EOC Law Enforcement Coordinator shall be the following:
1. Superintendent, Ohio State Highway Patrol (or his designee).
  2. Field Operations Officer, OSHP (or his designee).
  3. Other Officer/s, OSHP, as assigned by the Superintendent.
- C. The OSHP has a 24-hour responsibility for law enforcement on all state highways, properties and facilities. Internally, a chain of command has been established for integration and coordination of OSHP units. Requests by a local jurisdiction for OSHP support will be coordinated and prioritized through the Ohio EOC.
- D. The Attorney General of the State of Ohio, in accordance with Chapter 109 of the Ohio Revised Code, is organized into sections, bureaus and agencies for the purpose of reviewing, and/or ensuring the enforcement of the laws of the state.
- E. The Governor, to aid civil authority can call the Ohio National Guard. Missions and capabilities are fully documented in "OPLAN READY TAG OH".
- F. Assumption
1. Large scale or statewide disasters will necessitate the coordination of all law-enforcement agencies in order to expedite assistance to agencies and departments of government in affected areas.
  2. Even in cases of large-scale disasters, local law enforcement agencies will be the primary enforcement agency in their particular jurisdiction. Unless requested by the local

authorities and approved by the governor, state agencies such as OSHP and ONG will not aid civil authorities.

3. For information and resource management purposes, requests for outside agency law-enforcement assistance by local officials should be coordinated through the Ohio EOC.
4. In extended response operations, law enforcement logistical support (vehicles and equipment) as well as personnel, may be required to serve or be used in cases of excessive use, extended stress, and hazardous conditions.
5. Additional law enforcement support will be needed for the maintenance, control and support of evacuation traffic control patterns, community reception and care facilities and for institutions such as hospitals, prisons, and mental institutions.
6. Each federal, state and local law enforcement organization should have an established chain of command prepared to integrate and coordinate law enforcement activities within and between organizations during an emergency.

### **III CONCEPT OF OPERATIONS**

#### **A. Overview**

1. In an emergency response, OSHP will effect primary coordination from the Ohio EOC.
2. Law enforcement agencies involved in any emergency response will be responsible for the employment of internal communications equipment and facilities to the greatest extent possible. These agencies will also be responsible for the maintenance of command structures, tracking of deployed personnel and resources and list of available personnel, and resources that maybe activated. . Any auxiliary forces that are activated for service will work directly under the supervisory authority of the parent agency. The following is an overview of law enforcement response and recovery activities
  - a. Maintain law and order within legal authority.
  - b. Assist in the dissemination of alerts, warnings and notifications.
  - c. Coordinate law enforcement activities from local EOCs and command centers as needed to manage resources and personnel. For OSHP, this coordination will occur in the Ohio EOC.
  - d. Within their own jurisdictions, law enforcement shall provide security for, and limit access to, the EOCs, key governmental facilities, and locations of the emergency. For OSHP, this will occur at the Ohio EOC and other applicable locations. All law enforcement jurisdictions, in their own Emergency Operations Plans/SOPs/SOGs should develop additional provisions for 24-hour security service for the evacuated jurisdictions as well as reception and care facilities between the risk and host jurisdictions.
  - e. Prepare to staff, on order, roadblocks, traffic control points and other sites when required. This would include both evacuation/relocation support and logistical efforts.
  - f. Provide communications to support agencies when necessary.
  - g. Support the relocation and temporary detention of persons confined to institutions.

- h. Furnish status reports on casualty and damage observations to the EOC on a timely basis.
- i. Maintain and protect logs, records, digests and reports essential to government and emergency operations.
- j. Continue all law enforcement activities consistent with legal authority.
- k. Assist in the provision of law enforcement support in a phased return to evacuated areas.
- l. Phase down operations to include a return to normal shifts and hours.
- m. Prepare after-action reports to include cost and expense reports (as required).
- n. Repair and replace and maintain equipment as conditions permit.
- o. Release personnel and equipment acquired under mutual aid agreements.
- p. Support recovery operations at the site of the disaster.

**B. Relationship Between Levels of Government**

**1. Federal**

- a. There is no ESF #13 in the Federal Response Plan (FRP) nor is law enforcement addressed as a function in any other area of the FRP. State-level law enforcement organizations in Ohio will however, coordinate with federal and local law enforcement organizations in the event of an emergency within the state that would require a multilevel government response. (Refer to the Incident Annex for Terrorism)
- b. The chart below illustrates the relationship between comparable law enforcement organizations in the various level of government.

<b>Comparison Chart for ESF #13 Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Ohio State Highway Patrol	Federal Bureau of Investigation	Local Law Enforcement
Adjutant General's Department	Department of Defense	Local Law Enforcement
Attorney General for Ohio	Attorney General DOJ	Local Law Enforcement

**IV ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Among some of the agencies for the state of Ohio, other than the State Highway Patrol, there exists the responsibility to enforce, protect, and defend Ohio laws. Generally these law enforcement duties and responsibilities are limited to a very specific jurisdiction. For example, officers from ODNR enforce laws within and upon state park properties. However, ODNR officers do not enforce the laws of the political jurisdiction in which the park facility is located. Liquor Control agents may initiate an arrest in a liquor establishment, but they will not enforce speed limits on county streets. The exception to these examples is as follows.

In an emergency situation, after an Memorandum of Understanding has been signed by the county sheriff or the chief of police, officers from both ODNR and Liquor Control will be authorized to

enter the jurisdiction and to act in the capacity (with full enforcement and arrest authority) as a deputy sheriff or city/village police officer. The request for mutual aid from a state agency is only for a limited period of time, say during the duration of an emergency. Upon termination of the emergency, the officers shall return to their respective jurisdictions. State officers shall not be excepted to cover a political entity's depleted staffing which is a direct result of the entity's normal day to day operations.

One final state resource available to local law enforcement agencies is officers from the Ohio Department of Rehabilitation and Corrections. Due to differences in training ODRC officers can not serve in a county jail. However, upon request emergency MOU request, ODRC officers are able to transport county jail inmates from one facility to another. Again, the expectation is that this assistance would come only during an emergency situation, and not during the routine operations of a county facility.

A. General Responsibilities for all Law Enforcement Organizations

1. Maintain routine law enforcement functions, including protection of life and property, enforcement of laws, conducting criminal investigations, and related tasks throughout the duration of the emergency. Priorities for emergency response will be coordinated from the local EOC.
2. Provide traffic control, including evacuation/relocation assistance and the movement of essential supplies.
3. Support warning and notification efforts.
4. Ensure security for key governmental facilities and coordinate with agencies responsible for the protection of vital private sector sites, as directed.
5. Report the following information to the EOC as required: personnel and resource needs, damage assessments, exposure reports, casualty reports, evacuation status and traffic control reports.
6. Support the following actions based upon the availability of resources and training
  - a. Search and rescue operations
  - b. Forensic laboratory support
  - c. Victim identification

B. Organizational Responsibilities

1. The Attorney General (OAG)

The Attorney General, or his or her designee, advise and assist the Governor and other agency heads with regard to legal questions arising from emergency response and recovery operations. These include, but are not limited to:

- a. Drafting and dissemination of emergency declarations and related legal documents that support emergency response and recovery operations.
- b. Providing interpretations of law as needed during emergencies.

- c. Initiating investigations with regard to potential criminal allegations against the state of Ohio and its officers and agents related to emergency response and recovery activities.
  - d. Initiating lawsuits against public and/or private entities on behalf of the State of Ohio for damages or claims, which might arise from emergency response and recovery activities.
  - e. Providing laboratory assistance to local law enforcement, as required.
2. The Ohio State Highway Patrol (OSHP)
- a. Operate the National Warning System (NAWAS) and LEADS warning systems for alerting local government and state departments and agencies in cases of emergencies.
  - b. Support communications services for and with the Ohio EOC.
  - c. Provide liaison support to local EOCs as required.
  - d. Coordinate with ODOT in the determination of routes and control points for evacuation actions.
  - e. Coordinate with PUCO on the issuance and enforcement of guidelines pertaining to specific materials or carriers on Ohio roadways during an emergency.
  - f. Coordinate with the Department of Corrections and Rehabilitation, the evacuation and transfer of the penal inmate populations.
  - g. Assist in traffic control actions, to include the notification of evacuation and arrival times, in the event evacuations are necessary and access limitations to the site of the disaster have been established.
  - h. Assist in specialized search and rescue.
  - i. Provide law enforcement support (to include security) for state facilities, institutions, services, officials, and resources.
  - j. Assist in evacuation support for institutional persons.
  - k. Evaluate assistance needs and requests and coordinate subsequent relief actions with local forces within resource and jurisdictional limitations.
  - l. In the event of a riot, or other civil disorder, and upon the request of a sheriff, or the chief executive of the municipal corporation, the Governor may order the OSHP to enforce criminal laws in the area affected by the riot/disturbance, when conditions indicate that local authorities are unable to contain the situation. Through the superintendent, and individual troopers, the Governor may designate such support until the termination of the emergency. (ORC 5503.02)
3. The Ohio National Guard (ONG)
- a. Aid local civil authorities in disasters as requested by local authorities through Ohio EMA, after local resources have been exhausted, and then only after authorized by the Governor, in the applicable proclamation.

- b. Specific aid actions to civil authorities include, but are not limited to:
  - 1) Security of critical facilities to guard against criminal activity.
  - 2) Road blocks and traffic control
  - 3) Mobile security/station security
  - 4) Search and Rescue actions
  - 5) Evacuation assistance
  - 6) Limited construction support, debris clearance and removal actions
  - 7) In a prison riot situation, ONG may serve as a secondary response team for local and state law enforcement officers should the situation worsen and warrant intervention. ONG may also provide guards at the prison entrances and inmate intake entrances (sally ports) and at designated sites within the cellblocks if needed.
  - 8) Provide street mission capable units for riot control.

## **V      TABS**

- A. Tab #1 Ohio State Highway Patrol Post Locations Map



# **OHIO EMERGENCY OPERATIONS PLAN RECOVERY FUNCTION ANNEX**

<b>PRIMARY AGENCY:</b>	Ohio Emergency Management Agency (Ohio EMA)
<b>SUPPORT AGENCIES:</b>	Department of Aging (DOA) Department of Alcohol and Drug Addiction Services (DADAS) Attorney General (AG) Department of Development (DOD) Department of Education (DOE) Ohio Historical Society (OHS) Department of Insurance (DOI) Department of Job and Family Services (JFS) State Library (SL) Department of Mental Health (DMH) Department of Mental Retardation and Developmental Disabilities (MRDD) Rehabilitation Services Commission (RSC) Ohio Board of Regents (OBR) Secretary of State (SOS) Department of Youth Services (DYS)

## **I. INTRODUCTION**

The recovery function supports local government restoration of communities damaged by disasters. This support may involve coordination of state and federal disaster assistance. This includes coordination with state field personnel, ESF #5 and the Federal Emergency Management Agency (FEMA) for needs assessments, damage assessments, and information gathering in order to develop disaster-specific recovery plans and direct interaction with state and local officials for state recovery efforts.

## **II. SITUATION**

- A. Recovery activities begin in the Ohio Emergency Operations Center (Ohio EOC) when the immediate threats to life and property have been addressed and restoration activities that have been identified by damage assessments begin. The Recovery Team works closely with state support organizations to address the long-term unmet needs of affected communities.
- B. During federal disaster declarations both state and federal recovery personnel co-locate in a Disaster Field Office (DFO) that is usually located at a site as close as possible to the affected area but removed from the immediate disaster site. The DFO serves as the hub for state/federal recovery assistance.
- C. The state's recovery activities will be coordinated by the State Coordinating Officer (SCO), the Governor's Authorized Representative (GAR), the State Public Information Officer and the State Recovery Team. The State Recovery Team includes the following.
  - 1. The Chief of the Response and Recovery Branch
  - 2. State Public Assistance Officer
  - 3. State Individual Assistance Officer
  - 4. State Hazard Mitigation Officer
  - 5. State Community Relations Liaison
- D. Each of these positions may be located at the Ohio EOC and the Disaster Field Office (DFO). Each member of the State Recovery Team has a FEMA counterpart with whom they will coordinate their respective responsibilities.

#### E. Assumptions

1. Prior to staffing a DFO in Ohio, all state and federal personnel will receive briefings regarding recovery responsibilities specific to the disaster.
2. Ohio EMA will provide minimum yearly training for Recovery Team personnel and maintain a roster of trained personnel.
3. Recovery activities of state organizations that are not part of the Recovery Team may be addressed under Organizations and Assignments in other ESFs in the Ohio EOP and may not be repeated in the Recovery Function Annex in order to avoid redundancy.
4. Recovery activities are dependent upon rapid, thorough and accurate damage assessments, conducted in coordination with local EMA Directors and officials in affected areas.

### III. CONCEPT OF OPERATIONS

The Recovery Team assists in the processing of damage assessment information, requests for federal assistance and administers individual and public assistance programs and hazard mitigation projects.

#### A. State Damage Assessment

1. State damage assessment is a response operation conducted from the Assessment Room during CAS I–IV. All state damage assessments should be complete before the State EOC is deactivated.
2. The need for state damage assessment will be made in coordination with local government.
3. The need to conduct state damage assessments will be supported by the initial assessments and findings supplied by officials from the affected localities.
4. State damage assessments will focus on the verification and collection of information.
5. State damage assessments can be adjusted based upon the following local conditions:
  - a. If local officials have Damage Assessment Teams that conduct assessments, then, the role of the state will be to assimilate and verify the information collected.
  - b. If no local damage assessment has been conducted, the state may tour the area with local officials to determine the locations and severity of damage. State assessment personnel will be provided with the resources necessary to safely and expeditiously complete assessments.
  - c. In a catastrophic event where damage is extensive, a Presidential Disaster Declaration may be justified based on flyovers and reports from the site. Damage assessments will be conducted later to serve as tools to guide the recovery effort but initial damage assessments will be waived.
6. Initial state assessments include the extent of damage to homes, businesses, public facilities, and the extent to which immediate emergency needs of the public are being met.
7. Exit interviews with local EMA Directors and local officials may be conducted after state assessments have been made to discuss the results of the assessment and the need for support from the state or federal governments.
8. The Executive Director of Ohio EMA will receive analyzed data from the Recovery Team and determine if damages warrant a request by the Governor for federal assistance. If so, the Recovery Team will prepare the appropriate request for the Governor's signature.

## B. Joint Federal/State Damage Assessments

When the Governor requests federal disaster assistance from FEMA, a variety of federal damage assessment personnel, to include FEMA and the Small Business Administration (SBA), may be sent to the site of the emergency. They are accompanied by state personnel in order to conduct Individual Assistance Assessments (IA), Public Assistance Assessments (PA), and Hazard Mitigation Assessments. The state and SBA personnel will conduct SBA-only declarations. The Joint Damage Assessment Teams generally conduct the assessments in one of three ways.

### 1. Flyovers

a. Flyovers are conducted for the following three reasons.

- 1) There are no other expeditious ways to survey the area
- 2) The damaged area is so large that this method provides the best opportunity to identify specific areas to be surveyed by Joint Teams
- 3) The damage is so extensive and catastrophic that the need for detailed damage assessment may not be considered necessary.

### 2. Windshield Survey

a. This technique is used to assess a large area in a relatively short period of time. It may also be utilized when areas are inaccessible on foot and a general overview of the area is all that is required. Such assessments are usually conducted from four-wheel drive vehicles. A windshield survey provides the opportunity for team members to exchange views as they assess the area together. This process allows the team to quickly record the numbers of homes and businesses that are destroyed, damaged and uninsured. Local officials from county EMAs, local engineering departments and street departments of local government in the affected area usually accompany federal and state personnel on these assessments. Raw figures acquired by this method can be extrapolated to give a good overview of the impact and extent of the disaster. A windshield survey provides the opportunity for team members to discuss disaster impact and other related issues

### 3. Walk-Through Assessments

a. This is the most thorough and time-consuming damage assessment technique. This method is often used when the assessment must be very detailed and specific. In a marginal situation, detailed information must be gathered in order to assess the extent to which the jurisdiction is eligible for federal disaster assistance. As with the windshield survey, local officials should join federal and state personnel as team members.

## C. Federal Disaster Assistance Programs

The following are the principle programs offered by the federal government in assisting localities affected by disasters.

### 1. Individual Assistance (IA)

Individual Assistance is supplementary federal assistance provided under the Stafford Act to individuals, families and businesses affected by a major disaster or an emergency. Such assistance may be provided directly by the federal government or through state or local governments or

disaster relief organizations. The following information is used to determine the level of damage for IA declarations.

a. Damage to homes (Housing Loss Form)

- 1) Primary versus secondary residence damage
- 2) Homeowner or rental property damage
- 3) Degree or percentage of damage to structure
- 4) Insured versus uninsured damage

b. Damage to businesses (Losses to Businesses Form)

- 1) Estimated days out of operation
- 2) Tenant versus owner considerations
- 3) Number of employees
- 4) Replacement costs
- 5) Percentage of damage to businesses
- 6) Insured versus uninsured damage.

c. Types of Federal Individual Assistance

1) Disaster Housing

This program is administered by FEMA and designed to help victims whose residences have been rendered uninhabitable by a disaster. For those who are eligible, the federal government will pay for 100 percent of the cost of victims' lodging at hotels; motels or other housing for a period of up to 18 months dependent upon continued eligibility. Where no disaster housing is available, FEMA or the state may supply mobile homes for housing as a last resort. In cases where homes are minimally damaged and still habitable, funds may be available to homeowners for repairs. Assistance will not duplicate insurance benefits.

2) Small Business Administration (SBA)

This program provides disaster loans designed to supply low interest loans to owners of homes or businesses who have experienced uninsured physical or financial losses as a result of a disaster. SBA can also provide loans for the replacement of personal property for homeowners and renters. One of the primary criteria for SBA assistance is the applicant's basic ability to repay the loan.

3) Farmers Home Administration (FmHA)

This program provides low interest disaster loans to farmers, ranchers and agricultural operators for physical or production losses. Loans may be made to either the tenant or owner of the agricultural business.

4) Disaster Unemployment Assistance

This program aids those individuals who have become unemployed as a result of a disaster. Unemployment assistance of up to 26 weeks may be paid to victims who have lost their jobs due to the disaster. The Ohio Bureau of Employment Services administers the program. Benefits paid to victims cannot be in addition to regular unemployment compensation, and the amount cannot exceed that which is ordinarily paid under state law in non-disaster situations.

5) Individual and Family Grants (IFG)

The program provides grants to disaster victims to meet necessary expenses or serious needs. The amount is adjusted annually on October 1. The recipient may spend this money for a variety of needs, including medical and dental expenses, housing repairs, personal property, funeral and burial expenses and public and private transportation. These expenses must have been caused by the disaster. The recipient must have been either turned down or inadequately served by other programs, including SBA, before he/she becomes eligible for an IFG. This program is administered by the state and is a 75/25 federal/state match. The assistance cannot duplicate insurance benefits.

6) Income Tax Service

The Internal Revenue Service will help victims identify ways in which the disaster affects their federal income tax. Casualty loss credits, early tax refunds and information on loss documentation are some services available to disaster victims.

7) Food Coupons

These may be made available to victims whose nutritional needs are affected because of a disaster. The U.S. Department of Agriculture administers this program at the federal level and Department of Human Services at the state level. County Departments of Human Services will interview food stamp applicants and issue food stamp benefits to qualified recipients. The President will determine the length of eligibility for receiving emergency food coupons.

8) Crisis Counseling Program

The President is authorized to provide professional counseling services for disaster victims. These services include financial assistance to state or local agencies or private mental health organizations to provide services for victims of major disaster in order to relieve mental health problems caused or aggravated by the disaster or its aftermath. The Ohio Department of Mental Health primarily provides services directly to individuals and families that focus on mental wellness and mechanisms to deal with the incident and subsequent recovery. Through effective public information, education, and outreach activities, basic mental health needs are provided and prevention of long-term mental health problems is achieved.

2. Public Assistance (PA)

Supplementary federal assistance provided under the Stafford Act to state and local governments or certain, private, non-profit organizations, other than assistance for the direct benefit of individuals and families. The PA Program is administered by the state. There is a federal/state match, with the federal share no less than 75%. Assistance provided will not duplicate insurance benefits. The PA State Administrative Plan is maintained and annually updated by the Disaster

Response and Recovery Branch. The following are the types of assistance covered by this program.

- a. Emergency work
  - 1) Cost to clear debris
  - 2) Costs of personnel, material, and equipment used for emergency response activities.
- b. Permanent work
  - 1) Damage to roads, streets, and bridges
  - 2) Damage to water-control facilities
  - 3) Damage to public buildings and equipment
  - 4) Damage to public utilities
  - 5) Damage to park and recreational sites

The state will serve as the grant administrator for all federal funds provided to eligible applicants under the PA Program.

#### D. Requesting Direct Federal Assistance

(Refer to Administrative Plan located in Disaster Recovery Branch of Ohio EMA.)

##### 1. Requesting a Presidential Disaster Declaration

The Governor will review information collected by the Ohio EMA to determine if a state emergency should be declared and if a presidential disaster declaration should be requested. The Governor must submit a request for assistance to the President within 5 days of determining the need for emergency assistance and within 30 days of the event for a major declaration. The Recovery Team will prepare a letter to the President for the Governor's signature to request federal assistance.

Assistance authorized by the emergency declaration is limited to immediate response activities necessary to alleviate the threat to public health and safety. It is limited in scope to a specific timeframe and total assistance may not exceed \$5,000,000. The Governor's letter must be submitted within 30 days of the occurrence of the disaster and must:

- a. Demonstrate that the situation is of such severity and magnitude that effective response is beyond the capability of the state and affected local governments;
- b. Demonstrate that supplemental federal assistance is necessary to save lives and to protect property, public health and safety, or to lessen or avert the threat of a disaster.
- c. Furnish information on the extent and nature of state and local resources which have been or will be used to alleviate the results of the disaster;
- d. Certify that the state and local governments will bear their required share of the costs to implement federal disaster assistance programs;

- e. Include an estimate of the extent and nature of federal assistance required for each of the impacted counties and the state;
- f. Confirm that appropriate actions have been taken under state law;
- g. May identify the State Coordinating Officer (SCO) in the event the request is honored. (The SCO becomes the state official who then coordinates state and local disaster assistance efforts in conjunction with the federal government).

In the event of a catastrophic incident, where the magnitude and severity of damage are expected to be extreme and there is an immediate need for supplemental federal assistance, the Governor may make an expedited request for a Presidential Disaster Declaration. This request will not include specific estimates of damage and the amount of federal assistance necessary. This request will, however, outline the anticipated impacts of the disaster.

### 3. Notification

When the President declares an area or areas to be disaster areas, FEMA will immediately notify the Governor and appropriate federal agencies. The Executive Director of Ohio EMA will be responsible for ensuring that the affected local governments are notified. The State PIO will notify the media and public through media briefings and press releases.

### 4. Federal/State Agreement

After the President's declaration, the Governor and the FEMA Regional Director enter into a federal/state agreement that describes how federal disaster assistance will be made available. The agreement:

- a. Identifies those areas that are eligible for assistance.
- b. Stipulates the program(s) made available and the division of costs among the federal, state, and local governments.
- c. Specifies the time period in which assistance will be made available.
- d. Identifies any other conditions for receiving assistance.
- e. Describes the incident.

### E. State Disaster Assistance

The following state organizations offer assistance programs that localities may apply for in order to recover from emergencies. These organizations include but are not limited to the following:

- 1. Water and Sewer Works Commission - Long-term, interest-free loans to localities for sewer and water line repair.
- 2. Ohio Public Works Commission - Up to 90% grants to repair/replace locality roads, bridges, waste facilities, and sewers.
- 3. Ohio Department of Development - Loans and grants to repair/replace water, sewer lines, roads, bridges, etc. to localities.
- 4. Ohio Water Development Authority - Long-term market interest rate loans to localities for drinking water, wastewater, and construction projects.

5. Ohio Environmental Protection Agency - Below market rate loans to localities for publicly owned wastewater treatment facilities and non-point source water pollution control projects.
6. Ohio Controlling Board - Emergency Purposes Fund money to assist localities in recovery efforts.

(Contact Ohio EMA Disaster Response and Recovery Branch for detailed information on state disaster assistance programs)

F. Disaster Field Office (DFO)

1. The State Recovery Team will be located in the DFO during the recovery phase and will work closely with federal personnel.
2. The Disaster Response and Recovery Branch Chief will direct the activities of the State Recovery Team in close coordination with the Federal Coordinating Officer (FCO) and the SCO.
3. Termination of DFO-centered recovery efforts will be a joint determination of the FCO and SCO based upon the recovery status of the declared jurisdictions.
4. The Disaster Response and Recovery Branch Chief will coordinate long-term state recovery activities following the closure of the DFO.

(Refer to the Recovery SOP for forms and procedures that will be used by the State Recovery Team in the DFO.)

G. Individual Assistance Information

1. National Teleregistration Center (NTC)

The National Teleregistration Center (NTC) is a permanent FEMA facility that houses a national toll-free telephone bank. Upon activation following a Presidential Disaster Declaration, disaster victims register for individual disaster assistance through contacting the NTC. Toll-free numbers for the NTC will be widely publicized for disaster victims by state and federal recovery personnel.

2. Disaster Application Centers (DACs)

These are federally established temporary locations generally established in or near communities directly impacted by the presidentially declared disaster. Federal and state recovery personnel staff the centers. The purpose of the DACs is to allow disaster victims to apply for individual disaster assistance in person. Although DACs may be used in conjunction with the NTC, establishment of these temporary facilities is very infrequent and generally dependent upon the scope or magnitude of the disaster. Use of DACs is agreed upon by FEMA, state and local officials. Locations and days/hours of operation are widely publicized for disaster victims by state and federal recovery personnel.

3. Disaster Recovery /Service Centers

These are federally established temporary locations, which are staffed by federal and state recovery personnel in the Presidentially declared disaster areas. These centers provide information on the status of applications submitted by disaster victims for individual assistance.

Information may be provided regarding the use of disaster assistance funds, hazard mitigation information and SBA information. Access will also be provided to various state, county, local and voluntary agencies that may be able to provide additional disaster assistance. Registrations for



individual assistance are not usually taken at these centers. Use of Service Centers are agreed upon by FEMA, state, and local officials.

4. Toll-free telephone assistance.

FEMA maintains a permanent facility which houses a national toll-free telephone center to answer questions from disaster victims. In conjunction with the permanent FEMA center, the state provides a toll-free information number to address questions from disaster victims relative to the State Individual and Family Grant (IFG) Program. Additionally, other federal and state agencies may operate similar information sources for disaster victims. The toll-free numbers are widely publicized by state and federal recovery personnel.

5. Community Relations

Community outreach efforts will be made cooperatively by federal and state recovery personnel in order to ensure that all disaster victims are aware of assistance programs. The efforts may include but are not limited to providing flyers and press releases to local community leaders, school officials, and religious organizations about federal state individual assistance that may be available to disaster victims. Community relations also report to the FCO and SCO about the effectiveness of the response effort in the communities and any other issues that may impact the recovery process.

H. Public Assistance Process

1. The State Public Assistance Officer (PAO) is part of the Recovery Team and is responsible for working with the federal PAO to coordinate all activities related to the reimbursement of state and local governments and private not-for-profit organizations for eligible costs incurred as a result of the disaster.
2. The PAO will administer all public assistance grants, agreements and contracts and will provide technical assistance to eligible applicants and subgrantees and maintain and submit documentation necessary to obligate and disperse public assistance funds.
3. The PAO will work with the Disaster Response and Recovery Branch Chief to identify support staff that will assist in the coordination of the following activities.
  - a. Federal reimbursement
  - b. Conducting applicant's briefings
  - c. Grant management
  - d. Use of state engineers and inspectors to provide technical support with the preparation of Requests for Assistance forms, etc.
  - e. Preparing with FEMA the scope of work and cost estimates for large and small projects
  - f. Serve as Special Consideration Liaison and Applicant's Liaisons
  - g. Management of subgrants
  - h. Maintenance of accurate correspondence and financial records
  - i. Legal review to ensure compliance with local, state, and federal regulations

I. Hazard Mitigation

The hazard mitigation program is designed to permanently reduce or eliminate the long-term risk to human life and property from natural hazards. Federal, state, and local hazard mitigation responsibilities are prescribed by the Stafford Act and may be available following the declaration of a major disaster or emergency or declaration for fire suppression assistance.

1. Federal

The FEMA Regional Director appoints a Federal Hazard Mitigation Officer to manage hazard mitigation programs and activities that include assisting the state and local governments in identifying appropriate mitigation projects that will measurably reduce the impact of specific hazards. In addition, the Federal Hazard Mitigation Officer follows-up with state and local governments to ensure mitigation commitments are fulfilled.

2. State

- a. The Governor appoints a State Hazard Mitigation Officer who reports to the Governor's Authorized Representative (GAR) and is responsible for the following activities:

- 1) Acting as the point of contact for all matters related to hazard mitigation planning.
- 2) Preparing and submitting a hazard mitigation plan(s) or updates to existing plans that include an evaluation of the natural hazards in the declared area and identification of appropriate actions to mitigate those hazards.
- 3) Participating on the Hazard Mitigation Survey Team with other state, federal, and local personnel as appropriate.
- 4) Assessing that state and local governments are taking appropriate hazard mitigation actions.
- 5) Coordinating the hazard mitigation activities of state agencies to ensure they are contributing to the overall lessening of vulnerability to natural hazards.

3. Local

- a. Local governments will appoint a Local Hazard Mitigation Officer if appropriate and participate on a voluntary basis in the development and implementation of hazard mitigation plans.
- b. Local governments will coordinate and monitor implementation of local hazard mitigation measures in coordination with the State and Federal Hazard Mitigation Officers.

(Refer to the State of Ohio Hazard Mitigation Plan for additional information.)

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

The following organizations have these specific emergency responsibilities with respect to recovery efforts.

- A. Ohio Emergency Management Agency

1. Coordinate statewide damage assessment and recovery efforts.
2. Ensure rapid disbursement of disaster assistance funds to individuals and government throughout the recovery period.
4. Make recommendations to the governor concerning requests for federal disaster declarations and prepare Governor's letter requesting federal assistance.

3. Coordinate the dissemination of information on state and federal emergency assistance available to public and private agencies, organizations, individuals, and families.
4. Prepare for the Governor, executive orders, proclamations and regulations as necessary to address state recovery operations.
6. Administer grant and loan programs in cooperation with other state organizations to political subdivisions for disaster recovery.
7. Supply technical information, advice, and assistance in procuring available Federal and State emergency assistance.
8. Review and verify damage assessment and assistance information.
9. Task state level organizations to provide personnel to serve on damage assessment or mitigation teams based upon the nature of the disaster.
10. Provide damage assessment/recovery training to participating state organizations including Ohio EMA personnel.
11. Coordinate closely with federal personnel in the DFO and at the site of the disaster for assessment/recovery activities.
12. Provide regular updates of information to PIO and ESF #5 for use in the development of information packets, briefing information, displays, news releases, etc.
13. Coordinate with the Governor for designation of the State Coordinating Officer (SCO) and the Governor's Authorized Representative (GAR).

Refer to Recovery Standard Operating Procedures (Recovery SOP) for detailed information on Recovery Team responsibilities. SOP is maintained by the Disaster Response and Recovery Branch of Ohio EMA.

**B. All Organizations of State Government**

1. Serve on Damage Assessment and/or Mitigation Teams as required.
2. Provide personnel to temporarily support recovery activities as requested by the Executive Director of Ohio EMA.
3. Assist in operating toll free phone lines for recovery information.
4. Coordinate with Ohio EMA for the identification of disaster recovery programs and assistance.
5. May provide personnel for temporary duty to DSCs/DACs

**C. Department of Aging**

1. Coordinate with area agencies on aging and related service providers to provide a broad-range of support and assistance to older disaster victims located within their respective service areas, including but not limited to the following.
  - a. Maintain a presence at Local Emergency Operations Centers and/or Disaster Recovery Centers.

- b. Inform older disaster victims and their families of disaster programs and other assistance, including referring older disaster victims to the National Tele-Registration Center and/or assist with the tele-registration process
  - c. Assist older disaster victims in establishing eligibility and completing applications for disaster assistance programs. Provide follow-up and advocacy to assure that individuals are able to complete the application process and/or receive eligible assistance.
  - d. Inform older disaster victims, aging network staff and emergency management staff of services the area agencies on aging and related service providers can provide including but not limited to alternative housing, home repair, chores, meals and counseling.
  - e. Collaborate with disaster relief organizations to address unmet service needs of older disaster victims.
- 2. Represent the needs and interests of the aging network and older adults at the Ohio Emergency Operations Center.
  - 3. Coordinate the Aging Network's presence at Disaster Recovery Centers during a state or federally declared disaster.
- D. Department of Alcohol and Drug Addiction Services
- 1. Coordinate with statewide county and multi-county boards for assistance to victims following emergencies.
  - 2. Notify local service providers as needed to support assistance efforts for drug and alcohol abuse problems following emergencies.
  - 3. Coordinate request for and receipt of funds from federal Office of Treatment Improvement (OTI) available for disaster relief.
- E. Attorney General
- 1. Conduct or assist in the investigation of potential/reported fraud associated with disaster assistance.
  - 2. Conduct appropriate action designed to assure effective consumer protection during emergency response and recovery.
- F. Department of Development
- 1. Maintain and update inventory of the programs offered by the community action agencies in the state that could be called upon to provide direct service or technical assistance at the site.
  - 2. Assist in the coordination of emergency human resources statewide during emergencies.
  - 3. Coordinate with Ohio EMA for long-term recovery assistance for individuals, businesses, and governments in the affected jurisdiction.
  - 4. Assist Ohio EMA in the coordination and administration of applicable federal disaster assistance programs.
  - 5. Process applications and coordinate with Ohio EMA concerning the use of Community Development Block Grants (CDBG) and Imminent Threat Grants (ITG) and other state/federal disaster assistance programs.

G. Department of Education

1. Assist Ohio EMA in the dissemination of information to public and private educational institutions adversely affected by disasters.
2. Provide listing to Ohio EMA of educational institutions located in the affected jurisdiction that area eligible for assistance under the Public Law 93-288, as amended.
3. Assist school districts in filing applications for disaster assistance from the U.S. Secretary of Education.
4. Provide U.S. Secretary of Education certification of an application related to a major disaster.
5. Develop and implement policy for reopening or temporarily relocating schools after an emergency.

H. Ohio Historical Society

1. Provide technical advice to affected jurisdictions concerning historical property/artifacts destroyed or harmed during emergencies.
2. Provide personnel to serve on Damage Assessment and Damage Survey teams with respect to losses and repairs for public historical sites and artifacts.

I. Department of Insurance

1. Provide representative as needed to give advice and assistance to disaster victims.
2. Investigate any complaints against insurance companies doing business in the state.
3. Assist in the administration of insurance programs following a disaster.
4. Provide amounts of insurance coverage in areas affected by disaster.

J. Department of Job and Family Services

1. Coordinate with county human services departments for the implementation of a comprehensive program of emergency assistance to families following a disaster to include:
  - a. Aid to Dependent Children
  - b. Emergency Food Stamp Program
  - c. Inter-county welfare operations
  - d. Non-deferrable grants
  - e. Welfare inquiries
  - f. Medical assistance programs
2. Maintain liaison with private relief organizations and public agencies during the operation of mass care centers.
3. Provide representatives as needed to give advice and assistance to disaster affected individuals.

4. Assist private relief organizations and/or public agencies in distributing emergency supplies.
  5. Coordinate with county human service departments, public agencies and private relief organizations for the operation of mass-care centers following a disaster.
  6. Coordinate all inter-county human service operations between two or more counties following a disaster.
  7. Coordinate with VOAD as needed during emergencies.
  8. Process requests, assist in reuniting families and provide missing person information as required.
  9. Assist the Department of Agriculture in the procurement and distribution of food products following a disaster.
  10. Provide coordination between governmental and non-governmental relief organizations.
  11. Maintain and update procedures for federal/state human services programs utilized during emergencies, including lifting restrictions related to Heating Emergency Assistance Program (HEAP).
  12. Provide representatives as needed to give advice and assistance to disaster victims.
  13. Provide services to procure additional workers during emergencies.
  14. Administer the federal program for Disaster Unemployment Assistance pursuant to the Stafford Act.
  15. Provide disaster employment information including statistics and information on labor, unemployment and migrant workers.
  16. Establish temporary unemployment compensation and employment offices as required in a disaster area following an emergency.
  17. Assist employees in solving special employment problems that may arise as the result of a disaster.
  18. Assist in problems related to migrant workers during emergencies.
- K. State Library
1. Provide technical advice to affected jurisdictions concerning book/document restoration/preservation for articles affected by a hazard and restoration/repair of damaged library structures.
  2. Provide assessments and evaluations for damaged libraries.
- L. Department of Mental Health
1. Provide land and facilities for mass care and other disaster-related functions.
  2. Coordinate the activities necessary to provide the staff, supplies and facilities to treat victims suffering from disaster-related mental disorders, with particular emphasis on Section 416, Public Law 93-288.

3. Provide representatives to assist the local Mental Health and/or joint Alcohol, Drug Addiction and Mental Health Services Boards and Regional, County and Community Mental Health Centers in giving supportive services and treatment to disaster victims.

M. Department of Mental Retardation and Developmental Disabilities

1. Provide land and facilities for mass care and other disaster assistance related functions.
2. Provide personnel, training and services to assist local organizations in providing for the emergency needs of mentally retarded and/or developmentally disabled disaster victims.

N. Rehabilitation Services Commission

1. Provide representatives as needed to give advice and service to disaster victims.
2. Act as lead liaison for the coordination of federally provided emergency rehabilitation services.
3. Provide technical advice throughout the emergency related to rehabilitation services.
4. Expedite application process for individuals who have become eligible as a result of the emergency.
5. Provide personnel with professional capabilities in specialized areas of rehabilitation services to provide specific assistance during emergencies.

O. Ohio Board of Regents

1. Promote disaster preparedness planning and training in educational institutions.
2. Represent all institutions of higher education and assist local government in obtaining federal assistance for the restoration of damaged higher education facilities and property if more than institution of higher education is involved, or if an institution requests OBR to act on its behalf.
3. Refer officials to foreign language departments at institutions of higher education to assist in locating interpreters for non-English speaking disaster victims as needed.

P. Secretary of State

1. Provide Ohio EMA with a listing of certified non-profit organizations located near the emergency site.
2. Provide coordination with inter and intra-state corporations during emergencies.
3. Provide Certificates of Good Standing for businesses who might be involved in repairs or restoration due to a disaster (i.e., home repair companies) in coordination with other state agencies.

Q. Department of Youth Services

1. Provide land and facilities for use as mass care centers and for other disaster assistance functions.
2. Assist local governments in juvenile counseling and related programs following a disaster.
3. Provide trained personnel for specific youth services assistance as needed during emergencies.

- R. Ohio EMA also coordinates closely with the Department of Administrative Services, the Department of Natural Resources and the Department of Transportation during recovery. Refer to ESF #7, ESF #3, and ESF #1.

## V. RESOURCE REQUIREMENTS FOR THE RECOVERY FUNCTION ANNEX

The following are minimal requirements for a disaster recovery operation contingent on the assumption that the Disaster Recovery Team will be working with Federal personnel in the DFO. Space requirements of approximately 50-sq. ft. per person. Partitions or other type room dividers if separate office space is not available. In addition, these other supplies and equipment will be needed.

tables/desks	file cabinet	chairs
telephones	file folders	T-1 line(s)
computers	message pads	MSOffice software
2 heavy-duty copiers	fax machines	ink pens
calculators	typewriter stack trays	writing tablets
calendar	paper clips	staples/staplers
Post-Its	staple removers	scissors
tape	printers (heavy-duty)	waste paper cans
prong fasteners	clocks	1-800 telephone numbers
copier/typing paper	letterhead stationary/envelopes	pencils



# **OHIO EMERGENCY OPERATIONS PLAN DONATIONS MANAGEMENT SUPPORT ANNEX**

**PRIMARY AGENCY:** Department of Administrative Services

**SUPPORT AGENCIES:** Voluntary Organizations Active in Disasters (VOAD), which is composed of the following organizations:

American Radio Relay League Inc.  
American Red Cross  
Ananda Marga Universal Relief Team  
Catholic Charities (Columbus and Cleveland)  
Christian Reformed World Relief Committee  
Church of the Brethren  
Church World Service  
Episcopal Church  
Friends Disaster Services  
Inter-Lutheran Disaster Response  
Mennonite Disaster Services  
National Catholic Disaster Relief Committee  
Ohio Conference United Churches of Christ  
Ohio Counseling Association  
Ohio Critical Incident Stress Management  
Presbyterian Church/Mercy Ministries  
Presbyterian Church/World Service  
REACT  
Salvation Army  
Seventh Day Adventists/Adventists Community Services  
Society of St. Vincent De Paul  
State Convention of Southern Baptists  
United Methodist Committee of Relief  
Volunteers of America

The VOAD Support organizations listings may change frequently. The VOAD Executive Committee maintains updated listings of member organizations.

## **I. INTRODUCTION**

This plan is designed to direct donated goods and services to designated staging areas away from the disaster site. This allows the goods to be sorted, organized, and eventually sent to the disaster site based upon specific criteria and priorities set by on-scene personnel who assess and provide for the unmet needs of disaster victims. VOAD Executive Committee members will be located at the Ohio Emergency Operations Center (EOC) and the Disaster Field Office (DFO) and will be represented through member organizations at the site of the emergency in order to facilitate the delivery of donations based on need. In addition, a Donations Management Coordinator from the Ohio Emergency Management Agency (Ohio EMA) will be identified by the Executive Director of the Ohio Emergency Management Agency. This individual will facilitate the identification of unmet needs, identify and coordinate contributions and assist in the delivery of state support to the donations management effort.

## **II. SITUATION**

- A. During emergencies, unplanned deliveries of donated goods and services to a disaster site can jam distribution channels, overwhelm volunteer agencies, and hamper life-saving operations. The need to unload and sort goods into more manageable and deliverable units can compete with the personnel and resource demands of other emergency response activities. Careful planning for donations management will reduce or eliminate problems associated with unsolicited donations. In addition, the distribution of donated goods and the use of volunteers will necessitate cooperation with other state ESFs.
- B. The State of Ohio will follow these donations management policies during emergencies.
  - 1. The State of Ohio will solicit donations to address specific unmet needs in coordination with VOAD and the Ohio EMA PIO.
  - 2. State donations management will be activated by the Executive Director of Ohio EMA based upon the probability of unmet needs of disaster victims and will be deactivated based upon the diminished needs of disaster victims.
  - 3. The State of Ohio will identify, activate, and operate a State Donations Warehouse where Voluntary Agencies (VOLAGS) can pick up donated goods and deliver them to the site of the emergency.
  - 4. The State of Ohio will not accept cash donations, but will encourage cash donations to organizations during emergencies.
  - 5. Persons offering to donate unsorted goods will be directed to charitable organizations of their choice.
  - 6. Shipments of donated goods from outside of Ohio must be coordinated through the Donated Management Coordinator (DMC) in the Ohio EOC. The State of Ohio will release 888 numbers through the Ohio EMA PIO to facilitate coordination.
  - 7. Persons volunteering services will be directed to call charitable organizations.
  - 8. Persons and organizations volunteering services are responsible for their own logistical support.
  - 9. The State will utilize a state donations management network made up of Ohio EMA, Dept. of Administrative Services, Dept. of Development, Dept. of Human Services, VOAD, and other organizations as needed to address donations management during emergencies. These state-level activities will be coordinated with the Emergency Management Director in the affected area.
  - 10. Any goods remaining in the State Donations Warehouse at deactivation will be donated to charitable organizations.

### **C. Assumptions**

- 1. During emergencies local volunteer organizations will experience demands that may necessitate state and possibly federal assistance.
- 2. Cash donations are preferable to in-kind material donations, because this allows the purchase of exact resources to address unmet needs.
- 3. State and local governments in coordination with VOAD are ultimately in charge of the emergency donations management system.
- 4. Full use of existing volunteer agencies' donations management networks will be encouraged in an effort to employ the most effective link to disaster victims.
- 5. The use of donations during emergencies will be balanced between the needs of disaster victims and the assurance that free goods and services will not negatively impact local economics.
- 6. Donated goods may include basic resources for life and health, equipment, construction materials, services, and a wide range of supplies and capabilities.
- 7. VOAD will actively address donations management requirements in the Ohio EOC at the DFO and at the site of the emergency.

## **III. CONCEPT OF OPERATIONS**

- A. Donations Management Coordinator

1. The Executive Director of Ohio EMA designates the Donations Management Coordinator (DMC), who acts as the liaison between VOAD and state agencies in the Ohio Emergency Operations Center (Ohio EOC) and the Disaster Field Office (DFO).
2. The DMC addresses the following in coordination with VOAD as needed.
  - a) Activate VOAD during emergencies as directed by the SCO.
  - b) Activate staff and support the State Donations Phone Bank/Hotline.
  - c) Solicit specific resources from donors that are needed by disaster victims.
  - d) Identify and activate Donations Management personnel from Ohio EMA, Dept. of Administrative Services, Dept. of Development, Dept. of Human Services, and VOAD as needed during emergencies.
  - e) Develop and maintain Donations Management Standard Operations Procedures (SOP).
  - f) Coordinate Donations Management in the Ohio EOC and the DFO.
  - g) Activate the Unmet Needs Network in coordination with Department of Human Services (DHS), and Department of Development (DOD) and determine areas of greatest need and specific resources that are needed.
  - h) Coordinate with Ohio EMA PIO for state-level press releases related to donations management.
  - i) Liaison with Department of Administrative Services for the identification, activation, staffing, and operation of a State Donations' Warehouse and for state resource support of donations management as needed.
  - j) Conduct daily meetings of team members during activation.
  - k) Deactivate state-level donations management operations as directed by the Executive Director of Ohio EMA.

B. Donations Management Standard Operating Procedures (SOP)

1. The Donations Management SOP addresses the following areas as is maintained by the DMC:
  - a) Phone Bank operations/staffing/training procedures.
  - b) Scripts for Phone Bank Operators.
  - c) Software applications for donated goods management.
  - d) Checklists for unmet needs identification.
  - e) Procedures for utilizing donations databases.
  - f) Position identification and duties.
  - g) State Donations Warehouse activation, operations, and administrative procedures.

- h) Procedures for transferring State Donations Warehouse goods to Volunteer Agencies (VOLAGs)
- i) Procedures for coordinating unmet needs with state agencies before donations are solicited.
- j) Procedures for linking donations to unmet needs.
- k) Procedures for coordinating with Dept. of Human Services intelligence network in the field and Department of Development Distribution Points.
- l) Identification of physical requirements for Phone Bank and State Donations Warehouse.
- m) Copies of state donations management forms/checklists used in the Ohio EOC, State Donations Warehouse, Disaster Field Office, and at emergency site.
- n) Procedures for deactivation of state donations management in the Ohio EOC, DFO, and at the State Donations Warehouse.
- o) Copies of forms, charts, checklists, etc. used throughout state donations management activation.
- p) Procedures for coordinating with Federal Donations management personnel.

(Please refer to Donations Management SOP for detailed operational overview.)

#### C. Levels of Government

##### 1. Federal

- a) Depending upon the duration and intensity of the emergency, FEMA may set up a Disaster Field Office (DFO) which may include a federal Donations Coordination Team. FEMA may assist the state donations management effort in the following ways:
  - b) Provide FEMA Outreach personnel to assist in gathering unmet needs intelligence.
  - c) Activate a national donations hotline.
  - d) Refer donors who contact FEMA to the state.
  - e) Coordinate with the U.S. State Department for international donations.
  - f) Coordinate with National VOAD (NVOAD) as needed.
  - g) Arrange transportation support with U.S. Department of Transportation.
  - h) Coordinated with General Services Administration for supplies, services and resources needed for donations management.
  - i) Access warehouse facilities for the state.
  - j) Establish a federal Donations Coordination Center if requested by the state.
  - k) Provide technical, logistical, managerial, resource and manpower support for state donations management.

#### D. Response Activities

1. The State VOAD Representative in the Ohio EOC is a member of the VOAD Executive Group and will initiate and maintain a communications network between the Ohio EOC and VOAD member organizations at the site of the emergency and at their home offices when needed.
2. VOAD will coordinate closely with Ohio EOC executives and the state PIO in order to determine the kinds of donated goods required to address unmet needs and to ensure that a listing of needed resources is released to the public.
3. VOAD will coordinate with the ESF #7 Lead Agency, Department of Administrative Services, in all matters related to state/VOAD donated goods activities throughout the duration of the emergency.
4. VOAD will maintain records for donated resource receipt, tracking, and allocation.
5. VOAD will operate an 888 number service that will accept incoming calls offering donations/volunteers. Those persons offering donations will be provided with a listing of organizations from which they may chose. Those offering volunteer services will be directed to County EMA Directors in the jurisdictions where their services are needed. All volunteers in a disaster must take an EMA oath given by the EMA Director in the county where they are working and they must sign an oath card in order to be eligible for workers compensation.
6. VOAD will maintain a listing of donated goods and volunteers on a database that can be accessed by member organizations.
7. The State VOAD Representative in the Ohio EOC will coordinate regularly with the Donated Goods Coordinator in the affected areas to ensure unmet needs are addressed.
8. The PIO and ESF #5 will work with VOAD in the Ohio EOC to ensure accurate instructions and directions to sites within the disaster area are available to VOAD personnel and volunteers.
9. VOAD will coordinate with the ESF #7 Lead Agency to ensure that ESF #1 can arrange transportation of vital donated goods to county staging areas and other locations when needed.
10. Security for donated goods will be coordinated between VOAD and the County EMA Director.
11. When the Ohio EOC is deactivated, VOAD personnel may accompany state staff to the DFO if unmet needs of disaster victims are still being addressed.

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

##### **A. Department of Administrative Services (DAS)**

The Department of Administrative Services is the primary state agency for the coordination of donated goods management. DAS will maintain close coordination with VOAD as a member of the ESF #7 Team throughout the emergency. In addition, DAS will:

1. Act as the liaison between VOAD and the other state ESFs to address the unmet needs of disaster victims.
2. Assist VOAD with PIO support that will notify the contributing public of specific donated goods and services that are needed.

3. Assist VOAD with logistical support that will keep unneeded donated goods out of the disaster site. Support the storage and allocation of required donated goods and support the movement of donated goods to the disaster site that will answer the unmet needs of disaster victims.
4. Maintain contact with Ohio EOC and DFO personnel to ensure proper identification of unmet needs and coordinate efforts to obtain and deliver the goods and services to meet those needs.
5. Request VOAD to conduct national searches for needed resources that cannot be located by the state.

#### B. VOAD

Ohio VOAD does not deliver direct services to the site of the emergency, but the individual member organizations do. Wide varieties of emergency assistance are provided by the member organizations. VOAD provides the overall coordination necessary to ensure that redundant, conflicting services are avoided, needed volunteer resources are located, collected, tracked and donated and offers of donated goods and services are handled expeditiously. In addition to the VOAD responsibilities listed in III. Concept of Operations, VOAD will also:

1. Notify member organizations when activated by Ohio EMA during emergencies.
2. Keep member organizations notified of activities throughout emergency.
3. Provide a VOAD Liaison to the Ohio EOC and DFO when requested.
4. Track donated goods and services contributed to support response and recovery.
5. Coordinate with the Federal VOAD representative as needed.
6. Participate in After-Action Reports, plan updates, and revisions.
7. Facilitate resolution of areas of responsibility between member organizations during emergencies.

#### C. American Radio Relay League

The American Radio Relay League (ARRL) emergency communication organization is the Amateur Radio Public Service Corp (ARPSC). ARPSC consists of the Amateur Radio Emergency Service (ARES) and the National Traffic System (NTS).

1. From the ARES, which is organized at district and county levels throughout the State of Ohio, provide FCC-licensed amateur radio operators with VHF/UHF radio equipment to assist in local field communications as needed by support organization in the field. This includes, but is not limited to, the use of VHF/UHF fixed, hand-held and mobile units, UHF/VHF repeaters and linked repeaters and digital equipment.
2. FCC-licensed amateur radio operators with higher powered HF radio equipment handle communications traffic statewide or nationwide. HF stations include W8SGT at the Ohio EOC, many privately owned stations of radio amateurs throughout Ohio, amateur radio stations at some County EOCs, American Red Cross chapters and other key locations. The NTS is geared to handle mass emergency, priority and welfare inquiries within the State of Ohio and throughout the United States, U.S. possessions and Canada.

- D. American Red Cross (Refer to ESF #6, Mass Care, for a complete listing of ARC responsibilities.)
- E. Ananda Marga Universal Relief Teams
  - 1. Provide the following services for disaster victims:
    - a) Medical care
    - b) Food and clothing distribution
    - c) Stress management
    - d) Long-term development assistance
- F. Brotherhood Committee of Ohio Southern Baptists
  - 1. Provide mass feeding services for victims and responders.
  - 2. Provide childcare services for emergency victims.
- G. Christian Reformed World Relief Organization
  - 1. Assist churches in the affected area in providing for the needs of disaster victims to include:
    - a) Advocacy services, that assist disaster victims with problems resulting from the emergency.
    - b) Disaster managers who coordinate with local churches providing long-term recovery activities.
    - c) Caseworkers who will assist ARC with Emergency Assistance to Families.
    - d) Volunteers with building trade expertise to assist with rebuilding efforts.
    - e) Workers who will assist with the Cooperative Disaster Child Care Program.
- H. Church of the Brethren
  - 1. Establish child care centers following major disasters.
  - 2. Assist in debris removal.
  - 3. Participate in long-term rebuilding efforts.
- I. Church World Service
  - 1. Assist inter-religious community in coordinating on-site services during emergencies.
- J. Episcopal Church
  - 1. Provide relief grants of food, water, medical assistance and financial aid within first 90 days to disaster site.
  - 2. Provide long-term grants to rebuild structures, replant crops, and counsel those in trauma.

- K. Friends Disaster Services
  - 1. Primarily assists elderly, handicapped, low-income, and uninsured persons with debris clearance and rebuilding following disasters.
- L. Inter-Lutheran Disaster Response
  - 1. Provide consultants to local churches to act as coordinators for resources and emergency funds provided by Lutheran Churches nationwide.
- M. Mennonite Disaster Services
  - 1. Provide post-disaster cleanup and building repair.
- N. National Catholic Disaster Relief Committee
  - 1. Provides wide variety of long-term recovery services to families affected by disasters.
- O. Ohio Conference of United Church of Christ
- P. Ohio Counseling Association
- Q. Presbyterian Church/Mercy Ministries
- R. Presbyterian Church/World Services
  - 1. Provide funds to Presbytery in locality where disaster has occurred in order to assist victims with recovery.
- S. REACT
  - 1. Support a broad range of communications activities during emergencies.
- T. Salvation Army
  - 1. Provide counseling for disaster victims.
  - 2. Develop casework service to ensure flow of recovery support to clients.
  - 3. Provide missing persons/locator services to include answering inquiries from concerned relatives outside of the disaster area.
  - 4. Provide medical assistance.
  - 5. Provide temporary shelter.
  - 6. Provide mass feeding and mobile feeding facilities.
  - 7. Collect and distribute donated goods for disaster victims to include, but not limited to food, clothing, medical supplies, building supplies, bedding, furniture, and tools.



U. Seventh Day Adventists/Adventists Community Services

1. Donated goods are distributed to disaster victims to meet their immediate needs that include but are not limited to groceries, drinking water, blankets, personal comfort kits, disposable diapers, cleaning supplies, hand tools, plastic sheeting, tar paper, and clothing.
2. Provide door-to-door visitations with disaster victims to provide emotional support.
3. Provide personnel to assist in mass feeding operations.
4. Provide volunteers to assist in emergency child care.
5. Provide personnel support to all other organizations in VOAD as needed during emergencies.

V. Society of St. Vincent DePaul

1. Provide warehousing facilities that can be used for sorting and storing donated goods for disaster victims during the emergency period.
2. Provide a variety of charitable services to disaster victims which may include distribution of items from St. Vincent DePaul stores.
3. Provide homeless shelters and feeding facilities.

W. United Methodist Committee on Relief

1. Provide emotional and spiritual counseling to disaster victims.
2. Provide cash grants to disaster victims.
3. Provide personnel support for volunteer activities during emergencies.
4. Provide long-term care for children impacted by the disaster.

**V. RESOURCE REQUIREMENT FOR DONATIONS MANAGEMENT**

- A. Each member organization of VOAD is responsible for maintaining a listing of resources available to it during emergencies.
- B. VOAD will produce, maintain, and regularly update a directory of goods and services available from member organizations that can be used as a reference during state-level emergencies.

# **OHIO EMERGENCY OPERATIONS PLAN FINANCIAL MANAGEMENT SUPPORT ANNEX**

**PRIMARY AGENCY:** Ohio Emergency Management Agency (Ohio EMA)

**SUPPORT AGENCIES:** Department of Agriculture (DOA)  
Auditor of State (AUD)  
Office of Budget and Management (OBM)  
Department of Development (DOD)  
Environmental Protection Agency (EPA)  
Department of Insurance (DOI)  
Department of Job and Family Services (JFS)  
Department of Natural Resources (DNR)  
State and Local Government Commission (SLGC)  
Department of Taxation (TAX)  
Treasurer of State (TOS)  
Department of Transportation (DOT)

## **I. INTRODUCTION**

The Financial Management Support Annex provides basic financial management guidance to state departments that assist communities in responding to and recovering from disasters. The intent is to ensure that funds are provided expeditiously and that operations are conducted in accordance with established laws and policies.

## **II. SITUATION**

- A. Disasters have an immediate impact on local and state resources resulting in shortages that may require the unplanned expenditure of funds by state and local governments. In addition, coordination may be required between state and federal organizations to administer the various funding programs designed to assist disaster victims.
- B. Assumptions
  - 1. Local governments are responsible for first response to emergencies affecting their jurisdictions including the application of fiscal procedures and remedies designed to be used during local emergencies.
  - 2. State assistance may be available to local jurisdictions when the amount spent by locals on the emergency meets or exceeds ½ % of the local budget.
  - 3. The State Controlling Board within the Office of Budget and Management may provide additional funding to cover state and local emergency expenses based upon a case by case determinations. A State Disaster Relief Fund is available through the Controlling Board for any disaster declared by the governor.
  - 4. The state will follow federal circulars, programmatic and reporting requirements when federal funding grants are designated for Ohio.
  - 5. Other state agencies receive sources of emergency funding from their federal peer organizations. These agencies will provide Ohio EMA with reports of their ongoing costs and emergency finance activities.

6. Federal assistance through the Federal Emergency Management Agency (FEMA) is available to Ohio after a Presidential Disaster Declaration has been issued and a FEMA/State Agreement has been signed.

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

#### **A. Overview**

1. The primary and support organizations act as a team to address emergency finance issues. Ohio EMA acts as the lead in the coordination of emergency finance information and in facilitation with other state agencies on the state share and related budgetary concerns.
2. The Ohio EMA Fiscal Officer may form and head a Finance Team composed of personnel from Ohio EMA, the State and Local Government Commission, the Office of Budget and Management and other agencies as needed that will coordinate fiscal activities related to the emergency.
3. In cooperation with the Ohio EMA Fiscal Officer, FEMA will set up “SMARTLINK” for electronic transfer of federal funds to the state following a Presidential Disaster Declaration.
4. A grantee/sub-grantee relationship is setup with the development of the FEMA/State Agreement following a Presidential Disaster Declaration with attendant rules and procedures.
5. There are many other federal grants awarded during emergencies that are coordinated by other state organizations with their federal peers under separate rules and procedures. State agencies will pre-identify funds and programs available from federal peers that may be applied during disasters. Ohio EMA will coordinate and exchange information with these organizations in order to develop a comprehensive overview of state finance activities for emergency response and recovery.

#### **B. Relationship Between Levels of Government**

1. Federal
  - a Ohio EMA will coordinate with the FEMA for finance concerns when the federal government is activated for emergency response and recovery operations in Ohio.
  - b Ohio EMA will request supplemental financial assistance for specific missions from FEMA when state finances are inadequate to address emergency needs.
  - c The chart at the top of the next page shows the relationship between federal, state and local finance organizations. In some cases there are no comparable comparisons between all levels. Every effort will be made during an emergency to ensure that all finance organizations on the federal, state and local levels maintain consistent and timely communication and coordination with one another in order to ensure that adequate funding is available to disaster victims. Comparable organizations are based upon the services they provide during an emergency.

<b>Comparison Chart for Financial Organizations</b>		
<b><u>State Organizations</u></b>	<b><u>Federal Organizations</u></b>	<b><u>Local Organizations</u></b>
Ohio EMA	FEMA	Local EMA
Department of Agriculture	U.S. Dept. of Agriculture	Extension Service
Auditor of State	General Accounting Office	County Auditor
Office of Budget and Management	Office of Management and Budget	
Department of Development	Dept. of Housing and Urban Development	Community Action Council
Environmental Protection Agency	U.S. Environmental Protection Agency	Local Fire Depts.
Department of Insurance*		
Department of Job and Family Services	Department of Labor/Health and Human Services	Local DJFS Office
Department of Natural Resources	Dept. of the Interior	County Engineer
State and Local Government Commission	House of Representatives/Senate	County Commissioners
Department of Taxation	IRS	County Treasurer
Treasurer of State	Department of the Treasury	County Treasurer
Department of Transportation	U.S. Dept. of Transportation	County Engineer

\* No comparable relationship to organizations in other levels of government in this ESF

2. State

- a. Coordinate missions with the federal government.
- b. The Ohio EMA Fiscal Officer is responsible for activating this annex.
- c. The Financial Team maintains a working relationship throughout the emergency response and recovery operations to ensure needed fiscal policies and procedures are followed and coordinated.
- d. Fill out and return Total Costs of Programs for Response and Recovery (Refer to Tab #1)

3. Local

- a. Coordinate with and/or give missions to state government.

**IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The following organizations have these specific emergency responsibilities with respect to resource support.

A. Ohio Emergency Management Agency

- 1. Coordinate with OBM to determine and provide for the state share required in a federally-declared emergency.
- 2. Gather information on total disaster costs.

3. Notify support agencies for activation
  4. Notify the Finance Team when needed.
  5. Provide oversight as grantee for FEMA disaster assistance grants.
  6. Provide recommendations and expertise to OBM, legislators, the Governor's Office and the Controlling Board.
  7. Track programs coordinated by other state agencies for disaster response and recovery.
  8. Process disaster cost information for ESF #5, the Ohio EMA PIO and the Recovery Team.
  9. Coordinate with OBM of fast track approval for Individual and Family Grants (IFG).
- B. Auditor of State
1. Provide support and guidance to local auditors during the emergency.
- C. Office of Budget and Management
1. Coordinate with Ohio EMA to determine the source of the state share and follow legislation to ensure state share is confirmed.
  2. Coordinate with Ohio EMA to identify and/or approve additional funding as needed.
  3. Coordinate with Ohio EMA to determine the percent of non-federal match for the Public Assistance and Hazard Mitigation Grant Programs, which are federal disaster grants.
- D. Department of Development
1. Coordinate with Ohio EMA on program activities and costs.
  2. Provide recommendations for creative financing during disasters.
- E. Environmental Protection Agency
1. Coordinate emergency grant and program information with Ohio EMA.
- F. Department of Insurance
1. Coordinate emergency grant and program information with Ohio EMA.
- G. Department of Job and Family Services
1. Coordinate emergency grant and program information with Ohio EMA.
- H. Department of Natural Resources
1. Coordinate emergency grant and program information with Ohio EMA.

I. State and Local Government Commission

1. Provide information on regions affected by the disaster.
2. Coordinate with elected officials in the House of Representatives and the U.S. Senate in order to identify and obtain additional disaster funding.

J. Department of Taxation

1. Provide public information on tax payment extensions.
2. Provide information on the damaged property value reduction.

K. Treasurer of State

1. Act as a liaison with banking and financial institutions.

L. Department of Transportation

1. Coordinate emergency grant and program information with Ohio EMA.

**V. RESOURCE REQUIREMENTS FOR THE FINANCIAL MANAGEMENT ANNEX**

- A. Resources needed to support the effective operations are addressed in the Standard Operating Procedures developed and maintained by each organization.

**VI. TABS**

- A. Total Costs of Programs for Response and Recovery

**OHIO EMERGENCY OPERATIONS PLAN  
EMERGENCY SUPPORT FUNCTION #15 FINANCE  
TAB #1 TOTAL COSTS OF PROGRAMS FOR RESPONSE AND RECOVERY**

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Thank you for helping to gather information about the costs of the disaster. This survey is an initial look at the response and recovery for the emergency.

This cost information is useful for public information purposes, for comparisons between disasters and for budgetary purposes.

Please provide the information requested on this form. Estimate the full costs that will be incurred once your program is completed (not just costs to date). If you have multiple programs, please list each one separately.

---

**NAME OF PROGRAM:**

**NAME OF ENTITY FUNDING THE PROGRAM:**

**POINT OF CONTACT FOR FISCAL INFORMATION ON THE PROGRAM:**

NAME:

PHONE:

FAX:

**ESTIMATE OF COSTS IN DOLLARS:**

--

**THE ESTIMATE:** WILL NOT CHANGE ( )      MAY CHANGE SLIGHTLY ( )

MAY CHANGE SUBSTANTIALLY ( )      IS ONLY A GROSS ESTIMATE ( )

**IF YOU KNOW OF SIGNIFICANT DAMAGES OR OTHER COSTS RELATED TO THE FLOOD THAT WILL NOT BE REIMBURSED BY ANY INSURANCE, GOVERNMENTAL, OR NON-PROFIT SOURCE, PLEASE DESCRIBE AND GIVE YOUR BEST ESTIMATE OF THE DOLLAR AMOUNT:**

**PLEASE RETURN TO THE FISCAL OFFICER OF THE OHIO EMERGENCY MANAGEMENT AGENCY**

PHONE

FAX

EMAIL

# **OHIO EMERGENCY OPERATIONS PLAN PUBLIC AFFAIRS SUPPORT ANNEX**

**PRIMARY:** Ohio Emergency Management Agency (Ohio EMA)

**SUPPORT:** Office of the Governor  
Department of Public Safety (DPS)  
All Departments of State Government

## **I. PURPOSE**

This Support Annex addresses the organization necessary for the development, distribution and coordination of information to the public in the event of an emergency that requires state assessment, response, and recovery activities.

## **II. SITUATION**

A. During a disaster the means of dispersing public information to victims at the site may be severely affected by overwhelming demand and/or damage to local media caused by a disaster. State assistance may be required to supply critical information to victims, responders, recovery personnel and members of the media. In addition, following a disaster, information may often be vague, erroneous or contradictory. Local, state, and federal public information personnel will work in cooperation and coordination with one another to ensure that precise, correct, and verified emergency public information (EPI) is released to the public and representatives of media.

### **B. ASSUMPTIONS**

1. The Ohio Emergency Management Agency Public Information Officer (Ohio EMA PIO) heads an EPI team during declared state emergencies that operates at the direction of the Executive Group in the Ohio Emergency Operations Center (Ohio EOC).
2. All state-level emergency information will be coordinated by the Ohio EMA PIO or designee through the Executive Group for approval before release.
3. To the maximum extent possible, local, state, and federal organizations involved in emergency response and recovery operations, coordinate EPI and related information with the Ohio EMA PIO or designee before release.
4. The Ohio EMA PIO maintains listings of media contacts and Emergency Alert System (EAS) networks and relies on those contacts and networks for the dissemination of EPI.
5. The Ohio EPI Team has identified resource and personnel requirements for emergencies and is prepared to operate in the Ohio EOC, at the Disaster Field Office (DFO) or at a Joint Information Center (JIC) near the site of the disaster as needed.
6. The Ohio EMA PIO develops and maintains the EPI Team Standard Operating Procedures that detail specific team actions, required resources and responsibilities during emergencies.



### III. CONCEPT OF OPERATIONS

#### A. Overview

1. The Ohio EMA PIO with the EPI Team will act as the lead agent for this Support Annex. Depending upon the severity of the emergency, PIO personnel from the Adjutant General's Department or other state agencies may also be requested to provide support during state-level emergency operations.
2. The Ohio EMA PIO is responsible for ensuring that coordinated public information services are provided throughout a state-level emergency from assessment through response and recovery and that these services are provided in a cooperative manner with local, federal, and other state PIOs as applicable.
3. The Governor, the Governor's Press Secretary or their appointed representatives operating out of the Executive Group during state-level emergencies have ultimate control over the release of state EPI. Coordination is maintained between the Governor, the State Coordinating Officer, and the Ohio EMA PIO through ongoing Executive Group operations in the Ohio EOC and submission of all EPI and related news releases to the Executive Group for approval. When the Ohio EMA PIO is operating out of the DFO or the JIC after closure of the Ohio EOC, EPI and related releases will be submitted to the SCO and the Governor's Press Secretary or designee before release.
4. After EPI and media releases have been approved, copies will be given to ESF #5 for distribution to state personnel in the EOC, at the DFO, and at the site as needed.
5. The Joint Information Center (JIC)
  - a. The JIC is a physical location where Public Information Officers on the federal, state, and local levels of government and other PIOs having an interest in the emergency can meet to ensure coordination of information to be released to the media and the public. Press briefings may also be held at the JIC.
  - b. In Ohio, the JIC may be identified and activated cooperatively by the Federal Emergency Management Agency Region V (FEMA Region V), Ohio EMA, affected state Lead Agencies and local agencies as needed.
  - c. There can be only one primary JIC in a disaster area but satellite JICs may be established by FEMA or Ohio EMA if the scope of the emergency makes it necessary.
  - d. The JIC is usually located at a site close to the emergency in order to facilitate coordination with response and recovery operations at the site and to provide a coordinated center for information to media personnel at the site.
  - e. The Ohio EMA PIO and the EPI Team working out of the JIC will maintain Executive Group approval for releases of EPI. This will be accomplished through email, fax/modem, hand delivery, telephone and/or radio communications. They will also provide regular updates of the release of federal and local information to ESF #5 at the Ohio EOC or DFO.
  - f. When located at the JIC, the Ohio EMA PIO or designee will continue to develop press releases as directed by the Executive Group if the Ohio EOC is activated or by the SCO if it has been deactivated and continue other PIO activities as needed.

6. If the Lead Agency Room is activated in the Ohio EOC, the PIO for that organization and the Ohio EMA PIO will work in close coordination with each other for the development and release of information to the public.

B. Federal, State, and Local Network for EPI and Media Relations

Partnership and teamwork, at all levels of government, are critical during disasters. The most important PIO activity is to disseminate clear, correct and factual information to the public in a timely manner. All levels of government must provide readily available emergency public information that will support emergency response and recovery.

During local emergencies requiring state assistance, State and Local PIOs will work cooperatively and in coordination with one another to ensure that timely, accurate, and consistent information is released. If federal response and recovery efforts are activated in Ohio because of a Presidential Disaster Declaration this three-tiered governmental activation will ensure public information coordination by observing the following policies with respect to one another.

1. Federal

- a The FEMA lead PIO is the key advisor to the FCO on public affairs and is part of the federal decision-making team.
- b The FEMA lead PIO and staff are responsible for communicating information about what the federal government and FEMA are doing in response to the disaster, and how FEMA programs can help individuals and/or businesses recover.
- c The FEMA public information staff generally avoids commenting on state or local issues and programs, limiting their comments and inputs to federal issues and programs.

2. State

- a The state lead PIO, usually the Ohio EMA PIO, reports directly to the (SCO) and serves as the primary point of contact for the state.
- b The state lead PIO and staff support the federal public information staff as needed, providing insight and guidance on state issues or concerns, assisting with media contacts and releases, approving all media releases and providing input for newsletters, radio feeds or television programs.
- c The state lead PIO develops state specific facts sheets and news releases, as appropriate, and ensures state and county EMA staffs are kept informed about the recovery progress.
- d The state PIO and staff will avoid talking about federal or local programs or issues.

3. Local

- a The local PIO serves as the primary point of contact for the local EMA.
- b The local PIO is responsible for ensuring local media are kept informed about emergency public information, particularly evacuation or shelter information.
- c As the local media representative, the local PIO should be prepared to disseminate information about all phases of the emergency.

- d News media often prefer to talk to local representatives and the local PIO should be prepared for such requests.
- e The local PIO works at the direction of the local emergency management agency.

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

- A. The Emergency Public Information Team is made up of the following personnel:
  - 1. Ohio EMA PIO (Team Leader)
  - 2. Public Information Assistant
  - 3. Administrative Support
  - 4. Public Inquiries Officer
  - 5. Department of Public Safety Legislative Affairs Officer
- B. Refer to the EPI SOP for detailed information on team notification/activation procedures, responsibilities, interfacing with the Executive Group, federal, state and local personnel, logistical procedures and related team information.
- C. Responsibilities of Ohio EMA PIO
  - 1. Staff and manage PIO activities during state assessment, response and recovery operations.
  - 2. Provide coordinated briefings for media representatives.
  - 3. Release Emergency Public Information as directed by the Executive Group and in coordination with other state, federal, and local PIOs.
  - 4. Ensure approval of state news releases and related information by Executive Group before issuing to media representatives.
  - 5. Ensure coordination of all news releases through EPI Team operating out of Ohio EOC, DFO or at the JIC.
  - 6. Provide required reports of activities to ESF #5 team for inclusion in Situation Reports.
  - 7. Provide hazard specific EPI for preparedness, response, and recovery initiatives as needed.
  - 8. Provide public inquiries support for release of verified information to the public.
  - 9. Request staff support as needed through the Executive Group.
  - 10. Be prepared to accompany personnel going to the site of the disaster if needed.
  - 11. Coordinate information requests about injured persons with the American Red Cross. Supply lists of missing or injured persons only after written confirmation by local authorities and approval of Executive Group.
  - 12. Ensure cooperative Federal/State JIC operations when activated.

13. Ensure visual documentation of the incident or event.

14. Provide After-Action Reports as requested.

D. Governor's Office

1. Governor's Press Secretary
2. Governor's Deputy Press Secretary
3. Press assistants as designated

E. Department of Public Safety

1. ODPS - PIO
2. ODPS - Writer
3. ODPS - Writer
4. ODPS - Administrative Assistant

F. All Organizations of State Government

1. Provide Ohio EMA PIO or designee with support during emergencies as requested by Ohio EMA.
2. During state-level emergencies, coordinate news releases, interviews with media, etc. in advance with the Ohio EMA PIO.
3. Follow public inquiry control procedures in coordination with Ohio EMA PIO during emergencies.
4. Maintain a file of information released during an emergency.
5. Prepare in advance adequate supplies of specific EPI and related information that state organizations acting as Lead Agencies for specific hazards would release to the public during an emergency.

G. Community Relations

It is important for Ohio to maintain liaison with FEMA Community Relations (ComRel). Public Information and ComRel are integral to each other. Public Information shapes the message and ComRel helps deliver the message to key community audiences. FEMA ComRel officers are in direct contact with disaster victims, local officials, and community leaders on a daily basis and can provide critical information about what is happening on the ground in affected areas. The Ohio EMA ComRel liaison works directly with the FEMA lead ComRel officer to ensure that disaster information is coordinated through necessary state and local EMA staff and the information is sensitive to Ohio's needs and culture. The Ohio EMA ComRel liaison reports to the state lead PIO.

Refer to the EPI-SOP for detailed information on duties and responsibilities of the Ohio EMA ComRel liaison.

H. Legislative Information

Coordination with the state legislature is a critical part of Ohio EMA PIO mission. Ohio's legislators must be kept informed of all activities and news items impacting their jurisdictions. The Ohio EMA ComRel liaison reports to the state lead PIO.

Refer to the EPI-SOP for detailed information on duties for the Ohio EMA legislative liaison.

**V. RESOURCE REQUIREMENTS**

- A. Resources required to support the effective operations of the PIO staff are addressed in the Standard Operating Procedures developed by the Ohio EMA PIO.

**VI. TABS**

Emergency Public Information Team Standing Operating Procedures and Public Inquiries Procedures are maintained on file at the office of the Ohio EMA PIO.