

EMERGENCY OPERATIONS AND MANAGEMENT PLAN



Revised December 2017

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Emergency Operations and Management Plan



PREAMBLE:

In accordance with Kettering Codified Ordinance 147.04, the City Manager, by executive order, hereby declares and issues this Emergency Operations and Management Plan for the City of Kettering, hereinafter, the Emergency Operations Plan.

This Emergency Operations and Management Plan has been prepared for the City of Kettering to provide the best possible support and assistance to Kettering residents in the event of a widespread or high casualty emergency. The City Manager and Fire Chief (Director of Emergency Management) hereby delegate the appropriate responsibility and authority to administer this Emergency Operations and Management Plan as described herein.

Approved:

12/20/2017
Date

Mark Schwieterman
Mark Schwieterman, City Manager

12-20-2017
Date

Thomas Butts
Thomas Butts, Fire Chief

Record of Distribution

Title	Name	Alternate/Additional	Agency
City Manager	Mark Schwieterman		City Manager's Office
Asst. City Manager	Steve Bergstresser		City Manager's Office
Mayor	Don Patterson		City Council
Vice Mayor	Rob Scott		City Council
Councilmember	Bruce Duke		City Council
Councilmember	Jacque Fisher		City Council
Councilmember	Tony Klepacz		City Council
Councilmember	Bill Lautar		City Council
Councilmember	Joe Wanamaker		City Council
Street Department	Dan Phillips	Greg Moore	Streets
Facilities / Public Service	Dave Duritsch	Rob Baker	Facilities
Planning & Development	Tom Robillard	Kip Bohachek	Planning & Development
Finance	Nancy Gregory/Marcy Bare	Kelly O'Connell/Estelle Gibson	Finance / Purchasing
Kettering School Administration	Ken Lackey	Todd Silverthorn	KCS Business Ops. Mgr.
Kettering Memorial Hospital	David Back		KMH Emerg. Ops. Ctr. Mgr.
Montgomery County EMA	Jeff Jordan		Mont. Co. EMA Mgr.
Health Department	Paul Scaglione		Kettering Health Dept.
Law Department	Ted Hamer		Law Director
IT / Admin. Systems	Drew Miller	Scott Bates	Administrative Systems
ESF-1 Transportation	Steve Bergstresser*	John Sliemers	Engineering Dept.
ESF-2 Communications	Drew Miller*	Tim Gernert	Admin. Systems/Dispatch
ESF-3 Engineering/Public Service	Dave Duritsch*	Rob Baker*	Engineering Dept.
ESF-4 Fire and EMS	Thomas Butts	Mitch Robbins/Mike Miller	Fire Department
ESF-5 Information and Planning	Mike Miller*	Mitch Robbins*	Fire Department
ESF-6 Mass Care	Mary Beth Thaman	Sonja Rom	Parks, Rec. / Rec. Ctr.
ESF-7 Resource Support	Sara Mills Klein	Patti Houser	Human Resources
ESF-8 Public Health and Medical	Jeff Cooper		Pub Health Day. & Mont. Co.
ESF-9 Search and Rescue	Mitch Robbins*	Mike Miller*	Fire Department
ESF-10 Hazardous Materials	Mitch Robbins*	Mike Miller*	Fire Department
ESF-11 Animal Control	Shelly Davis		Police Department
ESF-12 Energy	Steve Bergstresser*	John Sliemers	Engineering Dept.
ESF-13 Law Enforcement	Mark Burian	Daniel Gangwer	Police Department
ESF-14 Disaster Recovery	Tom Robillard*	Terry Welker	Planning & Development
ESF-15 Public Information	Stacy Schweikhart	KFD or KPD PIO	Community Info. Manager

CITY OF KETTERING
EMERGENCY OPERATIONS PLAN
BASIC PLAN

I. INTRODUCTION

Ohio Revised Code requires the development of an Emergency Operations Plan (EOP) at each level of government. This plan lists the responsibilities and authority of City of Kettering as it pertains to the actions taken to adequately prepare, respond and recover from catastrophic emergencies and disasters.

Assistance will be provided to affected political subdivisions under the coordination of mutual aid agreements and/or assistance from the Montgomery County Office of Emergency Management/Montgomery County Emergency Operations Center (MCOEM/MCEOC) on behalf of the Montgomery County Board of County Commissioners as outlined in the Emergency Management service resolution. Generally, in order to receive this assistance the elected governing body of the City of Kettering will declare that an emergency exists and send a request for specific assistance to the Board of County Commissioners through the MCOEM/MCEOC.

A. Purpose

1. Ensure prompt and efficient 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 recovery of persons and property affected by emergencies.

B. Scope

1. The City of Kettering EOP
 - a. Establishes a concept of operations spanning the emergency from initial monitoring through disaster response and finally disaster recovery.
 - b. Defines interagency and intergovernmental coordination to facilitate delivery of local response and recovery forces.
 - c. Assigns specific functional responsibilities to appropriate local departments, private sector groups, and volunteer organizations.

C. Authorities

1. Federal
 - a. Homeland Security Presidential Directive/HSPD-5

- b. Homeland Security Presidential Directive/HSPD-8
 - c. “The Robert T. Stafford Disaster Relief and Emergency Assistance Act”, as amended, 42 U.S.C. Sections 5121, et seq.
 - d. Executive Order 12472, Telecommunications Support in Non-Wartime Emergencies
 - e. Executive Order 12148, Formation of the Federal Emergency Management Agency
 - f. Executive Order 12656, Assignment of Federal Emergency Responsibilities
 - g. Presidential Decision Directive 39 and 62, U. S. Counterterrorism Policy
 - h. Federal Disaster Assistance for Disasters Declared on or after 11/23/88, 44 CRF Part 13
 - i. Uniform Administrative Requirements for Grants and Cooperative Agreements to state and Local Governments, 44 CRF Part 13
 - j. 18 United States Code 1385 (Posse Comitatus Act)
2. State
- a. Ohio Revised Code Chapter 149.433, Exemption of security and infrastructure records
 - b. Ohio Revised Code Chapter 3750, State Emergency Response Commission
 - c. Ohio Revised Code Chapter 4937, Utility Radiological Safety Board
 - d. Ohio Revised Code, Sections 5502.21 through 5502.99, Emergency Management
 - e. Ohio Administrative Code, Rules, Chapter 3750, State Emergency Response Commission
 - f. Ohio Administrative Code, Rules, Chapter 4123:1-21-07 Fire Department Occupational Safety and Health
 - g. Ohio Administrative Code, Rules, Chapter 4501:3
 - h. Ohio Administrative Code, Rules, Chapter 4937
3. County/Local
- a. Authority for the development and administration of this plan is contained in Section 5502.26 of the Ohio Revised Code; Article V, section 5.3 and Article VI, Section 6-1 of the Charter of the City of Kettering; Ordinance #151 - June 22, 1954 of the Village (City) of Kettering; Chapter 143.01 of the Codified Ordinances

of the City of Kettering; to wit, that the municipality is directed to appoint a Director of Emergency Management; that the City of Kettering has established a Division of Emergency Management as a part of the Department of Public Safety; and that the City Manager is Director of the Department of Public Safety. The City Manager has appointed the Chief of the Fire Department as the Director of Emergency Management. In addition, Ordinance #3995-05 – February 22, 2005, amends Chapter 147 of the Kettering Codified Ordinances to create within the Fire Department a Division of Homeland Protection and Emergency Management and authorizes the City Manager, after consultation with the Fire Chief, to declare and issue an Emergency Management and Operations Plan for the City of Kettering."

- b. Montgomery County Emergency Operations Plan
 - c. Emergency Management Services Agreement with Jurisdictions
- D. References
- 1. Federal
 - a. National Response Framework 2008
 - 2. State
 - a. State of Ohio Emergency Operations Plan 2007
 - 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
 - 3. County/Local
 - a. Montgomery County Emergency Operations Plan
 - b. Emergency Management Services Agreement with Jurisdictions

II. BACKGROUND

The City of Kettering is a densely populated city situated in Montgomery County, Ohio. With an estimated population of 56,000, Kettering covers 18.4 square miles and contains 27,604 housing units.

A. Planning Assumptions

- 1. The City of Kettering is in compliance with the requirements of the Ohio Revised Code Sections 5502.21 through 5502.99.
- 2. Emergencies requiring enhanced response and recovery may occur at any time.

3. Communications capabilities are adequate to provide a coordinated local response.
4. Organizations tasked with specific responsibilities have identified personnel and resources and have also developed SOPs/SOGs to ensure compliance with this plan.
5. Disasters or incidents will exhaust our local response forces, and there will be a need to receive county, state or federal level assistance.

III. CONCEPT OF OPERATIONS

A. Overall Plan Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the operational demand that is highest on this list will prevail.

1. Life Safety

- a. Save or rescue human lives.
- b. Treat the injured.
- c. Warn the public to avoid further casualties.
- d. Evacuate people from the effects of the emergency.
- e. Search for human lives.
- f. Shelter and care for those evacuated.

2. Property Conservation

- a. Save property from destruction.
- b. Take action to prevent property damage.
- c. Provide security for property e.g. evacuated or destroyed areas.

3. Community Recovery

- a. Restore essential utilities.
- b. Restore community infrastructure e.g. roads, transportation.
- c. Help restore economic basis of the community.

B. Organization for Responding to and Managing Emergencies

1. The City of Kettering will utilize the processes, guides, protocols and procedures prescribed in the National Incident Management System (NIMS). The NIMS standardizes incident management for all hazards, regardless of the scale or requirements of the incident, across all levels of government. The ICS has been established by the NIMS as the standardized incident organizational structure for the management of all incidents.
2. ESF/Operational Guide Books for each function will be located at both the primary and secondary EOC locations
3. Organization of the Emergency Operations Center will be focused on the following Emergency Support Functions (ESF) which match those used by Montgomery County and the National Response Framework. The Kettering department that is tasked with these functions is also listed.

ESF # 1 – Transportation Engineering Department

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

ESF #2 – Communication Administrative Systems

- Damage assessment of communication infrastructure.
- Communication repair activities.
- Technical assistance.
- Modes of communication.
- Resource management.
- Liaison with communication/telecommunication agencies.
- Support of local communication activities.

ESF #3 – Engineering and Public Service Engineering Department

- Damage assessment
- Provision of technical advice
- Debris removal
- Demolition and stabilization projects
- Inspections
- Evaluations
- Contracting
- Reconnaissance
- Emergency repairs
- Temporary and permanent construction

ESF #4 – Firefighting and EMS Fire Department

The firefighting and EMS function at the local level addresses multiple areas of concern during emergencies based on the ever expanding capabilities of firefighting and EMS resources in the area. In general this ESF focuses on three strategic priorities:

- Life Safety
- Incident Stabilization
- Property Conservation

ESF #5 – Emergency Management (Information and Planning) Fire Department

- Manages the collection, processing, and analysis of information for dissemination to operational elements and for inclusion in various reports.
- Responds to the information requirements of assessment, response, and recovery personnel.
- Supports the identification of overall priorities for local-level emergency activities by conducting research and developing displays and briefings.
- Collects information from local personnel in the field, private and volunteer organizations. This information is then compiled into a situation report that is shared within the EOC, with other agencies, and the Montgomery County EOC, if activated.

ESF #6 – Mass Care Parks, Recreation and Cultural Arts Dept.

- Addresses, coordinates, and reports on mass care activities of local-level organizations for sheltering, feeding, counseling, providing first aid, and related social services and welfare activities required to assist the victims of an emergency.

ESF #7 – Resource Support Human Resources Department

- Provides logistical and resource support to local agencies or departments 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.

ESF #8 – Health and Medical Public Health Dayton & Montgomery County

- Assessment of health/medical needs
- Health surveillance and epidemiological investigation
- Laboratory testing and analysis
- Prevention and control practices
- Communication/notification
- Mass prophylaxis/vaccination
- Health/medical equipment and supplies
- Patient evacuation
- Public information
- Vector control
- Veterinary services
- Worker health and safety
- Environmental concerns-drinking water and waste management
- Fatality management
- Mental health care
- Emergency Medical Services (EMS)
- Recovery activities

ESF #9 – Search and Rescue Fire Department

- Coordinate and support search and rescue (SAR) operations within Kettering. 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. The goal of search and rescue operations is to save the lives of victims who are unable to ensure their own survival without assistance.

ESF #10 – Hazardous Materials Fire Department

Please refer to the current version of the Montgomery County Hazardous Materials Emergency Response Plan for information on the agencies, policies, responsibilities and coordination required for hazardous materials response and recovery in Kettering and Montgomery County.

ESF #11 – Animal Control Police Department

- Coordination of services to animals
- Provide information and support for assessment, response and recovery operations that may impact animals in Kettering during disasters.
- The protection of domesticated and wild animal resources, the public health, the public food supply, the environment and to ensure the humane care and treatment of

animals in case of a large scale emergency, including tornadoes, floods, earthquakes, draught, fire, explosion, commercial transportation accidents, chemical spills, severe winter storms, outbreaks of foreign animal disease or other situations that cause animal suffering.

ESF #12 – Energy

Engineering Department

- Coordination of emergency utility services by making contact with energy utilities and related governmental and private organizations to provide information for assessment, response and recovery operations related to fuel shortages, power outages, transmission/distribution problems, and capacity shortages that may impact Kettering during disasters
- 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 areas.
- Collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas.
- Is the point of contact for information concerning the energy restoration process such as projected schedules, restoration completion percentage, and geographic information on restoration.
- Depending upon the requirements of the disaster, Energy Function may also address the following:
 - Liaison with councils and associations representing energy providers. Assessing energy system damage, energy supply, energy demand and restoration needs of investor-owned energy systems.
 - Identifying energy needs for emergency operations with businesses that provide/offer such products.
 - Recommending actions to save energy.
 - Providing energy information and conservation guidance.
 - Acting as the point of contact for energy information for Kettering during disasters.
 - Relaying energy industry policies for energy restoration priorities.

ESF #13 – Law Enforcement

Police Department

- Maintain law and order within legal authority.
- Assist in the dissemination of alerts, warnings and notifications.
- Coordinate law enforcement activities from the Kettering EOC, command center and/or incident command facilities as needed to manage resources and personnel.
- Prepare to staff roadblocks, traffic control points and other sites when required. This includes both evacuation/relocation support and logistical efforts.
- Provide communications to support agencies when necessary.
- Support the relocation and temporary detention of persons confined to institutions.
- Furnish status reports on casualty and damage observations to the IC/Kettering EOC on a timely basis.
- Maintain and protect logs, records, digests and reports essential to government and emergency operations.
- Continue all law enforcement activities consistent with legal authority.
- Assist in the provision of law enforcement support in a phased return to evacuated areas.
- Phase down operations to include a return to normal shifts and hours.

- Prepare after-action reports to include cost and expense reports (as required).
- Repair and replace and maintain equipment as conditions permit.
- Release personnel and equipment acquired under mutual aid agreements.
- Support recovery operations at the site of the disaster.
- 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.
- Provide traffic control, including evacuation/relocation assistance and the movement of essential supplies.
- Ensure security for key governmental facilities and coordinate with agencies responsible for the protection of vital private sector sites, as directed.
- Support the following actions based upon the availability of resources and training.
 - search and rescue operations
 - forensic laboratory support
 - victim identification

ESF #14 – Disaster Recovery Planning and Development Department

- Provides for the coordination of services and support to Kettering for the restoration of damages caused by the disaster.
- Coordination of needs assessments, damage assessments, and information gathering in order to apply for disaster recovery funds and develop disaster-specific recovery plans.

ESF #15 – Public Information Community Information Manager

- The organization necessary for the development, distribution and coordination of information to the public in the event of an emergency that requires local assessment, response, and recovery activities.

C. Emergency Operations

1. Notification

Public notification is accomplished through the use of warning sirens, weather alert radios, the Emergency Alert System (EAS), Code RED and both broadcast and social media. Based upon resident location and activity, there will be some individuals who will not receive warning due to limitations of existing systems. As technology continues to advance, new means of public notification will be explored. In the interest of public safety during a disaster it may be necessary to temporarily suspend social media policies that prohibit links to non-government sites. This might include the use of hashtags (#) to increase exposure of vital information relating to the emergency.

- a. There is a system of sirens within the City of Kettering. These sirens are operated and activated by the Kettering Emergency Dispatch Center.
 1. Sirens will be used in conjunction with other available public notification systems to alert the public to a potentially dangerous situation such as severe weather, a HazMat release, or an act of terrorism.
 2. Sirens will be activated using the FEMA standard Attention or Alert Warning, a 3 to 5 minute steady signal per CPG 1-17 Outdoor Warning Systems Guide, FEMA, March 1, 1980, Page 5, section IV.E.
 3. Activation of sirens is a signal for the public to get to a safe place and to access broadcast or social media for further information, such as shelter in place or evacuation instructions.
- b. The National Weather Service is the government agency responsible for the declaration and dissemination of "Severe Weather Watches and Warnings." The National Weather Service Office in Wilmington, Ohio serves as the warning center for all jurisdictions within Montgomery County.
- c. EAS is designed to provide an operational public warning capability to national, state, and local governments. It consists of broadcast stations licensed by the FCC.
 - 1) Kettering is part of the Ohio EAS System. The Ohio EAS system may be activated on a day-to-day basis in response to such emergencies as; tornadoes, severe storms, flash floods, widespread fires, HAZMAT incidents, nuclear incidents, widespread power failure, industrial explosions, civil disturbances, or any other occurrence which poses an immediate threat to health, life, safety or property.
 - 2) Activation of the EAS in Kettering is through the Montgomery County Sheriff, or the Director of the Office of Emergency Management working in conjunction with local stations. For more information regarding EAS, contact the Montgomery County Office of Emergency Management.

- d. The use of mobile public address systems and/or door-to-door notification by emergency response personnel may be required when a quick onset emergency occurs necessitating an evacuation. At no time should the safety of personnel be compromised to complete door-to-door notifications.
2. The Ohio State Patrol (OSP) is the State of Ohio warning point for the National Warning System (NAWAS) and operates the Ohio portion of the National Warning System. This system was established primarily as a warning system for attack from another country but can be utilized for any emergency/disaster which would warrant the notification of a large number of individuals. Examples of usage in Ohio have been weather notices, earthquake notices, and chemical spill notices.
3. The City of Kettering Dispatch Center(s) will receive warnings regarding weather and other emergencies affecting the jurisdiction. The dispatch center(s) will notify those individuals identified in the OPERATIONS ANNEXES of the Dispatch Manual or by direction of the Emergency Management Director.
4. Public Protective Actions

Notifications to the public will need to be made when a community is faced with an Evacuation or Shelter-in-Place.

Shelter-in-Place is a process for taking immediate shelter in a location readily accessible to the affected individual(s) by sealing a single area (an example being a room or a building) from outside contaminants and shutting off all HVAC systems. The process is designed for those situations in which it is safer to remain in a building than to evacuate. Incidents usually last a few hours, not days or weeks.

An Evacuation is the process of relocating a segment of the population from a threatened location to a safe location during an emergency. Evacuation commonly takes place in the event of a transportation or industrial accident that releases hazardous materials; or other emergency situations, such as a bomb threat or flooding.

- a. During emergencies which require evacuations, residents will be directed along routes identified by the Engineering and Public Service Department.
- b. The Ohio Revised Code authorizes township and municipal police and fire departments and the County Sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the Sheriff and the Chiefs of these organizations are empowered to determine the need and order evacuations during emergencies. When time allows, all evacuation orders will be coordinated with the chief executive officer of the affected jurisdiction before they are released to the public.
- c. The political jurisdiction in which the incident occurs is responsible for notifying other jurisdictions that may be affected.
- d. Within any evacuation area, it is likely that facilities will exist that will require special consideration. These facilities include schools, nursing homes, day-care centers, shopping centers, theaters, and facilities that can be characterized as having large

numbers of people clustered in a small geographic area with varying degrees of availability for transportation.

- e. If the evacuation involves more than one jurisdiction, consider having county officials evacuate by sectors or county-wide.
- f. Law enforcement personnel will control evacuation routes.

For further delineation of Public Protective Actions see the Montgomery County Population Protective Actions Guide.

D. Operational Overview

The Incident Command System, with a well located command post and ICS positions filled as needed, will provide command and control to coordinate emergency response during disasters. Resource support for the Incident Command is provided by the City of Kettering EOC which will in turn contact the MCEOC for any additional resource support that is needed.

The EOC should be viewed as an extension of the ICS and the two components should be fully integrated. Functions within the EOC exist to support Incident Command. Different functions have unique responsibilities that support and supplement Finance, Logistics, Operations, and Planning. These functions may exist in the field as part of the ICS, at the EOC, or a combination of the two.

Few, if any, jurisdictions have an adequate number of personnel to fully staff all ICS and EOC positions separately. Whenever possible a single function, operating from either the ICS or the EOC, should provide service to the entire emergency operation. For example, the Finance function can keep financial records and perform other related financial duties for both the ICS and the EOC, regardless of their location.

In cases where the same or similar functions must be provided by both the ICS and the EOC, these functions should be in close communication with one another. For example, an incident may require a Transportation Officer in the field. The EOC may also have a Transportation Function representative. These two functions should communicate with one another, although their missions may not be identical.

1. Direction and Control

- a. Incident Commanders, on scene, maintain command and control of their operating forces but when conflicts arise for resource needs, the City of Kettering EOC Director and the City of Kettering EOC Executive Group manage and coordinate the distribution of additional emergency response and recovery resources.
- b. The notification system found in Section III.C.3 (BP-17) will be used to notify organizations when the City of Kettering EOC is activated.
- c. The following personnel may activate the City of Kettering EOC in order to coordinate local emergency response and recovery activities.
 - 1) City Manager or designated representative
 - 2) Police Chief or designated representative
 - 3) Fire Chief or designated representative
- d. The local Incident Commander maintains command and control of all response and recovery operations regardless of what level of government provides resource support. Each level of government may request additional resources from the next highest level of government. Local, county, state, and federal emergency operations centers are used to communicate and process these requests. During disaster recovery operations, MCOEM will coordinate with its state and federal counterparts.

2. Executive Group

a. Responsibilities include:

- 1) Policy adoption that relates to the incident or disaster
- 2) Authorize emergency expenditures
- 3) Determine service reductions during the response phase, as needed

b. The Executive Group will maintain on-going communications with neighboring executives.

c. The following personnel are recommended Executive Group Members. Contact information for the current Executive Group will be kept with ESF #5 Emergency Management. A current contact list will also be kept in the Dispatch Center.

- 1) City Manager or designated representative
- 2) Mayor
- 3) City Council Member
- 4) Police Chief or designated representative
- 5) Fire Chief or designated representative
- 6) Department Heads

d. The notification system found in Section III.C.3 will be used to notify Executive Group members.

3. City of Kettering Emergency Operations Center (EOC)

a. The City of Kettering EOC is made up of an Executive Group (including staff), the EOC Director and 15 Functions. Not all of the 15 functions may be needed in all disasters and they are scalable based on the need. Detailed procedures covering EOC operations and coordination are addressed in the ESF Guide Books located in the EOC.

b. Contact Information:

The primary site for the EOC shall be at Fire Department Headquarters, 4745 Hempstead Station Dr.. Should this site be unavailable, the Director may choose from the following alternates:

- 1) Government Center, Virginia Room
- 2) Field Command Post
- 3) KPD

c. City of Kettering EOC Capabilities

- 1) The City of Kettering EOC is composed of five areas: The EOC Operations Room, Backup Dispatch Center, Community Room (Joint Information Center), KFD Headquarters offices and conference rooms as needed, Station 36 as needed for further support functions.

- 2) The EOC Operations Room has workstations for each department and workstations for the EOC Manager and staff. These workstations and additional workspace will accommodate up to 30 personnel.
- 3) The City of Kettering EOC has a natural gas generator for emergency back-up power.
- 4) Refer to Communications Plan for City of Kettering EOC communications and computer capabilities.

4. Relationship Between Levels of Government

- a. The Montgomery County EOC is a resource for county, state, federal, private, and volunteer resources that can be called upon by local jurisdictions, in time of an emergency.
- b. When local-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. This critical step is necessary to release the next higher level of government's resources. The Jurisdiction should request county assistance by calling the Montgomery County Office of Emergency Management/Montgomery County Emergency Operations Center MCOEM/MCEOC at (937)224-8934 (office) or (937)225-4357 (MCSO).
- c. When county-level capabilities, including mutual aid are not sufficient to address the disaster, the Montgomery County Board of County Commissioners may declare an emergency for the county and request state assistance through the MCOEM/MCEOC.
- d. 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. Certain state resources may be used prior to a gubernatorial emergency declaration.
- e. When the emergency is beyond the capabilities of state resources, 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. The state request 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 to the Montgomery County EOC if the President issues a Presidential Declaration.
- f. Emergency Support Functions (ESFs) are used to establish a direct liaison with the City of Kettering EOC, Montgomery County EOC, the State of Ohio EOC, and Federal EOC.

5. Assessment Team

- a. City of Kettering personnel conducting assessments at the site of the emergency will communicate with the Incident Commander who will provide this information

to the Montgomery County EOC to ensure an accurate evaluation of the emergency.

- b. There may be times when the Montgomery County Office of Emergency Management (MCOEM) deploys an Assessment Team to visualize the scope of the disaster.

IV. AGENCY RESPONSIBILITIES

A. Responsibilities

All organizations tasked with responsibilities during a disaster are responsible for the following:

1. **Standard Operating Guidelines (SOGs)**
Develop and regularly update internal SOGs that detail how assigned 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. The Montgomery County Emergency Resource Field Inventory is distributed to all Incident Commanders to provide and inventory of available resources.
3. **Representatives**
Ensure that sufficient representatives are identified to support/staff 24-hour operations at the EOC/ICP. Maintain listings of these personnel, 24-hour contact information, and directions to their residences in the event of communications outages.
4. **Reports**
Develop and maintain Incident Action Plans, Situation Reports (SITREPS) and Finance/Administrative documentation that will be used in future activities.
5. **Training and Exercises**
In order to insure maximum levels of readiness for local emergency response and recovery operations, organizations of the City of Kettering will cooperate and participate in emergency exercises and training.

KETTERING EMERGENCY OPERATION PLAN ESF #1 — TRANSPORTATION

I. Introduction

- A. Transportation functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #1: Transportation. The Transportation Functions at the local level address the following areas of concern during emergencies:
1. Assesses damage to, restores, and maintains land, air and water transportation routes during emergencies in coordination with governmental and private organizations as required.
 2. Transportation of personnel, materials, goods, and services to emergency sites.
 3. Supporting evacuation and reentry operations for threatened areas.

II. Situation

- A. Hazards that affect Kettering may damage transportation infrastructure and can hamper the movement of emergency personnel and delay the delivery of vital resources.
- B. Disasters will reduce the availability of many local resources and require the transportation of resources to the affected areas.
- C. During an emergency incident when resources are scarce, Command may need to prioritize which transportation routes are cleared or repaired to support incident goals.
- D. Emergency evacuation activities are usually conducted by local response organizations. The county and state may coordinate these activities as needed.
- E. Most state transportation resources cannot be committed off of the state highway system without a declaration of emergency by the Governor. Contact the Montgomery County Emergency Management Director to begin the process for a county or state declaration.
- F. Assumptions
1. Disaster response for 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 neighborhoods.
 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. Transportation capacity during the response phase may exceed the availability of local resources for traffic control.
5. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Transportation needs can be met by contacting MCOEM/MCEOC.

III. Concept of Operations

- A. The Transportation Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 1. Public Service
 2. Engineering
 3. Local Law Enforcement
 4. Fire
 5. Local School District (Transportation Coordinator)
- B. This representative will staff the local Emergency Operation Center and coordinate with appropriate support organizations to answer the needs of the affected community. These needs may include the following:
 1. Damage assessment of transportation infrastructure.
 2. Ensure transportation route repair activities to include bridges and culverts.
 3. Debris clearance from transportation routes.
 4. Hauling materials.
 5. Resource management.
 6. Technical assistance.
 7. Interfacing with railroads, airports, port authorities and related transportation providers/facilitators.

IV. Organization and Assignment of Responsibility

- A. Organization
 1. Transportation Function resources will be alerted and activated by the Transportation Function representative for assessment, response, and recovery operations based on the needs of the emergency. These resources may include but are not limited to:
 - a. School buses
 - b. Church buses
 - c. Charter buses
 - d. Private ambulances
 - e. Street department vehicles
 - f. Fire department vehicles
 - g. Local law enforcement vehicles

Note: Greater Dayton Regional Transit Authority (GDRTA) should be coordinated through the Montgomery County Emergency Operations Center.

B. Assignment of Responsibility

1. Transportation Function Representative will:

- a. Provide support to Incident Command and/or other EOC Functions.
- b. Coordinate with support agencies including those listed below.

2. Kettering Engineer's Office will:

- a. Assist local damage assessment teams to determine types of damage to and repairs needed for transportation infrastructure.
- b. Coordinate with transportation resources to develop and prioritize missions for local, county, state and federal Emergency Support Function #1 personnel.
- c. Provide on-going internal communications and coordination.
- d. Maintain an overview of transportation function activities for briefing purposes.
- e. Coordinate and/or ensure bridge and roadway repair on transportation routes.
- f. Coordinate with public and private transportation providers for emergency information and assistance as requested during activation.
- g. Procure equipment and services from private contractors as needed during emergencies.
- h. 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.
- i. Provide reports to county and state agencies on the status of transportation routes at the site of the emergency.
- j. Coordinate transportation support to other Functions as required.

3. Kettering School District will:

- a. Coordinate with local jurisdiction school boards for use of transportation assets to support disaster response operations.
- b. Provide transportation support as required.

4. Kettering Police Department will:
 - a. Provide traffic control, enforcement, coordination, support, and related services on roads and other traffic routes during emergencies as directed.
 - b. Assist in emergency evacuation relocation and reentry operations.
 - c. Support assessment of damage to transportation infrastructure.
5. Kettering Public Service Department will:
 - a. Provide damage assessment to determine types of damage to and repairs needed for transportation infrastructure.
 - b. Provide debris clearance of roadways to ensure transportation assets can complete their missions.
 - c. Assist Support Agencies for emergency transportation response and recovery activities by providing fuel and maintenance for county vehicles.
 - d. Support the transportation of emergency personnel, goods, and services to the site of the disaster.
 - e. Provide transportation support to other Functions as required.
6. Montgomery County Office of Emergency Management will:
 - a. Coordinate with Ohio EMA and the U.S. Postal Service to hold and protect the mail of the evacuated population when needed.
 - b. Coordinate with Ohio EMA Director to ensure State ESF #1 personnel are able to work with appropriate local officials and technicians on local mission assignments.
 - c. Provide coordination information to ESF #1 for planning purposes.

V. Resource Requirements for the Transportation Function

- A. Standard Operating Guidelines and Resource Listings that document the equipment, supplies, and services available to them during emergencies will be the responsibility of Transportation Function representative. Additional support needs during an emergency may be requested through the local EOC to the Resource Support Function.

KETTERING EMERGENCY OPERATIONS PLAN ESF #2 — COMMUNICATION

I. Introduction

- A. Communication functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #2: Communication. The Communication Function at the local level addresses the following areas of concern during emergencies:
 - 1. Damage assessment of communication infrastructure.
 - 2. Communication repair activities.
 - 3. Technical assistance.
 - 4. Modes of communication.
 - 5. Resource management.
 - 6. Liaison with communication/telecommunication agencies.
 - 7. Support of local communication activities.

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. Communications in Kettering are vital in order to protect life and property and restore the affected area to pre-disaster conditions.
- B. Voice Capabilities
 - 1. Telephone capabilities for Kettering include 911 trunk lines, VOIP and analog phones, cellular phones, and fax machines.
 - 2. Two-way radio systems
- C. Data Capabilities
 - 1. Facility data communications include Ethernet and Wi-Fi Local Area Networks, fiber optic network connections to MVCC and other area municipalities.
 - 2. These networks provide access to software applications, data files and the internet. These services may be provided from servers physically located at the Kettering Government Center, the Kettering Police Department, Fire Headquarters, or in a facility owned by an outside agency.
- D. Other types of Kettering communications capabilities include overhead paging systems, e-mail, CodeRed community notification, and social media.
- E. Assumptions
 - 1. During a disaster communications capabilities will be non-existent or strained at best.
 - 2. Outside agencies will assist Kettering in accomplishing as much restoration and reconstruction of telecommunications facilities as conditions permit. Depending on

the nature of the disaster, outside agencies and the resources they provide may also be limited or overloaded.

3. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Communication needs can be met by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Overview

1. The Communication Function will be assigned a representative to coordinate activities under its responsibility. Representatives may be called upon from one of the following disciplines:
 - a. Dispatch
 - b. Information Technology
 - c. Fire
 - d. Police
2. This representative will staff the local Emergency Operation Center and coordinate with appropriate support organizations to respond to requests for assistance related to communications. These needs may include the following:
 - a. Damage assessment of communication infrastructure.
 - b. Initiate communication repair activities to Dispatch Center and local EOC.
 - c. Resource management.
 - d. Technical assistance.
 - e. Interfacing with communications providers, neighboring dispatch centers/PSAPs.

IV. Organization and Assignment of Responsibility

A. Organization

1. The individual designated as the Communication Function Coordinator is the information hub and central point of contact for all other resources supporting the Communication Function.

B. Assignment of Responsibility

1. Communication Function Coordinator will:
 - a. Provide support to Incident Command and/or other EOC Functions.
 - b. Coordinate with support agencies.
 - c. Provide briefings in the Kettering EOC for Communications operations.
 - d. Coordinate requests for mobile communications as needed during emergencies.
 - e. Assess communications infrastructure following a disaster.

- f. Prioritize assistance based on assessments.
 - g. Act as a liaison with local communications/telecommunications companies.
2. Other Communication Function Resources will:
- a. Manage and maintain communications capabilities within the Kettering EOC.
 - b. Provide technical assistance.
 - c. Establish and maintain computer systems needed for Kettering EOC operations.
 - d. Establish and maintain data communication links for computers in the Kettering EOC, as needed.
 - e. Provide ongoing maintenance and restoration of Kettering owned systems.
 - f. Provide 24-hour staffing of the Kettering EOC during emergencies.
 - g. Maintain data communications to law enforcement and fire agencies.
 - h. Assist Mobile Command Center operations.
3. Kettering Police Department will:
- a. Coordinate use of supplemental radio units to state and local agencies if required.
 - b. Request radio operators, as needed, to support the Kettering EOC operation during emergencies.
4. Kettering Engineering Department will:
- a. Provide information on road conditions during emergencies.
 - b. Provide technical assistance for the restoration of communications systems that are dependent on City fiber optic infrastructure.
5. Kettering Community Information Manager will:
- a. Obtain remote video images or remote TV broadcasts as needed from the disaster.
6. Kettering Purchasing Department will:
- a. Obtain contract communications resources as needed.

7. Montgomery County Office of Emergency Management/Emergency Operations Center will:
 - a. Provide information to Communication Function for planning purposes.
 - b. Assist in coordination of communications capabilities to fill unmet communication requirements.
 - c. Coordinate with Ohio EMA/EOC for support, as needed.

V. Resource Requirements for the Communication Function

- A. Standard Operating Guidelines and Resource Listings that document the equipment, supplies, and services available to them during emergencies will be the responsibility of Communication Function representative.

KETTERING EMERGENCY OPERATIONS PLAN ESF #3 — ENGINEERING AND PUBLIC SERVICE

I. Introduction

- A. Engineering and Public Service functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #3: Engineering and Public Service. The Engineering and Public Service Functions at the local level address the following areas of concern during emergencies:
 - 1. Damage assessment
 - 2. Provision of technical advice
 - 3. Debris removal
 - 4. Demolition and stabilization projects
 - 5. Inspections
 - 6. Evaluations
 - 7. Contracting
 - 8. Reconnaissance
 - 9. Emergency repairs
 - 10. Temporary and permanent construction

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.
- B. Equipment in the immediate disaster area may be damaged or inaccessible. Local government may have to deploy resources from outside the affected area in order to ensure a quick, effective response.
- C. Assumptions
 - 1. Engineering and Public Service Function will prioritize local emergency missions by addressing life-safety issues first.
 - 2. There is no single local organization that has oversight over all varieties of public service/engineering assistance that may be required following a disaster.
 - 3. Rapid damage assessment of the disaster area will be necessary to determine the need for additional resources, assistance or local declaration of a disaster.
 - 4. Emergency environmental waivers and legal clearance will be needed for disposal of materials from debris clearance and demolition activities.
 - 5. Local agency requirements will relax. Consumer protection programs will be in place to protect citizens.
 - 6. Engineering and Public Service Function support services for the disaster area will be provided, to some degree, by contractors from outside the disaster area.

7. Deactivation of Engineering and Public Service Function can be a long-term process, extending deep into the recovery phase since public service and engineering projects may require many months of activity.
8. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Engineering and Public Service needs can be met by contacting MCOEM/MCEOC.

III. Concepts of Operations

A. Overview

1. In general, the Kettering Engineer's Office addresses most engineering concerns; therefore, they serve as the lead for this function. All support agencies may be required to report individually on their emergency missions when activated in the Kettering Emergency Operations Center or at the site of the disaster.
2. The Engineering and Public Service representative will notify elements of Function #3 when public service and engineering capabilities are required for local damage assessment, response and recovery activities during emergencies.
3. Personnel from Function #3 agencies are prepared to staff the Kettering EOC on a twenty-four hour basis and provide personnel and equipment as applicable for emergency response and recovery activities at the disaster site.
4. Additional public service and engineering services and equipment may be contracted for on an emergency basis when required for response and recovery operations.
5. Close coordination is maintained between Engineering and Public Service Function organizations during emergencies to:
 - a. Prioritize response and recovery missions
 - b. Share and update information
 - c. Ensure expedient response and recovery actions
 - d. Avoid redundant activities
 - e. Ensure a unified effort when working with local, county, state, federal, and private organizations
 - f. Provide accurate intelligence to other organizations in the Kettering EOC and at the site of the emergency
6. Each Function #3 organization is responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies.
7. Function #3 will coordinate with Function #5, Information and Planning, and Function #7, Resource Support when establishing staging areas for public service 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.

IV. Organization and Assignment of Responsibility

A. Organization

1. All Function #3 organizations are responsible for development of internal SOP/SOGs that support Function #3 and EOC operations.

B. Assignment of Responsibility

1. Engineering and Public Service Function Representative will:

- a. Provide support to Incident Command and/or other EOC Functions.
- b. Coordinate with support agencies including those listed below.

2. Kettering Engineer's Office will:

- a. Provide building inspectors as needed at the site of the emergency.
- b. Provide information to Kettering EOC personnel on industries affected by the disaster.
- c. Provide personnel and equipment for the following engineering emergency activities:
 - 1) Inspection of dikes, levies, dams and related structures.
 - 2) Debris removal.
 - 3) Damage assessment.
 - 4) Engineering reconnaissance.
 - 5) Demolition and/or emergency repairs or stabilization of unsafe public structures.
 - 6) Assist with emergency drainage problems.
 - 7) Ensure emergency access to all areas.
 - 8) Restore structural integrity of damaged public property as directed.
 - 9) Contact with private organizations as necessary to support ESF #3 assessment, response, and recovery activities.
- d. Coordinate with Function #3 agencies to identify missions for the county, state and federal ESF #3 members.

3. Kettering Public Service Department will:

- a. Provide personnel and equipment for the following public service emergency activities.
 - 1) Debris removal.
 - 2) Damage assessment
 - 3) Assist with emergency drainage problems.
 - 4) Providing intelligence on local water resources.
 - 5) Delivery of potable water.
- b. Provide technical recommendations as requested by Function #3 organizations during emergencies.
- c. Provide equipment and personnel for Function #3 operations.

4. Local Public Utilities Companies will:

- a. Provide emergency coordination information to the Kettering EOC as needed during a disaster.
- b. Support evaluation and repair of public utilities systems following a disaster.

V. Resource Requirements for Public Service and Engineering.

- A. Function #3 organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Kettering EOC to Function #7, Resource Support.
- B. Additional required resources may be purchased when needed during emergencies.

KETTERING EMERGENCY OPERATIONS PLAN ESF #4 — FIRE AND EMS

I. Introduction

Fire and EMS functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #4: Fire and EMS. The firefighting and EMS function at the local level addresses multiple areas of concern during emergencies. This function will describe many of them but not all based on the ever-expanding capabilities of firefighting and EMS resources in the area.

Fire is the most likely disaster facing Kettering. It has the possibility of generating the secondary hazards of hazardous materials incidents and utility outages. The risks associated with a fire emergency are mainly to lives, property, utilities, and municipal infrastructure. Fire, always a danger, could become more lethal during a natural or man-made disaster that impacts the county. Fire, flood, aircraft crashes, train accidents, hazardous materials incidents and numerous other causes occasionally create situations which require dispersal of firefighting/EMS equipment beyond that which is normal.

This Function offers guidance to agencies and departments, who are responsible for fire suppression in rural, urban, and wild land settings, medical emergencies or other incidents that result from or occurring with natural, technological or man-made disasters.

Each Function representative is responsible for the dissemination of information that may be of value to other Function representatives located in the Emergency Operations Center (EOC). This information sharing contributes to the response and recovery during an emergency/disaster of any type.

A. Organizational Structure

1. The Fire and EMS Function Representative may be at either the local Emergency Operations Center (EOC) or the Incident Command Post (ICP) based on the incident.

II. Situation

- A. All of Kettering is provided with fire and emergency medical service protection through the following agencies or departments:
 1. Kettering Fire Department
 2. Kettering Emergency Medical Service
- B. Kettering is serviced by fire hydrants. In the event of a long-term power outage a water contingency plan will have to be identified.
- C. 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 wild land and/or forest fires, water rescue, rope rescue, terrorism attacks, hazardous materials incidents, and radiological emergencies.

D. 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 Urban Search and Rescue, Fast Water Rescue, and Rope Rescue Teams (more information on these is located in Search and Rescue Function) and Hazardous Materials teams for WMD or Radiological Emergencies (more information on these is located in Hazmat Function).

E. The Emergency Medical Services are capable of providing;

1. First responder emergency medical services
2. Medical transport
3. Mass Casualty services to include; Triage, Treatment, and Transport
4. Manage the forward movement of patients – moving patients from one region to another to reduce the burden on the local medical system.

F. The Ohio Fire Chief's Emergency Response Plan was developed to aid local fire departments in mobilizing large quantities of personnel and equipment.

G. Assumptions

1. Planning for every firefighting or EMS contingency is beyond the scope of this Function but it will outline broad objectives that will provide the greatest protection of life and property that can be achieved with the resources available.
2. In most situations, individual department personnel and equipment, in conjunction with personnel and equipment provided through preexisting mutual aid agreements, the State Fire Service Emergency Response Plan, and the Intrastate Mutual Aid Compact (ORC 5502.41) should be adequate enough to respond to any disaster.
3. In Kettering, the National Incident Management System (NIMS)/Incident Command System (ICS) is utilized at the scene of emergencies. Requests for assistance will be forwarded from the Incident Commander or his/her representative through the Kettering Dispatch Center or Kettering EOC to the Montgomery County EOC.
4. Once Kettering has exhausted all of its resources, including mutual aid, a local emergency will be declared so that state and federal resources may be made available.
5. In large scale disasters multiple incident commanders may be present. The Kettering EOC will coordinate resource requests.
6. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Firefighting/EMS support needs can be met by contacting MCOEM/MCEOC.

III. Concept of Operations

A. General Overview

1. 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 route information.
2. First arriving apparatus will establish command, following the Incident Command System, and alert other responders regarding the status of the situation. The Incident Commander will then be responsible for advising decision makers about the risks associated with the threat and recommending methods for suppression.
3. The Incident Commander will be responsible for recommending that the Kettering Emergency Operations Center be opened based on the scale and/or complexity of the disaster. The Kettering Fire Chief is the primary agent for the Fire and EMS Function, unless those duties are delegated. He/she will coordinate with the Incident Commander at the site of the disaster and work with Fire and EMS Function support organizations to provide resources.
4. In the event of an emergency that requires the activation of Fire and EMS Function there will also be a need for large numbers of resources to coordinate emergency sheltering, feeding sites, and other duties not previously assigned. These volunteers, for example American Red Cross, CERT, and amateur radio are activated and coordinated under Mass Care Function.
5. When fire and EMS resource requests exceed the local and county resources available, the Ohio Fire Chief's - Emergency Response Plan shall be activated. This plan was developed to bring large quantities of fire and EMS resources to an area in a timely manner.
6. In order to activate the Ohio Fire Chief's - Emergency Response Plan.
 - a. If the Montgomery County EOC is open, the request for activation of the plan is made through the county EOC.
 - b. In the event that the Montgomery County EOC is not open then the request is made directly to the Statewide Dispatch Center 888-822-4900.

B. Relationship Between Levels of Government

1. Fire and EMS Function representative will manage and coordinate firefighting activities between local, county, state, and federal agencies and departments. In non-emergency times, this person will be an advocate for preparedness training.
2. Generally speaking, even in federally declared emergencies, most firefighting actions and support occur on a local, state, and intrastate level. Federal resources, such as the 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. Therefore it is paramount that mutual aid agreements are formalized on local, county, state and intrastate levels.

IV. Organization and Assignment of Responsibility

All Fire and EMS Function organizations are responsible for development of internal Standard Operating Guidelines (SOG) that support the Fire and EMS Function and EOC operations.

A. Assignment of Responsibility

1. Fire/EMS Function Representative will:

- a. Provide support to Incident Command and/or other EOC Functions.
- b. Coordinate with support agencies including those listed below.
- c. Report to the Kettering EOC upon its activation. From this location the representative will report on the risks and activities related to the incident, including coordination of fire and rescue activities within affected disaster area(s).
- d. Brief other Function representatives on the status of incident related activities.
- e. Coordinate with the on-scene Incident Commander to assess the situation, including a determination of the area to which the incident might expand and an estimate of speed and direction of wind at the scene.
- f. Evaluate the overall community situation. Compare reports from the scene by the Incident Commander with those of other services to obtain a comprehensive assessment of the threat. This evaluation will provide a basis for determining effective courses of action tailored to the situation.
- g. In conjunction with the Incident Commander, begin planning for the acquisition of additional equipment and personnel that may be required to effectively respond to the emergency.
- h. Coordinate with Water Department to maintain pressure to the hydrant system and address disruptions to the water supply.
- i. Coordinate with Water Department to maintain a listing of water resources in Kettering.
- j. Begin developing secondary water supply contingencies, as needed.
- k. Review, and if directed by the Incident Commander, initiate plans for evacuation of risk areas as required. Designate exit routes for threatened citizens and entrance routes for Emergency Services. This is done in coordination with Transportation Function, Information and Planning Function, Law Enforcement Function, and Public Information Function.

- I. Receive reports pertaining to causalities, injuries, damage observations, evacuation status, radiation levels, chemical exposures, and potential needs.
2. Kettering Public Service will:
 - a. Provide equipment such as trucks, backhoes, loaders, dozers, etc. on an as needed basis.
3. Kettering Engineer's Office will:
 - a. Assist in maintaining access to arterial roadway corridors for firefighting equipment.
 - b. Provide equipment such as trucks, backhoes, loaders, dozers, etc. on an as needed basis.
4. Montgomery County Environmental Services will:
 - a. Maintain pressure to the hydrant system and address disruptions to the water supply.
 - b. Maintain a listing of water resources in Kettering.
 - c. Provide equipment such as trucks, backhoes, loaders, dozers, etc. on an as needed basis.
5. Kettering Law Enforcement will:
 - a. Provide traffic control.
 - b. Security for firefighting and rescue operations, as needed.
 - c. Maintain law and order.
6. Montgomery County Office of Emergency Management will:
 - a. Assist in coordinating resource support for Function #4 response, as needed.
 - b. Notify the Montgomery County Commissioners.
 - c. Activate the Montgomery County EOC as needed.
 - d. Coordinate with Ohio EMA/EOC for support, as needed.
 - e. Assist in the consolidation and submittal of final reports, and disaster-associated costs.

V. Resource Requirements for the Fire and EMS Function:

- A. Kettering Fire/EMS Department 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. Each agency, department or jurisdiction shall be responsible for the maintenance of their own agreements, SOPs, SOGs, and MOUs.
- D. The Ohio Fire Chief's Association - Emergency Response Plan shall maintain a county inventory of available fire and rescue resources within each jurisdiction.
- E. In addition, MCOEM maintains a list of this information and additional resources and equipment. This information can be found in the Montgomery County Emergency Resource Field Inventory (ERFI).

KETTERING EMERGENCY OPERATIONS PLAN ESF #5 — INFORMATION AND PLANNING

I. Introduction

- A. Information and Planning Function at the county, state and federal level are addressed in Emergency Support Function (ESF) #5: Information and Planning. The Information and Planning Functions at the local level address the following areas of concern during emergencies:
1. Manages the collection, processing, and analysis of information for dissemination to operational elements and for inclusion in various reports.
 2. Responds to the information requirements of assessment, response, and recovery personnel.
 3. Supports the identification of overall priorities for local-level emergency activities by conducting research and developing displays and briefings.
 4. Collects information from local personnel in the field, private and volunteer organizations. This information is then compiled into a situation report that is shared within the EOC, with other agencies, and the Montgomery County EOC, if activated.

II. Situation

- A. An incident that would require the activation of the Kettering EOC would cause the activation of the Information and Planning Function.
- B. Assumptions
1. If the emergency increases in duration and scope the demands for information support will be immediate and continuous.
 2. 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. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Information and Planning Function needs can be met by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Overview

1. The Information and Planning Function will typically be the first Function activated, and will begin monitoring events as they are reported.

IV. Organization and Assignment of Responsibility

A. All Information and Planning organizations are responsible for development of internal SOP/SOGs that support the Information and Planning Function and EOC operations.

1. Information and Planning Function Representative will:

- a. Activate Information and Planning Function personnel and may increase or decrease personnel depending upon the requirements of the particular emergency.
- b. Insure that the Information and Planning Function is adequately staffed. Information and Planning Function personnel are initially taken from different departments of local government and may be supplemented by personnel from other organizations as the emergency increases in scope and duration.
- c. Assist in the development of a Situation Report for the Kettering EOC that provides an overview of emergency activities. Charts, spreadsheets, database graphs, maps, automated tracking systems, and other items illustrating information contained in the Situation Report may be attached at the end of the report. Situation Reports are developed in cooperation with each organization represented based on briefing information and meetings.
- d. Assist in the development of the Incident Action Plan (IAP) for the local level. This plan does not replace the IAP developed by the Incident Commander. This plan is developed to identify current conditions and project future overall needs for the disaster.
- e. Assist in the development of computer graphics, briefing summaries and various other displays used in the Kettering EOC.
- f. Supervise the development of the Mission Tracking Chart, which provides a listing of local missions and their status. This chart is developed, updated, and maintained throughout response and recovery.
- g. Assist in the development of the After-Action Report (AAR). The AAR is a detailed, written analysis of the strengths and weaknesses of emergency response and recovery activities based upon extensive research of the event and interviews with participating assessment, response, and recovery personnel.

2. Kettering Human Resources Department will:

- a. Provide personnel and equipment for EOC support as needed.
- b. Assist in the coordination of resource support for the incident commander, ESF #5 and the EOC.

3. All other activated agencies of local government will:

- a. Support ESF #5 operations at the EOC as required.

4. Montgomery County Office of Emergency Management will:

- a. Provide coordination information to the Information and Planning Function for planning purposes.

V. Resource Requirements for the Information and Planning Function

- A. Information and Planning Function organizations maintain organizational SOPs, SOGs, MOUs, and resource listings that document equipment, supplies and services available to them during emergencies.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #6 — MASS CARE

I. Introduction

- A. Mass Care Functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #6: Mass Care. The Mass Care Function at the local level addresses the following areas of concern during emergencies:
 - 1. Addresses, coordinates, and reports on emergency mass care activities of local-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.

II. Situation

- A. Disasters can occur without warning. Mass care shelters, first aid, 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, local-level mass care personnel must be prepared to support their own logistical needs when assigned to the site of a disaster.
 - 4. Mass Care Function personnel work closely with county, state, and federal personnel in the Kettering 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.
 - 6. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Mass Care needs can be met by contacting MCOEM/MCEOC.
 - 7. The Montgomery County EOC—ESF #6 including the American Red Cross – Dayton Chapter will coordinate mass care at the County level.

8. Individual Jurisdictions may choose to:
 - a. Operate their own shelter(s).
 - b. Participate in county-level sheltering operations.
 - c. Both

III. Concept of Operations

A. Overview

1. The Mass Care Function representative will monitor and report on mass care activities throughout the response phase and the recovery phase.
2. The Mass Care Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
 - a. Parks and Recreation
 - b. Community and Economic Development
 - c. Local Law Enforcement
 - d. Fire
 - e. School System Representative
 - f. Church Organization
3. When the capabilities to address specific Mass Care mission assignments cannot be met the Mass Care Function representative will meet with the EOC Director. They will determine if the assignments should become a county, state, or federal mission, or should be given to a private organization.
4. At the county level, shelters will be coordinated by the Montgomery County EOC. In the Montgomery County EOC, ESF #6—Mass Care, which includes the American Red Cross, is responsible for mass care operations.
5. Each Mass Care support agency has internal plans and procedures that detail how it will address responsibilities during emergencies. Support agencies are not required to address any emergency responsibilities that are contrary to the laws or policies that govern their organizations.
6. Mass Care Function organizations will be activated and notified for Kettering EOC activation by the Mass Care Function representative. Activation will be based upon the requirements for emergency response and recovery and the agencies activated may vary depending upon those requirements.

IV. Organization and Assignment of Responsibility

A. Organization

1. The following organizations have specific responsibilities for Mass Care and maintain close coordination with each other throughout the emergency. All organizations maintain their own internal command and control structures during emergency operations.

B. Assignments of Responsibility

1. Mass Care Function Representative will:
 - a. Coordinate with all support agencies of Mass Care Function to provide accurate overviews of mass care activities to Kettering EOC personnel.
 - b. Identify unmet needs within the community
 - c. Coordinate with Montgomery County EOC — ESF #6 to provide county level services to citizens. The services include emergency welfare assistance, support from Area Agency on Aging, employment assistance, and other county-level support services. See Montgomery County EOP— Annex F ESF #6— Mass Care for a more complete description of county-level operations.
 - d. Provide listings of schools, churches, or other facilities that can be used for shelters or to support shelter activities when requested.
 - e. Coordinate with law enforcement for security at shelter locations.
2. Kettering Board of Education will:
 - a. Provide listings of schools that can be used for shelters or to support shelter activities when requested.
 - b. Assist in the coordination of school transportation assets as required.
3. Kettering Police Department will:
 - a. Provide traffic control assistance for movement of resources into staging areas.
 - b. Assist in the coordination of security at shelter sites as required.
4. Kettering Planning and Development Department will:
 - a. Identify and provide listings of available housing in communities affected by emergencies and provide referrals to disaster victims.
 - b. Maintain support to persons in emergency shelters and temporary housing.
5. Public Health Dayton and Montgomery County will:
 - a. Provide required health certifications for shelter(s).
6. American Red Cross (ARC) will:
 - a. Designate, open, and staff shelters.
 - b. Provide ARC information releases to the Kettering PIO, and Mass Care Function at the Kettering EOC.

- c. Provide fixed feeding, mobile feeding, and snacks to disaster victims and responders.
 - d. Provide first aid and related health services.
 - e. Distribute appropriate bulk materials for disaster relief.
 - f. Provide Family Welfare Information (FWI) services when requested.
 - g. Provide assistance to disaster victims to include needed, accurate recovery information, listings, referrals, items, and financial assistance.
7. Montgomery County Office of Emergency Management (MCOEM) will:
- a. Coordinate with the Ohio EMA and FEMA on the Temporary Housing Program.
 - b. Assist in the coordination of Mass Care operations and resources as required.

V. Resource Requirements of Mass Care Function

- A. Each Mass Care Function organization maintains internal SOPs, SOGs, MOUs, and Resource Listings that detail the logistical and administrative support arrangements internal to its organization. Additional support needs during an emergency may be requested through the Kettering EOC to the Resource Support Function.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #7 — RESOURCE SUPPORT

I. Introduction

- A. Resource Support Functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #7: Resource Support. The Resource Support Functions at the local level address the following areas of concern during emergencies:
1. Provides logistical and resource support to local agencies or departments involved in emergency response and recovery.
 2. 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 resources resulting in shortages of vitally needed supplies. In addition, specialized equipment and services may be required to save lives, protect and restore property during response and recovery operations. Expedient identification, procurement, and allocation of resources are vital to ensure effective local emergency operations.

B. Assumptions

1. Resources outside of the affected area will be directed to fulfill the unmet needs of the local governments.
2. Major disasters may require the activation of local staging areas in order to expedite the delivery of resources to the site of the emergency.
3. Some government resources may not be available in the impacted area due to debris and destroyed buildings.
4. Montgomery County Office of Emergency Management/Emergency Operations Center (MCOEM/MCEOC) is available for assistance and support during emergencies. Additional assistance with Resource Support needs can be requested by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Overview

1. Resource Support Function personnel will coordinate with support agencies to obtain needed emergency equipment, supplies, and services.
2. A request will be made through the Resource Support Function 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.

3. Resource Support Function representative and the Kettering Finance Department will coordinate with each other to establish funding for the disaster.
4. The Resource Support Function will review resource requests to determine the most effective sources of supply and funding.
5. The Resource Support Function will coordinate with other agencies for the following resource support concerns.
 - a. Resources available through charitable/volunteer organizations.
 - b. Services available from local, county or state for disaster victims.
 - c. Services available from local, county or state for transportation and logistical support.
 - d. Local, county, and/or state funding available for resource support.
6. Resource support from county and state levels of government is requested through the Montgomery County Emergency Operations Center.

IV. Organization and Assignment of Responsibilities

All Resource Support Function organizations are responsible for development of internal SOP/SOGs that support Function #7 and EOC operations.

- A. The following organizations have these specific emergency responsibilities with respect to resource support.
 1. Resource Support Function will:
 - a. Provide for procurement of services and listing of buildings and facilities.
 - b. Research and identify providers of required resources.
 - c. Identifying most effective and attainable resources for response and recovery efforts.
 - d. Coordinate with Kettering EOC Director to review resource requests from local emergency responders and identify local, county, state, private, or volunteer providers.
 - e. Coordinate with Montgomery County EOC—ESF #7 to provide volunteer resources. These resources include:
 - 1) support from American Red Cross (ARC) and Volunteer Organizations Active in Disasters (VOAD)
 - 2) inmate provided labor
 - 3) unaffiliated volunteers
 - f. Provide tracking of local resources throughout response and recovery.

- g. Provide additional local personnel as needed to support emergency operations in the Kettering EOC.
2. Kettering Finance Department will:
 - a. Coordinate with ESF #7 primary agency and Kettering EOC Director in the development of emergency funding lines to increase spending threshold levels and for related budgetary and fiscal needs.
 - b. Request suspension of purchasing and contracting requirements as defined by local ordinance.
 3. Kettering Public Service will:
 - a. Transport local resources to the site of the emergency.
 - b. Identify local-level staging areas and support their operation.
 - c. Identify local facilities that can be used to house responders and/or equipment related to disaster response.
 4. Kettering Engineering Department will:
 - a. Provide resources within capabilities for disaster response and recovery.
 5. Kettering Police Department will:
 - a. Provide traffic control activities for movement of local resources into local staging areas and at the site of the emergency.
 - b. Provide security for resources at local staging areas.
 - c. Assist in the delivery of emergency resources when required.
 6. Montgomery County Office of Emergency Management (MCOEM) will:
 - a. Assist in the development and submittal of necessary paperwork.
 - b. Identify county, local, private and volunteer providers.
 - c. Identify county, state, and federal funding lines.
 - d. Coordinate support for operations of county-level staging areas.
 - e. Interface with county departments and local governments to assist local Resource Support Function personnel in county resource tracking.
 - f. Assist local liaison for the Department of Administrative Services (DAS) and VOAD in Kettering EOC.

V. Resource Requirements of Resource Support Function

- A. Resource Support Function organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #8 — PUBLIC HEALTH and MEDICAL

I. Introduction

A. Public Health and Medical Functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #8: Public Health and Medical. At the local level Public Health and Medical issues include:

1. Assessment of health/medical needs
2. Health surveillance and epidemiological investigation
3. Laboratory testing and analysis
4. Prevention and control practices
5. Communication/notification
6. Mass prophylaxis/vaccination
7. Health/medical equipment and supplies
8. Patient evacuation
9. Public information
10. Vector control
11. Veterinary services
12. Worker health and safety
13. Environmental concerns-drinking water and waste management
14. Fatality management
15. Mental health care
16. Emergency Medical Services (EMS)
17. Recovery activities

II. Situation

A. Disasters occurring in Kettering typically impact community health standards and require a medical response. Wastewater, solid waste, potable water, and health services are commonly affected. This necessitates health advisories and interventions including disease control management.

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, county, and local health response organizations.

C. Public Health Dayton & Montgomery Country (PHDMC) provides countywide coordination for public health issues. The PHDMC has responsibility for response to public health-related emergency issues.

D. The Kettering Fire Department provides coordination for emergency medical issues in Kettering and will coordinate requests for medical assistance during emergencies.

E. Assumptions

1. Local Hospitals and the PHDMC will coordinate the status of communicable disease emergencies and the need for assistance for public health issues.

2. Although an emergency incident may not initiate a public health emergency, secondary events stemming from the initial event may do so.
3. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.
4. Catastrophic events may require establishment of temporary medical facilities.
5. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Public Health and Medical needs can be met by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Overview

1. The public health and medical issues will typically be addressed by Fire/EMS personnel who will coordinate with the on-scene IC to assess the situation, including the number of injured/ill, number of fatalities, estimated damage, and resource needs.
2. All requests for county, state, and/or federal assistance will be submitted to the Montgomery County EOC. These requests might include the Strategic National Stockpile (SNS) or the disaster response team assets from the National Disaster Medical System (NDMS).

B. Assignment of Responsibility

1. Health and Medical Function Representative will:
 - a. Provide support to Incident Command and/or other EOC Functions.
 - b. Coordinate with support agencies including those listed below.
2. Public Health Dayton & Montgomery County (PHDMC) will:
 - a. Be located at the Montgomery County EOC.
 - b. Conduct public health assessments of conditions in the communities affected by the emergency and, where possible, determine where health problems could occur.
 - c. Maintain ongoing public health surveillance of affected communities in order to rapidly identify and address health-related problems.
 - d. Conduct food service sanitation programs.
 - e. Provide consultation for household sewage disposal, housing sanitation, vector control, and public health nuisances.

- f. Coordinate county response to health problems at the Kettering EOC throughout assessment and response.
 - g. Assess public health concerns regarding mass fatality efforts in affected communities.
 - h. Coordinate the acquisition and distribution of medical supplies and equipment.
 - i. Assist with the placement of nursing home patients who must be evacuated.
 - j. Provide prophylaxis, including antibiotics, antivirals, vaccines, immunizations and testing as needed during the emergency.
 - k. Provide health and medical advisories.
 - l. Perform examinations and analyses of possibly hazardous and contaminated substances throughout the emergency.
3. Greater Dayton Area Hospital Association (GDAHA) will:
- a. Be located in the Montgomery County EOC.
 - b. Assist in the identification and delivery of needed medicines, medical supplies and services during emergencies.
 - c. Coordinate local hospital requirements.
 - d. Coordinate the assessment of medical needs of the affected communities.
4. American Red Cross, Dayton Chapter will:
- a. Be located at the Montgomery County EOC.
 - b. Receive health and welfare inquiries from the public.
 - c. Assist with stress counseling for victims and emergency workers.
 - d. Coordinate with local agencies for health-related and mental health-related issues in shelters.
5. Montgomery County Coroner will:
- a. Be located in the Montgomery County EOC.
 - b. Coordinate, and within capabilities, supply personnel and materials to support mass fatality response and expanded mortuary services.
 - c. Be responsible for the identification of remains.
 - d. Process and prepare victims for disposition.
 - e. Assist with the coordination for the disposition of the remains.

6. Montgomery County Office of Emergency Management will:
 - a. Assist Kettering coordinate requests.
 - b. Request activation of the SNS and Acute Care Centers.
7. Kettering Fire/EMS Department will:
 - a. Deliver emergency medical services to include mass casualty and triage capabilities.
8. Kettering Police Department will:
 - a. Provide site security and access restrictions to areas upon request.
 - b. Provide traffic control as needed.
 - c. Preserve evidence and investigate criminal activity.
9. Kettering Hospitals will:
 - a. Provide health services.
 - b. Provide assistance and support for mass fatality and triage sites.
 - c. Support EMS by providing medical related services and supplies.
 - d. Maintain ongoing medical surveillance in order to rapidly identify and address emergency medical-related problems in coordination with PHDMC.
 - e. Notify PHDMC of the status of local health emergencies and the need for assistance.
10. Ohio Environmental Protection Agency will:
 - a. Coordinate drinking water, waste disposal and environmental safety information.

IV. Resource Requirements for Public Health and Medical Function

- A. Public Health and Medical Function organizations at the county level maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #9 — SEARCH AND RESCUE

I. Introduction

- A. Search and Rescue functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #9: Search and Rescue. The Search and Rescue Function at the local level address the following areas of concern during emergencies:
1. Coordinate and support search and rescue (SAR) operations within Kettering. 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. The goal of search and rescue operations is to save the lives of victims who are unable to ensure their own survival without assistance.

II. Situation

- A. The Kettering Fire Department may be tasked to initiate a SAR mission that may require the utilization of air, ground, and water rescue operations to preserve life. The Kettering Fire Department is the lead agency for these types of incidents.
- B. Agencies that conduct preplanning for SAR mission(s) must consider hazards such as fire, confined space rescue, high-rise structures, urban or rural areas, trench, subsurface, recreational areas/facilities, waterways, chemical /biological /radiological/ nuclear/explosive 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, rapidly rising waters, exposure to biohazards, toxins, blood-borne pathogens and explosive environments.
- 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, high winds, or by civil unrest.
- E. Assumptions
1. Every community may experience the need for search and rescue operations.
 2. Community volunteers often freely want to offer assistance with search and rescue. These well-meaning volunteers must be directed to volunteer reception centers to prevent either their personal injury, contamination of the search area, and to maintain accountability.
 3. Access to the areas impacted by the disaster may be limited or restricted. Initially some areas may only be accessible to aviation, watercraft, or by foot.
 4. Support such as helicopters, tracking dogs, and outside search and rescue groups may be required from adjoining political subdivisions or from state resources to ensure maximum search and rescue effectiveness.

5. A survival window for many victims occurs within the first 48 hours of the incident. A concentration of efforts should be directed then toward locations where the greatest potential for survivors exists.
6. The availability of personnel with foreign language and /or special needs communications skills may be necessary.
7. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Search and Rescue needs can be met by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Overview

1. The Kettering Fire Department is the lead agency for the Search and Rescue Function.
2. When it is determined that the scope of the incident will or has overwhelmed local resources, including mutual aid, the Montgomery County EOC will be contacted to request state and/or federal resources.
3. The Search and Rescue Function will 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. In search mission(s) the media can be a valuable resource. Determine the best location for the media to set up their operations. See also, Public Information Function.
5. Additional SAR resources are available from Ohio Homeland Security Region 3 Rescue Strike Team. These assets can be obtained by call (937) 333-USAR. It is recommended that the requesting agency notify the Montgomery County Office of Emergency Management when a Region 3 asset is requested.

IV. Organization and Assignment of Responsibilities

All Search and Rescue Function organizations are responsible for development of internal SOG/SOGs that support Search and Rescue functions and EOC operations.

A. Search and Rescue Function organizations will be activated by the Kettering Fire Department for assessment, response, and recovery operations based on the needs of the emergency.

A. Kettering Fire Department will:

- a. Coordinate rescue activities.
- b. Provide information about SAR needs to the Kettering EOC.

- c. Coordinate with Kettering Engineering and/or Kettering Public Service in the determination of routes and control points for evacuation actions.
- 2. Kettering Police Department will:
 - a. Provide site security and access restrictions to areas upon request.
- 3. Kettering Department of Public Service will:
 - a. Provide vehicles and crews to assist in debris removal and access to SAR mission(s) area(s).
- 4. Montgomery County Office of Emergency Management (MCOEM) will:
 - a. Activate the Montgomery County EOC as the central coordinating location for all county, state and federal agencies/resources involved in the SAR mission(s) when needed.
 - b. Coordinate with the Ohio EMA in forwarding a disaster declaration to the Governor of Ohio, if the situation warrants, with the hope of obtaining a gubernatorial declaration. The Governor then may decide to request a federal declaration through FEMA.
- 5. Ohio Homeland Security Region 3 Rescue Strike Team will, when requested:
 - a. Function as an all-hazards search and rescue team capable of providing resources for the first operational period.

V. Resource Requirements for Search and Rescue

- A. All Search and Rescue Function organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. Additional support needs during an emergency may be requested through the Kettering Resource Support Function.

**KETTERING EMERGENCY OPERATIONS PLAN
ESF #10 - HAZARDOUS MATERIALS**

Please refer to the current version of the Montgomery County Hazardous Materials Emergency Response Plan / Montgomery County EOP – Annex J – ESF #10 Hazardous Materials for information on the agencies, policies, responsibilities and coordination required for hazardous materials response and recovery in Kettering and Montgomery County.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #11 — ANIMAL CONTROL

I. Introduction

- A. Animal control functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #11: Animal Control. The Animal Control Function at the local level address the following areas of concern during emergencies:
1. Coordination of services including animal capture and pet owner coordination.
 2. Provide information and support for assessment, response and recovery operations that may impact the need for animal control in Kettering during disasters.
 3. The protection of domesticated and wild animal resources, the public health, and to ensure the humane care and treatment of animals in case of a large scale emergency, including tornadoes, floods, earthquakes, draught, fire, explosion, commercial transportation accidents, severe winter storms, outbreaks of foreign animal disease or other situations that cause animal suffering.

II. Situation

- A. Disasters occurring in Kettering have the potential to impact domesticated as well as non-domesticated animals.
- B. County, state and federal assistance is typically required following disasters for animal control.
- C. Domestic and non-domestic animals strayed, incapable of being cared for by their owners, or in danger to themselves or the public will be the responsibility of Kettering Animal Control or the Montgomery County Animal Resource Center (MCARC). These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, they will be processed in accordance with established procedures. Wild animals should be left to their own survival instincts. Wild animals out of their natural habitats that are in danger either to themselves or the public will be the responsibility of the Ohio Department of Natural Resources, Division of Wildlife in cooperation with MCARC.
- D. Assumptions
1. The owners of pets, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
 2. The sheltering and protection of domestic and non-domestic animals is the responsibility of their owners.
 3. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Animal needs can be addressed by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Animal control function will be assigned a representative. Representatives may be called upon from one of the following disciplines:

1. Animal Resource Officer
2. Local Veterinarian
3. Local Law Enforcement
4. Fire

B. Assignment of Responsibility

1. Animal Control Function Representative will:

- a. Determine if animal shelters have been established.
- b. Identify support agencies available to assist with animal issues.
- c. Determine critical food requirements and supply and delivery sources.

2. Public Health Dayton & Montgomery County will:

- a. Coordinate with Kettering Function #11, as needed, investigations and advisories.

3. Local Veterinarians can:

- a. Assist with animals that have been injured in the disaster.

4. Montgomery County Animal Resource Center will:

- a. Provide personnel, equipment, and resources for animal issues.

5. Humane Society of Greater Dayton will:

- a. Provide personnel, equipment, and resources for animal issues.

IV. Resource Requirements for Animal Control Function

A. Animal Control Function organizations at the county level maintain organizational SOPs, SOGs, MOUs, and resource listings that document the equipment, supplies, and services available to them during disasters.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #12 — ENERGY

I. Introduction

Energy functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #12: Energy. The Energy Functions at the local level address the following areas of concern during emergencies:

- A. Coordination of emergency utility services by making contact with energy utilities and related governmental and private organizations to provide information for assessment, response and recovery operations related to fuel shortages, power outages, transmission /distribution problems, and capacity shortages that may impact Kettering during disasters
- B. 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 areas.
- C. Collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas.
- D. Is the point of contact for information concerning the energy restoration process such as projected schedules, restoration completion percentage, and geographic information on restoration.
- E. Depending upon the requirements of the disaster, Energy Function 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. Identifying energy needs for emergency operations with businesses that provide/offer such products.
 - 3. Recommending actions to save energy.
 - 4. Providing energy information and conservation guidance.
 - 5. Acting as the point of contact for energy information for Kettering during disasters.
 - 6. Relaying energy industry policies for energy restoration priorities.

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, such as tornadoes, floods, blizzards, high winds, ice, 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 energy 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.
7. All major utilities will have service outages.
8. In the first hours after a disaster, all available portable generators will be committed and additional resources will be needed. These additional resources will need to be prioritized and possibly shared between agencies.
9. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Energy needs can be addressed by contacting MCOEM/MCEOC.

III. Concept of Operations

- A. The Energy Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:

1. Engineering
2. Public Service
3. Community and Economic Development

B. Overview

1. The Energy Function representative(s) will begin communications with the local utilities and notification of additional personnel for situation monitoring and staging of resources and personnel.

2. Each agency will assist the Public Information Officer (PIO) with providing public advisories to conserve energy, energy outages and other issues will be provided for dissemination utilizing all available means.
3. When necessary, the Energy Function will establish contact 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.
 - a. Energy Function will identify any unmet needs to include: energy-related programs, logistical support, resource support, and coordination that could be provided by county agencies to facilitate recovery.
 - b. Energy Function will document and inform Kettering EOC personnel of energy-related problems and requests for aid that have been received from energy suppliers and distributors and from county, state, and local organizations in the disaster area.
 - c. Energy Function will coordinate energy-related disaster information with the Kettering Public Information Officer (PIO) before release to the media.
 - d. Energy Function will forecast energy needs based on current and future recovery activities.

IV. Organizations and Assignment of Responsibilities

A. Assignment of Responsibility

1. Energy Function Representative will:
 - a. Provide support to Incident Command and/or other EOC Functions.
 - b. Coordinate with support agencies including those listed below.
2. Kettering Public Service Department will:
 - a. Monitor operational status of water related systems essential to health and safety.
 - b. Provide crews to clear debris from roads, traffic control devices, and traffic control while roads are being cleared.
 - c. Assist in the transportation of fuel sources for the provision of emergency power.
3. Kettering Engineering Department will:
 - a. Provide a coordinated overview of energy issues, emergency activities, energy needs, and repair status during emergency response and recovery operations.

- b. Interface with county, state, and federal ESF #12 as required during emergencies.
- 4. Public Utilities Companies shall:
 - a. Work in conjunction with Function #12 to restore utilities services.
 - b. Provide outage and repair information to the Kettering EOC.
- 5. Montgomery County Office of Emergency Management (MCOEM) will:
 - a. Coordinate with local energy suppliers for energy status updates and projected repair completion.
 - b. Assist in allocating emergency power generation equipment, as needed.
 - c. Maintain a list of portable generators.
- 6. Kettering Police Department will:
 - a. Assist in providing security at energy utility sites as requested.
 - b. Provide site security and access restrictions to areas upon request.
 - c. Provide Traffic Control.

V. Resource Requirements of Energy Function

- A. Energy Function organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. Additional support needs during an emergency may be requested through the Kettering EOC to the Resource Support Function.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #13 — LAW ENFORCEMENT

I. Introduction

A. Law Enforcement functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #13: Law Enforcement. The Law Enforcement Functions at the local level address the following areas of concern during emergencies:

1. Maintain law and order within legal authority.
2. Assist in the dissemination of alerts, warnings and notifications.
3. Coordinate law enforcement activities from the Kettering EOC, command center and/or incident command facilities as needed to manage resources and personnel.
4. Prepare to staff roadblocks, traffic control points and other sites when required. This includes both evacuation/relocation support and logistical efforts.
5. Provide communications to support agencies when necessary.
6. Support the relocation and temporary detention of persons confined to institutions.
7. Furnish status reports on casualty and damage observations to the IC/Kettering EOC on a timely basis.
8. Maintain and protect logs, records, digests and reports essential to government and emergency operations.
9. Continue all law enforcement activities consistent with legal authority.
10. Assist in the provision of law enforcement support in a phased return to evacuated areas.
11. Phase down operations to include a return to normal shifts and hours.
12. Prepare after-action reports to include cost and expense reports (as required).
13. Repair and replace and maintain equipment as conditions permit.
14. Release personnel and equipment acquired under mutual aid agreements.
15. Support recovery operations at the site of the disaster.
16. 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.
17. Provide traffic control, including evacuation/relocation assistance and the movement of essential supplies.

18. Ensure security for key governmental facilities and coordinate with agencies responsible for the protection of vital private sector sites, as directed.
19. Support the following actions based upon the availability of resources and training.
 - a. search and rescue operations
 - b. forensic laboratory support
 - c. victim identification

II. Situation

- A. The Kettering Police Department is responsible for law enforcement activities in Kettering. The Police Chief, or their designated representative, will serve as the representative for the Law Enforcement Function in the Kettering Emergency Operations Center during emergencies.
- B. The Kettering Police Department has a 24-hour responsibility for law enforcement on all local roadways, properties and facilities. Requests for law enforcement support, during a disaster, will be coordinated and prioritized through the Kettering EOC.
- C. Law Enforcement Function capabilities support incident management requirements including, but not limited to: critical infrastructure protection, security planning and technical assistance.
- D. The Kettering Law Department is organized to review, and/or ensure the enforcement of the laws of the jurisdiction.
- E. Assumptions
 1. Large-scale disasters will necessitate the coordination of all law-enforcement assets in order to expedite assistance to agencies and departments of government in the affected areas.
 2. In disasters, local law enforcement agencies will be the primary enforcement agency in their particular jurisdiction.
 3. Kettering Police Department will utilize the process, guides, protocols and procedures prescribed in the National Incident Management System (NIMS).
 4. Within Kettering, the Kettering Police Department shall provide security for, and limit access to, the local EOC or Incident Command Post, key governmental facilities and locations during the emergency.
 5. Even in cases of large-scale disasters, local law enforcement agencies will have the primary authority and responsibility for law enforcement activities in their particular jurisdiction.
 6. Additional resources, including personnel and equipment, should be obtained through the activation of mutual aid and assistance agreements with neighboring

localities and/or State authorities, with incident operations managed through the Incident Command System (ICS).

7. When local resources, including mutual aid, have been exhausted additional resources may be requested through the Montgomery County EOC. These resources could include the Ohio State Highway Patrol (OSHP), Ohio Department of Natural Resources (ODNR), and the Ohio National Guard (ONG).
8. 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.
9. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Law Enforcement support needs can be met by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Overview

1. 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.

IV. Organization and Assignment of Responsibilities

A. Law Enforcement Function Representative will:

1. Provide support to Incident Command and/or other EOC Functions.
2. Coordinate with support agencies including those listed below.

B. Kettering Police Department will:

1. Request or ensure the activation of the Emergency Alert System.
2. Support communications services for and with the Kettering EOC.
3. Provide liaison support to local ICPs/EOCs as required.
4. Coordinate the determination of routes and control points for evacuation actions.
5. Assist in traffic control actions.
6. Provide law enforcement support (to include security) for local facilities, institutions, services, officials, and resources.

C. Kettering Law Department will:

1. Advise and assist the Executive Group (see BP-18) and other agency heads with regard to legal questions arising from emergency response and recovery operations. These include, but are not limited to:
 - a. Draft and disseminate emergency declarations and related legal documents that support emergency response and recovery operations.
 - b. Provide interpretations of law as needed during emergencies.
 - c. Review results of investigations with regard to potential criminal allegations related to emergency response and recovery activities, and then decide whether to prosecute.
 - d. Take appropriate action against public and/or private entities on behalf of Kettering for damages or claims, which might arise from emergency response and recovery activities.

V. Resource Requirements of Law Enforcement Function

- A. Law Enforcement Function organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. Additional support needs during an emergency may be requested through the Kettering EOC to Resource Support Function.
- B. Kettering Police Department 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.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #14 — DISASTER RECOVERY

I. Introduction

- A. Disaster Recovery functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #14: Disaster Recovery. The Disaster Recovery Functions at the local level address the following areas of concern during emergencies:
1. Provides for the coordination of services and support to Kettering for the restoration of damages caused by the disaster.
 2. Coordination of needs assessments, damage assessments, and information gathering in order to apply for disaster recovery funds and develop disaster-specific recovery plans.

II. Situation

- A. Recovery activities begin in Kettering Emergency Operations Center when the immediate threats to life and property have been addressed, and restoration activities that have been identified by damage assessment have begun.
- B. Once a federal disaster declaration has been made, county, 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 local/county/state/federal recovery assistance.
- C. The county's recovery activities will be coordinated by the County Coordinating Officer (CCO), the State Coordinating Officer (SCO), the Governor's Authorized Representative (GAR), the State Public Information Officer, and the State Recovery Team.
- D. Assumptions
1. Recovery activities are dependent upon rapid, thorough and accurate damage assessments, conducted in coordination with the Montgomery County Office of Emergency Management (MCOEM) and local officials in affected areas.
 2. Montgomery County Office of Emergency Management/Emergency Operations Center (MCOEM/MCEOC) is available for assistance and support during emergencies. Disaster Recovery needs can be addressed by contacting MCOEM/MCEOC.

III. Concept of Operations

- A. The Disaster Recovery Function will be assigned a representative. Representatives may be called upon from one of the following disciplines:
1. Public Service
 2. Engineering
 3. Finance
 4. Administration

B. Function #14 assists in the processing of damage assessment information, requests for county, state and federal assistance, and assists in the administration of the individual and public assistance programs and hazard mitigation projects.

C. Local Damage Assessment

1. Local damage assessment is a response operation conducted from the Kettering EOC and by on-scene personnel. All local damage assessments should be complete before the Kettering EOC is deactivated.
2. The initial assessments and findings supplied by local officials will be sent to the Montgomery County EOC within 8 hours after the end of the initial disaster response operations.
3. Local damage assessments will focus on the verification and collection of information.
4. 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.
5. Initial local assessments include the extent of damage to homes, businesses, public facilities, utilities, and the extent to which immediate emergency needs of the public are being met.
6. Exit interviews with MCOEM and local officials may be conducted after local assessments have been made to discuss the results of the assessment and the need for support from the county, state, or federal governments.
7. The County Emergency Management Director will receive analyzed data from the local damage assessment teams and determine if damages warrant a request by the Board of County Commissioners for state assistance. If so, MCOEM will prepare the appropriate request for the Commissioners' signatures. If state assistance is granted by the Governor, the State may ask for a Federal declaration. If this is the case, members of the state and federal governments may complete a joint preliminary damage assessment.

D. Disaster Assistance Programs

For information on State/Federal Disaster Assistance Programs see the Montgomery County Emergency Operations Plan — ESF #14 — Disaster Recovery.

E. Hazard Mitigation

For information on the Hazard Mitigation Program, see the Montgomery County Emergency Operations Plan — ESF #14 — Disaster Recovery and The Montgomery County Natural Hazard Mitigation Plan.

IV. Organization and Assignment of Responsibilities

All organizations involved in disaster recovery are responsible for development of internal SOP/SOGs that support Function #14 and EOC operations.

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

A. Assignment of Responsibility

1. Disaster Recovery Function Representative will:

- a. Coordinate with countywide damage assessment and recovery efforts.
- b. Designate a point of contact for disaster assistance programs.
- c. Designate a point of contact for hazard mitigation programs.
- d. Make recommendations to the Executive Group (see BP-19) concerning requests for disaster declarations and prepare letter requesting County assistance.
- e. Coordinate the dissemination of information on state and federal emergency assistance available to public and private agencies, organizations, individuals, and families.
- f. Review and verify damage assessment and assistance information.
- g. Task local level organizations to provide personnel to serve on damage assessment or mitigation teams based upon the nature of the disaster.
- h. Provide regular updates of information to PIO and ESF #5 for use in the development of information packets, briefing information, displays, news releases, etc.

2. American Red Cross will:

- a. Provide ARC information releases to the Kettering PIO, and Function #5 at the Kettering EOC.
- b. Assist with damage assessment of homes.
- c. Provide assistance to disaster victims to include accurate recovery information, listings, referrals, items, and financial assistance if available.

3. Kettering Planning and Development Department will:

- a. 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.

- b. Coordinate with MCOEM for long-term recovery assistance for individuals, businesses, and governments in the affected jurisdiction.
 - c. Assist MCOEM in the coordination and administration of applicable state/federal disaster assistance programs.
4. Kettering Board of Education will:
- a. Assist MCOEM in the dissemination of information to public and private educational institutions adversely affected by disasters.
 - b. Provide listing to MCOEM of educational institutions located in the affected jurisdiction that are eligible for assistance under the Public Law 93-288 as amended.
 - c. Assist school districts, in coordination with MCOEM, in filing applications for disaster assistance.
 - d. Develop and implement policy for reopening or temporarily relocating schools after an emergency.
 - e. Promote disaster preparedness planning and training in educational institutions.
5. Kettering Historical Society will:
- a. Provide technical advice to affected jurisdictions concerning historical property/artifacts destroyed or harmed during emergencies.
 - b. Provide personnel to serve on Damage Assessment teams with respect to losses and repairs for public historical sites and artifacts.
6. Kettering Library will:
- a. Provide technical advice to affected jurisdictions concerning book/document restoration/preservation for articles affected by a hazard and restoration/repair of damaged library structures.
 - b. Provide assessments and evaluations for damaged libraries.
7. Kettering Law Department will:
- a. Conduct or assist in the investigation of potential/reported fraud associated with disaster assistance.
 - b. Conduct appropriate action designed to assure effective consumer protection during emergency response and recovery.

For a listing of county organizations and their responsibilities in Disaster Recovery see Montgomery County Emergency Operations Plan—ESF #14—Disaster Recovery.

V. Resource Requirements for the Recovery Function Annex

- A. Disaster Recovery Function #14 organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document equipment, supplies and services available to them during emergencies. Additional support needs during an emergency may be requested through the Kettering EOC to Function #7, Resource Support.

KETTERING EMERGENCY OPERATIONS PLAN
ESF #15 — PUBLIC INFORMATION

I. Introduction

- A. Public Information functions at the county, state and federal level are addressed in Emergency Support Function (ESF) #15: Public Information. The Public Information Functions at the local level address the following areas of concern during emergencies:
1. The organization necessary for the development, distribution and coordination of information to the public in the event of an emergency that requires local assessment, response, and recovery activities.

II. Situation

- A. During a disaster the means of dispersing public information to victims of the disaster and the surrounding community may be severely affected by overwhelming demand and/or damage to media infrastructure. County and/or 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.
- B. Once other levels of government are involved local, county, state, and federal public information personnel will work in cooperation and coordination with one another by establishing a Joint Information System (JIS) to ensure that precise, correct, and verified emergency public information (EPI) is released to the public and representatives of media. These actions will help to ensure public confidence and reduce public concern.
- C. Assumptions
1. All local EPI will be coordinated by the Kettering PIO for approval before release.
 2. To the maximum extent possible local organizations involved in emergency response and recovery operations will coordinate EPI and related information with the Kettering PIO or designee before release.
 3. The Kettering PIO maintains listings of media contacts and relies on those contacts for the dissemination of EPI.
 4. The Emergency Alert System (EAS) can be used for EPI. In most cases this system is activated by the Montgomery County Regional Dispatch Center, (937) 225-4357.
 5. Once a Joint Information Center (JIC) is established, all EPI will be coordinated with the JIC.
 6. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Public Information needs can be addressed by contacting MCOEM/MCEOC.

III. Concept of Operations

A. Overview

1. The Community Information Manager is responsible for activating Function #15 for assessment, response, and recovery activities during emergencies.
2. Depending upon the severity of the emergency, PIO personnel from other departments may also be requested to provide support during local emergency operations.
3. In the interest of public safety during a disaster it may be necessary to temporarily suspend social media policies that prohibit links to non-government sites. This might include the use of hashtags (#) to increase exposure of vital information relating to the emergency.
4. The Kettering PIO is responsible for ensuring that coordinated public information services are provided throughout a local emergency from assessment through response and recovery, and that these services are provided in a cooperative manner with local, state, and federal PIOs as applicable.
5. The Kettering Executive Group or their appointed representatives operating out of the Kettering Executive Group during local emergencies have ultimate control over the release of local EPI. Coordination is maintained through ongoing Executive Group briefings in the Kettering EOC and submission of all EPI and related news releases to the Executive Group for approval.
6. After EPI and media releases have been approved, copies will be given to ESF #5 for distribution to local personnel in the EOC and at the site as needed.
7. The Joint Information Center (JIC)
 - a. The JIC is a physical location designed to support the gathering, verification, coordination, and dissemination of accurate, accessible, and timely information.
 - b. A single location for the JIC is preferable, but the system is flexible enough to accommodate virtual or multiple JIC locations. As the disaster escalates the use of the county JIC is recommended and the Kettering PIO will coordinate EPI with the county JIC.

B. Relationships Between Levels of Government

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 county, state, and/or federal assistance, federal, state, county, and local PIOs will work cooperatively and in coordination with one another to ensure that timely, accurate, and consistent information is released. The Department of Homeland Security/Federal Emergency Management Agency DHS/FEMA encourages all agency PIOs co-locating.

IV. Organization and Assignment of Responsibility

All Function #15 Public Information organizations are responsible for development of internal SOP/SOGs that support ESF #15 and EOC operations.

A. Assignment of Responsibility

1. Kettering PIO will:

- a. Staff and manage PIO activities during local assessment, response and recovery operations.
- b. Provide coordinated briefings for media representatives.
- c. Release EPI as directed by the Executive Group and in coordination with other localities, the county, state and federal PIOs.
- d. Ensure approval of news releases and related information by the Executive Group before issuing to media representatives.
- e. Ensure coordination of all news releases through the JIC.
- f. Provide required reports of activities to Function #5 for inclusion in Situation Reports.
- g. Provide hazard specific EPI for preparedness, response, and recovery initiatives as needed.
- h. Be prepared to accompany personnel going to the site of the disaster if needed.
- i. Ensure cooperative Federal/State/County/Local JIC operations when activated.
- j. Coordinate visual documentation of the incident or event.
- k. Provide After-Action Reports as requested.

B. Emergency Management (Information and Planning) Representative will:

1. Assist in providing updated information from Function #5 to the PIO for inclusion in media releases.

C. All Organizations of Local Government will:

1. Provide Kettering PIO or designee with support during emergencies.
2. During local emergencies, submit for approval news releases, interviews with media, etc. to the Kettering PIO.

V. RESOURCE REQUIREMENTS

- A. Function #15 organizations maintain organizational SOPs, SOGs, MOUs, and Resource Listings that document the equipment, supplies, and services available to them during emergencies. Additional support needs during an emergency may be requested through the Kettering EOC to Function #7, Resource Support.