



# Clermont County Emergency Operations Plan

Effective: 2021

# Promulgation

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Preparedness and readiness to respond to the effects of a disaster entails many diverse and interrelated elements, which must be woven into an integrated emergency management system involving local government, emergency response organizations, support agencies, and individual citizens.

This Emergency Operations Plan addresses Clermont County's planned response to extraordinary emergencies associated with natural, technological, and human caused disasters. It addresses the protection of health, welfare, and property of Clermont County residents and visitors. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between local, state, and federal agencies, and establishes a framework for an effective system of comprehensive emergency management.

This Emergency Operations Plan attempts to address the four phases of Emergency Management:

**Mitigation:** actions that are taken before or after an emergency to eliminate or reduce the long-term risk to human life and property from natural, technological, and human caused hazards.

**Preparedness:** a continuous cycle of planning, training, resource acquisition, and exercises to ensure effective coordination and the enhancement of capabilities to prevent, protect against, respond to, and recover from disasters.

**Response:** the mobilization of the necessary emergency services to minimize the loss of life and property following a disaster.

**Recovery:** short and long-term activities, which return the affected area/systems to normal or improved standards.

This plan was developed using generally accepted emergency management principles and practices. It was developed pursuant to Chapter 5502 and 3750 of the Ohio Revised Code, and the adoption of Homeland Security Presidential Directive – 5 (HSPD-5).

This plan is a statement of policy regarding emergency management and designates various responsibilities to elected officials; emergency response agencies; non-governmental organizations; private sector partners; and the public. This plan specifies the roles and responsibilities before, during, and after a disaster situation. In order to execute this plan effectively and mobilize the available resources, all responsible parties must have knowledge of the procedures set forth in this plan and be trained in its use. Responsible agencies are expected to develop Standard Operating Guidelines (SOGs) and emergency response checklists based on the provisions of this plan.

Therefore, in recognition of the countywide emergency management responsibilities and in accordance with the authority vested in the Board of County Commissioners, we hereby promulgate the Clermont County Emergency Operations Plan.

  
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Claire B. Corcoran, Clermont County Commissioner

5/26/21  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
David L. Painter, Clermont County Commissioner

26 May 2021  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Bonnie Batchler, Clermont County Commissioner

5/26/21  
\_\_\_\_\_  
Date

### Record of Changes

#	Date	Implemented by	Section	Description of Change
1	4/15/21	P. Haverkos	Promulgation	<ul style="list-style-type: none"> <li>Updated County Commissioner information</li> </ul>
2	4/15/21	P. Haverkos	II. Purpose, Scope, Situation, & Assumptions	<ul style="list-style-type: none"> <li>Updated population estimate for county</li> </ul>
3	4/15/21	P. Haverkos	II.C. Situation	<ul style="list-style-type: none"> <li>Updated the population estimate for the county; Updated the number of Villages to remove Amelia Village and Village of Newtownsville</li> </ul>
4	4/15/21	P. Haverkos	II.C. Law Enforcement	<ul style="list-style-type: none"> <li>Updated total number of local law enforcement agencies to 14; Updated number of Village police department to remove Amelia and Newtonsville.</li> </ul>
5	4/15/21	P. Haverkos	II.C. Fire & EMS	<ul style="list-style-type: none"> <li>Updated the information on the SCBA refill trailer and the Generator/Light truck.</li> </ul>
6	4/15/21	P. Haverkos	IV. C. Local Assignment of Responsibilities	<ul style="list-style-type: none"> <li>Updated the Mass Care Organizations that the County may partner with to provide services to affected residents</li> </ul>
7				<ul style="list-style-type: none"> <li></li> </ul>
8				<ul style="list-style-type: none"> <li></li> </ul>
9				<ul style="list-style-type: none"> <li></li> </ul>
10				<ul style="list-style-type: none"> <li></li> </ul>
11				<ul style="list-style-type: none"> <li></li> </ul>
12				<ul style="list-style-type: none"> <li></li> </ul>

### Record of Distribution

Group/Organization	Name	Date Received	# of Copies
EOC Team			
LEPC Committee			
BCC & County Administration			
Local Fire/EMS Agencies			
Local Law Enforcement Agencies			
State Agencies (OEMA, ODOT, OEPA, OSHP)			

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## I. Executive Summary

Clermont County is vulnerable to a variety of hazards that threaten its residents, businesses, and environment. The Emergency Operations Plan (EOP) establishes the framework to ensure that the county; cities, townships, and villages that are contained within the county; and the cooperating private and non-governmental organizations will be adequately prepared to deal with these hazards. The EOP outlines the roles and responsibilities for all participating agencies and organizations.

Emergency management is carried out in four distinct phases: mitigation, preparedness, response and recovery.

**Mitigation:** actions that are taken before or after an emergency to eliminate or reduce the long-term risk to human life and property from natural, technological, and human caused hazards.

**Preparedness:** a continuous cycle of planning, training, resource acquisition, and exercises to ensure effective coordination and the enhancement of capabilities to prevent, protect against, respond to, and recover from disasters.

**Response:** the mobilization of the necessary emergency services to minimize the loss of life and property following a disaster.

**Recovery:** short and long-term activities, which return the affected area/systems to normal or improved standards.



The EOP addresses these four phases. The plan describes how state and federal resources will be coordinated to supplement county and local resources in response to a disaster. The EOP is divided into three sections: Basic Plan, Functional Annexes, and Hazard Specific Annexes. The following is a brief description of the components of the Plan:

**Basic Plan** – the Basic Plan outlines in general terms how Clermont County will mitigate, prepare for, respond to, and recover from a disaster. The Basic Plan addresses the different hazards that could affect the county, the responsibilities of the various government agencies, method of operations, financial management policies that will be adhered to in an emergency and continuity of government. The Basic Plan also contains a section that addresses recovery issues to ensure a rapid and orderly implementation of rehabilitation and restoration programs for persons and property affected by a disaster.

**Functional Annexes** – focus on specific response and recovery functions by clearly defining the actions, roles, and management of tasks.

**Hazard Specific Annexes** – although the Plan is comprehensive in scope, there are several hazards that the County is vulnerable to that have special circumstances and situations that are only relevant to that specific hazard.

## II. Purpose, Scope, Situation, Assumptions

Section 5502.26 of the Ohio Revised Code requires Clermont County to develop and maintain a countywide Emergency Operations Plan (EOP). The Clermont County EOP is an all-hazards plan that encourages a cooperative, seamless relationship between all of the local, state and federal agencies, boards, and organizations that have an emergency management function.

The EOP establishes a framework through which the county departments; cities, townships and villages; businesses; and non-governmental agencies prevent, protect against, respond to, recover from, and mitigate disasters that affect the health, safety, and property of the residents and visitors of Clermont County.

The Clermont County Emergency Management Agency (EMA) is the central point of coordination within the county for response and recovery to disasters that exceed the capabilities of a single jurisdiction or municipality. Established under Section 5502.271 of the Ohio Revised Code (ORC), the EMA coordinates county-level assistance and resources during an emergency and prepares the county for all hazards through planning, training, exercises and funding activities at the local level. These activities include providing planning assistance and administering state and federal assistance programs to individuals and governmental entities recovering from a disaster.

The primary focus of EMA when not in a response and recovery mode is to ensure that the county and the 206,428<sup>1</sup> residents and visitors, are prepared to respond to emergencies and to lead planning and mitigation efforts to reduce or eliminate risk from future incidents. The EMA is dedicated to saving lives, minimizing the impact to property, and preserving the environment.

### A. Purpose

The purpose of the EOP is to facilitate multi-agency and multi-jurisdictional coordination of emergency preparedness, response and recovery efforts, among local, state and federal agencies. This plan predetermines, to the extent possible, actions to be taken by responsible elements of the County; the cities, townships, and villages that are contained within the County; and of cooperating private and non-governmental organizations.

The intent of this plan is to:

- Reduce the vulnerability of individuals, communities and businesses to loss of life, injury, or damage to property resulting from natural, technological, or human-caused/adversarial disasters;
- Plan and prepare for prompt and efficient response and recovery activities;
- Respond to emergencies using all systems, plans and resources necessary;
- Recover from emergencies by providing for the rapid and orderly implementation of restoration services, and rehabilitation programs for persons and property affected by emergencies; and
- Restore normal government operations.

### B. Scope

The scope of this plan is to address mitigation, preparedness, response, and recovery activities for events that exceed normal emergency response capabilities; are so complex that it requires the coordination of multiple jurisdictions; and/or are expected to last for an extended period.

The plan:

- Establishes procedures to manage an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
- Assigns specific functional responsibilities to appropriate local departments and agencies, as well as private sector groups and non-governmental organizations.

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<sup>1</sup> U.S. Census Bureau QuickFacts: Clermont County, Ohio. (July 7, 2019). Retrieved April 15, 2021, from <https://data.census.gov/cedsci/table?q=Clermont%20County%20Ohio&tid=PEPPPOP2019.PEPANNRES&hidePreview=false>  
Clermont County EOP

- Addresses the various types of natural, technological, and human-caused emergencies that could occur in the County.
- Identifies actions that the County, City, Township and Village departments and agencies will take, in coordination with state and federal counterparts as appropriate, regardless of the magnitude of the disaster.

Agencies and jurisdictions that are identified as having a role are encouraged to develop SOGs and emergency response checklists based on the responsibilities identified in this plan.

### C. Situation Overview

Clermont County encompasses 460 square miles and is located in the southwestern quadrant of Ohio.<sup>2</sup> The County is bordered by Warren County and a portion of Clinton County to the north, Hamilton County to the west, and Brown County on the east. The Ohio River separates the southern edge of the County from Campbell and Pendleton counties in Kentucky.

The County is composed of 2 Cities, 14 Townships, and 9 Villages. Clermont County has 206,428 residents<sup>3</sup>, with the highest concentration residing in Miami and Union Townships. The County is a blend of rural and suburban, with higher density and growth along Interstate 275.

#### Hazard Analysis

Due to its location and geological features, Clermont County is vulnerable to the damaging effects of certain hazards that include, but are not limited to:

- **Natural:** flooding, severe storms (summer and winter), tornadoes, derechos, drought, landslides, earthquakes, pandemics and epidemics (human/animal);
- **Technological:** hazardous materials release or spill (fixed facility or transportation accident), fire/explosion, building/structural collapse, dam/levee failure, power/utility failure, and transportation accident (rail, truck, aircraft, or barge/boat);
- **Human-Caused:** economic emergency, riot, strike, demonstration, terrorism, sabotage, hostage situation, active aggressor, school/workplace violence, and attack (chemical, biological, radiological, nuclear or explosive (CBRNE)).



The County completed a Hazard Analysis in 2019 that outlines the top 14 hazards the County faces. These hazards were ranked based on the probability of occurrence (frequency), vulnerability (percentage of population affected), and the severity of impact (injuries, fatalities, property and infrastructure damage). For additional details on the hazard analysis, refer to the All-Hazard Mitigation Plan.

#### 2019 Hazard Analysis

- |                        |                     |
|------------------------|---------------------|
| 1. Severe Storms       | 8. Dam Failure      |
| 2. Tornadoes           | 9. Invasive Species |
| 3. Flooding            | 10. Terrorism       |
| 4. Utility Failure     | 11. Extreme Temps   |
| 5. Hazardous Materials | 12. Drought         |
| 6. Winter Storms       | 13. Wildfire        |
| 7. Landslides          | 14. Earthquakes     |

<sup>2</sup> Welcome! (n.d.). Retrieved January 2, 2019, from <https://clermontcountyohio.gov/welcome/>

<sup>3</sup> U.S. Census Bureau QuickFacts: Clermont County, Ohio. (July 7, 2019). Retrieved April 15, 2021, from <https://data.census.gov/cedsci/table?q=Clermont%20County%20Ohio&tid=PEPPPOP2019.PEPANNRES&hidePreview=false>  
Clermont County EOP

The County is home to a wide range of businesses including agricultural, industrial, commercial, and retail establishments. The County has an operational coal power plant, William H. Zimmer Station, and a hospital, Mercy Health Clermont Hospital.

The County has an extensive transportation network including road, rail, river, air, and pipeline. Interstate 275, State Route 28, State Route 32, U.S. Route 50 and U.S. Route 52 are major transportation thoroughfares. Rail lines run on the northern boundary (operated by CSX) and through the center of the County (operated by Norfolk and Southern). Commercial barge and boat traffic travel the Ohio River. The County has a regional airport located in Batavia.

## Capability Assessment

**Law Enforcement:** The County is serviced by 14 local law enforcement agencies: The County Sheriff's Office, 2 City Police Departments, 4 Township Police Departments, 6 Village Police Departments and 1 University Public Safety Agency. The County has 1 Specialized Weapons and Tactics (SWAT) Team. Certain areas of the County are also serviced by the Ohio State Highway Patrol and Ohio Department of Natural Resources.

**Fire and Emergency Medical Services:** The County is serviced by 16 Fire departments: 12 Township Departments, 1 Village Department, 1 Joint Fire District, and 2 Private Departments. Through the Homeland Security Grant Program, our region has focused on the enhancement of the decontamination and mass casualty incident response. The County has:

- One (1) mass decontamination trailer with the capacity to decon up to 2,400 individuals per hour.
- Two (2) mass casualty incident (MCI) trailers capable of treating 500 patients per trailer.
- One (1) self-contained breathing apparatus cylinder refill asset (Trailer) that can be deployed to assist with large incidents where multiple responders may require refills of the Self Contained Breathing Apparatus (SCBAs).
- One (1) generator and light asset (truck) that can be deployed to assist with large incidents.
- One (1) command trailer for emergency operations and communications.

**Hazardous Materials (HazMat) Response:** The County contracts with the Greater Cincinnati HazMat Unit (GCHMU) to provide hazmat response, containment, and mitigation. GCHMU is a Type 1 HazMat Team and has the capability to: recognize, identify, and mitigate known, unknown, radiological, biological, and chemical agents.

**Communications:** The County has two (2) Public Safety Answering Points (PSAP) – Clermont County Department of Public Safety Services (DPSS) and Union Township Communication Center. The City of Loveland has a designated dispatch center (Northeast Communication Center), but is not a PSAP. The County is on the State of Ohio Multi-Agency Radio Communication System (MARCS).

**Public Works:** The County has 29 Public Works Agencies including the Ohio Department of Transportation, the County Engineer, and City, Village, and Township Road and Service Departments.

**Public Health and Medical:** The County has one (1) public health department (Clermont County Public Health) and one (1) hospital (Mercy Health Clermont Hospital).

**Emergency Management:** The County has one (1) Emergency Management Agency (EMA). EMA coordinates the primary Emergency Operation Center (EOC), as well as back-up and mobile EOC capabilities, to support and coordinate with the first response agencies, the impacted municipalities, external partners, and state and federal officials. The EOC coordinates logistical functions such as: mass care, restoration of infrastructure, damage assessment, debris management, donations management, volunteer management, individual assistance programs and short-term recovery efforts. WebEOC, a web-based information management system, is used to track tasks and resources and to maintain situational awareness of the incident.

**Regional Capabilities:** The Southwest Ohio Region has received Homeland Security Grant Program funds to augment response capabilities. The Region has:

- 3 Urban Search and Rescue (USAR) and Technical Rescue Teams (Hamilton County USAR, Cincinnati Fire Department, Butler County Technical Rescue Team)
- 3 Type I HazMat Teams (Cincinnati Fire Department, Butler County HazMat Team, and Greater Cincinnati HazMat Unit)
- 3 Explosive Ordnance Device (EOD) Units (Hamilton County Sheriff's Office, Cincinnati Police Department, and Butler County Sheriff's Office)
- 1 Dive Team (Task Force 1 – covering Butler, Clermont, Hamilton and Warren Counties).
- 1 – 210 bed portable field hospital referred to as the Alternative Care Center (ACC).
- 10 Decontamination Units
- 10 Mass Casualty Incident Units
- 1 Regional Hospital Evacuation Trailer
- Multiple Mobile Command Vehicles including Command 400 operated by the Greater Cincinnati HazMat Unit and the Hamilton County Fire Chiefs Association

### Mitigation Overview

Mitigation includes actions that are taken before or after an emergency to eliminate or reduce the long-term risk to human life and property from natural, accidental, and human-caused hazards. The goals of mitigation activities are to protect people and property and to reduce the future cost of response and recovery operations.

The County updated the All-Hazard Mitigation Plan in 2019. This plan was officially adopted in 2020. Below is a breakdown of the county-wide mitigation activities.

<b>All-Hazards</b> <input type="checkbox"/> Develop/update back-up power capabilities at critical facilities <input type="checkbox"/> Update continuity of operation plans (COOP) <input type="checkbox"/> Provide disaster preparedness education and outreach <input type="checkbox"/> Update emergency operation plans (EOP) <input type="checkbox"/> Maintain all-hazard outdoor warning sirens <input type="checkbox"/> Continue code enforcement (e.g. fire, building, zoning, floodplain management)	<b>Landslides</b> <input type="checkbox"/> Develop map of landslide prone areas <input type="checkbox"/> Enforce slide-prone area ordinances to limit fill/dumping <input type="checkbox"/> Enforce draining control regulations <input type="checkbox"/> Implement sanitary system codes <input type="checkbox"/> Provide mitigation guidance to property owners <input type="checkbox"/> Implement restraining structures to hold soil in place <input type="checkbox"/> Implement debris flow measures <input type="checkbox"/> Implement grading to increase slope stability <input type="checkbox"/> Consider vegetation placement and management plans to increase soil stability <input type="checkbox"/> Consider placement of utilities outside of landslide prone areas
<b>Severe Storms</b> <input type="checkbox"/> Public education on having multiple means of receiving alerts/warnings <input type="checkbox"/> Update plans for timely debris clearance following severe storms <input type="checkbox"/> Maintain National Weather Service StormReady certification	<b>Dam Failure</b> <input type="checkbox"/> Coordination with ODNR to implement Dam Safety Program <input type="checkbox"/> Encourage dam owners to develop/update emergency action plans <input type="checkbox"/> Encourage dam owners to be prepared to respond should their dam fail <input type="checkbox"/> Public education regarding downstream risks <input type="checkbox"/> Coordinate with local communities to ensure they understand the risk
<b>Tornadoes</b> <input type="checkbox"/> Promote Ohio Safe Room Rebate Program <input type="checkbox"/> Identify temporary storm safe locations	<b>Invasive Species</b> <input type="checkbox"/> Public education on hazard identification, behavior, and quarantine procedures <input type="checkbox"/> Public education on the importance of not importing/exporting firewood <input type="checkbox"/> Work with agricultural producers to monitor/minimize nutrient runoff to prevent harmful algal blooms
<b>Flooding</b> <input type="checkbox"/> Improve storm water management systems <input type="checkbox"/> Identify and study poor draining areas to control flooding <input type="checkbox"/> Repair or replace ditching and culverts to control flooding <input type="checkbox"/> Continue to identify and study riverbank stabilization opportunities <input type="checkbox"/> Provide guidance to property owners on acquisition/flood proofing <input type="checkbox"/> Encourage residents to purchase flood insurance	<b>Terrorism</b> <input type="checkbox"/> Encourage critical infrastructure to implement protective measures <input type="checkbox"/> Coordinate with LE to ensure safety at large public gatherings <input type="checkbox"/> Provide active aggressor guidance
<b>Utility Failures</b> <input type="checkbox"/> Tree trimming along utility lines	<b>Extreme Temperatures</b> <input type="checkbox"/> Provide guidance for vulnerable populations <input type="checkbox"/> Provide guidance on utility assistance programs
<b>Hazardous Materials Accidents</b> <input type="checkbox"/> Develop wellhead protection plan <input type="checkbox"/> Continue annual LEPC exercises <input type="checkbox"/> Maintain LEPC and Tier II reporting <input type="checkbox"/> Update commodity flow study <input type="checkbox"/> Public outreach regarding disposal of household hazardous waste	<b>Drought</b> <input type="checkbox"/> Encourage property owners to install water reduction equipment <input type="checkbox"/> Develop water storage plans, water use ordinances, contingency plans, and water delivery system plans <input type="checkbox"/> Encourage farmers to purchase crop insurance
<b>Winter Storms</b> <input type="checkbox"/> Public education on winter weather safety	<b>Wildfire</b> <input type="checkbox"/> Public education on smoking hazards and risk of recreational fires <input type="checkbox"/> Public education on extreme fire danger and red flag warnings
	<b>Earthquakes</b> <input type="checkbox"/> Use community outreach activities to foster awareness of earthquake mitigation actions <input type="checkbox"/> Work with the insurance industry to increase public awareness of the importance of earthquake insurance

## D. Assumptions

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

- The County complies with Ohio Revised Code (ORC) 5502.21-5502.99
- The County and its political subdivisions have response capabilities including manpower, equipment, and supplies to protect and preserve life, property and the environment
- A disaster may occur with little or no warning and may escalate rapidly
- Disasters may differ in magnitude, duration, area affected, frequency, and may extend beyond county and state boundaries
- Response to a disaster may require the coordination and cooperation of multiple governmental, private sector and non-profit partners
- Support from outside the county may take 72 hours or more to arrive
- There may be competition among citizens for scarce resources
- The National Incident Management System (NIMS) provides a framework to integrate federal, state, and local government; private sector; and non-governmental organizations assets and resources in an effective manner
- The Incident Command System (ICS) is the preferred management concept for responding to disasters
- Organizations tasked in this document are aware of their emergency responsibilities and will fulfill these requirements in a disaster utilizing their capabilities including: staffing, equipment, supplies, and skills, according to their own policies and procedures.
- The County will utilize all local resources before requesting state assistance; this includes public as well as private resources.

## III. Concept of Operations

In accordance with Sections 5502.271 of the Ohio Revised Code, the County EMA has been established under the Board of County Commissioners (BCC) to oversee County emergency management activities. It is the responsibility of the County EMA to coordinate the on-going emergency management functions, utilizing all available resources, public and private, to combat the impacts of a disaster. The Director of the County EMA is the designated lead for emergency management activities within the County and will support and coordinate emergency response efforts between departments/agencies during a disaster and maintain overall responsibility for updating, maintaining, and implementing the County EOP. The BCC, County Administrator and the County Sheriff also have authority to activate the EOP during times of disaster.

### A. Preparedness

The preparedness phase includes pre-emergency efforts that assure a coordinated response during a disaster. Since it is not possible to mitigate every hazard, preparedness measures strengthen the County's ability to respond to and recover for the potential consequences. This phase involves four primary activities:

- **Planning:** coordination with all players of an emergency management system – local, state and federal agencies, the private sector, nongovernmental agencies, and citizens. Planning allows for dialogue amongst all of the jurisdictions, disciplines, agencies, and departments to influence the course of events by determining in advance the actions, policies and processes that will be followed and ensures that organizations can work collaboratively towards a common goal.
- **Resource Identification and Acquisition:** the identification of equipment gaps/technology shortfalls and the procurement/acquisition of supplies to fill this need. This may include the development of Memorandum of Understandings (MOUs) with neighboring jurisdictions to provide services that cannot be supported by a single jurisdiction.
- **Training:** provides first responders, homeland security officials, emergency management officials, private and non-governmental partners, and other personnel with the knowledge, skills, and abilities needed to perform

key tasks required for specific capabilities. Agencies /Organizations assigned responsibilities in the plan should attend and participate in training to understand their role/function in a disaster.

- **Exercises:** assesses and validates the speed, effectiveness and efficiency of capabilities, and tests the adequacy of policies, plans, procedures, and protocols in a risk-free environment. Those agencies/ organizations assigned responsibilities in the plan should participate in exercises to test their capabilities.

## B. Response

Response actions may be taken before, during or directly after an emergency to save lives, minimize damage to property, protect the environment, and enhance the effectiveness of recovery. Response begins when an emergency event is imminent or immediately after an event occurs. Good planning, training, and exercising prior to an event can help reduce cascading impacts. Response can be broken down into 3 periods:

**Warning** – period in which evaluation of all available information indicates a disaster is highly likely or imminent. The EOC, back-up EOC, or mobile EOC may be activated if a valid and verified warning is issued. Tasks common to all emergency response agencies include:

- Evaluate most likely consequences and resource requirements based on the threat
- Coordinate with EMA to disseminate emergency information to the public
- Recall essential personnel and stage resources
- Initiate life saving measures (e.g. evacuation, shelter-in-place, etc.)

**Impact** - period in which the disaster is occurring. Tasks include:

- Take protective measures to ensure safety of personnel and resources
- Provide damage information to DPSS (Dispatch), EMA or EOC (if activated)
- Initiate response activities

**Response** – period immediately following the impact when all resources are committed to life safety, property protection, and environment preservation. Tasks include:

- Determine scope of disaster
- Conduct field operations to save lives and protect property. Request mutual aid as necessary
- Conduct preliminary damage assessment
- Send a representative to the EOC to assist with situational assessment and public information
- Analyze resource needs and request additional support
- Initiate short-term recovery activities
- Document all costs associated with the response including personnel, supplies, and equipment

## C. Recovery

Recovery begins right after the emergency. Some activities may run concurrent with response efforts.

Short-term activities include:

- Restoring critical infrastructure systems to minimum operating standards
- Conduct a detailed damage assessment
- Analyze long-term restoration/recovery options
- Document and report emergency expenses to support request for financial assistance
- Disseminate information on federal and state assistance programs (if available)
- Demobilize the EOC and emergency responders.

Long-term recovery can sometimes take several weeks to several years. Long-term recovery activities include:

- Restoring economic activity in the impacted communities
- Repairing and building community facilities and housing

- Establishing a Long Term Recovery Committee (LTRC) to address unmet needs of survivors

## **D. Inter-jurisdictional Relationships**

The Chief Executive Officer of each jurisdiction is responsible for protecting lives and property in an emergency or disaster situation. The Incident Command/Unified Command function rests with the local jurisdiction.

### **Local Coordination**

- If the incident affects only one jurisdiction, emergency operations will take place under that jurisdiction's direction and control.
- If the incident affects two or more jurisdictions, emergency operations will take place under each jurisdiction's direction and control.
- Under NIMS, EMA and/or the EOC serves in support of the local Incident Command and coordinates resources. Resource requests should be processed through the EMA/EOC to ensure that limited resources are utilized in the most efficient manner. Additional resources may be requested from the following sources: the County, regional partners, faith-based and non-profit organizations, private sectors, and the Ohio EMA.
- Mutual Aid Agreements are in place for law enforcement and Fire/EMS providers in the County. County response partners may support the Incident Commander (IC), EMA and/or EOC by augmenting manpower, equipment and resources for the impacted jurisdictions.
- The Chief Executive Officers of affected jurisdictions (i.e., villages, cities, townships and county) may exercise all necessary local emergency authority for response by issuing an Emergency Proclamation, also referred to as an Emergency/Disaster Declaration. (See Tab 1 in the Basic Plan).
- The Emergency Proclamation should be submitted to the EMA or the EOC. In times of severe snowstorms or civil unrest, the County Sheriff is authorized by ORC to make county-wide emergency declarations.
- If county resources become exhausted, the EMA Director or his/her designee will draft a county-wide disaster declaration that will be submitted for authorization to the BCC. Two of the Commissioners must authorize the declaration.

### **Intrastate Mutual Aid Compact (IMAC)**

Pursuant to Ohio Revised Code, Title LV, Chapter 5502, and Section 5502.41, the BCC and the Chief Executives of all political subdivisions are a party to the IMAC. IMAC is mutual aid agreement through which all political subdivisions can request and receive assistance from any other political subdivisions in the state; resolving many of the administrative and legal issues in advance of an incident.

### **State and Federal Coordination**

- The County EMA is responsible for notifying Ohio EMA of the incident.
- The County EMA is responsible for collecting and submitting the County and political subdivision emergency proclamations/disaster declarations to Ohio EMA.
- If the incident exceeds local capabilities, Ohio EMA will evaluate the situation and make a recommendation to the Governor. The Governor will make the determination to issue a State Emergency Declaration, which authorizes State agencies to assist.
- The Governor may also forward a request for a Presidential Declaration of Emergency that provides for the use of federal funds to support the response and recovery effort. The request for Presidential Declaration is submitted to FEMA Region V and then on to the President of the United States.
- If a Presidential Declaration is authorized, then reimbursement of associated disaster activity expenses may be available through FEMA. Procedures for applying for Federal disaster assistance funds will be in accordance with prescribed State and Federal disaster assistance protocols and procedures.

## **IV. Organization and Assignment of Responsibilities**

The following provides a brief overview of the Emergency Management System:

## **A. Board of County Commissioners (BCC)**

The primary responsibilities of the BCC are to:

- Select the Emergency Management Agency Director,
- Approve the EOP Base Plan,
- Establish standard policy for county emergency operation,
- Provide coordination of planning and emergency operations during a declared emergency.

## **B. EMA Director**

The Clermont County EMA Director or designee, in coordination with the BCC, has established a program for emergency management that is in accordance with ORC Chapter 5502. The EMA Director or designee, in coordination with executives in affected jurisdictions, is responsible for implementing the EOP.

The County uses NIMS and ICS structure to coordinate emergency resources from the EOC and support all responders and agencies.

The primary responsibility of EMA is to:

- Maintain EOP and Annexes
- Maintain a primary EOC. This includes provisions for back-up and mobile EOC capabilities.
- Coordinate information between local, state, and federal agencies
- Establish an information management system using WebEOC and/or other tools
- Identify/locate resources and maintain emergency resource database
- Coordinate with private sector, non-profit and faith-based organizations for disaster relief resources
- Coordinate public information and education
- Coordinate damage assessment teams
- Assist citizens, businesses, and governments through the assistance process
- Provide training programs for the emergency management organization
- Coordinate exercises of the emergency management system
- Coordinate long-term recovery activities

## **C. Local Assignment of Responsibilities**

The following represents basic responsibilities. Law mandates some duties, while others are developed by departments and agencies to support continuity in emergency response efforts. Responsibilities listed are not all inclusive, but should cover most major emergency operations.

### **Emergency response agencies and organizations**

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

### **American Red Cross, Salvation Army, and other Mass Care Organizations**

- Identify and operate appropriate shelter facilities

- Arrange for mass feeding and other appropriate support; Provide mobile canteen feeding service to emergency services workers during events expected to last in excess of three hours
- Handle welfare inquiries from anxious relatives outside the disaster area

### **Clermont Transportation Connection**

- Provide mass transit vehicles and drivers for emergency evacuation
- Provide mass transit vehicles and drivers to transport emergency workers and volunteers when necessary

### **Coroner**

- Establish a temporary morgue in mass fatality incidents
- Determine when the deceased are removed from the scene
- Identify the deceased and determine the cause of death
- Reporting casualty information to the EOC

### **Dispatch Centers / Public Services Answering Points (PSAP)**

- Coordinate communications with the field operations during emergencies
- Dispatch and track resources
- Maintain 9-1-1 functions
- Assist with call overload if one PSAP becomes overwhelmed
- Notify senior officials of emergency through the paging system
- Provide public alert and warning functions

### **Elected and Senior Officials**

- Implement direction, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety during a declared state of emergency
- Approve response plans and emergency accounting procedures
- Direct and coordinate response that overlaps departmental lines
- Provide representatives to the EOC
- Oversee public information regarding the disaster\emergency condition and recovery operation
- Authorize special purchasing due to emergency conditions
- Authorize the release of emergency public information statements

### **Emergency Medical Services (EMS)**

EMS provides the on-scene medical support and coordinates pre-hospital functions. The local fire departments have primary responsibility for EMS.

- Respond to emergency scene with personnel and equipment
- Triage, treatment, transportation and tracking of the injured
- Establish and maintain field communications and coordination with other emergency response departments and local hospitals
- Assist with the evacuation of non-ambulatory victims, and those who require special medical attention.

### **Fire Service Agencies**

- Fire suppression
- Emergency medical services
- Fire code enforcement
- Heavy rescue operations
- Hazardous material incident response
- Search and rescue operations
- Evacuation recommendations, notifying evacuation authorities, and assisting in dissemination of evacuation notification, in conjunction with local law enforcement

## **Finance, Budget, and Purchasing (All jurisdictions)**

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

## **Hazardous Materials Response**

- Hazardous material incident response
- Chemical, Biological, Nuclear, Radiological and Explosive detection and monitoring
- Evacuation recommendations, notifying evacuation authorities, and assisting in dissemination of evacuation notification
- Decontamination of civilians, responders, and equipment
- Coordinate hazardous material containment and clean-up

## **Hospitals**

- Provide medical guidance to EMS units and field triage teams for the treatment and handling of the injured
- Make available, upon request, qualified medical personnel, supplies and equipment
- Provide emergency treatment and hospital care for disaster survivors and public safety personnel
- Request activation of the DisasterNet Radio when individual hospital resources are overwhelmed

The Health Collaborative is the central entity for coordinating and sharing information amongst the regional hospitals. The Health Collaborative oversees the DisasterNet communication system to track hospital capability to include: emergency department capacity, bed availability and decontamination capabilities. OHTrac (Patient tracking system) is also available to assist with patient reunification. The Healthcare Collaborative may provide a liaison to the EOC depending on the circumstances.

## **Human Services**

This includes both public and private human service organizations.

- Assist in the provision of food, shelter, food assistance benefits, and financial services to those left homeless due to a disaster
- Identify special needs populations
- Refer disaster survivors to the LTRC or appropriate social service agency for long-term assistance

## **Law Enforcement**

- Maintain law and order
- Crowd, traffic and restricted area control
- Coordinate evacuations
- Identify local emergency evacuation routes from high hazard areas
- Security measures, including protection of vital facilities
- Provide security for the EOC as needed
- Assist in notification and warning of the general public
- Assist with initial impact assessment
- Coordinate security for the damaged areas, vital facilities, equipment, staging areas, and shelter operations

## **Legal**

This includes the County Prosecutor's Office and the Jurisdictional Attorneys

- Provide legal services to BCC and responders for problems related to disaster and recovery operations

- Interpret emergency laws and regulations

### **Long Term Recovery Committee (LTRC)**

- Provide Case Managers to facilitate individual and family recovery efforts
- Counsel disaster survivors on the availability of resources for long-term recovery assistance
- Coordinate the long term donations and volunteer management to support the communities' recovery
- Provide mental health and family assistance during disasters

### **Public Health**

- Identify health hazards
- Provide emergency public health and public information
- Assess health hazards from damage to water distribution and sewage collection systems
- Conduct food and water inspection
- Conduct sanitation and vector inspections of shelters
- Provide environmental health regulation enforcement
- Control of communicable diseases
- Provide mass vaccination and mass prophylaxis dispensing
- Establish quarantines and social distancing recommendations
- Coordinate assistance from other jurisdictions, Ohio Department of Health, and other public and private response agencies
- Coordinate environmental health activities for waste disposal, refuse, food, water control and sanitation.
- Coordinate insect and rodent control
- Conduct epidemiological studies
- Maintain vital statistics records
- Support Chemical, Biological, Nuclear and Radiological response

### **Public Works**

- Coordinate restoration of public facilities, roads and bridges
- Debris and snow clearance on roads and streets
- Provide equipment, supplies, and personnel as needed
- Support traffic control measures providing signage, detours and barricades
- Safety inspections of roads and bridges

### **School Districts**

- Provide shelter facilities per agreements with the American Red Cross
- Provide access to school district resources when appropriate and available
- Coordinate evacuation and transportation operations for students during emergency situations
- Coordinate the reunification of students with parents and appropriate family members and guardians

### **Utilities**

This includes public and private utilities

- Priority restoration of service to vital facilities
- Provision of emergency power as required
- Damage assessment and estimation of recovery times
- Provision of emergency generators or other equipment as necessary and available
- Coordination with other providers to restore service to impacted communities

## **D. State Assignment of Responsibilities**

State agencies with mandated responsibilities for emergency response will follow their established plans and procedures in support of the local jurisdiction. Some of the state agencies with resources to support local responders are:

### **Ohio Department of Health (ODH)**

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

### **Ohio Department of Natural Resources (ODNR)**

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

### **Ohio Department of Transportation (ODOT)**

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

### **Ohio Emergency Management Agency (OEMA)**

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

### **Ohio Environmental Protection Agency (OEPA)**

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

### **Ohio National Guard**

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

### **Ohio State Fire Marshal**

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

### **Ohio State Highway Patrol (OSHP)**

The OSHP's primary response function is to provide support to other State and local law enforcement agencies. Generally, this support consists of traffic control and information gathering and dissemination. An OSHP Post Commander or designee may report to the EOC to coordinate field activities and information. OSHP personnel may respond to the off-site incident command post and provide area control.

## **Public Utilities Commission of Ohio (PUCO)**

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

### **E. Federal Response**

The Federal Emergency Management Agency (FEMA) provides Federal support services for emergency activities. In partnership with State and local governments, FEMA supports management efforts by providing national program policy and guidance, as well as technical and financial assistance. It is FEMA's responsibility to coordinate the response of other Federal agencies, which administer their own emergency programs. Requests from FEMA must be approved by the President of the United States before FEMA can provide assistance. Requests for Federal assistance must be channeled through the Ohio EMA.

## **V. Direction, Control, and Coordination**

All emergencies begin and end locally. It is only after a jurisdiction identifies that the event will exceed their capacity that mutual aid resources are requested. Once local emergency response resources are exhausted or if the county does not possess the needed capability to address the incident, then state and federal resources can be requested.

NIMS establishes a clear progression of coordination and communication from the local, regional, state, and national level. Local first response agencies, using ICS, are responsible for directing on-scene emergency management and maintaining command and control of on-scene incident operations. The EOC will provide a central location for operational information sharing and resource coordination in support of on-scene efforts. The EOC will aid in establishing priorities among the incidents and associated resource allocations, resolving conflicts, and providing strategic guidance to support incident management activities. In accordance with NIMS, emergency response resource and policy issues are addressed at the lowest organizational level.

### **A. Incident Command**

The impacted jurisdiction will establish an Incident Command System (ICS) or a Unified Command System (UCS) structure to address the tactical response operations. The Incident Commander (IC) or designee will coordinate with the DPSS, EMA, and/or the EOC for additional support and resources.

### **B. Emergency Operation Center (EOC)**

The EOC is a permanent facility located at 2279 Clermont Center Drive, Batavia, Ohio 45103. The 24-hour emergency number for the EOC is (513) 732-7661. The County has established back-up facilities and mobile EOC capabilities, should the primary EOC location be inaccessible or not meet the needs of the County and/or affected communities (e.g. proximity, staffing, etc.). The Direction and Control Annex describes the facilities, staffing, and standard operating guidelines.

The Primary EOC includes:

- The EOC, Executive Conference Room, and the Annex
- 27 work stations for local agencies and EOC staff
- Geographical Information System (GIS) workstation
- Emergency backup power and an uninterrupted power supply
- Digital phone lines, 1 audio conference line, wired network access, and wireless internet access
- Access to County WebEOC system and State WebEOC System

Remote EOC capabilities include:

- Laptops and accessories
- Mobile conference call system

- Printers
- Projection System
- EOC Go-Kits
- Cache of portable 800 MHz radios and accessories

### **C. Emergency Activation Levels**

Emergencies that occur in the County may require the activation of the EOP and EOC, or may require monitoring by emergency management personnel. The Incident Commander or Unified Command will make a recommendation on the level of activation based on population at risk, resource availability, anticipated length of operations, property threatened, and long-term consequences, etc.

#### **Level 1: Monitoring**

The incident is not likely to exceed the capabilities of local jurisdiction, but may require notifications, unique resources, or coordination of specific activities to support the response. A Level 1 emergency will not normally require the activation of the EOP or EOC. EMA will coordinate with DPSS and response organizations to assess the situation and determine if additional resources are needed.

#### **Level 2: Partial Activation**

The incident affects multiple jurisdictions, requires the response of multiple agencies, or is beyond the scope of available local resources. An emergency declaration may be made by the chief elected official of the affected jurisdiction in order to access state resources and enact emergency authorities.

Level 2 emergencies may require a partial activation of the EOP, EOC, and/or mobile EOC resources. The decision to activate the EOC or transfer operations to an alternate EOC is to be made by the BCC. Per Resolution #182-01, in their absence the County Administrator can make the decision.

#### **Level 3: Full Activation**

The incident affects a sizable portion of the County's population and requires a coordinated response of all emergency resources. Level 3 emergencies require implementation of EOP, activation of the County EOC or alternate EOC and may require a County Emergency Declaration to access State and Federal resources.

### **D. Incident Command – Emergency Operation Center Interface**

The EOC's role is to support IC/UC. Information will be shared between IC/UC and the EOC in order to maximize limited resources and reduce duplication. Public Information releases, requests for State and Federal Support, and emergency declarations will be coordinated with the EOC, BCC, local elected officials, EMA and the IC/UC.

Requests for State and federal assistance should be made through the County EOC. The County EOC will coordinate all requests through the Ohio EMA.

Phone: 614.889.7150; E-mail: [EMAWatch@dps.ohio.gov](mailto:EMAWatch@dps.ohio.gov); or the [State WebEOC System](#).

### **E. Continuity of Government**

Each County Agency/Department and City, Township, and Village is responsible for:

- Designating lines of succession
- Delegating authorities for the succession of key personnel
- Making provisions for the preservation of records
- Developing procedures for the relocation of essential services/functions
- Developing a procedure to deploy essential personnel, equipment, and supplies in order to maintain essential services/functions with minimal interruption

## **F. Functional Annexes**

The EOP is broken down into Functional Annexes. Each function has one-or-more primary agencies and support agencies. The Primary Agency(s) provides the overall coordination of the activities. The County has an EOC Team, comprised of the appropriate agency or discipline who represent the designated Function Lead that will respond to the EOC during an activation.

### **Direction and Control**

Addresses the incident assessment process, the activation and operation of the Emergency Operation Center (EOC), and the interface between the IC/UC and the EOC.

### **Communications**

Addresses the communication support required to ensure that all public safety agencies (local, state and federal) can coordinate response and recovery efforts.

### **Fire and Rescue**

Local jurisdictions have the responsibility of providing basic fire service protection. This annex addresses guidance and organization of agencies to respond to a large scale natural, technological or human caused disaster and to locate, recover, and extricate survivors who become lost or entrapped.

### **Law Enforcement**

Addresses public safety and security concerns including, but not limited to: maintaining law and order, traffic and access control, and providing security for emergency operations when necessary.

### **Hazardous Materials**

Addresses the mitigation, preparedness, and response and recovery actions to be taken for a hazardous materials incident.

### **Public Health and Medical Services**

Addresses public health and medical services concerns during emergency events or incidents including the coordination amongst public health, local Fire/EMS, the Coroner, and local and regional hospitals and health care providers.

### **Public Works, Transportation, and Infrastructure**

Outlines the local organizations, roles, and responsibilities to accomplish coordinated public works, transportation, and utility response and restoration during and following a significant natural, technological, or human caused disaster in the County.

### **Emergency Public Information and Warning**

Ensures accurate, coordinated, and timely information is communicated to affected populations, governments, legislators and the media.

### **Mass Care, Emergency Assistance, Housing, and Human Services**

Addresses the coordination of public, private and non-private organizations to shelter, feed, counsel, provide first aid, and related social services and welfare activities required to assist disaster survivors.

### **Damage Assessment**

Provides a framework to assess damage to infrastructure, public property, and private property in the County. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to meet those needs.

### **Debris Management**

Provides a framework to assess, collect, and dispose of disaster related waste.

### **Financial Management**

Provides guidance to ensure that incident related funds are provided expeditiously and that financial management activities are conducted in accordance with established law, policies, regulations, and standards.

### **Recovery**

Provides guidance on the short-term and long-term recovery processes to include: the implementation of assistance programs, support to communities, individuals/families, and businesses, and the coordination of the long-term recovery committee.

### **Donations and Volunteer Management**

Provides guidance on the organization, mobilization, and coordination of disaster donations and spontaneous and affiliated volunteers.

## **VI. Information Collection and Dissemination**

The County is part of the Greater Cincinnati Fusion Center (Fusion Center). The Fusion Center is part of the National Fusion Center Network and is connected to the State Analysis and Information Center (SAIC) and the Federal Bureau of Investigation (FBI) Joint Terrorism Task Force (JTTF). The Fusion Center collects, analyzes and disseminates threat information through the established Terrorism Liaison Officer (TLO) Program and the web-based secure portal. The County has designated Law Enforcement and Fire TLOs. If a specific terrorism threat is identified, the Greater Cincinnati Fusion Center can send a representative to the EOC to provide support to the law enforcement.

For incident specific intelligence, the **Greater Cincinnati Fusion Center can be reached at: (513) 263-8200.**

The National Weather Service (NWS) – Wilmington Office is part of the emergency management system and the Meteorologists are available to provide real-time weather briefings and river forecast projections 24 hours a day.

### **NWS Wilmington Office**

Phone: 937.383.0428 Fax: 937.383.0033

Website: <http://www.weather.gov/iln/>

Facebook: <https://www.facebook.com/US.NationalWeatherService.WilmingtonOH.gov>

Twitter: <https://twitter.com/NWSILN>

## **VII. Communications**

The County has 2 PSAPs (Clermont County Department of Public Safety Services (DPSS) and Union Township Communication Center). The City of Loveland has a designated dispatch center (Northeast Communication Center), but is not a PSAP.

The County is on the statewide MARCS. The County has 11 radio towers including 1 tower in Northern Kentucky. Some law enforcement and fire agencies utilize Mobile Data Computers (MDCs). The County has a paging capability through the 3 Communication Centers (alpha and minter (tones)). In a large scale event, the County will utilize MARCS, the paging system, cell phones, landlines, e-mail, 2-way radios, amateur radio operators, and WebEOC to share information.

## VIII. Administration, Finance, and Logistics

The documentation of events during an emergency plays an important part in carrying out the EOP and an equally important part in providing detailed information in the aftermath of an emergency. During an emergency, local governments shall:

- Determine which normal administrative procedures shall be suspended, relaxed or made optional in order to prevent unnecessary impediments to response and recovery activities. Departures from normal operations should be stated in the Emergency Declaration.
- Include provisions for documenting all disaster related expenditures using accepted accounting procedures.
- Response agencies shall ensure that personnel, property, equipment, supplies and vehicles are accounted for and protected.
- When local resources have been exhausted, requests for assistance should be submitted to the EOC.

### A. Documentation

The need for documentation of information falls into several categories, including:

- Cost recovery – documentation of cost for reimbursement by the State and Federal government.
- Requests for aid – rapid collection of losses
- Budget control – to ensure proper charging of accounts, compliance with statutory budget restrictions and receipt of emergency revenues.
- Legal protection – documentation of expenditures and use of emergency powers in compliance with the statutes.
- Operational efficiency – use of standardized emergency messages to ensure rapid communication, assimilation of facts, and implementation of solutions.
- Critique – post-emergency evaluation of performance and revision of emergency plans.
- Training – record of emergency to use in training programs.

The local jurisdictions within the County do not share a common record keeping system for day-to-day operations. Departments and agencies are encouraged to be as complete and detailed as possible in their record keeping.

### B. Finance

All disasters are local and should be funded initially by the local jurisdiction. If the event exceeds the resources of the local jurisdiction, an emergency declaration will be made and request for assistance from surrounding jurisdictions and the state will be processed.

- A major disaster may require the expenditure of large sums of local funds. Financial operations may be carried out under compressed schedules and intense political pressures requiring expeditious actions that meet sound financial management and accountability requirements.
- Departments conducting emergency support activities will be responsible for establishing and maintaining financial support and accountability during emergency operations. Each department is responsible for maintaining appropriate documentation to support requests for reimbursement, for submitting bills in a timely fashion, and for closing out assignments.
- Care must be taken throughout the course of the emergency to maintain logs, records, receipts, invoices, purchase orders, rental agreements, etc. These documents will be necessary to support claims, purchases, reimbursements, and disbursements. Record keeping is necessary to facilitate closeouts and to support post recovery audits.

### C. Logistics

The EOC, in coordination with the local jurisdictions will facilitate logistical support for emergency operations (i.e., provide supplies and equipment). All response agencies should implement established resource controls and determine resource availability; this would include source and quantity of available resources. Further, response agencies should keep the EOC advised of any anticipated shortfalls in required resources needed to support a given emergency or disaster operations.

EMA, in coordination with the Communication Centers, maintain a current database of locally available resources and their locations. The database includes public and private equipment, and personnel with special technical skills, pertinent to the anticipated needs of the local jurisdiction.

#### **D. After-Action Report (AAR)**

It is important for local governments to train staff through in-house training sessions, exercises and actual response. If warranted, EMA staff may conduct refresher training on an appropriate subject matter during periods of increased readiness status.

Following an exercise or emergency activation of the EOC, EMA will facilitate an after-action review. EMA's roles and responsibilities include, but are not limited to:

- Establishing, maintaining and revising After-Action Reports.
- Facilitating the collection of feedback from all agencies and individuals involved in incidents or exercise, including the utilization of meetings and surveys.
- Proposing, assigning, and tracking the progress of corrective actions.
- Disseminating the results of corrective actions and lessons learned.

The feedback contributes to the creation of a Corrective Action Plan (CAP). The CAP addresses the issues raised by local agencies and provides recommended improvements. Corrective actions are assigned to the appropriate agencies for follow-up. The After Action may prompt an update to the EOP.

### **IX. Plan Development and Maintenance**

EMA has the responsibility to work with local jurisdictions, non-governmental organizations, and the state to update, revise and maintain the EOP Functional and Support Annexes. EMA works initially with Primary Agencies and then with support Agencies to review assigned roles, responsibilities, and relationships between Annexes.

#### **A. Coordination and Approval**

When all involved agencies have provided input to the update process and a final document has been agreed upon, the Plan will be submitted to the BCC for approval.

It is the responsibility of each City, Township and Village to integrate changes into their existing plans and procedures.

#### **B. Record of Change**

When a change is made to an EOP element, an entry will be made into the EOP Record of Change page that identifies the change made. The Notice of Change process is managed by EMA.

#### **C. Promulgation**

The EOP Base Plan is promulgated by the BCC every four years. On an annual basis EMA will:

- Review the existing version of the EOP and update based on changes in policy, resources, and capabilities
- Replace EOP elements with versions that have been updated since the last promulgation
- Determine other changes, other than full-scale updates, that need to be made to the Plan elements
- Engage the agencies in the promulgation process as needed
- Update Acronyms and Glossary to include terms and acronyms
- Distribute the updated Plan elements to local stakeholders

#### **D. Distribution**

The EOP will be filed and distributed as follows:

- Notification of the Promulgation of the EOP will be transmitted to the Cities, Townships, and Villages, emergency response agencies and non-governmental organizations that are listed as either a Primary or Support Agency in the Plan.
- The EOP Base Plan will be placed on the County EMA website. <http://ema.clermontcountyohio.gov/>
- Hard copies of the EOP will be in the EMA office and the EOC.

## X. Authorities and References

The following references and authorities may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this Plan is not intended to incorporate them by reference.

### A. Federal

- Public Law 93-288, as amended, 42 U.S.C. 5121, et seq., the Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides authority for response and recovery assistance under the National Response Framework, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
- Public Law 106-390, Disaster Mitigation Act of 2000, to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the Federal costs of disaster assistance, and for other purposes.
- Public Law 99-499, Superfund Amendments and Re-authorization Act of 1986, Part III, the Emergency Planning and Community Right-to-Know Act of 1986, 42 U.S.C. 11001, et seq., which governs hazardous materials planning and community right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act, which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 95-510, 42 U.S.C. 9601, et seq., the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), as amended, which require facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Act Amendments of 1990, which provide for reductions in hazardous air pollutants and risk management planning requirements.
- Public Law 84-99, U.S.C. 701n, Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, and repair and restoration of flood control works threatened or destroyed by flood.
- Public Law 91-671, Food Stamp act of 1964, in conjunction with Section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665, 16 U.S.C. 470, et seq., National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352, Federal Emergency Management Food and Shelter Program.
- National Flood Insurance Act of 1968, 42 U.S.C. 4101, et seq., as amended by the National Flood Insurance Reform Act of 1994 (Title V of Public Law 103-325).
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards
- 44 CFR Parts 59-76, National Flood Insurance Program and related programs.
- 44 CFR Part 13 (The Common Rule), Uniform Administrative Requirements for Grants and Cooperative Agreements.
- 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988.
- 44 CFR Part 10, Environmental Considerations.
- Executive Order 11988, Flood Plain Management.
- Executive Order 12656, Assignment of Emergency Preparedness Responsibilities.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents.

- Homeland Security Presidential Directive 8, National Preparedness.
- *National Response Framework*, May 2013
- *National Incident Management System (NIMS)*, Department of Homeland Security, December 2008.
- *Developing and Maintaining State, Territorial, Tribal and Local Governments Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101 v. 2.0*, FEMA, November 2010..
- National Fire Protection Association, NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs, 2013.

## **B. State**

- *Ohio Constitution*; Article II, Section 42 – Power of the Governor to act for the citizens in the event of attack or other disaster.
- *Ohio Constitution*; Article IX, Section 4 – Power of the governor to call for the militia.
- *Ohio Revised Code* 303.37 – Powers and duties of County Commissioners
- *Ohio Revised Code* 161.0 – 161.29 – Continuity of government
- *Ohio Revised Code* 305.02 – Filling vacancies in elected county government positions.
- *Ohio Revised Code* 307.01 through .99 – Powers and duties of the County Commissioners.
- *Ohio Revised Code* 307.31 and 315.08 – Powers and duties of the County Engineer.
- *Ohio Revised Code* 311.07 – Powers and duties of the County Sheriff.
- *Ohio Revised Code* 313.06 – Powers and duties of the County Coroner.
- *Ohio Revised Code* 329.04 – Powers and duties of County Department of Human Services.
- *Ohio Revised Code* 733.03 – Powers and duties of Mayors of cities.
- *Ohio Revised Code* 733.23 – Powers and duties of Mayors of villages.
- *Ohio Revised Code* 3701.01 through .04 – Powers and duties of State Health Department.
- *Ohio Revised Code* 3709.05, .06 and .22 – Powers and duties assigned to local health departments.
- *Ohio Revised Code* 3750 – Emergency Planning Community Right-to-Know.
- *Ohio Revised Code* 4905.81 – Pre-notification for hazardous materials.
- *Ohio Revised Code* 329.01 and .02 – Powers and duties of human service departments.
- *Ohio Revised Code* 5502 – Emergency Management Agency
- *Plan Development and Review Guidance for Local Emergency Operations Plans*, Ohio Emergency Management Agency, September 2018.

## **C. Local**

- Clermont County Resolution 198-05, NIMS Adoption, Sept. 2005
- Clermont County Emergency Management Adoption and Agreement Resolution 159-89, adopted by the Clermont County Board of Commissioners dated September 28, 1989.
- American Red Cross, Disaster Services Regulations and Procedures, ARC 3001, Revised 1/82.
- Mutual Aid Assistance Compact, Clermont County Fire Chiefs' Alliance, Dated 2014.
- Mutual Aid Assistance Compact, Clermont County Sheriff and Police Chiefs' Association, Dated 9/4/14.

# Tab 1. Sample Local Emergency Proclamation

\_\_\_\_\_, 20\_\_\_\_  
AUTHORITY

Whereas, \_\_\_\_\_ (City/Township/County), Ohio has been or is immediately threatened by a natural/man-made/technological hazard and/or nuclear or conventional attack, and;

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

Now, therefore, we, the \_\_\_\_\_ (name of jurisdictional authority), declare that a state of emergency exists in \_\_\_\_\_ (political subdivision) and that we hereby invoke and declare those portions of the Ohio Revised Code that are applicable to the conditions and have caused the issuance of this \_\_\_\_\_ proclamation, to be in full force and effect in \_\_\_\_\_ (political subdivision) for the exercise of all necessary emergency authority for protection of the lives and property of the people of \_\_\_\_\_ (political subdivision) and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Chapter 5502 of the Ohio Revised Code.

All public offices and employees of \_\_\_\_\_ (political subdivision) are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives--state and local.

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

All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center.

In witness, whereof, we have hereunto set our hand this . day of \_\_\_\_\_, 20\_\_\_\_A.D.

\_\_\_\_\_  
Chairman,  
(political subdivision)

\_\_\_\_\_  
Member,  
(political subdivision)

\_\_\_\_\_  
Member,  
(political subdivision)

**Tab 2: Acronyms**

AAR	After-Action Report
ACC	Alternative Care Center
BCC	Clermont County Board of County Commissioners
CAP	Corrective Action Plan
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CPG	Comprehensive Preparedness Guide
DPSS	Clermont County Department of Public Safety Services
DOT	U.S. Department of Transportation
EMA	Emergency Management Agency
EMS	Emergency Medical Services
EOC	Emergency Operation Center
EOD	Explosive Ordinance Device
EOP	Emergency Operations Plan
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Fusion Center	Greater Cincinnati Fusion Center
GCHMU	Greater Cincinnati HazMat Unit
HazMat	Hazardous Material
HSPD-5	Homeland Security Presidential Directive - 5
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMAC	Intra-State Mutual Aid Compact
JTTF	Joint Terrorism Task Force
LTRC	Long Term Recovery Committee
MARCS	Multi-Agency Radio Communication System
MCI	Mass Casualty Incident
MDCs	Mobile Data Computers
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NTSB	National Transportation Safety Board
NWS	National Weather Service

ODH	Ohio Department of Health
ODNR	Ohio Department of Natural Resources
ODOT	Ohio Department of Transportation
OEMA	Ohio Emergency Management Agency
OEPA	Ohio Environmental Protection Agency
ORC	Ohio Revised Code
OSHP	Ohio State Highway Patrol
PSAP	Public Safety Answering Point
PUCO	Public Utilities Commission of Ohio
SAIC	State Analysis and Information Center
SCBA	Self-Contained Breathing Apparatus
SOG	Standard Operating Guide
SWAT	Specialized Weapons and Tactics
TLO	Terrorism Liaison Officer
UC	Unified Commander
USAR	Urban Search and Rescue

### Tab 3: Glossary

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

**Annex:** As used in this plan, an element that is devoted to one all-hazard function of emergency operations and describes the county's approach to operating that activity in response to emergencies.

**Chief Elected Official:** A County Commissioner, City Mayor, Village Mayor, or Township Trustee.

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

**Command Post:** An incident command facility located at a safe distance from an 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.

**Cost Recovery:** A legal process whereby potentially responsible parties can be required to pay back responders' money spent on response/cleanup actions.

**Damage Assessment:** The appraisal or determination of the destructive effects, private and public losses resulting from any hazard.

**Decontamination:** The reduction or removal of contaminating material from a structure, area, object, or person.

**Disaster:** An event that causes or threatens to cause loss of life, human suffering, property damage, economic and social disruption.

**Disaster Declaration:** see Emergency Proclamation

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

**Emergency Management Agency (EMA) Director:** The individual who is directly responsible on a day-to-day basis for the jurisdiction's effort to develop a capability for coordinated response to and recovery from the effects of large-scale disasters.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.

**Emergency Operations Plan (EOP):** A document that identifies the available personnel, equipment, facilities, supplies, and other resources in the jurisdiction and states the method or scheme for coordinated actions to be taken by individuals and government services in the event of natural, technological, and human-caused disasters. It describes a jurisdiction's emergency organization and its means of coordination with other jurisdictions. It assigns functional responsibilities to the elements of the emergency organization, and it details tasks to be carried out at times and places projected as accurately as permitted by the nature of each situation addressed.

**Emergency Proclamation (aka: Disaster Declaration):** A resolution made by the elected officials of a political subdivision which describes the actions being taken to respond to a disaster. The political subdivision should consider adopting an emergency proclamation when outside resources will be needed to respond to and recover from a disaster.

**Emergency Public Information:** Information released to the public by County, State, and Federal Agencies concerning the emergency at hand and how it can affect public health and the environment. Safety precautions to be exercised by the public are also given.

**Exercise:** A simulated accident or release set up to test emergency response methods and for use as a training tool.

**Functional Annex:** Individual chapters in an emergency operation plan that address all-hazard critical operational functions and describe the actions, roles and responsibilities of participating organizations.

**Hazard:** A potential event or situation that presents a threat to life and property, and/or the environment.

**Hazards 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 provides insight into the history and probability of occurrences. An analysis includes the history, vulnerability, and probability assessments related to the hazard.

**Hazardous Material (HM):** Any substance or material in a quantity or form that may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment.

**Hazard-Specific Annex:** Individual chapters in an emergency operation plan that address critical operational functions and describe the actions, roles and responsibilities of participating organizations for a specific hazard.

**Incident:** An occurrence or event, natural, technological, or human-caused that requires an emergency response to protect life or property.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents.

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

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions is performed.

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

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity.

**Local Emergency Planning Committee (LEPC):** A committee appointed by the State Emergency Response Commission (SERC), as required by Title III of SARA, to formulate a comprehensive hazardous materials emergency plan for its district.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

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

**Memorandum of Understanding (MOU):** A formal, written understanding between jurisdictions and agencies that describes methods and types of assistance available between two or more entities during emergencies.

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

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

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property.

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

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

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

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

**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.

**Standard Operating Guide:** Guidance developed by each specific responding organization that detail responsible individuals by name, phone number and delineate in detail specific organizational emergency activities.

**Tabs:** Maps, charts, checklist, resources, inventories, sample forms, diagrams used to support the basic plan and annexes.

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

**Threat:** An indication of possible violence, harm, or danger.

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