



City of Oakwood

Emergency Operations Plan

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Section 149.433 of the Ohio Revised Code.**

Sec. 149.433 EXEMPTING SECURITY AND INFRASTRUCTURE RECORDS

(A) As used in this section:

- (1) "Act of terrorism" has the same meaning as in section 2909.21 of the Revised Code.
- (2) "Infrastructure record" means any record that discloses the configuration of a public office's critical systems including, but not limited to, communication, computer, electrical, mechanical, ventilation, water, and plumbing systems, security codes, or the infrastructure or structural configuration of the building in which a public office is located. "Infrastructure record" does not mean a simple floor plan that discloses only the spatial relationship of components of a public office or the building in which a public office is located.
- (3) "Security record" means either of the following:
 - (a) Any record that contains information directly used for protecting or maintaining the security of a public office against attack, interference, or sabotage;
 - (b) Any record assembled, prepared, or maintained by a public office or public body to prevent, mitigate, or respond to acts of terrorism, including any of the following:
 - (i) Those portions of records containing specific and unique vulnerability assessments or specific and unique response plans either of which is intended to prevent or mitigate acts of terrorism, and communication codes or deployment plans of law enforcement or emergency response personnel;
 - (ii) Specific intelligence information and specific investigative records shared by federal and international law enforcement agencies with state and local law enforcement and public safety agencies;
 - (iii) National security records classified under federal executive order and not subject to public disclosure under federal law that are shared by federal agencies, and other records related to national security briefings to assist state and local government with domestic preparedness for acts of terrorism.

(B) **A record kept by a public office that is a security record or an infrastructure record is not a public record under section 149.43 of the Revised Code and is not subject to mandatory release or disclosure under that section.**

(C) Notwithstanding any other section of the Revised Code, a public office's or a public employee's disclosure of a security record or infrastructure record that is necessary for construction, renovation, or remodeling work on any public building or project does not constitute public disclosure for purposes of waiving division (B) of this section and does not result in that record becoming a public record for purposes of section 149.43 of the Revised Code.

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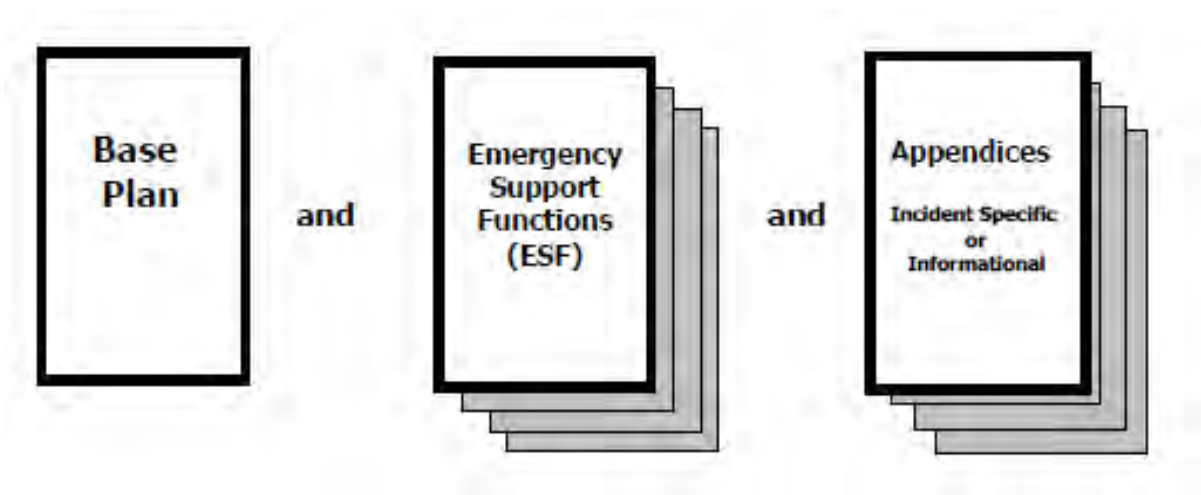
Base Plan

1.0 INTRODUCTION

The Ohio Administrative Code (4501:3-6) requires that jurisdictions establish and maintain an Emergency Operations Plan as part of their overall emergency management program. The Oakwood Emergency Operations Plan (EOP) is written in an Emergency Support Function (ESF) format with ESF sections that correspond to the Montgomery County EOP, the State of Ohio EOP and the National Response Framework.

1.1 Plan Layout

The Oakwood Emergency Operations Plan (EOP) consists of the following three sections:



1.1.1 Base Plan

This Base Plan establishes the overall priorities, framework, policies, and statutory authorities employed by the city of Oakwood when responding to an emergency event. It is designed to promote a coordinated response and efficient use of resources during a major disaster.

1.1.2 Emergency Support Functions (ESF)

The Emergency Support Function (ESF) sections support the Base Plan. Each ESF, as the name implies, establishes guidelines and procedures for a specific core function, such as ESF 2-Communications. These core functions support incident response and effective resolution.

In most cases, the ESF's are designed to provide guidance to City departments in developing their internal plans or standard operating procedures so they will be capable of performing assigned duties and responsibilities during an emergency.

Each ESF is assigned a Primary Department. In addition to carrying out assigned duties and responsibilities, the Primary Department is expected to further research and develop the ESF as policies, tools, and technologies within their disciplines change or evolve.

In a large disaster, where Oakwood is playing a supporting role in a regional response, ESF's may become functional groups or branches within the Operations Section of an Incident Command structure or at the Emergency Operations Center (EOC) level. In such case, the primary agency may assume a leadership role directing the response efforts of the ESF. Example: If Oakwood is asked to provide transportation assets to support a countywide response, we may choose to establish an ESF 1-Transportation element in our EOC to coordinate our resource response.

Oakwood's ESF's are closely aligned with those established in the National Response Framework, State of Ohio EOP, and the Montgomery County EOP. The chart on the following page describes the ESF's, the delegated primary agency, and the assigned missions.

The EOP does not replace internal departmental emergency planning, it coordinates city planning.

ESF's describe functions essential for emergency response.

Oakwood EOP Emergency Support Functions

ESF TITLE (PRIMARY AGENCY)	MISSION
ESF 1–Transportation (Public Works)	<ul style="list-style-type: none"> • Provide or obtain transportation support • Evacuation support; traffic configuration
ESF 2–Communications (Public Safety)	<ul style="list-style-type: none"> • Provide telecommunications, radio, and data support • Alert and Warning systems
ESF 3A–Public Works (Public Works)	<ul style="list-style-type: none"> • Maintain infrastructure, support, incident response & recovery actions • Debris Management
ESF 3B–Water (Public Works)	<ul style="list-style-type: none"> • Maintain water, wastewater, and flood control systems • Facilitate environmental surety
ESF 4–Firefighting (Public Safety)	<ul style="list-style-type: none"> • Support prevention, detection, and suppression of fires
ESF 5–Information and Planning (Public Safety)	<ul style="list-style-type: none"> • Collect, analyze, and disseminate critical information to responders • Damage Assessment
ESF 6–Mass Care (Public Safety)	<ul style="list-style-type: none"> • Manage temporary shelters, mass feeding, and supply distribution for disaster victims
ESF 7–Resource Support (Finance)	<ul style="list-style-type: none"> • Provide logistical and resource support through purchasing and contracting of supplies
ESF 8–Public Health and Medical Services (Public Safety)	<ul style="list-style-type: none"> • Provide health and medical care • Facilitate social service needs
ESF 9–Search and Rescue (Public Safety)	<ul style="list-style-type: none"> • Locate and rescue persons who are trapped, lost, or otherwise in jeopardy
ESF 10–Hazardous Materials (Public Safety)	<ul style="list-style-type: none"> • Respond to hazardous materials incidents
ESF 11–Animals & Natural Resources (Public Works)	<ul style="list-style-type: none"> • Identifies natural resources and protection strategies • Coordinate animal rescue and care
ESF 12–Energy (Public Works)	<ul style="list-style-type: none"> • Support response and recovery from energy or utility disruptions
ESF 13–Law Enforcement (Public Safety)	<ul style="list-style-type: none"> • Coordinate the mobilization of law enforcement and security resources
ESF 14–Disaster Recovery (Public Works)	<ul style="list-style-type: none"> • Develop policies & initiate actions that help governments, businesses & citizens recover from an event
ESF 15–Public Information (Office of City Manager)	<ul style="list-style-type: none"> • Disseminate Disaster related information through media outlets
ESF 16–Financial Management (Finance)	<ul style="list-style-type: none"> • Ensure sound financial actions and management during all phases of an event
ESF 17–Volunteers and Donations Management (Finance)	<ul style="list-style-type: none"> • Receive and distribute material donations • Coordinate with regional volunteer intake and management operations • Receive and manage financial donations

1.1.3 Appendices

Incident Appendices provide more detailed information about specific incidents or functions. Appendices provide response actions for a flood or tornado incident as an example. Incident Appendices that address specific emergency incidents include initial objectives and describe how various departments and agencies will coordinate their response.

Emergency Operations Plan Appendices

Appendix	Description
Biological Incident	Addresses actions undertaken during a widespread biological outbreak or epidemic.
Catastrophic Incident	Addresses actions taken during most natural disasters such as a flood or a tornado. Also addresses man-made events such as aircraft accidents or hazardous materials releases.
Cyber Incident	Addresses cyber-attacks, system intrusions, and data protection.
Food and Agriculture	Addresses threats to food and agricultural operations. Also addresses drought.
Evacuation	Addresses Oakwood's evacuation plan and its interface with the ODOT Intercity plan for regional evacuation.
Nuclear / Radiological Incident	Addresses nuclear or radiological incidents, including terrorist actions.
Terrorism Incident	Addresses response to an investigation of a terrorist event.
Emergency Operations Center (EOC)	Addresses Oakwood's EOC configuration and operations.
Emergency Contacts	Resource, Agency, and personnel contact information.
Governor	Operational procedure for contacting the Governor.
Annual Inspection and Update	Outlines Oakwood's policy of EOP inspection and update schedule.
Emergency Incident Command	Oakwood Public Safety Department Lexipol Policy.
Incident Action Plan	ICS Forms

2.0 PURPOSE

2.1 Emergency Operations Plan – Purpose and Scope

2.1.1 Purpose

The purpose of this Emergency Operation Plan (EOP) is to document Oakwood's emergency management framework through which the City prepares for, responds to, and recovers from large or complex emergency events. This plan establishes a composite organization, delineates actions for elected officials, department heads, city personnel, and citizens of the city of Oakwood during a disaster situation.

The EOP documents Oakwood's Emergency Management framework.

Among other things, the Oakwood EOP describes the following:

- How Oakwood's departments will coordinate their response actions to provide effective emergency management.
- The emergency powers of government.
- The function of the Emergency Operations Center (EOC).
- Oakwood's preparedness activities, including training and exercises.
- The emergency declaration process.
- Action steps for summoning help from local, state, and federal agencies.

2.1.2 Scope

- This plan identifies actions associated with all four phases of emergency management. Example: mitigation, preparedness, response, and recovery.
- This plan assigns initial responsibilities and duties to all entities within the city of Oakwood organization and sets forth anticipated initial response actions and identifiable contingencies.
- Where critical functions in support of an emergency are the responsibility of, or are to be performed by, agencies or entities outside of the city of Oakwood organization, this EOP identifies the coordination required to integrate them into on-going operations. In addition, the initial contact point(s) and resource requirements are identified.

2.2 Base Plan

The purpose of this Base Plan is to describe the overarching principles guiding Oakwood's Emergency Management program. It also summarizes Emergency Management concepts, including priorities, concepts of operation, organizational structure(s), authorities, resource requirements, and how external agencies and resources will be utilized in a coordinated response.

EOP design, maintenance, distribution, and training requirements are addressed in the Base Plan.

2.3 Plan Activation

It is recognized that a major disaster occurring within Oakwood would mandate the activation of this plan. In such an emergency event, the following persons have the authority to activate this plan, in part or in whole:

1. City Manager
2. Director of Leisure Services
3. Director of Finance
4. Director of Public Safety
5. Director of Personnel and Properties
6. Director of Engineering and Public Works
7. Public Safety Operation Captain
8. Public Safety Administrative Captain
9. Code Enforcement Officer

3.0 SITUATION AND ASSUMPTIONS

3.1 Situation

- Oakwood is vulnerable to numerous emergency events.
- Oakwood departments have varying degrees of familiarity with emergency response. Public Safety, for example, responds to emergency events as part of their daily duties. Other departments are rarely involved in emergency response actions.
- Oakwood's response to large, complex, or protracted incidents or events may require participation from all city departments.
- Emergency operations will be conducted by city departments and supporting resources. Such operations may be supplemented as necessary by manpower, equipment and other resources from the private sector, and/or other surrounding public entities upon request.
- Large emergency events have the potential to overwhelm existing resources, requiring assistance from county, state, or federal resources.
- Oakwood will respond to all emergency events utilizing the Incident Command System (ICS) framework.

3.2 Assumptions

- All city departments have, or will develop, internal policies and procedures for emergency events.
- City personnel responsible for Emergency Management are prepared to act within an Incident Command System as established by the National Incident Management System.
- Directors of various departments are responsible for emergency functions as specified in this plan.
- City Department Heads with ESF responsibilities must identify personnel and resources necessary to accomplish their assigned tasks. In addition, City Department Heads must have internal procedures and plans to ensure compliance with the Oakwood EOP.

City departments must be capable of accomplishing their assigned tasks.

3.3 Hazard and Risk Analysis

The city of Oakwood, 2.19 square miles and approximately 9,200 in population, is located between two large political jurisdictions, Dayton and Kettering, in Montgomery County.

Potential weather hazards include extreme heat and cold events, strong storms such as tornados, snow and ice storms causing prolonged power outages. Oakwood is located on the periphery of the New Madrid fault zone; therefore, there is some minor risk for earthquake damage.

Oakwood and the Miami Valley are home to facilities and companies that can be viewed as potential targets for domestic and foreign terrorist organizations. Montgomery County EMA conducts a target assessment and vulnerability analysis identifying potential targets within our region. Over 300 such targets have been identified.

A chart identifying the 15 most probable hazards is located in Section 9.1 of this Base Plan. Hazards are ranked based upon their historical frequency and their potential to threaten lives and property. Although new threats (Domestic Terrorism and Active Threats) are on the rise, according to the Montgomery County Emergency Operations Plan, here are the top 5 hazards facing Oakwood:

1. Hazardous materials release or spill.
2. Severe wind event – tornado, blizzard, etc.
3. Extreme temperature event.
4. Severe, prolonged communications & utilities loss – water, gas, or electricity.
5. Large fire.

3.4 NIMS Statement and Incident Types

Homeland Security Presidential Directive 5, issued in 2003, established a National Incident Management System (NIMS) to standardize emergency management functions. A key component of the NIMS system is the Incident Command System (ICS), which establishes a framework of organizational structures and management principles for effective response to emergency events. Key Oakwood response personnel have received training in both NIMS and ICS curriculum.


Oakwood manages emergencies utilizing the principles of NIMS and the ICS.

3.4.1 USFA Incident Types

The United States Fire Administration (USFA) developed a system for categorizing incidents based on their size, complexity and resource needs. Oakwood will utilize these USFA categories as incident descriptors in its emergency management programs.

The chart on the next page describes the USFA incident types.

U. S. Fire Administration (USFA) Incident Typing

Incident Type	Description	 <p>Increasing event severity and increasing need for additional resources.</p>
1	<ul style="list-style-type: none"> The most complex event requiring state and federal resources to mitigate. All command and staff positions activated; branches established. Incident management teams may be employed to assist with command & control. Multiple operational periods with over 500 personnel operating per period. High impact on the community; recovery operations will be critical and may last for months or years. Examples – epidemic. 	
2	<ul style="list-style-type: none"> The incident extends beyond the capabilities of local control. Local, state, or federal resources requested. Most Command and general staff positions are filled. Multiple operational periods. Written Incident Action Plan (IAP) required for each operational period. EOC activated; incident managed using the EOP. Examples – tornado strike, flood, terrorist event. 	
3	<ul style="list-style-type: none"> Incident requirements exceed initial response. Command and general staff positions activated as needed as well as Divisions/Groups and or Units Incident may extend more than one operational period. Written IAP may be required for each operational period. Some measures of the Dayton EOP may be in effect. Partial activation of the EOC may take place, EOP in affect. Examples – large fire, building collapse, civil disturbance. 	
4	<ul style="list-style-type: none"> Several city departments required to control the incident. Task Force or Strike teams may be used. Command and general staff activated as needed. Incident limited to one operational period for control. No written Incident Action Plan (IAP) required, but documentation such as a tactical worksheet may occur. Examples- house fire, hostage standoff, water main break. 	
5	<ul style="list-style-type: none"> Handled by a single city department using one or two resources, relying on department SOPs. No formal ICS initiated. Less than one operational period. No written Incident Action Plan (IAP). Examples-injured person, traffic stop. 	

4.0 CONCEPTS OF OPERATION

4.1 Emergency Management Overview

- Oakwood does not maintain an office or department solely tasked with emergency management. Rather, emergency management functions are assigned, by this EOP and flowing out of their normal responsibilities, to various Oakwood officials, departments, and offices, as well as external agencies and entities.
- Oakwood's City Manager serves as the jurisdiction's Emergency Manager and as such is responsible for all actions associated with emergency management.
- Certain officials within the Oakwood organization are required by statutory authority to perform specific emergency management functions, e.g., ORC 3737.80 states the Fire Chief or designee is responsible for coordinating the response to a hazardous material incident, and will perform those duties within the framework identified in this EOP.
- Oakwood participates in regional emergency management efforts through coordination with the Montgomery County Office of Emergency Management (MCOEM).

Note: Oakwood appoints a Director of Public Safety who serves as the Police/Fire Chief for the city of Oakwood.

4.2 Emergency Management Objectives and Priorities

The overall objectives of Oakwood's emergency management framework are to:

- 1) Protect and preserve life threatened by a crisis event through an efficient, effective response which utilizes risk management principles outlined in Section 4.3.
- 2) Reduce unnecessary or additional damage through prevention, mitigation, and response activities.
- 3) Effect a rapid and orderly restoration of individuals, businesses, infrastructure, and economic systems so as to return the community to normal as quickly as possible.

During the Response Phase, especially during initial build-up, resources may be limited, necessitating actions be prioritized as indicated below. Preservation of property and restoration activities, although vitally important, may become secondary objectives until sufficient resources can be mobilized. Once sufficient resources are available then all three activities may be, and should be, undertaken simultaneously in support of incident objectives.

4.2.1 Life Saving – 1st Priority

- Save or rescue human lives.
- Protect responder's lives and well-being through aggressive risk management policies.
- Treat the injured.
- Warn the public so as to reduce casualties.
- Evacuate people from hazardous areas.
- Search for trapped or lost people.
- Shelter and care for those evacuated.

4.2.2 Protecting Property – 2nd Priority

- Save property from destruction.
- Take action to prevent property damage.
- Provide security in evacuated or destroyed areas.

4.2.3 Restoring the Community – 3rd Priority

- Restore critical infrastructure, e.g., roads, water systems, utilities, etc.
- Help restore the economic basis of the community, including businesses affected by the event.
- Assist citizens in the disaster recovery process by facilitating economic and social support.

4.3 Population Protective Actions

- Some emergency events can develop so quickly that they immediately threaten individuals, requiring incident commanders and emergency managers to take immediate steps, known as Population Protective Actions, to protect life. Such events include floods, dam or levee failure, hazardous material release, tornado, active threat, and others.
- Population Protective Actions are those actions available to an Incident Commander that are designed to protect the public from disasters, they include;

Shelter in Place: threatened individual takes refuge inside their home, school, business, or other area designed to shield them from the immediate effects of the threat.

Evacuation: the relocation of a neighborhood, building, business, grid, or jurisdiction.

- During evacuations, residents will be directed by the Incident Commander to safe areas where their needs will be evaluated and additional support provided. Additional information about evacuation procedures is located in the Evacuation Appendix.
- The following individual(s) are authorized to order an evacuation within Oakwood:
 - City Manager or their duly authorized representative;
 - Public Safety Director or their duly authorized representative;
 - Montgomery County Sheriff or Deputy Sheriff;
 - Any individual who is authorized under state law to order an evacuation.
- If not ordering the evacuation, the City Manager will be notified as soon as is practical whenever an evacuation is ordered.
- Oakwood emergency managers will notify adjacent affected jurisdictions if the event that triggered the evacuation originates in Oakwood and is anticipated to affect other jurisdictions.
- Within any evacuation area, it is likely that facilities exist that will require special consideration. These facilities include schools, nursing homes, daycare centers, and others that may require support to effectively evacuate.

- To the extent possible, Oakwood will make every attempt to maintain family unity during an evacuation with emphasis on keeping children with their parent or guardian at all times.
- Pets and service animals, except any animal identified as dangerous by Oakwood ordinance, are allowed in selected safe areas and shelters. Individuals should comply with evacuation orders immediately bringing their pets with them.
- Public information regarding the specifics of population protective actions must be provided to threatened individuals

4.4 Risk Management and Safety

4.4.1 Risk Management Policy

Oakwood Emergency Operations are conducted using the following Risk Management policy:

- o We will accept no significant risk for our members when no lives or property can reasonably be saved at an emergency incident.
- o We will accept some limited level of risk within our normal operational procedures when it is likely that property can reasonably be saved.
- o We will accept a significant amount of risk, again within our normal operational procedures, when it is likely that a life can be saved.

We will accept significant risk to save lives.

4.4.2 Safety Officer

The Incident Command System establishes the command staff position of Safety Officer. The Safety Officer is responsible for monitoring operations to assure that safety procedures, such as rest and rehab, are in place and being followed, establishing safety control and mitigation actions for upcoming operations, and advising the Incident Commander regarding safety issues.

The Incident Command System establishes the position of Safety Officer.

Oakwood will utilize a Safety Officer, as prescribed by the Incident Command System, at large or complex emergency events.

4.4.3 Personnel Accountability

Personnel Accountability as it applies to emergency response is the monitoring and tracking of personnel engaged in emergency response, rescue, or other actions that could lead to response personnel becoming trapped, injured, or lost.

An Accountability Officer is assigned at any incident that meets the above conditions. Personnel reporting to the scene should check-in or otherwise communicate their presence to the Accountability Officer. This facilitates a real-time picture of exactly who is involved in the operations and their approximate location.

At prescribed intervals during the incident the Accountability Officer conducts a roll-call. If personnel or crews are unaccounted for, then locating the missing members and rescue efforts can begin immediately.

Oakwood will employ a Personnel Accountability system at emergency incidents to assure responder safety.

Personnel accountability aids in responder safety.

4.5 Phases of Emergency Management – Threat and Hazard Identification and Risk Assessment (THIRA)

PHASE	EXAMPLES
<p>Prevention/Preparedness Activities taken in advance of an emergency that facilitate the implementation of a coordinated response. Specific preparedness efforts are addressed in each ESF.</p>	<ul style="list-style-type: none"> • Continuity of Government planning • Alert and Warning systems such as the Emergency Alert System (EAS) • Emergency Operations Center (EOC) • Emergency Operations Plan (EOP) • Emergency exercises and drills • Hazard vulnerability studies; target assessment
<p>Protection Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations and way of life to thrive</p>	<ul style="list-style-type: none"> • Access control and Identity verification • Cybersecurity • Intelligence and Information sharing • Interdiction and Disruption • Physical Protective measures • Risk Management for Protection Programs and Activities • Screening, Searching, and Detection
<p>Mitigation Actions taken to reduce or eliminate the degree of long-term risk to life or property from any type of hazard. Specific mitigation efforts are addressed in each ESF.</p>	<ul style="list-style-type: none"> • Adoption of the Montgomery County Natural-Hazard Mitigation Plan • Building codes, Fire codes • Nuisance abatement programs • Critical records protection
<p>Response All actions taken during and after an event that save lives, minimize property damage, and enhance the community's recovery.</p> <p>Response Goals are:</p> <ol style="list-style-type: none"> 1) Stop the event from growing 2) Stabilize the situation 3) Reduce the size and effects of the event <p>Specific response actions are addressed in each ESF and Incident Appendix.</p>	<ul style="list-style-type: none"> • Evacuation • EMS, Fire, HazMat, Law Enforcement, and Rescue responses • Public Information Broadcasts • EOC activation and operation • Sheltering • Command and Control actions • Snow and Ice Removal • Debris removal, road clearing • Financial management during a large emergency
<p>Recovery Short-term activity to return vital community infrastructures and systems to minimum operating standards and long-term actions designed to return the community to safe, normal levels of activity. ESF 14-Disaster Recovery is dedicated to recovery actions.</p>	<ul style="list-style-type: none"> • Damage Assessment • Debris Management • Crisis counseling • Disaster-related financial assistance • Temporary Housing • Reconstruction

4.6 Tiered Response

Incidents will be managed using locally available resources if possible. An incident of increasing scope and magnitude may exhaust local resources, requiring Oakwood to seek aid from surrounding jurisdictions, state, and/or federal agencies. A declaration of emergency may be required to request resources from other jurisdictions.

Oakwood employs a tiered response strategy for large incidents.

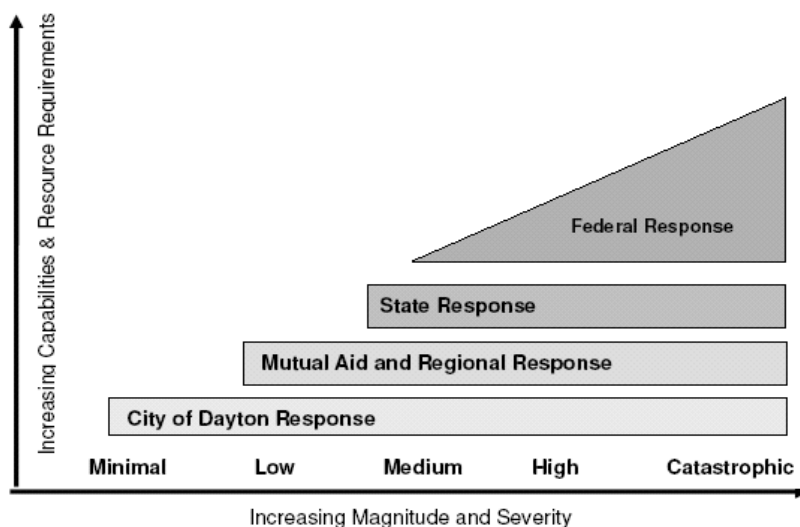


Figure 4.3

4.7 Incident Management

Oakwood utilizes a variety of structures and actions to accomplish Incident Management.

4.7.1 Incident Assessment

- It is vital that arriving responders conduct an initial incident assessment and communicate the information to the response organization. Incident assessment, sometimes referred to as size-up, defines current incident conditions and predicts what they are expected to be in the near future.
- Oakwood's communications system allows initial responders to communicate the assessment information quickly via radio broadcast to other incoming personnel and to others who are monitoring the incident.
- Incident Assessment is an on-going action with constant reassessment of current and projected conditions.

Incident Assessment

- 1) What are the current conditions?
- 2) What are the expected conditions in the near future?
- 3) Are resources available to manage the expected conditions?

4.7.2 Incident Command System

The Incident Command System (ICS) *"is a widely applicable management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel procedures, and communications operating within a common organizational structure"* NIMS- February, 2007 . Oakwood utilizes the Incident Command System for emergency events where lives or property are in jeopardy.

Oakwood's Incident Command System is organized into 5 components:

- 1) Command
- 2) Operations
- 3) Planning
- 4) Logistics
- 5) Finance

4.7.2.1 Command Section

The **Incident Commander**, sometimes referred to as **IC**, is responsible for the overall control of the incident. Command develops, directs, and maintains the response organization. A Command Staff is usually established to assist the Incident Commander. The three Command Staff positions most usually formed are:

Public Information Officer (PIO): the PIO is responsible for communicating incident information to the media. In complex events, the PIO may establish a Joint Information to accommodate other responding agencies.

Safety Officer: the Safety Officer is responsible for establishing and monitoring safety measures for the incident.

Liaison Officer: the Liaison Officer is responsible for coordinating with agency representatives from local, state, federal, and private agencies that have responded to the incident.

4.7.2.2 Operations Section

The Operations Section is responsible for developing and implementing tactics to achieve the incident objectives established by Command. All elements executing tactical activities are assigned to the Operations Section.

4.7.2.3 Planning Section

The Planning Section is responsible for the collection, evaluation, and dissemination of information about the development of the incident and the current status of resources. For an extended incident, the Planning Section will develop Incident Action Plans defining response activities and resource needs for future operational periods.

4.7.2.4 Logistics Section

The Logistics Section provides for the needs of resources and personnel responding to the event. Logistics is responsible for medical care for responders, incident communications, feeding responders, vehicle maintenance, and other support operations. The importance of Logistics management increases when incidents span days or weeks.

4.7.2.5 Finance Section

The Finance Section is responsible for tracking incident costs and re-imbursements, claims, cost estimates, and other financial activities. Proper financial management is vital to securing cost reimbursement, especially if the incident may result in a state or federal disaster declaration.



**Oakwood's Incident Command Organization
Command and General Staff Represented**

This is a brief overview of the Incident Command System.

4.7.3 Command Configuration

A clear understanding of Command or “who’s in charge” is vital to effective incident management.

4.7.3.1 Single Command

When incident resolution requires that the bulk of responding resources are provided by a single Oakwood department, or if a single Oakwood department has clear statutory authority and responsibility for the resolution of the incident, then a Single Command configuration will be employed. The Incident Commander will usually be the highest ranking person from that Department present at the scene.

4.7.3.2 Unified Command

It may not be possible to identify a single incident commander. More than one Oakwood department or external agency may have legal authority or responsibility for resolving the incident. In addition, emergency incidents may cross jurisdictional boundaries automatically involving another group of people with legal authority and responsibility at the incident. In incidents involving several departments, agencies, or jurisdictions with legal responsibility for incident resolution a Unified Command configuration will be employed. Unified Command allows for the inclusion of key agencies and facilitates a joint decision-making process.

4.7.3.3 Single Command / Unified Command

While the specifics of any incident ultimately dictate command configuration, the Oakwood Public Safety Department will be designated as command or Unified Command Lead Agency during the following specific identified incidents.

Hazard or Incident
Fire
Rescue
Hazardous materials release
Mass casualty
Structural collapse
Bomb detonation or suspected explosive device
Civil disturbance
Hostage or barricade situation
Criminal investigation

4.7.4 Incident Support Elements

Oakwood may employ the following Incident Management components, consistent with NIMS guidelines, in support of the Incident Command System:

- 1) Departmental Operations Center (DOC)
- 2) Emergency Operations Center (EOC)

4.7.4.1 Departmental Operations Center (DOC)

A Departmental Operations Center (DOC) is the location from which individual departments initially control their internal or tactical operations when they experience an increased demand for service. Personnel recall, deployment of individual resources, logistical management, and service delivery are examples of actions managed from a Departmental Operations Center. If the emergency event increases in size and complexity, the department may consider transitioning to an Incident Command System configuration. The department's DOC will generally remain operational throughout the event to ensure the necessary support is available to meet the incident goals established by the ICS.

Examples:

Public Works may begin its response to a heavy snowfall from its Departmental Operations Center located at 210 Shafor Blvd. If the incident escalates and Public Works establishes an Incident Command System configuration, they may continue to operate their DOC to maintain their vehicles, serve as an assembly area, or other actions that support the Public Works resources.

Most of the actions regarding financial management during an emergency event may be undertaken by personnel operating from the workspaces they use on a daily basis.

The Incident Command System is responsible for incident resolution.

Departmental Operations Center (DOC) and the Emergency Operations Center (EOC) support the Incident Command System.

4.7.4.2 Emergency Operations Center (EOC)

An Emergency Operations Center (EOC) may be activated during large complex incidents. ***The EOC does not replace the Incident Command System (ICS), rather, it supports ICS.*** The purpose of an EOC is to coordinate management decisions, resources, and public information at a strategic level. The EOC offers the opportunity to weave the operations of numerous city departments as well as a potentially diverse group of outside agencies into a coordinated, comprehensive response to an incident or crisis.

Departmental representatives reporting to the EOC will establish communication and coordination with both their counterparts in the Incident Command structure and their own Departmental Operations Centers (DOCs).

Oakwood's EOC will also serve as the focal point for integration of outside resources both horizontally from surrounding jurisdictions and vertically from county, state, and federal assets.

The Emergency Operations Center Appendix further addresses the operation and function of the EOC.

4.8 Emergency Declarations

It is important that city departments have an understanding of the disaster declaration process because emergency declarations can temporarily institute emergency powers, open the door for state or federal assistance, and establish the basis for monetary aid or reimbursement.

4.8.1 Emergency Declaration Levels

Declarations	Intent
Oakwood Emergency Declaration	Declaring an emergency activates certain authorities allowing Oakwood to better manage an event. Seeking external resources or financial assistance could be part of the emergency declaration.
Montgomery County Emergency Declaration Initial contact point is the Montgomery Office of Emergency Management (MCOEM)	If Oakwood exhausts, or is projected to exhaust, its resources the City can request assistance from Montgomery County by submitting a local emergency proclamation to MCOEM. Montgomery County may declare a county-wide emergency if the event is widespread.
State of Ohio Emergency Declaration	If Montgomery County cannot supply needed resources they may request, through the Ohio EMA, that the governor issue an Emergency Declaration for Montgomery and other affected counties.
Presidential Declaration of a Major Disaster	If the projected damage will exceed the state's ability to provide resources or financial assistance, the State may petition the federal government for a federal disaster declaration. This makes available all the resources of the Federal Government including long-term Federal Recovery Programs
Presidential Declaration of an Emergency	This declaration is more limited in scope and does not involve long-term recovery programs. This declaration provides specific assistance to save lives, protect property, support public health, and promote safety.

4.8.2 Oakwood Declaration of Emergency

If deemed appropriate, the City Manager may declare a State of Emergency within Oakwood city limits. Declaration of a State of Emergency affords the city authority to:

- Make use of private buildings.
- Provide city supplies and personnel to those in need or assisting with emergency operations.
- Enact curfews.
- Designate restricted areas.
- Demolish unsafe structures.
- Restrict sales.
- Order resource conservation.
- Control the animal population.
- Authorize emergency expenditures providing departments with the funding to restore essential city services.
- Take other actions to protect the welfare and security of Oakwood's citizens.

In addition to initiating the above powers and actions, declaring a local State of Emergency is a necessary step for any of the following actions:

- Requesting aid through either the Intrastate Mutual Aid Compact (IMAC) or the Emergency Management Assistance Compact (EMAC). These assistance compacts are discussed in Sections 6.2.2.4 and 6.2.2.5 respectively.
- Activating the Ohio National Guard.
- Requesting most state or federal resources.
- Seeking state or federal Declarations of Disaster or Emergency.
- Requesting state or federal re-imbursement for event related expenses.

4.8.3 Sequence of Events for Emergency Declarations

When the severity of a disaster exhausts, or is projected to exhaust Oakwood resources and assistance is required from Montgomery County, the State of Ohio or the federal government, the request for such assistance shall follow the procedure listed below:

Sequence of Events

1. Oakwood resources exhausted; the City Manager declares a "State of Emergency". Templates for emergency declarations are included in the base plan under Section 9.4 and kept on file in the City Manager's Office to expedite this process.
2. The City Manager requests aid directly from other jurisdictions, or through the Montgomery County Office of Emergency Management (MCOEM).
3. A preliminary damage assessment of the affected region is conducted to determine losses and recovery needs. The damage assessment is forwarded to the Ohio Emergency Management Agency (OEMA).
[See ESF 14-Disaster Recovery]
4. Based on the damage assessment, Ohio Emergency Management Agency (OEMA) recommends approval or denial to the governor who makes the final decision. If the Governor issues a Major Disaster Declaration, state resources and funds will be provided to aid response and recovery.
5. If the governor wishes to request a federal declaration, OEMA forwards the damage assessment to the Federal Emergency Management Agency (FEMA) for evaluation. FEMA recommends approval or denial to the President who makes the final decision.
6. In addition to committing federal resources, a *Presidential Declaration of Major Disaster* authorizes both individual and public assistance.

4.8.4 Emergency Declaration Authority

The City Manager has the authority to declare emergencies and seek county, state, and federal assistance whenever deemed appropriate.

Declaration Chain

- 1) City to Montgomery County Office of Emergency Management (MCOEM)
- 2) MCOEM to Ohio EMA
- 3) Ohio EMA to the Governor
- 4) Ohio's Governor to FEMA
- 5) FEMA to President

Emergency declaration requests are made by Oakwood's City Manager or authorized official.

4.8.5 Damage Assessment

A rapid, accurate assessment of the scope of the event, the severity of the damage, and the quantitative loss to lives and property is one of the first steps in determining the need for an emergency declaration. Some level of damage assessment will occur at every emergency event.

Damage assessment may be as simple as a “windshield survey” done by the first arriving crew or it can be as complex as establishing an entire group or unit within ICS.

If it is anticipated that an incident may require the issuance of emergency declarations to secure state or federal assistance then damage assessment should be conducted using procedures established and approved by the Ohio Emergency Management Agency (OEMA) and the Federal Emergency Management Agency (FEMA). The program outline and procedures are further discussed in ESF14-Disaster Recovery.

4.9 Governmental Relationships

A large emergency event may require close coordination between local, county, and state governments as well as non-governmental organizations (NGO's). An understanding of the make-up and function of these entities is important in establishing a coordinated response.

4.9.1 City of Oakwood

- The city of Oakwood's elected government consists of five council members with one serving as Mayor and one serving as Vice Mayor.
- The City Council appoints a City Manager who serves as the executive head for the city in all matters.
- The City Manager and Council Members are responsible for establishing and authorizing necessary emergency operations for the protection of citizens and of property.
- Oakwood has a five member local Board of Health established by City Charter. The members are appointed by City Council and have the power and authority conferred upon city boards of health by State law and such other duties, powers and such other duties as may be imposed upon it by the State sanitary code and the City ordinances.
- The current City Organization Chart, found in Section 4.9.2, describes reporting relationships within the city organization.

4.9.2 Montgomery County

- Montgomery County government consists of three elected County Commissioners who approve resolutions regarding county business.
- Montgomery County government also includes the following elected positions: Auditor, Clerk of Courts, Coroner, Engineer, Prosecutor, Recorder, Sheriff, and Treasurer.
- Montgomery County Commissioners appoint a County Administrator who serves as the Chief Administrative Officer for the county.
- The Montgomery County Office of Emergency Management (MCOEM) reports to the County Administrator. MCOEM serves as the conduit between jurisdictions within Montgomery County and the Ohio Emergency Management Agency (OEMA).
- Public Health – Dayton and Montgomery County (PHDMC) is established per ORC 3701.02 which creates a Health District Board. The Board appoints a County Health Commissioner who acts as Chief Administrative Officer for the Health District. PHDMC also provides public health services for the City of Dayton and serves as the primary conduit between jurisdictions in Montgomery County and the Ohio Department of Health (ODH).

4.9.3 Other Emergency Preparedness and Organizations

The following entities perform emergency management functions that affect Oakwood's emergency response.

- **The Dayton Regional Hazardous Materials Response Team Advisory Board** – provides oversight for the regional hazmat team.
- **Greater Dayton Area Hospital Association (GDAHA)** – GDAHA is a coordinating entity serving multiple medical facilities located throughout the Miami Valley. GDAHA facilitates hospital cooperation and standardization in emergency management matters. GDAHA also manages grant funding to improve hospital preparedness.
- **Miami Conservancy District** – established in 1914, when the State Legislature passed the Ohio Conservancy Act, the Conservancy District is responsible for flood control throughout the Miami Valley basin. The District maintains and monitors the levees within Dayton.
- **Red Cross** – The American Red Cross is mandated by Congressional order to provide emergency and relief services throughout the nation. The Red Cross will provide most of the services for ESF 8-Mass Care.
- **United Way** – The United Way performs a variety of philanthropic missions across the country. In this region, they coordinate many of the volunteer organizations. They will also be instrumental in establishing a Volunteer Reception center as described in ESF 17- Donations Management.
- **Amateur Radio** – is active in many emergency events. They will form the basis of the ARES / RACES programs during communication outages.
- **Regional Transit Authority** – the RTA operates the regions public transportation system. They are instrumental in providing transportation resources for a variety of needs.
- **Animal Resource Center (ARC)** – The ARC is a county resource that serves as the dog warden for Montgomery County (Ohio state law requires every county to have one), handling all the stray dogs for the county. ARC is also the largest companion animal shelter in the greater Dayton region.

4.10 Continuity of Operations – City Manager & Departments

- The City Manager will ensure the continuity of operations and services.
- If the City Manager is unavailable or incapacitated, the continuity of operations and services will be carried out by personnel in accordance with 4.9.1 below.

Each Department Head is responsible for developing a continuity plan specific to their department. The plan should include:

- Lines of Succession – designated back-up for elected leaders, managers, decision makers, and key operating staff.
- Policies for alternate operating procedures including options for mission management and personnel management if computer and communications systems are unavailable.
- Identification and preservation of critical records.
- Alternate procurement channels and supply sources.
- Stockpiling certain critical resource items.
- Communications system redundancy.
- Recall and alert of emergency response personnel.
- Alternate staffing procedures.

4.10.1 Line of Succession – Chief Executive Officer (CEO)

If the City Manager is unable to perform his duties, the following chain of command is appointed sequentially as the official who may act under authority of Chapter 150 of the Oakwood Administrative Code:

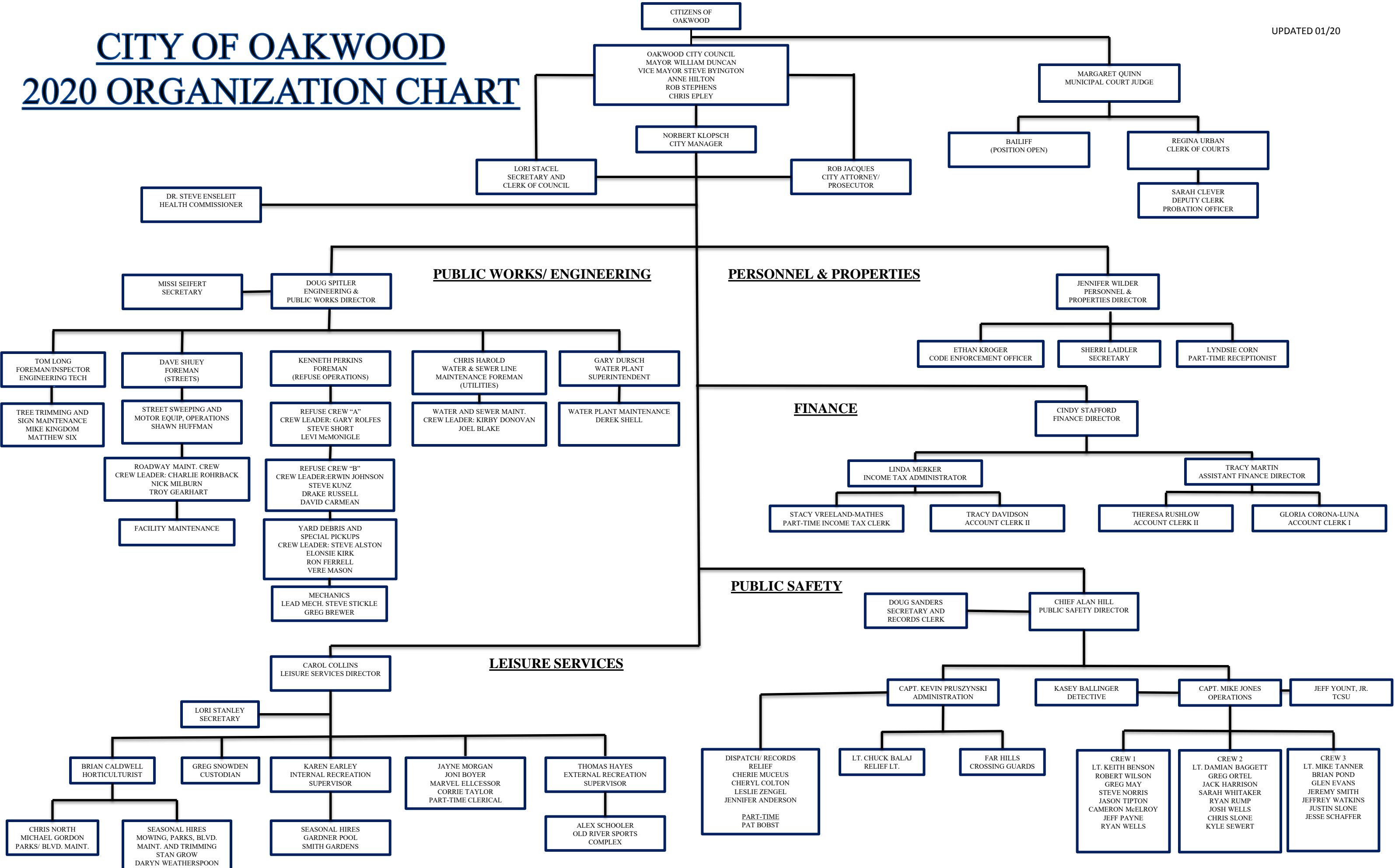
1. Director of Leisure Services
2. Director of Finance
3. Director of Public Safety
4. Director of Personnel and Properties
5. Director of Engineering and Public Works
6. Public Safety Department's Operation Captain
7. Public Safety Department's Administrative Captain
8. Code Enforcement Officer

4.10.2 City Organizational Chart

The current organization chart for the city of Oakwood appears on the next page.

CITY OF OAKWOOD 2020 ORGANIZATION CHART

UPDATED 01/20



5.0 ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

5.1 Responsibilities Common to all Departments

All Department Heads have the following responsibilities regarding emergency management:

1. **Departmental Emergency Plan:** each department should have contingency plans covering expected or predictable situations or events to which they must respond.
2. **Continuity of Operations Plan (COOP):** each department must develop emergency procedures and continuity of operations plans that allow the departments to resolve internal emergencies as well as discharge all responsibilities assigned in the Emergency Operations Plan.
3. **Resources:** each department must develop a resource list identifying key personnel, equipment, supplies, and services that would be used by the department during an emergency. Each department will ensure that resources are operational and available. Departments will classify resources by NIMS type whenever possible.
4. **Critical Records Protection:** each department must identify and protect those critical records necessary for continuity of operations. Critical records may include electronic records, hardcopy records, blueprints, photographs, microfilm, or any other archival record.
5. **Liaisons** - each department must identify departmental liaisons that can effectively represent the department at a Command Post, Departmental Operations Center (DOC) or Emergency Operations Center (EOC). Liaisons should be familiar with their department's capabilities as well as their department's roles and responsibilities in an emergency response.
6. **Recall** - each department must establish the ability to contact key members of the department in the event of an emergency that develops outside of normal operating hours.
7. **Reports** - each department must be responsible for completing recordkeeping and reports as necessitated by the emergency. Incident Command will coordinate reporting requirements based upon the event.
8. **Primary Department:** each department must assume duties and responsibilities incumbent with its assignment as the Primary Department for any ESF contained in this plan.
9. **Training and Exercises** - each department must cooperate and participate in training and exercises to improve and strengthen the city's overall emergency response capabilities.

5.2 Responsibilities Assigned to Each Department

The following is a summary of the responsibilities assigned to each Oakwood department or office by this EOP and where those responsibilities are located.

5.2.1 Mayor & City Council

Responsibility	Reference
Pre-Event: Support mitigation and preparedness efforts through initiatives and legislation	Base Plan 4.7
Pre-Event: Participate in training and exercises	Base Plan 4.7
Request an Emergency Declaration, if appropriate, and manage the declaration process	Base Plan 4.7.2
Maintain continuity of government as required	Base Plan 4.8
Enact appropriate emergency legislation in support of response or recovery actions including emergency spending measures	Base Plan 4.8.1
Be available to the Public Information Officer (PIO) so as to be included in public information broadcasts and actions	ESF 15-Public Information
Participate as required in the Executive Group at the EOC	ESF 15-Public Information
Liaison and coordinate with political leaders from adjacent jurisdictions as well as county, state, and federal officials	ESF 15-Public Information

5.2.2 City Manager

Responsibility	Reference
Pre-Event : Assure that necessary training requirements and response components are present within the Oakwood organization	Base Plan 4.0
Pre-Event: Participate in training and exercises	Base Plan 4.0
Pre-Event : Maintain this Emergency Operations Plan	Base Plan 4.0
Ensure the command structure established for an emergency event is appropriate and receives the support required	Base Plan 4.0
Activate the EOC	Base Plan 4.6.4.2
Declare an Emergency if appropriate.	Base Plan 4.7
Brief and advise elected officials on the situation, current response actions, and anticipated needs	Base Plan 4.7.2
Recommend emergency legislation to be enacted appropriate to the event, including resolutions and emergency spending measures	Base Plan 4.7.2
Coordinate actions between responders and the Executive Group	Base Plan 4.7.3
Activate internal policies that streamline response and maximize resource availability	Base Plan 4.7.3
Serve as the Emergency Manager	Base Plan 4.7.4

5.2.3 Finance

Responsibility	Reference
Comply with responsibilities in Section 5.1	Base Plan 5.1
Support financial management actions during an incident	ESF 16-Financial Management
Receive and track financial donations	ESF 17-Donations
Support Department for ESF-16 Financial Management	ESF 16-Financial Management
Set appropriate policies to ensure sound financial management practices during an event	ESF 16-Financial Management
Assist in preparing cost estimates	ESF 5-Information and Planning
Assist in preparing damage costs	ESF 14-Disaster Recovery
Advise the City Manager regarding financial actions and impact of an incident	ESF 14 Disaster Recovery

5.2.4 Public Safety

Responsibility	Reference
Comply with responsibilities in Section 5.1	Base Plan 5.1
Public Safety Director or designee may order an evacuation	Base Plan 4.2
Primary Department for ESF 4-Firefighting	ESF 4-Firefighting
Manage fire emergencies using local or regional resources	ESF 4-Firefighting
Primary Department for ESF 5-Information and Planning	ESF 5-Information and Planning
Primary Department for ESF 8-Health and Medical	ESF 8-Health and Medical
Operate Oakwood's EMS system	ESF 8-Health and Medical
Serve as the contact point for area hospitals and Public Health-Dayton and Montgomery County	ESF 8-Health and Medical
Primary Department for ESF 9-Search & Rescue	ESF 9-Search & Rescue
Coordinate search and rescue activities during an incident	ESF 9-Search & Rescue
Primary Department for ESF 10-Hazardous Materials	ESF 10-Hazardous Materials
Serve as the host department for the Regional HazMat Response Team	ESF 10-Hazardous Materials
Public Safety Director or designee must manage HazMat incidents	ESF 10-Hazardous Materials
Primary Department for ESF 2-Communications	ESF 2-Communications
Serve as the PSAP and Dispatch Center	ESF 2-Communications

5.2.4 Public Safety (cont.)

Responsibility	Reference
Serve as Oakwood's primary notification point for LEADS, NAWAS, and other warning systems.	ESF 2-Communications
Primary Department for ESF 13-Law Enforcement	ESF 13-Law Enforcement
Conduct law enforcement actions in all phases of emergency management	ESF 13-Law Enforcement
Conduct liaison duties for the County Sheriff, Ohio Highway Patrol, FBI, and other law enforcement agencies during an incident	ESF 13-Law Enforcement
Serve as liaison to the Ohio National Guard if they are activated to perform a law enforcement role during an event	ESF 13-Law Enforcement
Serve as primary conduit for threat intelligence	ESF 5-Information and Planning
Primary Department for a Civil Disturbance	Catastrophic Incident Appendix

5.2.5 Personnel

Responsibility	Reference
Comply with all responsibilities in Section 5.1	Base Plan 5.1
Assist with developing media releases regarding essential personnel reporting status during emergency events	Base Plan 4.6.2.1
Establish policies regarding workers' compensation coverage and other issues for volunteers	ESF 17-Volunteer Management
Support an emergency incident by providing staff resources	EOC Appendix

5.2.6 Law

Responsibility	Reference
Comply with all responsibilities in Section 5.1	Base Plan 5.1
Provide legal guidance for plan development	Base Plan 4.6.2.3
Provide legal guidance to elected officials, departmental directors, and other members during an event	EOC Appendix

5.2.7 Leisure Services

Responsibility	Reference
Comply with responsibilities in Section 5.1	Base Plan 5.1
Provide transportation resources to support an incident	ESF 1-Transportation
Utilize facilities to receive material donations	ESF 17-Donations Management
Utilize facilities to serve as cooling/warming centers	ESF 8-Mass Care

5.2.8 Public Works

Responsibility	Reference
Comply with responsibilities in Section 5.1	Base Plan 5.1
Lead Department for ESF 1-Transportation	ESF 1-Transportation
Coordinate transportation resources during a large event	ESF 1-Transportation
Primary Department for ESF 3A-Public Works	ESF 3A-Public Works
Maintain and/or repair transportation routes	ESF 3A -Public Works
Support infrastructure repair and maintenance	ESF 3A -Public Works
Coordinate actions associated with Debris Management in the wake of an event	ESF 3A -Public Works
Collect and dispose of garbage and refuse	ESF 8-Health & Medical
Lead Department for ESF 11-Agriculture	ESF 11-Agriculture & Natural Resources
Lead Department for ESF 12-Energy	ESF 12-Energy
Assist utility companies, gain access and repair damaged utility infrastructure	ESF 12-Energy
Lead Department for ESF 3B-Water	ESF 3B- Water
Protect the safety of the region's drinking water supply	ESF 3B- Water
Protect the environmental surety of surface and sub-surface water sources	ESF 3B- Water
Operate and maintain Oakwood's water distribution system	ESF 3B- Water
Operate and maintain Oakwood's wastewater and storm water systems	ESF 3B- Water
Serve as environmental protection advisors to Oakwood's policy makers	ESF 3B- Water
Serve as technical advisors regarding hazardous materials spills	ESF 10-Hazardous Materials
Monitor drought conditions and suggest and implement associated measures	Food and Agriculture Appendix

5.2.9 Oakwood Health District / Board of Health

Responsibility	Reference
Provides public health services for Oakwood	ESF 8-Health and Medical
Serve as a conduit to the Ohio Department of Health and federal health organizations	ESF 8-Health and Medical
Supporting Department	Biological Incident Appendix

5.3 Outside and Assisting Agencies

5.3.1 Montgomery County Regional Dispatch Center (MCRDC)

Responsibility	Reference
Serve as the PSAP and dispatch center for Montgomery County	ESF 2-Communications
Monitor alert and warning systems and rebroadcast information when received	ESF 2-Communications
Activate EAS, reverse 9-1-1, and other warning systems upon request	ESF 2-Communications

5.3.2 Montgomery County Office of Emergency Management (MCOEM)

Responsibility	Reference
Serves as conduit to Ohio EMA for Emergency Declarations	Base Plan 4.8.2
Supporting Agency for ESF 2-Communications	ESF 2-Communications
Will coordinate ARES / RACES activations	ESF 2-Communications
Supporting Agency for Resource Support	ESF 7-Resource Support
Supporting Agency	All ESFs and Appendices

5.3.3 Public Health – Dayton and Montgomery County (PHDMC)

Responsibility	Reference
Supporting Agency	ESF 8-Health and Medical
PHDMC provides public health services to Dayton	ESF 8-Health and Medical
Serve as a conduit to the Ohio Department of Health and federal health organizations	ESF 8-Health and Medical
Supporting Agency	Biological Incident Appendix

5.3.4 American Red Cross

Responsibility	Reference
Supporting Agency for ESF 6-Mass Care	ESF 6-Mass Care
ARC will establish and operate shelters within Oakwood and the region providing care to persons displaced by an incident	ESF 6-Mass Care
Supporting Agency for ESF 8-Health and Medical	ESF 8-Health and Medical
Supporting Agency for a major biological outbreak or epidemic	Biological Incident Appendix

5.3.5 Regional Transit Authority (RTA)

Responsibility	Reference
Supporting Agency for ESF 1-Transportation	ESF 1-Transportation
Supporting Agency	Mass Evacuation Appendix

6.0 RESOURCE REQUIREMENTS

6.1 Situation

- Large emergency events have the potential to exhaust Oakwood resources. Successful resolution of an emergency event often depends on the ability to mobilize additional personnel, equipment, supplies, and technical assistance.
- The resource options discussed in the Base Plan are available to all city departments and would thus support all ESFs. A discussion of specialized resources needed for a particular support function is addressed in each ESF.
- The tenets of the Incident Command System dictate that any personnel, equipment, or supplies responding to an emergency event, regardless of their origin, will be under the control of the Incident Commander. The resources will mobilize, perform tactical operations, and demobilize through the appropriate section of the ICS.
- There is also a financial component to resources; emergency events require jurisdictions to expend funds quickly to cover response and recovery costs. ESF 16-Financial Management addresses the financial aspects of a large emergency response.

**Resources
required to
manage large
events include:**

- 1) Personnel**
- 2) Equipment
Technical
Assistance**
- 3) Technical
Assistance**
- 4) Information**

6.2 Personnel

The following options are available to all departments to secure additional personnel during an event.

6.2.1 Internal Personnel Options

6.2.1.1 Recall

Each Department Head shall develop a procedure for the emergency recall of its personnel in the event of an emergency.

6.2.1.2 Disaster Staffing

Non-essential personnel, those persons with job functions not needed during a disaster operation, can be utilized as disaster support personnel.

6.2.1.3 Temporary Appointments

During a protracted emergency event it may be possible to appoint employees on a temporary basis. Oakwood Codified Ordinance 149.03 specifically allows such appointments for police and fire.

6.2.1.4 Working Out of Classification

During an emergency event it may be necessary to require workers to perform duties outside of their normal classification. Such requests would be for a temporary time period until the emergency is resolved.

6.2.2 External Personnel Options

If personnel needs cannot be met using the Internal Options outlined in section 6.2.1, then the following External Options are available.

6.2.2.1 Mutual Aid

Mutual Aid agreements allow Oakwood to request additional personnel and resources from surrounding jurisdictions. A Mutual Aid request may require approval from the providing jurisdiction which could delay the response. A list of Mutual Aid Agreements currently on file with the Montgomery County Prosecutor's office is listed as Section 9.2 of the Base Plan.

Internal personnel options include:

- Recall
- Disaster Staffing
- Temporary Appointments
- Working out of classification

External personnel options include:

- Mutual Aid
- Volunteers
- Ohio Response System

6.2.2.2 Volunteers

Volunteers can be utilized in many emergency events. The intake, processing, and deployment of volunteers are discussed further in ESF 17-Donations Management.

6.2.2.3 Ohio Response System (ORS)

The Ohio Response System integrates existing regional, multi-disciplined, specialized capabilities into a state-wide mutual aid system. The ORS is primarily focused on technical teams, e.g., HazMat, SWAT, Bomb Response, and others, but may also provide resources like staffed fire apparatus, police units, and others. The ORS may be activated by contacting the Montgomery County Regional Dispatch Center.

Resources from the ORS can be requested without declaring an emergency.

6.2.2.4 Intrastate Mutual Aid Compact (IMAC)

Ohio Revised Code 5502.41 establishes the Intrastate Mutual Aid Compact. The IMAC “complement(s) existing mutual aid agreements in the event of a disaster that results in a formal declaration of emergency”. The IMAC allows Oakwood to request resources from across the state, including those not traditionally covered by mutual aid agreements such as building inspectors, water treatment plant operators, equipment operators and others. It is also likely that Oakwood could be asked to render assistance under IMAC.

The IMAC allows resources from within Ohio to be quickly mobilized.

Key provisions of the IMAC include:

- Establishes rules concerning compensation for injury and tort liability for responders.
- Establishes rules covering license and certification reciprocity. Section F (4) specifically empowers law enforcement officers with the same authority they would have in their home jurisdictions.
- The compact does not guarantee reimbursement for jurisdictions rendering aid; however, it does establish that state, federal or private insurance reimbursement may be used to reimburse responding jurisdictions.

The IMAC does not replace existing mutual aid agreements, it complements them.

IMAC Assistance Request Procedure

- Oakwood must have officially declared an emergency.
- An IMAC request shall be made to the Montgomery County Office of Emergency Management (MCOEM) or an appropriate official of the participating political subdivision from which the assistance is requested.
- The initial request may be verbal or in writing. All verbal requests will be confirmed in writing within 72 hours.
- Requests shall provide the following information:
 - 1) A description of the disaster
 - 2) A description of the assistance needed
 - 3) An estimate of the length of time the assistance will be needed
 - 4) The specific place and time for staging of the assistance and a point of contact at that location

6.2.2.5 Emergency Management Assistance Compact (EMAC)

Established by the United States Congress in 1996, and adopted by Ohio in ORC 5502.40, the EMAC establishes a system of state-to-state assistance during a Governor declared state of emergency. While the EMAC establishes a framework to facilitate mutual aid in any discipline or work category, each event requires the governor's approval and corresponding executive order. An EMAC request and activation can best be viewed as an "ad-hoc" governor-to-governor or state-to-state mutual aid agreement.

The EMAC provides a framework for mobilizing resources from across the nation.

Requesting or Providing Assistance

EMAC activations occur only during widespread or very complex incidents. Oakwood would already be forwarding its resource requests to the Ohio EMA via the Montgomery County Office of Emergency Management. Ohio EMA will request EMAC activation, receive the resources, and distribute them to Ohio jurisdictions based on need.

Ohio is more likely to provide EMAC assistance than to receive it.

Ohio, and thus Oakwood, is more likely to provide EMAC assistance than to receive it. Requests will initially be routed from the requesting state to Ohio EMA who serves as the state's answering point for EMAC requests. Ohio EMA will then coordinate the location and selection of resources available to respond. Oakwood's ability to provide the requested assistance will be communicated directly back to the requesting state with Ohio EMA simply monitoring the process. The requesting state agency (usually the state's EMA) will notify Oakwood if our resources are needed and provide deployment information.

6.2.2.6 Ohio National Guard

The Ohio National Guard can provide logistical support to each of the 17 Emergency Support Functions contained in the Oakwood EOP and use of the National Guard is discussed in the ESF sections; however, it is important to note the following broad guidelines for National Guard deployment.

To receive National Guard support, Oakwood will have to make appropriate emergency declarations and show that it has exhausted, or is expected to exhaust, all local and regional assets. Requests for National Guard assistance should be coordinated through the Montgomery County Office of Emergency Management (MCOEM).

When requesting National Guard resources, DO NOT request specific items such as a bulldozer. Be prepared to describe the situation in terms of actions or missions, e.g., “We need to be able to plow more roads and remove the snow to a storage lot”. The National Guard will assess the request and deploy enough resources to accomplish the described mission.

Use of the National Guard for Law Enforcement, known as Title 10 deployment, carries special caveats, which are further discussed in ESF 13-Law Enforcement.

The National Guard, in recognition of its role as support for local emergencies, has assigned Liaison Officers (LNO’s) to each county and major municipality in Ohio. If an Oakwood event is projected to require the involvement of the National Guard, the LNO’s should be contacted as early as possible. Oakwood will still have to make the appropriate emergency declarations and formal requests, but the LNO’s can internally activate Guard resources to expedite arrival of the requested assistance.

Finally, it should be noted that National Guard assets may require 24 to 48 hours to mobilize. In the case of a widespread event such as a power outage or biological outbreak, many communities will be asking the Guard for help and such help may be limited locally.

MCOEM maintains a database of resources available to the region.

6.3 Equipment and Supplies

Equipment and supplies of all types and varieties may be required in an emergency response. In many cases, equipment and personnel will be requested at the same time, such as a bulldozer and an operator. Specific resource requirements are addressed in each ESF, but the following outline describes procurement options available to all city departments.

6.3.1 Internal and Mutual Aid Equipment

In general, equipment resources can be borrowed through many of the options used to secure additional personnel.

- 1) Internal Equipment – borrowed from other city departments.
- 2) Mutual Aid Equipment – requested from surrounding jurisdictions.
- 3) IMAC – equipment secured from across the state. Such a request would need to be channeled through MCOEM and require a Governor's declaration of emergency.
- 4) National Guard
- 5) EMAC

The Montgomery County Office of Emergency Management maintains an Emergency Response Field Inventory (ERFI) database of regionally available resources.

MCOEM maintains a database of resources available to the region.

6.3.2 Procurement and Purchasing

Equipment procurement, sometimes the fastest option in an emergency event, must conform to all guidelines established in ESF 7 – Resource Support and ESF 16 – Financial Management.

- 1) Equipment Rental – may be preferable to purchase since its cost-of-use could be lower.
- 2) Pre-existing contract – The Finance Department maintains standing contracts for many of the equipment items used throughout the city.
- 3) No Bid Contract

6.3.3 Resource Kind and Type

The National Incident Management System (NIMS) sets forth guidelines for standardizing resource classifications. The guidelines identify resources by “Kind”; e.g. - a bulldozer, a backhoe, a bomb squad, etc. The guidelines further classify each kind of resource by delineating its capability. The capability of a resource, known as “Type”, is rated by number, usually from I to IV with Type I resources being more capable, robust, trained, or equipped and Types II to IV being less so.

As a further example, a Type I Medic Unit carries more equipment; its personnel have higher training, and have more capability than a Type II.

Oakwood will work to identify its resources by both Type and Kind as additional guidance develops. Doing so will make the resource ordering and logistics process more efficient.

**Resource Type
and Kind**

**Kind =
Description**

**Type =
Capability**

6.4 Technical Assistance

The last category of resources that may be necessary during an emergency event is technical assistance. The complex engineering and industrial systems in modern society make it probable that some emergency events will require the technical expertise of those persons who understand, design, or operate those systems.

Technical expertise and assistance can be obtained:

- Internally - many departments can support incidents by providing technical assistance.
- Through area colleges and universities.
- From Wright Patterson Air Force Base (WPAFB).
- From regional industrial facilities.
- From information and cyber system companies located in our region.

Specific technical assistance is discussed in the ESF sections and additional information is supplied in the Emergency Contacts Appendix.

6.5 Information Management

Information is crucial to an effective emergency response. Commanders and responders must have timely, accurate, and actionable information so as to maintain a continuous and current understanding of the event.

Oakwood manages emergency response information in the following categories:

- Alert and Warning (See ESF 2-Communications)
 - Intelligence
 - Incident Assessment
 - Data
- } (See ESF 5-Info & Planning)

6.5.1 Alert and Warning

6.5.1.1 Alert

Oakwood monitors information systems that forewarn about potential emergency events. These systems cover a spectrum of potential threats and include the National Oceanographic and Atmospheric Agency (NOAA) weather broadcasts for severe weather conditions, and the Law Enforcement Agencies Data System (LEADS) for law enforcement alerts.

6.5.1.2 Warning

Alert gives responders time to prepare for an event; however, many emergency events occur without any forewarning. In either case, information about protective actions must be quickly communicated to threatened areas and populations; this is known as Warning. Oakwood employs a variety of systems to accomplish Warning including the Emergency Alert System (EAS), reverse 9-1-1 systems, Montgomery County's Communicator system and others.

Additional information about Oakwood's Warning systems can be found in ESF 2- Communications.

Alert
Information
available to
responders about
developing
threats.

Warning
Information
communicated to
the public
regarding the
threat, including
threatened areas
and protective
areas.

6.5.2 Intelligence

Intelligence can be defined as “information of a sensitive or classified nature”. Intelligence covers a very broad area from general assessments of potential world events to very narrowly focused reports based on credible, actionable information from sensitive sources. Intelligence can be generally viewed as a form of Alert since intelligence may allow Oakwood to prevent or prepare for an oncoming event.

Oakwood receives intelligence in several ways including participation in federal law enforcement task forces, from the State of Ohio’s Strategic Analysis Information Center (SAIC), and others. The intelligence function will be incorporated into the ICS structure in a manner appropriate to the emergency event.

6.5.3 Incident Assessment

Once an event has occurred and a response effort is underway, managing information is critical to the successful outcome of that event. The Planning Section (see 4.6.2.3) is responsible for seeing that accurate and timely incident assessment information flows throughout the response organization.

6.5.4 Data

Data is information developed and cataloged prior to an event. Data can enhance decision making in all phases of emergency management.

7.0 PLAN MAINTENANCE AND TRAINING

7.1 Plan Maintenance

- The City Manager shall be responsible for assuring that the Emergency Operations Plan is maintained.
- Changes to the plan of a minor nature may be incorporated into the existing plan at any time with the City Manager's approval.
- Ohio Administrative Code 4501:3-6 requires emergency plans be reviewed and updated annually. The City Manager will ensure Oakwood's EOP is revised and updated as required.

7.2 Training

- Training will be provided for individuals who have specific duties listed in the plan. Training may include plan orientation, self-study courses, seminars, resident courses and other training curriculum designed to prepare staff to execute their responsibilities as required during an emergency.

7.3 Exercise

- Ohio Administrative Code 4501:3-6 requires a jurisdiction to "*establish an exercise schedule which periodically tests its emergency operations plan and evaluates preparedness for identified hazards and risks*".
- The City Manager will ensure compliance. Exercises will be designed to evaluate the ability of Oakwood's elected officials, appointed officials, city departments, and responders to execute their duties as prescribed by this plan during a simulated event.
- Exercises may include drills, seminars, table-top exercises, functional exercises, full-scale exercises and others.
- An Exercise After-Action Report will be submitted to the City Manager recommending any corrective actions required as a result of lessons learned.

7.4 Plan Security

- The Oakwood Emergency Operations Plan, including all ESF's and Appendices, is not considered a public document under ORC 149.433. In addition, all sub-plans, maps, supporting documents, diagrams or any document used in the planning process are also protected by the statute. The full statute is located on the first page of the Base Plan, just after the cover sheet.
- Plan security is to be maintained.
- Department Heads will ensure that this plan, in part or in whole, is not distributed beyond those on the approved distribution list.

Per Ohio Revised Code, this plan is not considered a public document.

7.5 Plan Distribution and Revision

Each city department and supporting agency will be provided an electronic version of the Emergency Operations Plan as well as appropriate supporting plans and documents. Departments and agencies are responsible for creating paper copies as appropriate to their operations. An internal distribution list will be maintained by each department.

The City Manager will ensure Oakwood's EOP is revised and updated as necessary but at least annually. Any such revisions will be issued in one of two ways:

- 1) Revised Electronic Copies – when numerous or significant changes are made, a new and updated electronic version will be issued.
- 2) Replacement sections or pages – when small sections of the plan are changed, replacement pages will be issued and a corrected electronic file will be sent via email.

A record of any and all changes, as well as the distribution list, will be kept on file in the City Manager's office.

Additional information about plan distribution is included in Section 9.2.3 of the Base Plan.

7.6 Plan Coordination

The following plans coordinate with the Oakwood EOP:

1. National Response Framework.
2. State of Ohio Emergency Operations Plan.
3. Montgomery County Emergency Operations Plan.
4. Public Health Emergency Preparedness Plan for Montgomery County
State of Ohio Hazardous Materials Emergency Plan, Dec 1990.
5. Ohio Plan for Response to Radiation Emergencies at Licensed Nuclear
Facilities, current version.
6. US Coast Guard Pollution Contingency Plan, current version.

The Stafford Act requires emergency plans be coordinated with existing plans to avoid response conflicts.

8.0 AUTHORITIES

8.1 Federal Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988 (PL 100-707)
- Homeland Security Presidential Directive/HSPD-5, Management of Domestic Incidents, 2003
- Homeland Security Presidential Directive/HSPD-8, National Preparedness, 2003
- The Emergency Planning and Community Right-to-know Act of 1986(Title III, SARA)
- Federal Emergency Management Rules, 44CFR, Part 302
- National Flood Insurance Act of 1968 as amended
- Public Health Services Act of 1950 as amended
- Act of Congress, (American Red Cross) 5Jan1905
- 28CFR, Part 65, Emergency Federal Law Enforcement Assistance, Final Rule
- DOD Directive 3025.1, Use of Military Resources During Peacetime Civil Emergencies, May 23, 1980
- Federal Disaster Assistance for Disasters Declared on or after 11/23/88,44 CRF Part 13
- Uniform Administrative Requirements for Grants and Cooperative Agreements to state and Local Governments, 44 CRF Part 13
- 18 United States Code 1385 (Posse Comitatus Act)
- National Plan for Telecommunications Support in Non-Wartime Emergencies
- Executive Order 12148, Formation of the Federal Emergency Management Agency
- Executive Order 12656, Assignment of Federal Emergency Responsibilities
- Presidential Directives 39 and 62, U.S. Counterterrorism Policy

8.2 State Authorities

8.2.1 State of Ohio Constitution

- Article II, Section 42

8.2.2 Ohio Revised Code

- Ohio Revised Code, Sections 5502.21 through 5502.99, Emergency Management
- Ohio Administrative Code, Rules, Chapter 4501:3
- Ohio Revised Code Chapter 3750, State Emergency Response Commission
- Ohio Revised Code Chapter 4937, Utility Radiological Safety Board
- Ohio Administrative Code, Rules, Chapter 3750
- Ohio Administrative Code, Rules, Chapter 4937

8.3 Oakwood Legal Authorities

8.3.1 Emergency Powers

Oakwood Codified Ordinances Chapter 149 Civil Preparedness and Chapter 150 Civil Preparedness Plan

- 149.01 City Manager as Director; subordinates; duties
- 149.02 Administrative Officers
- 149.03 Appointment of auxiliary police, firemen; emblem
- 149.04 Fees and Bonds
- 149.05 Termination of Appointment

Chapter 150 Civil Preparedness Plan

- 150.01 Definitions
- 150.02 Organization and appointments
- 150.03 Emergency powers and duties
- 150.04 Civil preparedness plan and programs
- 150.05 No municipal or private liability
- 150.06 Violations
- 150.07 Penalty
- 150.08 Severability
- 150.09 Conflicting ordinances, orders, rules and regulations suspended

Other Legal Authorities

- Evacuation

ORC 737.11: Fire Dept. & Police Dept.
ORC 3737.80: Fire Dept.OAC 1301:7: Fire Dept.
ORC 2917.13: Fire Dept. & Police Dept
ORC 733.03: Mayors
Ohio Attorney General Opinion 87-099

- | | |
|----------------------------------|-------------|
| • M.C. Sheriff's Assistance | ORC 311.07 |
| • Ohio Disaster Definition | ORC 5915.01 |
| • Ohio Disaster Policy | ORC 5915 |
| • Ohio State Patrol Assistance | ORC 5503 |
| • Ohio National Guard Assistance | ORC 5923 |

9.0 REFERENCES

9.0 References

The following documents were used as guidance or reference in developing the Oakwood EOP:

- Montgomery County Emergency Operations Plan, 2014
- State of Ohio Emergency Operations Plan, 2014
- Developing and Maintaining Emergency Operations Plans- Comprehensive Preparedness Guide (CPG) 101 Version 2.0, November 2010
- National Incident Management System Compliance Assessment Tool (NIMSCAST)
- Crosswalk of Target Capabilities Core Capabilities 2014
- FEMA G-325 Debris Management Guide
- National Response Framework, 2016
- National Incident Management System, 2008
- Ohio Hazard Analysis and Risk Assessment, 2014
- State of Ohio Enhanced Mitigation Plan, 2011

9.1 Hazard Analysis

The following table lists the general hazard categories facing Oakwood. The analysis was based on historical precedence, probability of event occurrence, and the ability of the hazard to impact the community. Data corresponds to the Hazard Identification and Risk Analysis (HIRA) performed by Ohio EMA – January 2014.

**Montgomery County Emergency Operations Plan
Basic Plan
Tab #1 Potential Hazards**

The following table lists the general hazards facing Montgomery County. The chart describes the hazard, the probability that the hazard could occur in Montgomery County, and the primary risk.

(Listed in Order of Probability)

Haz #	Hazard	Probability	Primary Risk
1	Hazardous material accidents (highway/ railroad/ fixed facility/ nuclear)	High	Lives, property, medical services (See Appendix 1 to this Basic Plan for hazardous material routes)
2	Severe Wind Event (Storms, Tornados)	High	Lives, communications, infrastructure, property
3	Extreme temperature events – (Heat, Winter Storm)	High	Lives, utilities
4	Severe, prolonged communications & utilities loss	High	Emergency services, residents, home health care
5	Large Fire (Pipeline/ Facilities/ Forest)	High	Lives, property, infrastructure
6	Dam Failure/Slow Rising Water/Floods	High - Medium	Lives, property, crops along river and floodplain, infrastructure, medical services
7	Major epidemic	High - Medium	Lives, medical services
8	Aircraft incident	Medium	Lives, property
9	Mass Casualty Incident	Medium	Lives, medical services
10	Earthquake	Medium - Low	Lives, property, infrastructure, etc.
11	Drought	Medium - Low	Water system
12	Civil, gang, prison disturbance	Medium - Low	Lives, property, residents
13	Terrorist attack (CBRNE)	Medium - Low	Lives, property, medical services, communications, infrastructure
14	Accidental missile launch or warhead detonation	Low	Lives, property, infrastructure
15	Nuclear Conflict	Low	Lives, property, infrastructure

TECHNICAL RESOURCES

A. Hazard Identification and Risk Analysis (HIRA) – Ohio EMA – December 2007

Tab #1 Potential Hazards to the
MC EOP Basic Plan

BP-1-1

Jan 2014

9.2 Fire and Police Mutual Aid Agreements

9.2.1 Fire Mutual Aid Agreements

The following agencies are listed on the duly executed Fire Mutual Aid Agreement on file at the Montgomery County Prosecutor's Office:

<u>Butler County</u>	<u>Clark County</u>
City of Fairfield	Township of Bethel
Township of Fairfield	Harmony Township Volunteer Fire Dept.
Township of Liberty	City of New Carlisle
City of Middletown	Pike Township & Rescue
Township of Milford	Township of Springfield
Township of Ross	
Village of Seven Mile	
Sommerville Fire Department	
Township of Wayne	
<u>Darke County</u>	<u>Greene County</u>
Village of Ansonia	Township of Beavercreek
Village of Arcanum	City of Bellbrook
Arcanum Rescue Services	Township of Cedarville
City of Greenville	City of Fairborn
Liberty Twp. Volunteer	Greene County Rescue
Hollansburg Volunteer	Twp. of Jefferson – Bowersville
New Madison Volunteer	Twp. of Miami – Yellow Springs
Village of Pittsburg	Township of New Jasper
Rosburg Fire Assoc.	Township of Silver Creek
Village of Versailles	Township of Spring Valley
Greenville ER Rescue	Township of Xenia
	City of Xenia

Fire Mutual Aid Agreements (continued)	
<u>Miami County</u>	<u>Preble County</u>
Bethel Township Fire	City of Eaton
Bradford Fire and Rescue	Village of Eldorado
Casstown Volunteer	Village of Gratis
Laura Fire Company	Village of Lewisburg
Ludlow Falls Fire	Northwest Fire and Ambulance District
City of Piqua	Village of Verona
City of Tipp	Village of West Alexandria
City of Troy	West Manchester Fire Department
	Camden-Somers Township Fire Dept.
<u>Montgomery County</u>	Township of Turtle Creek
Box 21 Rescue	
Municipality of Brookville	<u>Warren County</u>
Township of Butler	Village of Carlisle
Village of Clayton	Clearcreek Fire District
City of Dayton	Township of Deerfield (Mason) Volunteer F. D.
City of Germantown	City of Franklin
Germantown Rescue Squad	Township of Franklin
Township of Harrison	Township of Hamilton; Village of Maineville
City of Huber Heights	Township of Harlan
Township of Jefferson	City of Lebanon
City of Kettering	Township of Massie
Township of Madison	Morrow Fire Department
Township of Miami	Township of Union
City of Miamisburg	Township of Wayne
City of Moraine	
New Lebanon Fire Department	
City of Oakwood	Wright Patterson AFB Fire Department
Village of Phillipsburg	
Trotwood Rescue Unit	
City of Vandalia	
Township of Washington	
City of West Carrollton	
City of Riverside	
Englewood Fire Department and EMS	
Union Fire Department and EMS	

9.2.2 Police Mutual Aid Agreements

The following political subdivisions are listed on the duly executed Police Mutual Aid Agreement on file at the Montgomery County Prosecutor's Office:

County of Darke	City of Troy
County of Miami	City of Union
County of Montgomery	City of Vandalia
County of Preble	City of Xenia
City of Bellbrook	Township of Butler
City of Beavercreek	Township of Clay
City of Brookville	Township of Clearcreek
City of Centerville	Township of German
City of Dayton	Township of Harrison
City of Eaton	Township of Jackson
City of Englewood	Township of Mad River
City of Fairborn	Township of Madison
City of Franklin	Township of Miami
City of Greenville	Township of Perry
City of Huber Heights	Township of Randolph
City of Kettering	Township of Sugarcreek
City of Lebanon	Township of Washington
City of Mason	Village of Arcanum
City of Miamisburg	Village of Camden
City of Moraine	Village of Catawba
City of Oakwood	Village of Carlisle
City of Piqua	Village of North Hampton
City of Springboro	Village of Phillipsburg
City of Trotwood	Village of Pleasant Hill
Village of Clayton	Village of Potsdam
Village of Covington	Village of Riverside
Village of Donnelsville	Village of South Charleston

9.2.3 Plan Distribution

The Oakwood Emergency Operations Plan is distributed as follows:

Agency Or Department	Hard Copies	Electronic Copies
City Manager	1	1
Director of Public Safety	1	1
Director of Leisure Services	1	1
Director of Finance	1	1
Director of Personnel and Properties	1	1
Director of Law	1	1
Director of Engineering and Public Works	1	1

9.3 Acronyms and Definitions

Alert: Alert is a term generally used to describe systems that monitor events that may commonly threaten an area or region. An example of an Alert system is the National Weather Service, which monitors the weather for threatening events such as blizzards or tornados.

ARES: The Amateur Radio Emergency Service (ARES) consists of licensed amateurs who have voluntarily registered their qualifications and equipment for communications duty in the public service when disaster strikes. Every licensed amateur is eligible for membership in the ARES.

ARRF: Airport Rescue Firefighter. Firefighting personnel assigned at the Dayton International Airport

CBRNE: Chemical, Biological, Radiological, Nuclear, and Explosive weapons

Chief Elected Official: The Mayor. Responsible for ensuring the public safety and welfare of the people of Oakwood (NRF)

CST – Civil Support Team: A unit of the National Guard capable of HazMat and WMD mitigation operations. The CST units are exclusively for homeland security.

DOC: Department Operations Center

EAS: Emergency Alert System

Emergency Manager: The Public Safety Director. Responsible for overseeing emergency management programs and activities.

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

ERFI: Emergency Response Field Inventory. Montgomery County Office of Emergency Management's resource database.

ESF: Emergency Support Function

GDAHA: Greater Dayton Area Hospital Association

IAP: Incident Action Plan

ICS: Incident Command System

Incident Commander: responsible for the resolution of an emergency incident.

MAC: Multi-Agency Coordination (entity)

MCOEM: Montgomery County Office of Emergency Management

MGCLERC: Montgomery Greene County Local Emergency Response Committee

Mitigation: Mitigation has two distinct meanings within the emergency response framework.

- Mitigation as the first phase of emergency means any actions taken prior to an event designed to lessen or eliminate the hazard. Examples may include drainage projects that eliminate flooding.
- Mitigation is also frequently used to describe response efforts aimed at eliminating the threatening condition such as “the HazMat team is equipped and trained to mitigate the source of the spill.”

MMRS: Metropolitan Medical Response System

NGO: Non-Governmental Organization; e.g. Red Cross

NIMS: National Incident Management System

ODH: Ohio Department of Health

OEMA: Ohio Emergency Management Agency

ORC: Ohio Revised Code

PHDMC: Public Health – Dayton and Montgomery County

RACES: The Radio Amateur Civil Emergency Service (RACES) is a public service provided by a reserve (volunteer) group of Amateur Radio (Ham Radio) Operators that is administered by local, county and state emergency management agencies, and supported by the Federal Emergency Management Agency (FEMA) of the United States government.

RCGO: Revised Code of General Ordinances

RMRS: Regional Medical Response System

RTA: Regional Transit Authority (this is the common acronym although the actual name is the Greater Dayton Regional Transit Authority)

Warning: Warning systems are those that are used to broadcast information about an imminent threat, possible protective actions, or other pertinent information designed to allow individuals in harms way to protect themselves.

WMD: Weapons of Mass Destruction

9.4 Emergency Declaration



CITY OF OAKWOOD DECLARATION OF A STATE OF EMERGENCY

WHEREAS, the city of Oakwood, Ohio has been or is imminently threatened by a natural, man-made or technological hazard, and/or a nuclear or conventional attack; and

WHEREAS, a state of emergency has been declared or ratified by the City Manager of the city of Oakwood, the Governor of the state of Ohio, and/or the President of the United States; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY MANAGER OF THE CITY OF OAKWOOD, MONTGOMERY COUNTY, OHIO:

SECTION I.

The City Manager of the city of Oakwood declares that a state of emergency exists in the city of Oakwood, and hereby invokes and declares applicable portions of the Ohio Revised Code to be in effect in the city of Oakwood for the exercise of all necessary emergency authority to protect the lives and the property of the people of Oakwood, and the restoration of local government with minimal interruption.

SECTION II.

Reference is hereby made to all appropriate laws, statues, ordinances, and resolutions, particularly to Section 5502.24 of the Ohio Revised Code. All public offices and employees of the city of Oakwood are hereby directed to exercise the utmost diligence in the discharge of duties required for the duration of the emergency, and in the execution of all state and local emergency laws, regulations, and directives.

SECTION III.

All Oakwood citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operational plans, and to obey and comply with the lawful direction of property identified officers. All operational forces will direct communications directly to the Emergency Operations Center.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the city of Oakwood, this _____ day of _____, _____.

Norbert S. Klopsch
City Manager

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 1

TRANSPORTATION

PRIMARY DEPARTMENT:

City of Oakwood, Public Works Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

Greater Dayton Regional Transit Authority (RTA)

Oakwood Public Schools

Five River Metro Parks (FRMP)

1.0 PURPOSE

Transportation is critical to the operation of American society. Transportation infrastructure within Oakwood's 2.19 square miles includes a State Route and multiple roads connecting two of the largest municipalities in Montgomery County. A disruption in transportation infrastructure can be a result of an emergency event and at the same time severely hamper the response to that event. Maintaining or repairing transportation infrastructure is important to effective emergency management. In addition, it is important to utilize transportation resources effectively during an incident.

The purpose of this ESF is to establish the overall framework for providing transportation assets in an emergency. In addition, the ESF addresses the tasks of keeping transportation routes open or restoring them during an emergency incident. It identifies responsible agencies and sets forth how they will be included in an integrated response to such an event.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- Oakwood's transportation assets are assigned to its various departments; there is not a central motor pool.
- Oakwood maintains a wide variety of transportation assets from multiple city departments.

2.2 Mitigation and Prevention

2.2.1 Mitigation

Oakwood's Public Works Department operates a Street Maintenance Division. The Division's mission is to maintain the roadways and thoroughfares within Oakwood. This includes performing or managing upgrades and improvements to transportation routes as required.

2.2.2 Prevention

Oakwood's transportation fleet receives regular and routine maintenance from mechanic staff located at 210 Shafor Blvd.

2.3 Assumptions

- During an emergency incident, enough of Oakwood's existing transportation system will be intact to allow transportation resources access to the emergency scene(s).
- Fuel is available.
- Any disruption that interferes with transport routes, systems, or resources will require corrective action or contingent transportation plans.

2.4 Plans Coordination

The following plans coordinate with Oakwood's ESF 1-Transportation. In addition, parts of the following plans may be activated in support of ESF 1:

1. Montgomery County Emergency Operations Plan
2. State of Ohio Emergency Operations Plan
3. National Response Framework
4. Oakwood Public Schools Emergency Operations Manual

3.0 CONCEPTS OF OPERATION

3.1 Command and Control

- Oakwood utilizes the command principles established by the Incident Command System (ICS) at emergency incidents.
- Most emergency incidents are resolved using transportation resources from responding Oakwood departments. Incident Commanders may obtain additional Oakwood transportation resources through the Public Safety Dispatch Center.
- Larger or more widespread incidents such as a blizzard or flood may require that Oakwood mobilize many of its transportation resources to achieve incident goals. To provide the most efficient and effective use of transportation resources during a large incident, Incident Command may place transportation resources into a common pool (regardless of the owning Department), form them into task forces or strike teams, and deploy them to achieve incident goals.
- Mutual Aid resources will report to the appropriate entity within the established Incident Command structure. They will also be controlled, tracked, allocated, and demobilized by appropriate Sections within ICS.

3.2 Task Forces / Strike Teams

- Transportation assets may be most effectively utilized during a large emergency incident when configured as Task Forces or Strike Teams.
- Task Forces are a group of mixed resources assigned to a particular mission, e.g., three busses, a heavy wrecker, and a pick-up truck carrying maintenance equipment are assigned to assist evacuation efforts at a nursing home during a flood.
- Strike Teams are a group of like-type resources assigned to a specific mission, e.g., seven snow plows sent to clear snow along vital routes.
- Transportation assets configured as Task Forces or Strike Teams by command will also be provided appropriate supervision and support.

3.3 Maintaining Transportation Routes

- Roads are necessary to allow transportation resources to move to and from emergency scenes. These transportation arteries can be susceptible to the effects of the incident. In addition, some incidents like heavy snowfalls can affect transportation routes throughout the region.
- Incident Command may need to prioritize which transportation routes are cleared or repaired to support incident goals.

- Oakwood's organization for maintaining, repairing, and opening transportation routes is addressed in ESF 3A- Engineering and Public Works.

3.4 Licensing and Certification

- Large vehicles may require a Commercial Driver's License (CDL) to drive. Specialized transportation resources such as dump trucks or fire apparatus may require internal training and certification to operate.
- The ability to quickly increase the number of CDL licensed personnel is limited by state and federal requirements; however, in a prolonged event it may be prudent to pursue increasing the number of CDL approved drivers.
- Internal training and certification for many of Oakwood's transportation resources is managed by the department owning the resource. In a prolonged event it may be prudent to increase the number of certified operators by increasing training and certification schedules.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department - Public Works

- 1) Update information contained in ESF 1, when appropriate.
- 2) During an emergency event, serve at the appropriate level within the incident command system, e.g., Departmental Operations Center (DOC), Command Post, or Emergency Operations Center.
- 3) Serve as liaison to other agencies providing transportation assets.
- 4) Repair, clear, or otherwise act to open or maintain open status on transportation routes throughout Oakwood.
- 5) Fleet Management will support vehicle maintenance requirements for city resources.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.

- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Public Safety

- 1) Provide transportation resources, if required.
- 2) Support vehicle maintenance requirements for city resources.
- 3) Provide traffic control to keep transportation routes open.

4.4.2 Leisure Services

- 1) Provide transportation resources if required.

4.4.3 All Other City Departments

- 1) Support the incident as required.
- 2) Provide transportation resources if required.

4.5 Outside Agencies

4.5.1 Oakwood Public Schools

- 1) Provide transportation assets, including busses, if requested.

4.5.2 Greater Dayton Regional Transit Authority

- 1) Provide transportation assets including busses if requested.
- 2) Coordinate route changes and closures with the Incident Commander.

4.5.3 Montgomery County Office of Emergency Management

- 1) Locate and acquire transportation resources from the region.
- 2) Serve as the contact for initiating IMAC resource requests from Ohio EMA.
- 3) Support the incident as requested.

4.5.4 National Guard

- 1) Provide transportation assets if requested.
- 2) Assist with maintaining or clearing transportation routes if requested.

4.5.5 Red Cross

- 1) Provide transportation assets if requested.

5.0 RESOURCE REQUIREMENTS FOR ESF 1 – TRANSPORTATION

5.1 Transportation Resources

- Oakwood will utilize existing Mutual Aid Agreements, Intrastate Mutual Aid Compact (IMAC) and other existing mechanisms to secure transportation resources to achieve incident goals.
- When appropriate, Oakwood will procure additional transportation resources through purchase, lease, or rent. Procurement procedures are addressed in ESF 7-Resource Support.

5.2 Transportation Support Resources

- Fleet Maintenance requires several critical resource items for continuous operations including fuel, lubricants, tires, and repair parts. Purchasing will support the incident by procuring sufficient supplies and material to maintain transportation resources.
- Incident Command, through the Logistics Section, will assure that sufficient quantities of these supplies are available to support ongoing operations.
- Oakwood maintains one maintenance facility. During a large event, Command may need to prioritize maintenance actions requiring coordination with the maintenance facility to achieve incident goals.

5.3 Civil Air Patrol (CAP)

- The Civil Air Patrol maintains a variety of aircraft which may be available for emergency response especially if the emergency event is localized. They can perform aerial reconnaissance, search and rescue, damage assessment, and other missions.
- Requests for CAP assistance will be routed through the Montgomery County Office of Emergency Management (MCOEM).

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 2

COMMUNICATIONS

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENTS / AGENCIES:

Centerville Dispatch Center

Regional Dispatch Center

Montgomery County Office of Emergency Management (MCOEM)

Montgomery County Sheriff's Office

ARES / RACES Amateur Radio Groups

1.0 PURPOSE

Communication during an emergency incident is vital to effective resolution. Technology brings a varied suite of communications possibilities and complexities to the emergency scene, and yet communications remains a key challenge facing responders at emergency events.

The purpose of this section is to identify communications technologies currently used by Oakwood's responders, describe how those assets will be configured during a large event, describe what additional resources are available regionally and how they will be used to augment Oakwood's communications, and finally, to describe how Oakwood will achieve interoperability when mutual aid resources arrive with divergent communications technologies.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

2.1.1 Radio Communications

- Radio communications will be the first line interoperable communications systems for resources responding to Oakwood events.
- Oakwood and Montgomery County are partners in the Ohio MARCS (Multi-Agency Radio Communication System). MARCS is a 700/800 MHz trunked radio system that provides statewide interoperability amongst its member agencies. This system allows priority levels by user and talkgroups to provide critical communications during events and incidents.

- Oakwood participates in regional planning efforts to develop radio templates that promote radio interoperability among those departments and agencies that routinely respond to Oakwood. In addition, the radio templates also contain talkgroups which allow interoperability with state, federal, non-governmental, and other resources that may respond to a large emergency event.
- In addition, Oakwood participates in regional planning efforts to maximize the efficiency, effectiveness, and interoperability of the radio architecture.

2.1.2 Telephone Communications

- Telephones (landline and wireless) will be one of the methods of communications for departments and agencies supporting an Oakwood event.
- Many of Oakwood's key personnel are available by cellular phones.

2.1.3 Data Communications

- Many Oakwood vehicles are equipped with Mobile Data Terminals (MDT's). These terminals allow the mobile vehicle to receive a variety of information.
- Oakwood operates an information network linking all departments with data access & storage, email, and internet connectivity. Some Oakwood departments such as Finance, Purchasing, and others, are very dependent on the data system to conduct operations. The system maintains multiple and redundant servers capable of operating on back-up electricity to minimize outages.

2.1.4 Amateur Radio - ARES / RACES

- Amateur Radio Emergency Service (ARES) members may serve to provide additional radio communication resources during emergency events.
- Radio Amateur Civil Emergency Service (RACES) is an amateur radio system regulated by the Federal Communications Commission (FCC). Under certain wartime conditions, RACES may be the only communications traffic allowed on amateur radio.
- Montgomery County operates an amateur radio base within their EOC. If requested, ARES may provide amateur radio equipment and operators to establish radio networks during an emergency event.

2.2 Mitigation and Prevention

- Mitigation actions for ESF 2 are primarily centered on adoption of new technologies to maintain robust and effective communications. Regional cooperation and planning promote communications interoperability.

- Oakwood performs routine maintenance and testing on its communications systems using internal personnel as well as vendors to prevent outages.

2.3 Assumptions

- Almost all emergency incidents will be dependent upon communications to achieve a successful resolution.
- The incident itself may damage or destroy communications infrastructure and equipment.
- If communications systems are damaged, command must ensure that contingencies are activated or the systems are repaired. Communications integrity must receive a high priority.
- Emergency incidents have the ability to overwhelm communications systems initially.
- Large incidents may require a full suite of communications capabilities.
- As more agencies respond to the event, interoperable communications may be more difficult to achieve.
- When communications are being conducted on contingent systems, capacity and coverage will likely be diminished.

2.4 Plans Coordination

The following plans coordinate with ESF 2-Communications.

1. Montgomery County Emergency Operations Plan-ESF 2
2. Miami Valley Public Safety Interoperability Plan
3. West Central Ohio Emergency Alert System Plan - 2005
4. Buckeye State Sheriff's Association(BSSA) Interoperability Plan
5. Ohio Interoperable Communications Plan
6. State of Ohio Emergency Operations Plan-ESF 2
7. National Response Framework

3.0 CONCEPTS OF OPERATION

3.1 Warning

Oakwood may receive warning information from a variety of sources with each source generally focused on information or data for a particular type of event. The warnings may give responders the opportunity to issue protective action instructions to the public, pre-stage resources, or more quickly react to the event. The warning systems monitored in Oakwood include:

Warning System	Warning Description	Monitored By
NOAA Weather Includes: STORMS SkyWarn U.S. Geologic Service	Weather forecasts, updates, warnings, and watches.	Public Safety Public Works NOAA Weather Radios are present in many Oakwood facilities
Law Enforcement Agencies Data System (LEADS)	A nationwide data system for broadcasting law enforcement alerts such as Be-On-The-Lookout (BOLO) Alerts, Amber Alerts, etc.	Public Safety Montgomery County Sheriff Regional Dispatch Center (RDC)
National Warning System (NAWAS)	NAWAS communicates information regarding disasters or imminent threats such as nuclear attack. FEMA and the DOD are the prime originators of NAWAS messages.	Ohio EOC Ohio Highway Patrol Oakwood Dispatch Rebroadcast to : County Sheriff - RDC Public Safety via LEADS
Emergency Alert System (EAS)	This system interrupts broadcasts of TV and radio programming to deliver critical public safety messages.	County Sheriff -RDC MCOEM Public- through radio, TV, and cable systems

3.1.1 Warning and Information Rebroadcast

The following systems can be used to re-broadcast warning and emergency information throughout the Oakwood organization and to the public:

Warning System	Description	Primary Activating Point
<i>Primarily Used To Warn The Public</i>		
Emergency Alert System (EAS)	This system interrupts broadcasts of TV and radio programming to deliver critical public safety messages.	EAS messages in West Central Ohio must be initiated by: The Montgomery County Sheriff -RDC (1st Choice) OR The Director of the Montgomery County Office of Emergency Management (MCOEM) (2nd Choice)
Reverse 9-1-1 Systems	Mass calling into a defined geographic area	RDC- Communicator system

Door-to-Door Communications	Face-to face or close proximity announcements made using Public-Address (PA) equipped vehicles or by safety personnel making contact with individual residences or businesses.	Incident Commander [Assigns resources as required. This method is labor-intensive and time-consuming]
<i>Primarily Used to Warn Oakwood Resources</i>		
Radio Broadcast	Primarily used to warn radio-equipped responders.	Public Safety Dispatch
Global E-Mail	Allows warning information to be quickly communicated to the majority of Oakwood personnel	Incident dependent
Code Red	Information sent via cellphone/text groups	Incident dependent

3.3 Dispatch Configuration

- Oakwood's Public Safety Department is dispatched from the Dispatch Center located at 30 Park Ave. The Dispatch Center serves as a Public Safety Answering Point (PSAP) and is staffed 24/7/365.
- Oakwood's Public Safety Department operates on the Ohio MARCS 700/800 MHz radio network.

3.3.1 Dispatch Contingency

The Centerville Police Department Dispatch Center maintains an alternate dispatch facility to serve as a back-up in the event the primary site is compromised.

3.4 Radio Communications

The majority of communications among resources responding to an Oakwood emergency event will take place on the Ohio MARCS 700/800 MHz radio system.

3.4.1 Common Radio Talkgroups

Oakwood's radio templates contain common talk groups allowing interoperable radio communications. Oakwood radios also contain talkgroups from the regional radio programming template allowing interoperable radio communications with regional departments and agencies that may be asked to assist in an emergency event. This interoperability aids in mutual aid situations that can occur during routine daily operations.

Oakwood radios also carry talkgroups designed to allow radio interoperability with a wide variety of resources and agencies.

Common and Interoperable Radio TalkGroups

Talkgroup Designation	Talkgroup is Resident on Radios Belonging To	Intended Use
OAKWOOD PS	Public Safety	Primarily used by all Oakwood Public Safety Radios to contact Dispatch
SIMPLEX	Oakwood Public Safety – they are not interoperable across disciplines or with the national Simplex channel	Primarily used as a fail-safe talkgroup during radio system failure. Radios become walkie-talkies
VHF	Public Works	Primarily used for interoperability among all Public Works radios, primarily used during a scheduled event
LE-1 through LE-4 Note: Dispatch will assign these talkgroups based on their availability	Public Safety (EMS, Fire, LE) Radios throughout Montgomery County	Public Safety interoperability between Oakwood and Montgomery County
I-OP 1 through I-OP 4 Note: Dispatch will assign these talkgroups based on their availability	Oakwood Montgomery County Radios MCOEM, PHDMC, MCPW,	Allows interoperability between Oakwood and Montgomery County radios
COMMON	Dayton Public Safety radios	Allows communication between 800 MHz and VHF radios
LEERN	Public Safety	Law Enforcement statewide interoperability.
8 TAC 91 8 TAC 92 8 TAC 93 8 TAC 94 8-CALL 90 Note: These are dedicated channels on the regional 800 MHz system	Public Safety Montgomery County Agencies Agencies with National Mutual Aid Capability	National Mutual Aid Channels
MARCS	Public Safety Other Regional EMS & Fire Agencies	Interoperability within the Ohio MARCS radio system.

These talkgroups form the framework for establishing interoperable radio communications within our region and should be considered when designing an incident-specific Communications Plan.

3.4.2 Radio Interoperability

- Oakwood has radio interoperability with most regional resources and can establish interoperability with resources that can be expected to respond and assist during a large or widespread emergency event.
- If resources are committed to an incident and they do not have common talkgroups with Oakwood radios, the following options are available to achieve radio interoperability:
 - 1) **Radio Swap**-critical communication points are temporarily issued radios to achieve joint communications.
 - 2) **Cross-Talkgroup Patch at Dispatch**- dispatch consoles have the ability to temporarily patch one radio talkgroup to another. This should only be done on a temporary basis as it ties up a dispatch resource.
 - 3) **Radio Interoperability Resources**- the region has several vehicles available specifically designed to establish radio interoperability for a small geographic area. These are further identified in Section 5.0 Resources.

3.4.3 Radio Contingencies

The 800 MHz systems have several internal redundant features that allow them to operate on a limited basis in the event that some parts of the system are experiencing overload or technical difficulty. In the event of a complete and catastrophic failure of either Oakwood's or Montgomery County's 800 MHz radio systems or to augment existing capacity the following contingencies are available:

- 1) **Site Trunking** - In the event of a loss of connection to the Zone Controller or Master controller, the Montgomery County Simulcast cell will function in "site trunking" mode. This mode is when the local simulcast system operates as a stand-alone trunk system without connectivity to the rest of the state.
- 2) **SIMPLEX Mode**- if trunking, repeaters, and other control features fail, Oakwood's radios will still operate in SIMPLEX Mode which means they will operate similar to walkie-talkies. Using radios in SIMPLEX mode may require that the Incident Commander dedicate resources to serve as relay stations, radio operators, and other functions allowing a SIMPLEX based system to provide coverage of a defined geographic area.
- 3) **Free-Standing 800 MHz Radio Systems**- some regional assets, e.g., the Ohio National Guard, P&R Communications, the Civil Air Patrol (CAP), and others, have the resources to establish a limited radio network. Contact information for these resources can be found in *Section 5.0 Resources*.
- 4) **Amateur Radio** - best utilized by placing radio operators and their equipment at critical locations. Amateur radio is not secure and transmissions should not contain classified or sensitive information.

3.4.4 Radio Discipline

During a large event it will be necessary for all radio users to maintain strict radio discipline to avoid overloading the radio system. Radio discipline principles include:

- Not using radios to communicate if other means, such as telephone or face-to-face, are available and appropriate.
- Radio transmissions should be short and concise. To achieve clarity and brevity, formulate your message before keying the radio.
- Excessive or unofficial transmissions cannot be tolerated.

3.5 Phone Communications

Telephone communications (land-line and cellular) are used throughout the City to conduct daily business. Phone communications are interoperable by design. This capability can be used to augment communication during an emergency incident.

- Oakwood's internal phone network will be the primary communications system for Departmental Operations Centers (DOCs) supporting the incident.
- Many of Oakwood's key response and support personnel have available cell-phones which can be used for person-to-person communications in support of the incident. **[Reminder: Cell phones are not secure communications platforms; no sensitive or classified information should be discussed during a cell phone conversation].**
- It should be noted the Ohio EOP states Ohio EMA will use telephones as the primary platform for initial communications into an area in the wake of a catastrophic event.

3.5.1 Phone Communication Contingencies

The following contingencies are available to augment phone communications. Additional resources are identified in Section 5.0 Resources:

- 1) **Cellular Extender** – A cellular extender can be established by the cell provider to increase coverage and capacity within a small geographic area.
- 2) **Cellular on Wheels (COW)** - cell phone providers may maintain portable systems allowing them to establish a free-standing cellular network. The COW is equipped with an onboard generator, cell transmitter, and a cache of phones. COW deployment times and availability vary by provider.
- 3) **Satellite Phones** - the Montgomery County Office of Emergency Management (MCOEM) maintains satellite phones for emergency use. Many satellite phone providers have short-term rental programs, allowing a cache of satellite phones to be available within 24 hours of order.

3.6 Data Communications

Oakwood maintains a common internal data network utilizing fiber optic Gigabit infrastructure which is shared by all departments with virtual lan (vlan) separation of networks. The data network provides data storage and back-up, email, and access to the internet. The network maintains internal redundancies such as multiple servers, power back-ups, and generator power for key system hardware. Routine data archive and back-up protects critical records, data, and information.

3.6.1 Data System Access

Mobile Data Terminals (MDT's) - Some of Oakwood's vehicles are equipped with MDT's, allowing them to access critical data information while in the field. MDT's connect to the network via a dedicated cellular signal.

Workstations – Oakwood's workspaces and offices are equipped with computer workstations allowing personnel to access the Data system as required.

3.7 Communications Unit Leader

Large or complex emergency events may require a coordination of many communications assets and effective integration of those assets into an Incident Command structure. In addition, these incidents often require actions to achieve radio interoperability for an effective response. Oakwood Incident Commanders may establish a Communications Unit within the Logistics Section when the incident requires direct management of the communications systems. The Communications Unit Leader and staff are responsible for establishing a communications plan for the incident, securing communications capability to support ongoing operations, and configuring communications contingencies as required. If a Communications Unit is not formed, the Commander can designate an individual or small working group to manage communications.

3.7.1 Communications Plan

A Communications Plan should be established whenever an event involves multiple communication systems or is likely to involve multiple agencies or jurisdictions. To make efficient use of the communications resources, the plan should:

- Move non-critical communications off the radio system.
- Assign radio talkgroups to achieve maximum interoperability with responding agencies.
- Assign available radio caches as needed to enhance interoperability or increase communications capacity within an organization.
- Integrate the communications structure already in use by the first arriving resources whenever possible.

- Utilize ICS Form 205 -Communications Plan to transmit the developed plan throughout the organization. The form can be found in Plan Appendices under Incident Action Plan - ICS Forms.

3.8 Public Information

- Appropriate information regarding the incident will be developed by the Incident Commander, Incident PIO, or Joint Information Center (JIC).
- A telephone hotline, if required by the incident, may be established and will serve as rumor control by providing the public with correct information regarding the incident.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Safety (Communications)

- 1) Update information contained in ESF 2 when appropriate.
- 2) Establish a communications plan appropriate for responding resources.
- 3) Maintain and update the City's communication systems to maintain regional interoperability.
- 4) Assist with repair and augmenting the City's communications systems during an emergency event.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

- 1) All Departments to enforce radio discipline during an emergency event.
- 2) All Departments will develop and maintain emergency contact lists.

4.4.1 Public Safety Department

- 1) Provide personnel to serve in the Communications Unit if established.
- 2) Assist with developing a communications plan appropriate for responding Law Enforcement resources.
- 3) Monitor LEADS for Alert or Warning information and re-broadcast if appropriate.
- 4) Provide personnel to serve in the Communication Unit if established.

4.4.2 Public Works

- 1) Operate Public Works Base Station to dispatch and control Public Works resources during an emergency incident.
- 2) Staff the Base Station for round-the-clock operations during a protracted event.
- 3) Assist with developing a communications plan appropriate for responding Public Works resources.

4.4.3 All Other City Departments

- 1) Comply with the Incident Communications Plan established for an emergency incident.

4.4 Outside Agencies

4.4.1 Montgomery County Sherriff's Office

- 1) Support planning efforts to maintain and improve the regional communications infrastructure and architecture.
- 2) Operate the Regional Dispatch Center and serve as the region's primary PSAP.
- 3) Monitor warning systems and re-broadcast as appropriate.
- 4) Activate the EAS messaging system when appropriate or if requested by another jurisdiction.
- 5) Assist in interoperability needs through use of the Buckeye State Sheriff's Association Interoperability Units.

4.4.2 Montgomery County Office of Emergency Management (MCOEM)

- 1) Support planning efforts to maintain and improve the regional communications infrastructure and architecture.
- 2) Activate the EAS messaging system when appropriate or if requested by another jurisdiction.
- 3) Monitor Warning systems and re-broadcast information if appropriate.
- 4) Make available existing radio caches during an emergency event.
- 5) Activate the Communicator system if requested.

- 6) Make Emergency Declarations, when appropriate or requested, to obtain additional communications resources.

4.4.3 Amateur Radio

- 1) Serve as radio augmentation or contingency support during an emergency incident.
- 2) Serve as ARES or RACES communication units if so activated.

5.0 RESOURCE REQUIREMENTS

Montgomery County Office of Emergency Management (MCOEM) maintains an Emergency Response Field Inventory (ERFI) providing contact information for resources throughout the state. The following identifies the most common radio resources that may be requested by Oakwood. For additional information, contact MCOEM or reference the ERFI.

5.1 Radio Caches

Montgomery County Office of Emergency Management

- 1) 50 portable radios programmed with the Montgomery County radio template.

MARCS Radios

- 1) Ohio Department of Health – 50 portable MARCS radios.

5.2 Radio Interoperability Resources

Buckeye Sheriff's Association
State Fire Marshall
P&R Communications

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CITY OF OAKWOOD - EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 3A

ENGINEERING AND PUBLIC WORKS

PRIMARY DEPARTMENT:

City of Oakwood, Public Works Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

1.0 PURPOSE

ESF 3A-Public Works is composed of a grouping of departments and agencies that support assessment, response, and recovery for local public works/engineering following an emergency event. During an emergency event, engineering and public works have critical roles. Emergency events can cause property damage to homes, public buildings, roadways, and other facilities. Those structures may require reinforcement, demolition or isolation to ensure safety. Public utilities may be partially or fully inoperable following emergency events.

During an emergency event, Public Works will support the primary response goals of saving lives and protecting property. During recovery, Public Works will return all infrastructures including transportation to a safe operational condition. Public Works must also maintain basic City services, such as waste collection. All Public Works activities will be conducted in the most cost-effective manner as is practicable.

There is no single organization that has oversight over all varieties of public works/engineering assistance that may be required following an emergency event. In general, the City of Oakwood, Public Works Department addresses public works/engineering concerns; therefore, they serve as the Primary Agency for this function. Depending upon the event, all City Departments will support the Public Works Department and may be required to report to the Emergency Operations Center or to the site of the emergency event.

2.0 SITUATION AND ASSUMPTIONS

The purpose for ESF 3A-Public Works is to provide a framework for response to an emergency event. Public Works will respond to save lives and protect our transportation system and public infrastructure. Basic components include:

- Situation
- Mitigation and Preparedness - Critical infrastructure protection as required by state guidance
- Response and Recovery
- Plans Coordination

2.1 Situation

A majority of all emergency events will involve ESF 3A-Public Works. Involvement could range from a road closure due to a fire, to major debris evaluation and removal, to repair of transportation routes. Public Works has a variety of responsibilities in the City. These include refuse collection, street maintenance, civil engineering, and fleet management.

Public Works resources may initially respond to an incident in a standard management configuration. If the incident progresses and a command system is established, resources will be at the direction of the Incident Commander to address life-saving and human health issues first. Any activities undertaken will be completed in accordance with all applicable local, state and federal rules and regulations.

2.2 Mitigation and Preparedness

Routine maintenance is conducted to ensure the integrity of the Public Works system: the transportation system, the City fleet, and City infrastructure. Examples of routine activities may include repairing potholes, minor street repairs, or removing debris from roadways. These mitigation activities assist in reducing the amount of damage that may occur and prepare Public Works to be able to respond to an emergency event. Other mitigation activities include inspections, plans review, and public safety education.

2.3 Response and Recovery

Rapid damage assessment of the emergency event area will be conducted to determine life safety issues, infrastructure damage, potential workload and resources necessary. Damage Assessment information will be communicated to Command. At the Incident Commander's direction, immediate response actions will be taken to protect the public health and environment. Additional detailed assessments will be conducted to assist in repairs and restorations.

Transportation, infrastructure repairs and restoration, will be conducted as soon as is practicable, dependent on the extent of the damage and resources available. Additional information can be found in ESF 14-Recovery.

2.4 Plans Coordination

All existing plans shall be followed, as possible, when responding to an emergency event. These plans include items such as:

- Standard procedures for roadway closures
- Debris Management Plan (page 88 of this ESF)
- Refuse Management Plan

3.0 CONCEPTS OF OPERATION

3.1 Response

The Public Works Director is responsible for providing resources when public works and engineering capabilities are required for assessment, response and recovery activities during emergencies. The type and quantity of those resources will depend upon the requirements for response and recovery.

3.2 Response Activities

Public Works may be involved in the following emergency activities that assist local governments in response and recovery efforts.

- Damage assessment
- Provision of technical advice
- Contracting
- Emergency repairs
- Roadway inspections and closures
- Temporary and permanent construction
- Debris analysis and removal
- Snow and ice removal
- Public works/engineering emergency supply and support services

3.3 Coordination and Assistance

Additional public works and engineering services and equipment may be supplied by other City Departments and/or contracted on an emergency basis when required for response and recovery operations.

Close coordination is maintained between responding resources and organizations during the emergency event to:

- Prioritize response and recovery missions
- Share and update information
- Ensure expedient response and recovery actions
- Avoid redundant activities
- Ensure a unified effort when working with local, county, state, federal, and private organizations.

- Provide accurate intelligence to other organizations in the City of Oakwood EOC and at the site of the emergency.
- Provide timely and accurate information to Public Information for dissemination to the public.

3.4 Initial Deployment

Resources, personnel or equipment, involved in the initial response will report to the location identified in the dispatch. Once an Incident Command is established for an incident, additional resources will be directed to report to the incident, to a staging area, or some other location. Crews should take no action until they receive an assignment from Command. This action facilitates crew safety and assures that resources can be effectively utilized and tracked. The Staging Officer will gather contact numbers and capabilities and provide information briefings to essential personnel.

3.5 Maintaining Essential Services

Public Works shall maintain essential City services such as Refuse Collection to the maximum extent practicable throughout the incident.

3.6 Emergency Demolition

Public works will work together with outside contractors to best define the proper means for emergency demolition of structures throughout the city.

3.7 Public Information

Public Works will coordinate with ESF 15-Public Information to ensure the public is aware of necessary information such as road closures.

3.8 Demobilization

Demobilization of a Public Works response can be a long-term process, extending deep into the recovery phase since public works and engineering projects may require many months of activity. Demobilization will be coordinated between Incident Command, local officials and the community.

3.9 Vertical Coordination

Incidents involving Public Works or the City's infrastructure usually require the involvement of numerous county, state and federal agencies. The City of Oakwood will cooperate and participate with County, State, and Federal efforts to address an emergency event. Such cooperative efforts may include working with the Montgomery County EOC, the Joint Field Office, the Joint Information Center, or other coordinating entities.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department - Public Works

- Provide and track personnel for Public Works operations. A personnel accountability system will be deployed, including check-in and checkout procedures. Briefings will include safety measures, reporting locations, and travel instructions.
- Provide timely information and updates to City of Oakwood EOC personnel.
- Provide and track equipment for Public Works operations.
- Assess the emergency event and prioritize activities to assist in the immediate life/safety concerns in cooperation with the Public Safety Department. Assist search and rescue efforts.
- Assess the short term and long term actions for response and recovery actions. Develop a preliminary plan of action.
- Assess debris and conduct debris removal in accordance with G-325 Federal Emergency Management procedures.
- Assess damage to infrastructure, such as roadways. Close as necessary. Ensure emergency access to remote areas.
- Provide GIS support and GIS information as requested in accordance with ESF 5-Information and Planning. Provide maps as requested.
- Conduct snow and ice removal in accordance with the Snow Emergency Plan.
- Conduct demolition and/or emergency repairs or stabilization of unsafe public structures.
- Restore structural integrity of damaged City property.
- Assist with emergency drainage problems.
- Contract with private organizations as necessary to support Public Works assessment, response, and recovery activities.
- Coordinate with supporting agencies to identify missions for the state & federal responders.
- Act as primary liaison between City of Oakwood and outside agencies conducting public works activities such as the private utility companies, U.S. Army Corps of Engineers, or National Guard.
- Establish contracts with agencies able to assist with debris removal, demolition, repair of buildings, and roadways as required.
- Coordinate with Emergency Public Information and Communications to provide timely updated information for distribution to the public.
- Participate in post incident analysis.
- Assess damage to water, wastewater, and storm water infrastructure.
- Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Public Safety Department

- 1) Provide reconnaissance and report any damage to the EOC.
- 2) Assist with road closures.
- 3) Keep public at safe distance from any debris removal and prevent looting and other civil unrest. Activate Law Enforcement resources as necessary.
- 4) Report to Public Works areas where debris or snow and ice removal is necessary for immediate public health and safety. Assist Public Works in prioritizing the immediate situation.
- 5) Provide reconnaissance and report any damage to the EOC.
- 6) Respond to emergency lifesaving efforts as detailed in ESF 4-Fire, ESF 8-Health and Medical, ESF 9-Search and Rescue, and ESF10-HazMat.
- 7) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.4.2 Law Department

- 1) Review all projects on behalf of City of Oakwood for legal issues and impacts associated with emergency event response and recovery.
- 2) Provide legal advice to City of Oakwood decision makers as required.
- 3) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.4.3 All Other City Departments

- 1) Provide assistance as necessary.
- 2) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

5.0 RESOURCE REQUIREMENTS FOR ESF 3 – ENGINEERING AND PUBLIC WORKS

In order for Public Works to respond to an emergency event, there will be a need for personnel and equipment. Much of the work will initially be completed with in-house equipment and personnel. All City Departments will provide equipment and personnel as is possible. Personnel from Public Works will staff their identified positions in the City of Oakwood EOC, if activated, on a twenty-four hour basis and will be responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies.

In addition, other local government agencies may assist City of Oakwood. Requests for assistance from other regions in Ohio as well as state or federal resources should be coordinated through the Montgomery County Office of Emergency Management (MCOEM). The National Guard and WPAFB are examples of government agencies that could supply resources. In addition, equipment and personnel may be contracted to perform some of the work. It is possible that existing contracts will be expanded or new contracts will be put into place.

Public Works shall maintain a resource list of mutual aid providers for resource support and allocation. Additional support needs during an emergency may be requested through the City of Oakwood EOC. Procurement of additional resources will conform to the guidelines established in ESF 7-Resource Support.

All City of Oakwood Departments involved in response activities shall track, consolidate, and submit final reports and emergency event-associated costs. Department of Finance shall oversee these efforts and compile a final emergency event-associated costs report.

6.0 AUTHORITIES

Public Works is authorized to inspect, repair, and close roads within the City of Oakwood.

CITY OF OAKWOOD - EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION

DEBRIS MANAGEMENT PLAN

PRIMARY DEPARTMENT:

City of Oakwood, Public Works Department

SUPPORT AGENCIES:

All Departments of the City of Oakwood
Montgomery County Emergency Management Authority
Ohio Environmental Protection Agency (EPA)
Regional Air Pollution Control Agency (RAPCA)

1.0 PURPOSE

This plan is composed of a grouping of Departments and agencies that support debris management response and recovery. This plan provides an overall guidance for the management of debris following an emergency event in order to mitigate against any potential threat to the lives, health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to public or private property.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

Many emergency events will involve debris management. During an emergency the ability to maintain an open transportation system is critical to address life-saving and human health issues first. Any activities undertaken will be completed in accordance with all applicable Local, State and Federal rules and regulations.

2.2 Response and Recovery

Rapid damage assessment of the emergency event area will be conducted to determine life safety issues, infrastructure damage, potential workload and resources necessary. All debris will be assessed in accordance with methods outlined by FEMA to determine quantity and type. Additional details on the handling of hazardous materials and Asbestos-Containing Materials (ACM) is discussed in section 3.0 Concepts of Operations.

2.3 Plans Coordination

All existing plans shall be followed, as possible when responding to an emergency event. In addition, all debris will be properly handled, removed, and disposed in a waste management approach of reduction, reuse, reclamation, resource recovery, hardfill, demolition fill, or sanitary landfill. These plans include items such as:

- Standard procedures for roadway closures
- Snow and Ice Control Plan
- Waste Management Plan
- Traffic Plan
- Montgomery County Debris Management Guide

3.0 CONCEPTS OF OPERATIONS

The Public Works Director will initiate elements of this plan when capabilities are required for assessment, response and recovery activities during emergencies. Debris estimating will be conducted in accordance with FEMA 325.

Temporary debris storage and reduction (TDSR) sites are essential to major debris clearance, removal and disposal operations. Selection of these sites will be coordinated with the Ohio EPA and selected based on location, drainage, and other factors.

Debris management actions will be coordinated as necessary.

3.1 Debris Removal Priorities and Operations

Debris removal activities during the **Response Phase** include immediate actions for the removal of debris to facilitate search and rescue efforts, allow access to critical facilities, and to prevent flooding. The Response Phase generally lasts for several days.

Debris removal during the **Recovery Phase** focuses on collecting the remaining debris, reducing or recycling, and final disposal. Development and management of a debris management site(s) is also considered a recovery activity. This phase can continue for several months

3.1.1 Debris Sorting

Debris must be sorted and not mixed with other debris. Mixing debris causes the disposal costs to be higher and result in state and federal agencies may refuse to reimburse for our removal efforts. FEMA G-325 recognizes the following categories of debris and waste:

Vegetative Debris
Construction and Demolition Debris
Hazardous Waste
White Goods
Soil, Mud, and Sand

Vehicles and Vessels
Putrescent Debris
Infectious Waste
Chemical, Biological, Radiological, and Nuclear-Contaminated Debris
Garbage

3.2 Phases of Debris Removal

3.2.1 Phase I - Response

Clearance of debris that hinders immediate lifesaving actions in the disaster area and clearance of debris that poses an immediate threat to public health and safety. The first priority is given to removal of debris from roadways and locations that block access and egress to critical facilities or essential operations.

Critical facilities include: command and control locations, 30 Park Ave, 210 Shafor Blvd, and other facilities deemed critical by the incident commander. Essential, but not critical, facilities include schools, water treatment facility, power generation units, temporary shelters for disaster victims, and others. The Incident Commander or Debris Management Team will need to prioritize debris removal from roadways that allow access to these facilities.

During Phase I, debris is usually not removed from the site but pushed to the side of the road to provide at least one clear lane allowing for:

- Movement of emergency vehicles.
- Resumption of critical services.
- Damage assessment of critical public facilities and utilities.

3.2.2 Phase II - Recovery

Removal and disposal of debris during Phase II is to ensure the orderly recovery of the community and to eliminate less immediate threats to public health and safety.

The initial roadside piles of debris created during Phase I will become the dumping locations for additional yard waste and other disaster-generated debris such as construction material; personal property; trash; white goods (washers, dryers, hot water heaters, etc.); roofing material; and household, commercial, and chemicals.

In general, debris that is on **public property** must be removed to allow continued safe operations of governmental functions. Therefore, most debris-removal from public property is eligible for FEMA Public Assistance (PA) funds.

Debris removal from **private property** is the responsibility of the individual property owner, aided by insurance settlements and assistance from volunteer agencies. *FEMA reimbursement is not available for the cost of removing debris from private property.* Government departments or their contractors *may* pick up and dispose of disaster-related debris placed at the curb by private individuals. The extent and duration of this type of work is carefully controlled. FEMA, state, county, and local

officials will agree on a time period during which curbside pick-up will be eligible for PA funding.

3.3 Hazardous Materials

The Debris Manager will work with the Ohio Environmental Protection Agency Emergency Response Group, Solid Waste District and hazardous waste vendors to coordinate the removal of hazardous waste from commercial operations as well as from private property. Household Hazardous Waste (HHW) items should be segregated at curbside or brought to designated drop-off sites.

The Dayton Regional Hazardous Materials Response Team is available to identify/classify and mitigate hazardous-materials exposures that present acute life safety and public health threats. The City of Oakwood will work closely with Federal and State environmental protection agencies to ensure proper removal and disposal of hazardous waste.

IMPORTANT NOTE: Temporary storage areas for hazardous waste must include a *lining with an impermeable material* so chemicals do not leak into the groundwater and soil.

3.4 Asbestos

Public Works will work with the Ohio EPA and RAPCA to coordinate the removal of asbestos containing materials (ACM). All work will be completed in accordance with federal, state, and local regulations relating to the removal and disposal of ACM.

Phase I clearance of debris for life saving, public health and safety, and to gain access to critical facilities or essential operations will be completed utilizing the following procedures.

- Conduct a rapid assessment of the debris to determine if ACM is suspected to be present.
- Any debris to be cleared suspected of containing ACM will be wetted, moved a minimal distance, and segregated from other materials.
- Temporary storage of debris suspected of containing ACM will be wetted and covered.
- Disposal will be handled in Phase II.

Phase II clearance of debris for the orderly recovery of the community, to eliminate less immediate threats to the public health and safety, and dispose of Phase I clearance activities, will be completed utilizing the following procedures.

- Conduct an assessment to determine if ACM is present.
- Wet materials and segregate ACM from debris. If asbestos is known to be present but cannot be safely segregated, all the debris is handled as ACM.
- Disposal of debris will be coordinated with the Ohio EPA and/or RAPCA and may include ACM sampling, abatement and disposal in a facility licensed to handle ACM.

Important Note: All structures have the potential to contain ACM, structures built before 1975 are more likely to contain ACM. In particular asbestos may be found in pipe wrap, insulation, fireproofing, floor tile, roofing, siding and other building materials.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Works

- 1) Establish a Debris Management Team and select an appropriate Debris manager.
- 2) Provide and track personnel for debris removal operations. A personnel accountability system will be deployed including check-in and checkout procedures. Briefings will include safety measures, reporting locations, and travel instructions.
- 3) Provide timely information and updates to City of Oakwood EOC personnel.
- 4) Provide and track equipment for debris removal operations.
- 5) Assess the emergency event and prioritize activities to assist in the immediate life/safety concerns in cooperation with the Public Safety Department. Assist search and rescue efforts.
- 6) Assess the short term and long term actions for response and recovery actions. Develop a preliminary plan of action.
- 7) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.
- 8) Act as primary liaison between City of Oakwood and outside agencies conducting public works activities such as the private utility companies, U.S. Army Corps of Engineers, or National Guard.
- 9) Establish contracts with agencies able to assist with debris removal, demolition, and repair of buildings, roadways, and bridges as required.
- 10) Participate in post incident analysis.
- 11) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.
- 12) Update the Debris Management Plan as needed.

4.2 City Manager

- 1) Activate the EOC and activate response.
- 2) Initiate the Declaration of an Emergency.
- 3) Advise Elected Officials of situation.
- 4) Liaison with surrounding jurisdictions and other government agencies.

4.3 City Departments

4.3.1 Department of Personnel and Properties

- 1) Provide personnel for building inspections as needed at the site of the emergency.
- 2) Provide technical assistance for inspections, emergency repairs of demolition of damaged public buildings.
- 3) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.3.2 Public Safety Department

- 1) Provide reconnaissance and report any damage to the EOC.
- 2) Assist with road closures for flooding of sewage or water. Assist with road closures for emergency infrastructure repair work, as needed.
- 3) Keep public at safe distance from any sewage, water, or emergency repairs. Assist with crowd control in the event water must be hauled in and distributed at centralized points. Activate Law Enforcement resources as necessary.
- 4) Report to Public Works areas where there is a need of debris removal for rescue and other lifesaving efforts. Assist Public Works in prioritizing the immediate situation.
- 5) Respond to emergency lifesaving efforts as detailed in ESF 4-Firefighting, ESF 8-Health and Medical, ESF 9-Search and Rescue, and ESF 10-HazMat.
- 6) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.3.3 Law Department

- 1) Review all projects on behalf of City of Oakwood for legal issues and impacts associated with emergency event response and recovery.
- 2) Provide legal advice to City of Oakwood decision makers as required.
- 3) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.3.4 All Other City Departments:

- 1) Provide assistance as necessary.
- 2) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

5.0 RESOURCE REQUIREMENTS

In order for Public Works to respond to an emergency event, there will be a need for personnel and equipment. Much of the work will initially be completed with in-house equipment and personnel. All City Departments will provide equipment and personnel as is possible. Public Works will provide appropriate staff for the City of Oakwood EOC, if activated, on a twenty-four hour basis and will be responsible for providing technical advice on the Debris Management process.

In addition, other local government agencies may assist City of Oakwood. Requests for assistance from other regions in Ohio as well as state or federal resources should be coordinated through the Montgomery County Office of Emergency Management (MCOEM). The National Guard, WPAFB, Ohio EPA, RAPCA are examples of government agencies that could supply resources. In addition, equipment and personnel may be contracted to perform some of the work. It is possible that existing contracts will be expanded or new contracts will be put into place.

Public Works shall maintain a resource list of vendors that could potentially respond with engineering services, heavy equipment, light equipment, and/or personnel. Listings will document equipment, supplies and services available during emergencies. Additional support needs during an emergency may be requested through the City of Oakwood EOC.

6.0 AUTHORITIES

Public Assistance-Debris Management Guide (FEMA-325)

CITY OF OAKWOOD - EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 3B

WATER, WASTEWATER, STORM WATER

PRIMARY DEPARTMENT:

City of Oakwood, Public Works Department

SUPPORT DEPARTMENT / AGENCIES:

All Departments of the City of Oakwood
Montgomery County Office of Emergency Management
Miami Conservancy District
Ohio EPA

1.0 PURPOSE

ESF 3B is composed of a grouping of Departments and agencies that support response and recovery of drinking water plants and infrastructure, the wastewater infrastructure, and storm water infrastructure following an emergency event. The Water Department infrastructures may require reinforcement, demolition or isolation to ensure safety. Public utilities may be partially or fully inoperable following emergency events.

Below is a brief summary of operations and missions for each of the major functions of the Department of Water:

Water Supply & Treatment and Water Distribution

The City operates two water treatment plants and distributes drinking water to approximately 9,200 people.

Wastewater and Sewer Maintenance

The City collects wastewater and sends it to the City of Dayton and Montgomery County wastewater treatment plants. Any disruption in services would require close contact with the City of Dayton and Montgomery County.

Storm Water and Sewer Maintenance

The City collects and conveys storm water directly to the rivers and streams.

During an emergency event, the Water Department will support the primary response goals of saving lives and protecting property. During recovery, the Water Department will return all infrastructures and services listed above to a safe operational condition. All Water activities will be conducted in the most cost-effective manner as is practicable.

The Water Department has oversight of all the drinking water, wastewater, and storm water activities and serves as the lead agency for this function. The Water Department will provide environmental protection and evaluation assistance to other Departments in response to an emergency event that may impact the environment. Assistance may be required following an emergency event.

2.0 SITUATION AND ASSUMPTIONS

The purpose for ESF 3B-Water is to provide a framework for response to an emergency event. The Water Department will respond to save lives and protect our public infrastructure. Basic components include:

- Situation
- Mitigation and Preparedness - Critical infrastructure protection (required by state guidance)
- Response and Recovery
- Plans Coordination

2.1 Situation

During an emergency event the ability to maintain adequate quality drinking water, wastewater, and storm water systems is critical. Disasters can cause damage to infrastructure, which could drastically affect these services. Disruption of drinking water services could result in loss of drinking water for the public, disruption of sanitation and loss of firefighting water. Disruption in wastewater services can result in sanitation and disease issues. Disruption in the storm sewer system can result in flooding.

The Water Department resources, when activated, will be at the direction of the Incident Commander to address life-saving and human health issues first. Any activities undertaken will be completed in accordance with all applicable Local, State and Federal rules and regulations.

2.2 Mitigation and Preparedness

Routine maintenance is conducted to ensure the integrity of the Water system. Examples of routine activities may include maintaining equipment, generators, valve exercising, repair and replacement program for water lines and sewers, inspection and cleaning of sewers, computer back-ups, flood control gate testing and keeping buildings well-maintained. These mitigation activities assist in reducing the amount of damage that may occur and assist Water's ability to adequately respond to an emergency event. Other mitigation activities include inspections, plans review, and public safety education.

The Water Department is prepared to respond to an emergency event. Emergency preparation includes plant shutdowns for electric system testing and scheduled major repair projects. In addition, the Water Department routinely practices responding to emergencies when called upon during a large water main break, heavy rains, and during a HazMat incident or large fire. If possible, the pre-positioning of the Water Department resources may take place depending upon the nature of the hazard and emergency.

2.3 Response and Recovery

Rapid damage assessment of the emergency event area will be conducted to determine life safety issues, infrastructure damage, environmental damage, potential workload and resources necessary. Damage Assessment information will be communicated to Command. At the Incident Commander's direction, immediate response actions will be taken to protect the public health and environment. The Water Department will provide technical support relating to emerging threats to life, property, and the environment caused by hazardous materials including short-term mitigation and long-term impacts. Additional detailed assessments will be conducted to assist in repairs and restorations.

Drinking water, wastewater, and storm water infrastructure repairs and restoration will be conducted as soon as is practicable, dependent on the extent of the damage and resources available. Normal customer service will be restored as soon as possible. Additional information can be found in ESF 14-Recovery.

2.4 Assumptions

- Power utilities, natural gas and electricity, are intact and functioning.
- Transportation routes are intact to support maintenance and repair activities.
- Supplies critical to the operations of the various water distribution, wastewater, and storm water systems are available.

2.5 Plans Coordination

All existing plans shall be followed, as reasonably possible, when responding to an emergency event. These plans include items such as:

- Emergency Response Plan for Water Supply and Treatment**
- Risk Management Plan for Water Supply and Treatment
- Emergency Safety Plan for Water Reclamation
- Information Management System/Information Technology System Emergency Plan (under development)
- Emergency dispatch and after-hour employee call back plans
- Building evacuation plans
- Snow and Ice Control Plan
- ESF #3A Public Works

**In accordance with the Public Health Security and Bio-terrorism Preparedness and Response Act of 2002 and the State of Ohio Administrative Code, the City has developed a comprehensive Emergency Response Plan for our drinking water system. The plan addresses threats posed by natural disasters, major accidents, and terrorist acts. This Plan describes the interfaces, functions, and responsibilities of City Departments and external organizations, contractors and vendors that may have roles during emergency incidents. The Plan addresses the critical aspects of customer service and communication and the health and safety of the public.

3.0 CONCEPTS OF OPERATION

3.1 Response

The city of Oakwood Public Works Director or designated authority will initiate response actions when drinking water, wastewater, or storm water systems, services, and capabilities are required for assessment, response and recovery activities during emergencies. Full or partial activation of the Emergency Operation Plan will depend upon the requirements for response and recovery.

3.2 Response Activities

Water Department personnel may be involved in the following emergency activities that assist local governments in response and recovery efforts:

- Damage assessment
- Water testing
- Provision of technical advice
- Contracting
- Emergency repairs
- Environmental remediation
- Facility and infrastructure inspections and closures/shut-off
- Temporary and permanent construction
- Monitoring of environmental media
- Snow and ice removal
- Debris removal to allow access to facilities and infrastructure
- Engineering emergency supply and support services
- Public information

3.3 Coordination and Assistance

Additional assistance for services and equipment may be supplied by other city departments and/or contracted on an emergency basis when required for response and recovery operations. Close coordination is maintained between responding resources and organizations during the emergency event to:

- Prioritize response and recovery missions
- Share and update information
- Ensure expedient response and recovery actions
- Avoid redundant activities
- Ensure a unified effort when working with local, county, state, federal, and private organizations
- Provide accurate intelligence to other organizations in the city of Oakwood EOC and at the site of the emergency
- Provide timely and accurate information to Public Information for dissemination to the public.
- Communicate via any and all platforms identified in ESF 2

3.4 Initial Deployment

Resources, personnel or equipment, involved in the initial response report to their regularly assigned area unless that area is damaged during the event. Once an Incident Command is established for the incident, personnel involved directly in a damaged area will report to an assigned staging area and await assignment from Command. This action facilitates crew safety and assures that resources can be effectively utilized and tracked. The Staging Officer will gather contact numbers and capabilities and provide information briefings to essential personnel.

3.5 Public Information

The Water Department will coordinate with the Public Works Director to ensure the public is aware of necessary information regarding water and wastewater issues such as conservation, boil advisories, “do not use” advisories, outages, etc.

3.6 Demobilization

Demobilization of the Water Department resources in the wake of an event can be a long-term process, extending into the recovery phase since public works and engineering projects may require many months of activity. Demobilization will be coordinated between Incident Command, local officials, and the community.

3.7 Vertical Coordination

Incidents involving water systems, wastewater systems, surface water or environmental protection, usually require heavy participation from various state and federal agencies. The City of Oakwood will cooperate and participate with County, State, and Federal efforts to address an emergency event. Such cooperative efforts may include working with the Joint Field Office and/or the Joint Information Center or other coordination entities.

4.0 ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Works

- 1) Provide and track personnel for initial operations. A personnel accountability system will be deployed, including check-in and checkout procedures. Briefings will include safety measures, reporting locations, and travel instructions.
- 2) Provide timely information and updates to city of Oakwood EOC personnel.
- 3) Provide and track equipment for initial operations.
- 4) Assess the emergency event and prioritize activities to assist in the immediate life/safety concerns in cooperation with the Public Safety Department. Assist search and rescue efforts.
- 5) Assess the short term and long term actions for response and recovery actions. Develop a preliminary plan of action.
- 6) For drinking water, assess damage to infrastructure, disruption of customer services, and/or disruption in available water for firefighting. Initiate the Emergency Response Plan, as necessary. Identify priority and critical need customers and prioritize

service restoration. The Plan includes notifying the appropriate regulatory agencies, affected businesses, and customers, as well as provisions for a temporary drinking water source. Assess damage to source water, ground water, and drinking water quality. Coordinate with the Ohio EPA to issue boil water advisories and alerts regarding damaged infrastructure in the emergency event area. Restore integrity of damaged infrastructure and return to normal customer service.

- 7) For wastewater, assess damage to infrastructure, disruption of customer services, and/or release of sanitary sewage. Notify appropriate regulatory agencies, affected businesses, and customers. Coordinate with the Ohio EPA and Combined Health District of Montgomery County to maintain and/or restore sanitation standards in the emergency event area. Restore sanitation to areas, restore integrity of damaged infrastructure and return to normal customer service.
- 8) For storm water, assess damage to infrastructure, monitor river stage level, and assess flooding of streets or property. Notify the Miami Conservancy District and assist them in initiation of the Flood Control Plan. Inspect dikes, levies, dams and related structures in cooperation with the Miami Conservancy District. Assess any water quality damage and coordinate with the Ohio EPA. Remove or drain water, restore integrity of damaged infrastructure and return to normal customer service.
- 9) Provide GIS support and GIS information as requested in accordance with ESF 5- Information and Planning. Provide maps as requested.
- 10) Contract with private organizations as necessary to support water system assessment, response, and recovery activities.
- 11) Coordinate with ESF 3B-Water supporting agencies to identify missions for the state & federal responders.
- 12) Act as primary liaison between the city of Oakwood and outside agencies conducting water related activities such as the Ohio EPA, Miami Conservancy District, Combined Health District of Montgomery County, or National Guard.
- 13) Maintain capabilities to house the EOC for the city of Oakwood at the Water Distribution building.
- 14) Provide timely, updated information for distribution to the public.
- 15) Participate in post incident analysis.
- 16) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.
- 17) Utilize Water Security Division to provide security services at water facilities.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.

- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Department of Public Safety

- 1) Provide reconnaissance and report any damage to the EOC.
- 2) Assist with road closures for flooding of sewage or water. Assist with road closures for emergency infrastructure repair work, as needed.
- 3) Keep public at safe distance from any sewage, water, or emergency repairs. Assist with crowd control in the event water must be hauled in and distributed at centralized points. Activate Law Enforcement resources as necessary.
- 4) Report to Water areas where there is a need of water for fire suppression. Assist Water in prioritizing the immediate situation.
- 5) Respond to emergency lifesaving efforts as detailed in ESF 4-Fire, ESF 8-Health and Medical, ESF 9-Search and Rescue, and ESF10-HazMat.
- 6) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.4.2 Department of Public Works

- 1) Assist in the assessment of damage to water, wastewater, and storm water infrastructure.
- 2) Activate Public Works response, as necessary.
- 3) Remove debris and open transportation routes for Water personnel to facilitate emergency repairs.
- 4) Provide personnel and equipment to support Water, as possible.
- 5) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.4.3 Department of Law

- 1) Review all projects on behalf of City of Oakwood for legal issues and impacts associated with emergency event response and recovery.
- 2) Provide legal advice to City of Oakwood decision makers as required.
- 3) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.4.4 All Other City Departments

- 1) Provide assistance as necessary.
- 2) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

5.0 RESOURCE REQUIREMENTS

In order for the Water Department to respond to an emergency event, personnel and equipment will be needed. The initial response will involve equipment and personnel assigned to the Water Department. If the incident requires additional resources, all city departments will provide equipment and personnel as is possible. Personnel from the Water Department will staff their assigned positions in the city of Oakwood EOC, if activated, on a twenty-four hour basis and will be responsible for providing logistical support to their personnel, and for tracking and maintaining equipment and supplies.

In addition, other local government agencies may assist the city of Oakwood. Requests for assistance from Ohio EPA and Combined Health-Dayton and Montgomery County for a water related incident will initially be coordinated through the Department of Water. Other government agencies, resources from other regions of Ohio, as well as state or federal resources may also be called upon to assist in a large event. Such assistance may require a formal Declaration of Emergency and will be requested through the EOC and be coordinated through the Montgomery County Office of Emergency Management (MCOEM). The National Guard and WPAFB are examples of government agencies that could supply resources. In addition, equipment and personnel may be contracted to perform some of the work. It is possible that existing contracts will be expanded or new contracts will be put into place.

Water shall maintain a resource list of vendors that could potentially respond with engineering services, generators, heavy equipment, light equipment, and/or personnel. Listings will document equipment, supplies and services available during emergencies. Additional support needs during an emergency may be requested through the city of Oakwood EOC.

All city departments involved in response activities shall track, consolidate, and submit final reports and emergency event-associated costs. The Finance Department shall oversee these efforts and compile a final emergency event-associated costs report. (See ESF16-Financial Management)

6.0 AUTHORITIES

Clean Water Act -1977

Water Quality Act - 1987

Public Health Security and Bio-terrorism Preparedness and Response Act of 2002

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 4

FIREFIGHTING

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENT / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

American Red Cross

Ohio Environmental Protection Agency (EPA)

State of Ohio Fire Marshall

Local Utility Companies

1.0 PURPOSE

Fires threaten lives, property, and the economic well-being of the community. The purpose of this Emergency Support Function (ESF) is to outline the procedures employed by the City of Oakwood to respond to and manage fire threats that may occur. In addition, ESF 4 identifies additional resources that may be used in this effort, delineating how to mobilize and deploy those resources.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- Oakwood faces fire threat in residential structures and business occupancies, including high-rise structures, parkland areas, and transportation settings.
- Priorities for fire incidents are:
 - 1) Life Saving
 - 2) Incident Stabilization
 - 3) Property Conservation
- Oakwood's fire forces respond to fire incidents using internal procedures and operating guidelines, such as recall of off-duty personnel, to fulfill personnel and equipment needs.

- If an emergency involves or threatens a property owned or occupied by a city of Oakwood agency or department, a representative of that department is to be notified.

2.2 Mitigation and Preparedness

2.2.1 Mitigation

Oakwood employs the following actions to mitigate or reduce the possibility of fire emergencies:

- Fire inspections are conducted in business occupancies. The inspections are focused on identifying and removing potential fire and life-safety hazards. Inspectors have the ability to issue citations for continuing or egregious violations.
- A smoke detector ordinance, passed in 1984, requires smoke detectors in residential structures and most business occupancies. The presence of smoke detectors in a structure dramatically decreases the likelihood of fire fatalities.
- A plans inspection program reviews construction and renovation plans to assure they meet applicable fire safety code requirements.
- The Public Safety Department conducts fire safety education programs for schools, civic associations, and other means.

2.2.2 Preparedness

Oakwood employs the following actions to prepare for fire emergencies:

- Mutual aid agreements with surrounding jurisdictions.
- Testing alarm and sprinkler systems as required by the fire code.
- Training and exercise programs.
- Apparatus maintenance.

2.3 Assumptions

- If additional resources are requested, those resources will be available if the incident is not widespread.
- Infrastructures required by this ESF such as roads, water distribution systems, and communication networks are intact.

- Fire incidents may require the support of other departments and agencies such as Water, Public Works, and others. In addition, outside agencies such as the Red Cross, utility companies, and others may be required to resolve the incident.

2.4 Plans Coordination

The following plans or documents coordinate with Oakwood EOP ESF 4- Firefighting. In addition, parts of the following plans may be activated in support of ESF 4

1. Ohio Fire Chiefs Emergency Response Plan
2. Montgomery County Emergency Operations Plan
3. Oakwood Public Safety Department Tactics Manual

3.0 CONCEPTS OF OPERATION

3.1 General

- Emergency firefighting operations will generally be initiated by the Public Safety Dispatch Center by dispatching the appropriate level of fire resources, including appropriate mutual aid resources.
- All fire incidents will be managed using the Incident Command System (ICS) in accordance with National Incident Management System (NIMS) as well as accepted best practices. This approach is designed to ensure the safety and well-being of responders and assures compliance with the Ohio Administrative Code 4123 which addresses fire department occupational safety and health.

3.2 Damage Assessment

- Damage assessment in fire situations involves identifying what the fire has already destroyed and predicting what it will destroy prior to extinguishment. Fire officers, based upon their experience, are capable of damage assessment for most fire events.
- Fires involving high-rise buildings or other complicated structures may require that a structural engineer be included as a technical advisor to command. The structural engineer can provide damage assessment and evaluate the potential for structural failure or collapse.
- Damage assessment should include an environmental impact assessment for smoke plume and run-off water. Appropriate regulatory agencies will be notified if these conditions develop. The Regional Air Pollution Control Authority (RAPCA) will monitor the smoke plume. The Public Works Department should be contacted if runoff water is threatening the environment.
- Damage assessment may indicate an increased need for response actions such as evacuation, hazardous materials response, medical response, or

search and rescue, or others.

- All damage assessment information should be communicated to the incident commander, or appropriate ICS section, as quickly as it is developed.

3.3 Evacuation of Threatened Structures or Areas

The following individual(s) are authorized to order an evacuation as indicated:

- The City Manager or their duly authorized representative
- The Public Safety Director or their duly authorized representative
- The Montgomery County Sheriff or Deputy Sheriff
- Any individual who is authorized under state law to order an evacuation

Area and regional evacuations are addressed in the Mass Evacuation Appendix.

In evacuation situations the Public Safety Department will assist those persons who cannot self-evacuate due to impairment or medical conditions.

3.4 Public Safety Director – Roles and Responsibilities

- The Public Safety Director (Fire Chief), per ORC 3737.80, is responsible for primary coordination of the on-scene activities of all agencies of the state, the United States government, and political subdivisions that are responding to hazardous material incident or release.
- Oakwood's Public Safety Director (Fire Chief) may also serve as the jurisdiction's EOC Director and has duties and roles in Oakwood's EOC as described in the EOC Appendix.
- Depending upon the incident, the Public Safety Director may designate another member of command staff to act as Incident Commander of large incidents, so that the Public Safety Director can perform other required roles.

3.5 Fire Cause and Determination

The Oakwood Public Safety Department has members who are state certified arson investigators and will be responsible for investigating the cause and origin of suspicious fires as well as criminal investigation in cases of suspected arson. Additional arson investigation support is available through the State Fire Marshall.

3.6 Recovery

- Oakwood's firefighting forces are equipped and trained to conduct post-fire salvage and overhaul operations as part of their normal duties. These operations are specifically designed to minimize the damage incurred during a fire, help the business or resident recover after the fire, and assist insurance investigators and building engineers conduct their post-fire investigations. All recovery actions will be directed by the Incident Commander.

- The Public Safety Department will serve as the initial contact point when requesting services from the American Red Cross in assistance of those persons displaced by a fire incident. Specific information regarding Red Cross services can be found in ESF 8-Mass Care.
- An emergency event that causes 25 or more businesses or residences (which may include apartment units) to suffer more than 40% un-insurable losses may qualify for a federal declaration of emergency thus providing those affected with some financial compensation for relocation or recovery. Additional information can be found in ESF 14-Disaster Recovery.

3.7 Other Missions

Oakwood's firefighting forces perform other missions associated with emergency response and emergency management.

Mission	Addressed in
Emergency Communications	ESF 2-Communications
Incident Management and Planning	ESF 5-Information and Planning Emergency Operations Center Appendix
Mass Care	ESF 6-Mass Care
Emergency Medical Services	ESF 8-Public Health and Medical Biological Incident Appendix Catastrophic Incident Appendix
Search and Rescue	ESF 9-Search and Rescue Catastrophic Incident Appendix
Hazardous Materials and WMD response	ESF 10-Hazardous Materials Catastrophic Incident Appendix Nuclear / Radiological Incident Appendix Terrorism Appendix

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Safety

- 1) Coordinate all actions as required by ESF 4-Firefighting.
- 2) Update information contained in ESF 4 when appropriate.
- 3) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.
- 4) Provide departmental resources as required by the incident.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.

- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Personnel and Properties

- 1) Provide personnel for damage assessment in support of an incident.

4.4.2 Public Works

- 1) Support an incident with equipment and personnel as needed.
- 2) Notify the safety department immediately if the water distribution system is damaged or compromised. Be prepared to offer a situation assessment regarding outages and duration.
- 3) Monitor the water distribution system during an event to assure adequate water supply and increase pressure in areas affected by the incident if requested.
- 4) Provide damage assessment and environmental surety information regarding run-off water.

4.4.3 All Other City Departments

- 1) Support the incident as requested.

4.5 Outside Agencies

4.5.1 Montgomery County Office of Emergency Management (MCOEM)

- 1) Serve as the conduit for emergency declarations, if required.
- 2) Assist with locating resource and logistical needs.
- 3) Assist and advise regarding recovery operations and processes.

4.5.2 Public Utilities

- 1) Disconnect or shut-off utilities as requested by incident commander.

- 2) Serve as a liaison to the damage assessment team, providing information about how an incident threatens or affects public utilities.

4.5.3 Red Cross

- 1) Provide sheltering for people displaced by a fire event.

4.5.4 RTA

- 1) Provide transportation as required for people affected by a fire event.

5.0 RESOURCE REQUIREMENTS FOR ESF 4 - FIREFIGHTING

5.1 Personnel

The following options are available to augment Oakwood's firefighting forces:

5.1.1 Internal Options

- Recall and Shift Extension

5.1.2 Mutual Aid

Oakwood currently maintains mutual aid agreements with most of its surrounding communities for both fire and EMS services. A copy of the Greater Dayton Area Fire Departments Mutual Aid Agreement is on file at the Montgomery County Prosecutors Office.

5.1.3 Ohio Fire Chiefs' Emergency Response Plan

The Ohio Fire Chiefs Emergency Response Plan allows for mutual aid resource response from throughout Ohio.

- 1) Incident Commander or Planning Section will develop the resource requests.
- 2) The request will be forwarded to the Regional Dispatch Center who will contact the current central dispatch point for the Ohio Fire Chiefs' Emergency Response Plan.

5.1.4 Intrastate Mutual Aid Compact (IMAC)

Equipment and/or personnel not specifically available through the Ohio Fire Chiefs' Emergency Response Plan can be requested through the IMAC. Such a request would require that we have exhausted or are expected to exhaust all of our resources. The request is forwarded through MCOEM to the Ohio EMA and requires that Ohio's Governor declare a "state of emergency". More information is available in the Base Plan, Section 6.2.2.5.

5.1.5 National Guard

Oakwood must show that it has exhausted, or is expected to exhaust, its currently available resources before it can request the National Guard. It should be taken into consideration that even if National Guard assistance is approved, it will take 24 to 48 hours before assets can arrive. This may make National Guard assets unlikely for response actions. A more suitable mission for the Guard may come during clean-up and recovery actions. Request and deployment procedures for the National Guard are found in the Base Plan, Section 6.2.2.7.

5.2 Supplies and Equipment

5.2.1 Local Procurement

Supplies, if they cannot be obtained through mutual aid, can be procured from a number of local companies. Purchasing will initiate emergency procurement procedures as required and as indicated in ESF 7-Resource Support.

5.2.2 Foam Bank

Firefighting foam supplies are stocked with the Dayton Fire Department. Additional foam supplies are available from:

- 1) The Miami Valley Fire Alliance Foam Bank
- 2) Wright Patterson Air Force Base

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 5

INFORMATION AND PLANNING

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

Oakwood Health District

Ohio SAIC

Federal Bureau of Investigation

1.0 PURPOSE

Emergency managers rely on planning to resolve complex or prolonged incidents; emergency planning is very dependent upon accurate, reliable, and timely information. As such, planning and information go hand-in-hand. The ability of a response organization to manage information and planning can provide for an efficient and effective response and recovery process. The overarching goals of coordinated information and planning strategy is to assure situational awareness for commanders and planners, thus improving incident safety for responders and the public as well as providing effective incident management.

The purpose of this ESF is to describe how Oakwood integrates information collection and dissemination and planning functions into its emergency response and recovery actions. Information for public dissemination is addressed in ESF 15.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation – Planning

- Many Oakwood departments conduct emergency planning functions as part of their daily duties. These functions are designed to produce model plans prior to predictable events based on hazard analysis. Examples include pre-fire plans that estimate water flow requirements for a certain facility, the snow removal plan that identifies resource requirements based upon snowfall predictions, and others.
- During an emergency event response planning will be conducted within the command structure. This may include Departmental Operations Centers (DOC), the Incident Command System (ICS), and the Emergency Operations Center (EOC), depending upon the scope and scale of the event.

Coordination of planning efforts is a prime goal of all Oakwood emergency managers.

2.2 Situation – Information and Intelligence

- Information available to Oakwood’s response organization covers the spectrum from open source information such as weather reports to sensitive information such as law enforcement updates generated in LEADS, to intelligence (classified information) available through inclusion in formal intelligence gathering entities.
- The information cycle has three distinct phases; gathering, analysis, and dissemination.
- Oakwood has ready access to a variety of information sources as part of its daily operations. Some examples of available information include:
 - 1) NOAA Weather forecasts.
 - 2) Real-time Online Data System (RODS) - information about emerging public health emergencies.
 - 3) Daily Open-Source Intelligence Reports - a compilation of open source report about criminal and terrorist related activities.
 - 4) Law Enforcement Agencies Data System (LEADS) - provides law enforcement sensitive data and updates.
 - 5) Classified Briefings - conducted for entities with proper clearance and “need-to-know”.
- Oakwood response organizations will develop or generate a suite of information products during an emergency response designed to give commanders and managers the information they need to reduce or eliminate the threat and manage the incident. Information products available include:
 - 1) HazMat Release Models – these software programs generate maps showing the expected plume development, footprint, and affected areas.
 - 2) GIS Mapping – can illustrate a variety of critical information from projected flood levels, to population numbers affected by an event, to identifying critical facilities within a given area and more.
 - 3) Projected Flood Maps- developed by the Miami Conservancy District.
- Oakwood will generally be an end-product consumer of information and intelligence developed by agencies such as Ohio’s Strategic Analysis and Information Center (SAIC) or the FBI’s Joint Terrorism Task Force (JTTF). That is to say we will receive pertinent information about a developing or imminent threat that has already been gathered and analyzed by other agencies.
- Oakwood Public Safety Department also develops and analyzes considerable intelligence involving criminal activity affecting Oakwood.

2.3 Assumptions

- Demands for information support will be immediate and will continue throughout the emergency event.
- Response personnel in the field are generally the best source of vital information regarding the scope and magnitude of the event, needs assessment, geographical, logistical, and other necessary information.
- Complete information needed to effectively resolve an emergency or incident may not be readily available.
- Planning is always based on the best available information. Large changes in information may necessitate changes in existing planning.
- Communications infrastructure will be critical in transmitting collected information and intelligence to planners and commanders. ESF 2 describes how Oakwood will configure and maintain its critical communications systems for emergency response events.

2.4 Plans Coordination

ESF 5-Information and Planning recognizes the following plans as directly affecting Oakwood's response and recovery activities:

Internal Plans

- 1) Water Department Emergency Response Plan
- 2) Public Works Debris Management Plan (page 88 of ESF 3-Debris Management Plan)
- 3) Public Safety Department Fire Run Cards

External Plans

- 1) Montgomery County Emergency Operations Plan
- 2) Public Health Emergency Preparedness Plan for Montgomery County
- 3) Miami Valley Public Safety Interoperability Plan
- 4) Oakwood Public Schools Emergency Plan
- 5) State of Ohio Emergency Operations Plan

3.0 CONCEPTS OF OPERATION

3.1 Pre-Planning

Oakwood departments are responsible for planning processes and initial response actions for identifiable contingencies that may affect their operations. The Emergency Operations Plan serves as a strategic framework identifying how Oakwood will coordinate response actions for incidents that involve numerous city departments and may involve outside agencies. The EOP does not replace each department's internal planning.

3.2 Integration of Information and Intelligence

Oakwood establishes an Incident Command System (ICS) for every emergency incident. The ICS establishes the framework for information and intelligence gathering and dissemination. The Situation Unit within the Planning Section is primarily charged with this task. The Situation Unit will gather and develop information pertinent to the incident, compile the information, and communicate the information to decision makers within ICS. In the event a Planning Section is not established, incident information will be conveyed directly to the Incident Commander for dissemination.

Intelligence, because of its sensitive nature, is given special consideration within the ICS framework. For incidents where intelligence may significantly impact Command and planning decisions, the ICS structure may be modified to incorporate an "Information and Intelligence" entity existing as a fifth Section, an element within Operations or Planning, or as part of the Command Staff. The general rule of thumb is that intelligence should be disseminated on a "need-to-know" basis. The more sensitive and dynamic the intelligence, the closer to the Incident Commander the Intelligence function should be located.

3.3 Planning

In complex or prolonged incidents, ICS may establish the Planning Section. The Planning section is primarily charged with developing an Incident Action Plan (IAP) for a defined operational period. The Planning process is a collaborative effort involving input from all sections of the Command structure. If the incident is under a Unified Command, then the planning process develops a common set of objectives and tactics for all participating agencies and organizations.

As mentioned previously, the Situation Unit within the Planning Section is responsible for developing information to give planners and commanders a common operating picture and assuring situational awareness.

When a formal planning process is not established, the Incident Command will be responsible for carrying out incident planning.

3.4 Multi-Agency Coordination

A function of multi-agency coordination is to assure that information and situational awareness is shared both horizontally across responding jurisdictions and agencies, and vertically among all regional, state, and federal responding agencies.

Oakwood achieves Multi-Agency Coordination primarily through its Emergency Operations Center (EOC). Oakwood will activate its EOC in response to major incidents or events. Key Oakwood personnel serve in the EOC performing critical tasks in support of response operations, establishing strategic goals and coordination actions horizontally with neighboring jurisdictions, and vertically to county, state, and federal agencies.

Other affected jurisdictions including surrounding cities, Montgomery County, the State of Ohio, and the federal government may also open their Emergency Operations Centers. This EOC network further supports the information and planning processes by facilitating inter-agency coordination.

The Emergency Operations Center is further discussed in the Emergency Operations Center Appendix.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Safety

- 1) Coordinate all actions as required by ESF 5. Ensure that appropriate personnel within the Oakwood organization are trained and capable of performing the tasks identified in this ESF.
- 2) Update information contained in ESF 5 when appropriate.
- 3) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.
- 4) Serve as the receiving point for Public Health and hospital related information.
- 5) Communicate information pertinent to the event to the Commander or Situation Unit if established.
- 6) Serve as the receiving point for LEADS information and law-enforcement intelligence.
- 7) Serve as the receiving point for classified intelligence and disseminate such information as is allowed.
- 8) Communicate information pertinent to the event to the Commander or Situation Unit if established.

4.1.2 Public Safety Dispatch Center

- 1) Serve as the primary PSAP and dispatch center for Oakwood's safety forces.
- 2) Relay information to commanders, such as call volume, call locations, and other pertinent call information allowing them to better assess the initial scope of an incident.

- 3) Serve as the answering point for information and intelligence products associated with NAWAS, LEADS, and other information networks. Communicate received information as appropriate.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Public Works

- 1) Communicate damage assessment regarding transportation infrastructure.
- 2) Provide GIS support for emergency events.
- 3) Communicate information pertinent to the event, especially damage assessments for water infrastructure, to the Commander or Situation Unit if established.

4.4.2 Oakwood Health District

- 1) Communicate intelligence and information regarding public health incidents and response to the Oakwood Public Safety Department.

4.4.3 All Other City Departments

- 1) Provide personnel to participate in the planning process if established for this incident.
- 2) Communicate information pertinent to the event to the Commander or Situation Unit if established.

4.5 Outside and Assisting Agencies

4.5.1 Montgomery County Office of Emergency Management (MCOEM)

- 1) Open the Montgomery County EOC if appropriate to support an incident response.
- 2) Establish a Joint Information Center for regional events.
- 3) Disseminate information received from Ohio EMA or FEMA as is appropriate.
- 4) Monitor and participate in information systems, such as WEB EOC or others, and communicate pertinent information to Oakwood Commanders.

4.5.2 Strategic Analysis and Information Center (SAIC)

- 1) Gather, analyze, and communicate to potentially affected jurisdictions, information and intelligence regarding emerging or occurring threats.

4.5.3 Federal Bureau of Investigation

- 1) Gather, analyze, and communicate to potentially affected jurisdictions, information and intelligence regarding emerging or occurring threats.
- 2) Initiate a formal threat analysis in response to an emerging incident. Communicate pertinent information to Oakwood Commanders when appropriate.

5.0 RESOURCE REQUIREMENTS FOR ESF 5 - INFORMATION AND PLANNING

5.1 Incident Management Teams

Large events have the potential to overwhelm local responders. In a situation where Oakwood's skilled and trained incident management personnel are depleted by incident operations, the Incident Commander may consider utilizing an Incident Management Team (IMT) to run the Planning Section. The Montgomery County Office of Emergency Management maintains a database of available qualified IMT's.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 6

MASS CARE

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

American Red Cross (ARC) – Miami Valley Chapter

Montgomery County Office of Emergency Management (MCOEM)

Oakwood Public Schools

1.0 PURPOSE

Emergency events negatively impact people's lives. They have the ability to destroy dwellings and property, displace people, geographically separate families, and generally disrupt society.

Mass Care is a set of functions designed to provide immediate support to the various real needs of those affected by an emergency or disaster. Mass Care ranges from providing a single night's lodging for a family displaced by a house fire to establishing numerous emergency shelters in the wake of a catastrophic event. Mass Care ranges from providing a single meal to establishing feeding facilities for hundreds. Mass Care involves meeting the physical and emotional needs of those affected by an emergency incident.

The purpose of this ESF is to establish the overall framework by which Oakwood facilitates the Mass Care functions. ESF 6 identifies supporting agencies, sets forth roles and responsibilities, and identifies how supporting agencies will be integrated into Oakwood's Mass Care actions.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- The American Red Cross (ARC) was charged by Congress in 1905 with establishing programs to protect citizens affected by catastrophic events both natural and man-made principally by providing food, clothing, and shelter. The ARC is part of the International American Red Cross.

- Oakwood relies heavily upon the American Red Cross (ARC) to provide Mass Care to its citizens affected by a disaster and will assist (ARC) whenever possible.

2.2 Mitigation and Prevention

- Does not apply to the Mass Care ESF

2.3 Assumptions

- Some level of Mass Care may be needed at almost every emergency incident.
- Many citizens affected by an emergency event will have the resources and social networks to meet their own needs.
- The American Red Cross can mobilize sufficient supplies and personnel to meet the Mass Care needs of those affected by the event who do not have sufficient resources or social networks to meet their own needs.

2.4 Recovery

If Mass Care operations are established they will generally extend into the recovery period. Functions during recovery may include:

- 1) Emergency Welfare Assistance and Disaster Food Stamp Programs - administered by the Montgomery County Department of Job and Family Services.
- 2) Relocation of affected families into temporary housing- administered through the State Temporary Housing Assistance Program.
- 3) Assisting disaster victims with locating employment if their jobs are disrupted by the event – administered by Montgomery County Department of Job and Family Services.
- 4) Other services as needed to meet the physical, emotional, and mental health needs of those displaced by disaster and return normalcy to their lives.

2.5 Plans Coordination

The following plans coordinate with ESF 6-Mass Care. In addition, parts of the following plans may be activated in support ESF 6:

1. American Red Cross Policies and Procedures
2. Montgomery County Emergency Operations Plan
3. State of Ohio Emergency Operations Plan
4. National Response Framework

3.0 CONCEPTS OF OPERATION

3.1 Activation of Mass Care Resources – Oakwood Incident

- The American Red Cross will be notified if an emergency event may result in individuals with unmet needs for shelter, food, clothing or other support.
- The American Red Cross will dispatch a representative to assess the situation and conduct a needs survey. The situation assessment is then communicated to ARC managers who determine an appropriate response.
- An American Red Cross liaison will be included at an appropriate level within the Incident Command System, Oakwood Emergency Operations Center (EOC), Montgomery County EOC, or other command and control entity established for the event.

3.2 Activation of Mass Care Resources – Regional Event

- The Dayton Chapter of the American Red Cross serves Montgomery County and the Miami Valley region. During a widespread event the American Red Cross will adopt a regional response posture, establishing larger shelter and feeding facilities located strategically throughout the region to improve overall efficiency. During such widespread events, Oakwood will coordinate public information regarding shelter locations and conditions, coordinate transportation resources such as RTA and Oakwood Public Schools vehicles, and other actions to connect affected citizens with regional mass care operations.
- The Montgomery County Office of Emergency Management (MCOEM) will likely open the County EOC for such a widespread event and may request additional resources from other regions and the Ohio EMA in support of Mass Care efforts.
- The Ohio National Guard can also support Mass Care efforts with equipment and personnel if they are activated.

3.3 American Red Cross Mass Care Efforts

- The American Red Cross strives to maintain sufficient supplies to shelter 10% of a county's population. The American Red Cross has existing memorandums of understanding with many local organizations whose facilities may serve as mass care locations, i.e., shelters, feeding centers, bulk-goods distribution centers, etc.
- If an event creates more need than Oakwood shelter sites can handle, other local municipalities, upon request, may provide City facilities, such as recreation centers, to support mass care operations.

- Oakwood may also augment American Red Cross efforts by providing personnel, transportation resources, and other actions in support of mass care operations.
- The Oakwood Public Safety Department, as Primary Agency for ESF 6, will coordinate Oakwood's actions in support of Mass Care efforts. This may include delegating specific responsibilities to various Oakwood departments to achieve mass care goals appropriate to the incident and to assure that the needs of Oakwood citizens are met.
- Oakwood's Incident Command will maintain communications with established shelters to monitor conditions and coordinate sheltering actions.

3.4 Functional Needs Sheltering

- A percentage of the population requiring sheltering and mass care services will have functional needs. Functional needs may include medical issues, mental health issues, physical disabilities or impairments, and other attributes that require some form of care or accommodation.
- The American Red Cross currently configures each shelter to handle people with moderate functional needs and will include trained staff to manage those needs.
- Oakwood may support shelters by providing EMS personnel to assist with the triage and care of some medical conditions. Persons with severe medical needs may be taken to hospitals, nursing homes, or other sites for temporary shelter and care.

3.5 Children in Shelters

American Red Cross shelters have appropriate procedures, staffing, and supplies to shelter children in the wake of an emergency event. Appropriate actions for managing children in shelters include:

- 1) Identify unaccompanied or separated children immediately. Place them with security until they can be transitioned to secure care. Report their names or identifying information to the American Red Cross immediately. If they cannot be reunified with family, report their names to the National Center for Missing and Exploited Children (NCMEC) who maintain a national unification database.
- 2) Place identification bracelets on children and their accompanying adults. Security will assure that any child leaving the shelter is under the care of their positively identified accompanying adult.
- 3) A physician, preferably a pediatrician, will conduct a social and health screening of all children residing in shelters.

3.6 Family Unity and Reunification

- During evacuation, Oakwood's emergency managers and incident commanders will make every attempt to maintain family unity, i.e., to keep family units, especially children with their parents or guardians, together as a group and to place them in shelters as family units whenever possible.
- Emergency events, however, can separate households and loved ones. The American Red Cross has established procedures to track and collate the identities of persons utilizing shelters. This information can be used to reunify families who, for a wide variety of circumstances, become separated and may be assigned into different shelters.
- Hospitals make every attempt to gather identification from any and all patients who may be arriving from a disaster scene. OHTrac, a patient tracking database system, is in use by many Ohio hospitals and may assist in re-unifying patients with their families or loved ones.
- Family reunification, especially returning children to their parents or guardians, will be a high priority post-incident goal.

3.7 Other Mass Care Functions

In addition to sheltering and feeding operations, the American Red Cross can provide:

- 1) First aid and related health services.
- 2) Distribution of water and ice.
- 3) Distribution of bulk materials for disaster relief.
- 4) Emotional first aid to disaster victims through Integrated Care Teams, Outreach Teams, and Service Centers.
- 5) Recovery assistance including accurate and timely information, referrals, document recovery, financial assistance, and other services as needed.

3.8 Pets

3.8.1 Provisions for Pets and Service Animals

- In the wake of Hurricane Katrina Congress passed laws mandating that provisions be made for animals displaced by an emergency event. Service animals are allowed to accompany their owners to shelters. The Montgomery County Animal Resource Center (MCARC) will manage and care for pets and companion animals displaced by the event.
- The purpose of these policies is to ensure that persons threatened by an emergency event will evacuate quickly, knowing that their pet animals will be cared for.
- Animals that are generally considered dangerous, i.e., wild animals, large predatory cats, primates, alligators, venomous reptiles or insects, and others

CANNOT be accepted at shelter locations. The Dayton Humane Society may attempt to shelter such animals.

3.8.2 Abandoned Pets

- The Montgomery County Animal Resource Center (MCARC) is authorized to enforce animal regulations throughout Montgomery County. MCARC has a plan to manage pets and service animals displaced by the emergency event, including those accompanying their owners to a shelter including re-unification procedures.
- Animal resource organizations such as The Humane Society, Society for the Improvement of Conditions for Stray Animals (SICSA), and others also have plans to rescue and care for abandoned pets including re-unification procedures.
- These groups will operate within the Incident Command structure established for the incident and will only enter affected areas when authorized by command.

3.9 Extreme Temperature Sheltering

During periods of extreme temperatures, hot or cold, Oakwood will establish cooling/warming centers as the incident dictates. These centers are designed to allow citizens to find temporary relief from extremely warm or cold temperatures. Extreme Temperature Sheltering actions will be enacted whenever the Oakwood Health District declares a Heat or Cold Emergency. Oakwood's Extreme Temperature Sheltering has 2 phases:

Phase One

- Oakwood will open selected facilities as cooling or warming centers.
- Public Affairs will release public information through press releases, social media, and other channels, notifying residents of the shelter locations and their status.
- Oakwood Public Safety Department will monitor the volume of citizens using the centers as relief from the current temperature emergency. If volume is heavy, EMS personnel may be dispatched to monitor the health conditions of those accessing the centers.
- The City Manager can order the centers to operate on extended hours based upon usage. In addition, other facilities can be opened if usage is beyond the capacity of current centers.

Phase Two

- If the event is extreme or prolonged and Phase One actions are insufficient to meet the needs, Oakwood can request that American Red Cross open 24 hour staffed shelters. Affected residents would then locate to these shelters for the duration of the event.

- Hot temperatures can best be managed using Cooling Centers during the day when temperatures are at their warmest although a prolonged or extreme event may require 24/7 operations.
- During cold weather, especially an extreme or prolonged event, staffed shelters may be the best tactic.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Safety

- 1) Update information contained in ESF 6 when appropriate.
- 2) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.
- 3) Coordinate Oakwood's support of Mass Care efforts.
- 4) Provide EMS services to shelters if required and appropriate.
- 5) Support Mass Care efforts with personnel if available.
- 6) Provide security for mass care locations if required and appropriate.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Leisure Services

- 1) Configure Oakwood Community Center to serve as a shelter if required.
- 2) Support Mass Care efforts with personnel if available.

4.4.2 Public Works

- 1) Provide transportation resources if required.
- 2) Support Mass Care efforts with personnel if available.

4.4.3 Oakwood Health District

- 1) Provide functional needs services at Mass Care facilities as required.
- 2) Provide Public health services such as food inspection, medical care, etc., in support of Mass Care operations.

4.4.4 All Other City Departments

- 1) Support the incident as required with personnel, facilities, and resources if available.

4.5 Outside Agencies

4.5.1 American Red Cross

- 1) Establish, open, and staff Shelter and Mass Care facilities appropriate to the event and its impact on the civilian population.
- 2) Include arrangements for functional needs populations and children.
- 3) Provide information releases regarding shelter operations to Oakwood Command.
- 4) Request assistance from Oakwood Command as required.
- 5) Participate in the Oakwood EOC if appropriate.
- 6) Manage or assist in re-unification efforts for families or individuals affected by the event.

4.5.2 Oakwood Public Schools

- 1) Provide facilities to serve as shelters if required.
- 2) Support American Red Cross feeding efforts by mobilizing School District kitchen and Commissary operations.
- 3) Provide transportation assets to move people to shelters once established.
- 4) Manage actions to re-unite children displaced from a school facility or function with their parents.

4.5.3 Montgomery County Office of Emergency Management

- 1) Coordinate county Mass Care efforts during a wide-spread event.
- 2) Provide logistical support for Mass Care operations.
- 3) Support the incident as requested.

4.5.4 Montgomery County Animal Resource Center

- 1) Assist the American Red Cross in managing animals at its established shelter locations.
- 2) Enforce all laws and regulations regarding animals in the wake of an emergency.
- 3) Manage stray and abandoned animals

4.5.5 Humane Society

- 1) Manage animals not appropriate to accompany their owners to a shelter.
- 2) Manage animals abandoned or roaming free in the wake of an event.

4.5.6 National Guard

- 1) Provide logistical support for Mass Care operations.

4.5.7 RTA

- 1) Provide transportation assets to move people to shelters once established.

5.0 RESOURCE REQUIREMENTS FOR ESF 6 – MASS CARE

While the American Red Cross has pre-positioned equipment and supplies to provide mass care for a percentage of the county population, it is conceivable that a large event may generate resource needs in excess of the American Red Cross's capability. In such an event the American Red Cross will forward a list of required resources and supplies to Oakwood's Incident Command or the EOC if established. Oakwood will support ongoing Mass Care efforts with supplies, materiel, facilities, and personnel whenever possible.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 7

RESOURCE SUPPORT

PRIMARY DEPARTMENT:

City of Oakwood, Finance Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

1.0 PURPOSE

Emergency Incidents have the ability to strain, exhaust, or disrupt existing supply chains and stockpiles. The ability to procure supplies can be crucial during an emergency event.

The purpose of ESF 7-Resource Support is to identify the policies and procedures by which Oakwood will operate its procurement operations during an emergency event.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

City departments are allowed to manage purchases below certain prescribed limits but Finance still handles the bulk of Oakwood's procurement activities.

2.2 Mitigation and Prevention

- Many city departments maintain an inventory of critical or frequently used items. These stockpiles will provide the initial supply of materiel during an emergency incident.
- Oakwood maintains blanket contracts, annual purchase agreements, and other mechanisms allowing rapid procurement of additional supplies and materiel.

2.3 Assumptions

- Supply chain infrastructure is intact so that critical materials and supplies are available from vendors.
- Transportation infrastructure is sufficiently intact allowing goods and materials to reach their delivery points.

2.4 Plans Coordination

The following plans coordinate with ESF 7-Resource Support.

1. Montgomery County Emergency Operations Plan
2. State of Ohio Emergency Operations Plan
3. National Response Framework

3.0 CONCEPTS OF OPERATION

3.1 Planning and Logistics Sections

- Oakwood operates an Incident Command System (ICS) for all emergencies. The ICS establishes a Logistics Section as necessary for large events. Generally, the Incident Command System, or Logistics Section if established, will obtain commonly available supplies through normal purchasing channels. Purchasing will conduct its operations from its offices or DOC.
- In prolonged events, the Planning Section will identify supplies or materiel needed to achieve incident goals and communicate the resource needs to Logistics who will acquire them, generally through established purchasing procedures.

3.2 Emergency Procurement Procedures

- Affected Department(s) begin response actions utilizing existing financial guidelines and acting within their currently approved budgets.
- Affected Department(s) may declare a financial emergency and seek additional emergency funding from within the City budget. Such approval and allocation of emergency funds would require approval from the City Manager and the City Council.
- If the event or incident is not limited to a single city department, or the incident is large and catastrophic, then a more global approach to procurement and financial management may be adopted. ESF 16-Financial Management describes how Oakwood will manage the financial aspects of a large incident including response and recovery.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Finance

- 1) Update information contained in ESF 7 when appropriate.
- 2) During an event, assist City Departments with procurement procedures.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens and/or businesses affected by the event.

4.4 City Departments

4.4.1 All Other City Departments

- 1) Assist in actions needed to streamline procurement activities in the wake of an event.

5.0 Resource Requirements

Purchasing is heavily dependent upon Oakwood's network and data systems. In the event of power outage or system disruption procurement operations may need to be relocated.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 8

PUBLIC HEALTH AND MEDICAL SERVICES

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood
Oakwood Health District / Board of Health
Montgomery County Office of Emergency Management (MCOEM)
Montgomery County Coroner's Office
Greater Dayton Area Hospital Association (GDAHA)
American Red Cross

1.0 PURPOSE

Emergency events can create health and medical needs within the affected population such as a large number of critically injured people in the aftermath of a tornado. Certain events can spawn health and medical conditions that become emergencies within themselves like sanitation issues resulting from a prolonged power outage. Other events such as flu outbreaks or pandemics may produce enough ill patients so as to severely tax health and medical systems. Health and medical services necessary to protect Oakwood's citizens range from Emergency Medical Services (EMS) and hospitals for acute threats to longer term measures like drinking water protection, sanitation systems, and public health monitoring.

The purpose of ESF 8 is to establish the overall framework by which Oakwood delivers, facilitates, or supports actions to protect the health and medical well-being of its population. ESF 8 identifies agencies responsible for health and medical services, describes their authority and operations, and identifies how responsible agencies cooperate to achieve incident goals.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

Overview

Oakwood does operate a health district, and will take direction from the Oakwood Board of Health and various agencies throughout our region that are responsible for these functions during an emergency event.

2.1.1 Emergency Medical Service (EMS)

- The Public Safety Department operates Oakwood's EMS system whose resources are available to citizens experiencing acute or life threatening medical conditions or emergencies. The EMS system provides treatment and transportation to the region's hospital network. The system also responds to disasters and mass casualty events.
- The Greater Miami Valley EMS Council (GMVEMSC) establishes guidance for the regional EMS system including common operating practices, common resource inventories, and other actions that foster cooperation and coordination among the region's EMS resources.
- The Public Safety Department EMS units operate under the guidelines and protocols established by the GMVEMSC. During an emergency event those guidelines and protocols may change in reaction to the threat, requiring just-in-time training, altered standards of care, altered operational procedures, and other contingent actions enacted to adapt to the emerging threat.

2.1.2 Greater Dayton Area Hospital Association (GDAHA)

- There are several hospitals within the area including Level I and Level II Trauma Centers, a dedicated pediatric hospital, and a Veteran's Hospital.
- The Greater Dayton Area Hospital Association (GDAHA) serves as a mechanism to coordinate hospital actions, policies, and to foster cooperation for the integrated delivery of emergency medicine across the region.
- Oakwood's Emergency Medical System maintains a close working relationship with the region's hospitals and transports patients to the area's hospital emergency departments, maternity areas, catheterization labs, surgical suites, and other acute care sites.

- GDAHA also acts as the managing agency for grant funds aimed at improving regional surge capacity which is the ability of a hospital to quickly expand its operations to receive a large influx of ill or injured patients.

2.1.2.1 Area Hospitals

Area hospitals provide acute and emergency care on a daily basis. They will be the initial destination for victims of an emergency event who require medical treatment. Area hospitals have coordinated their emergency response plans to include protocols such as the forward movement of patients, surge planning, and other actions to handle the projected needs of an emergency event.

2.1.3 Public Works

- Public Works Refuse Collection Division provides collection and proper disposal of a variety of waste categories. In addition, the Division removes debris left illegally throughout the city preventing the buildup of such waste and the associated negative health aspects.

2.1.5 Oakwood Health District / Board of Health

- Oakwood Health District provides public health services for Oakwood. Oversight is provided by the Oakwood Board of Health. The City Manager appoints a Public Health Commissioner and Assistant Health Commissioner to manage the board.
- Oakwood Health District is the conduit organization for information and direction from the Ohio Department of Health and federal health agencies such as the Centers for Disease Control, Health and Human Services, and others.
- Oakwood Health District provides for Oakwood's citizens many of the services typically associated with public health organizations:
 - Food & restaurant safety
 - Nuisance abatement
 - Air pollution monitoring
 - Public Health education
 - Immunization programs
 - Alcohol & drug addictions services
 - Rabies, mosquito and other vector control
 - Tracking & reporting virulent diseases
 - Lead & mold monitoring
 - Other services

2.1.6 Functional Needs Populations

- Various agencies and entities provide, on a daily basis, a wide range of health and human services for individuals with special needs, mental

disabilities or developmental disabilities, physical disabilities, substance addiction, mental health issues, and other specialized needs.

- In the wake of an emergency event, these agencies will deliver their services at shelters, aid stations, hospitals (fixed and field), nursing homes, and other locations serving individuals affected or displaced by the event.
- Functional Needs agencies and entities include:
 - Montgomery County Adult Drug Addiction and Mental Health Services (ADAMHS)
 - Montgomery County Developmental Disabilities Services (DDS)
 - Area Council on Aging
 - Oakwood Public Schools
 - Hospitals, nursing homes, physicians, and other healthcare providers

2.1.7 Montgomery County Coroner

- The Coroner's Office discharges duties as prescribed by Ohio Revised Code regarding acute fatalities, i.e., those fatalities resulting from non-natural causes. Such duties include the care of the dead, including determination of the mode, manner, and cause of death. The Montgomery County Coroner's office, through the Regional Crime Lab, also conducts forensic fatality investigations associated with non-acute deaths.
- During a disaster, the Coroner's Office also coordinates fatalities management programs to be used in mass fatality incidents including capabilities for mass burial, remains retrieval, decontamination and transport, managing existing burial sites impacted by an event, and other actions.
- The Ohio EOP (reference ESF 8 of the Ohio EOP, Tabs D and E) contain the statewide mass fatalities plans. The Montgomery County Coroner will be the first-line agency for mass fatality operations in our region.

2.1.8 Dayton Metropolitan Medical Response System (MMRS)

- Similar to the RMRS, the MMRS addresses public health, hospital, and first responder planning for a WMD event throughout the 8 counties of Ohio Homeland Security Region 3. Dayton MMRS is managed by the Dayton Fire Department and its planning efforts focus on incidents that may involve chemical, biological, radiological, nuclear, or explosive agents (CBRNE,) mass casualty incidents, active threats, complex coordinated attacks and other evolving scenarios.

2.2 Mitigation and Prevention

- Oakwood Health District mitigates public health issues through a wide variety of activities including nuisance abatement, public education, vector control

(mosquitoes, rabies, etc.) and others.

- Oakwood Health District also conducts a wide variety of prevention activities, including food service inspections, public notification, and others.

2.3 Assumptions

- Widespread events may challenge existing systems and resources. Public Health and Hospital systems will maintain continuity of operations so as to provide services in almost all cases although those services may be limited by event factors.
- Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.
- A disaster may exceed the resources of the local public health and medical community requiring state and federal emergency resources support.
- Resources including: personnel, facilities, supplies, materiel and others may be in limited or scarce supply.
- Biological outbreaks have the ability to reach widespread or epidemic status. A widespread biological or health emergency will severely tax the resources and capability of existing health systems and be compounded by the fact that less mutual aid resources will be available.
- If a widespread event severely taxes health and medical response systems and depletes resources, controlling legal authorities may provide appropriate policy and legal leadership such as alternate standards of care that allow the health and medical systems to do the most good for the most people.
- Public health, hospital, and healthcare systems have developed a wide variety of contingency plans to manage large or complex incidents or events. Activating these contingency plans may require changes to normal operations including altered standards of care, contingent policies, and others. These may be accompanied by just-in-time training, unforeseen resource needs, and other issues that may require rapid adaptation and cooperation by all agencies involved.

2.4 Plans Coordination

The following plans coordinate with ESF 8-Health & Medical.

1. Montgomery County Emergency Operations Plan
2. Public Health Emergency Preparedness Plan for Montgomery County
3. Montgomery County Coroner Mass Fatalities Plan
4. State of Ohio Emergency Operations Plan
5. State of Ohio Medical Coordination Plan
6. National Response Framework
7. American Red Cross Policies and Procedures

3.0 CONCEPTS OF OPERATION

3.1 Emergency Medical Services (EMS)

- Oakwood's Emergency Medical Service (EMS) provides Advanced Life Support (ALS) care and transport for acute medical needs. In addition, the EMS resources can establish triage, treatment, and transport operations at the scene of an emergency incident.
- Oakwood's EMS operations are designed to coordinate and synchronize with regional hospital operations. As such, the EMS system is integral to the region's delivery of acute medical care.
- Mutual Aid is integral to daily EMS operations. Oakwood and the region routinely share EMS resources to alleviate shortages caused by high run volume. During a mass casualty event, unified policies, procedures, and resource sharing developed during routine operations will allow a very quick expansion of the EMS system capability.

3.2 Mass Casualty Incidents (MCI) or Events (MCE)

- Oakwood Public Safety Department EMS resources will play a vital role in the response to a Mass Casualty event. EMS personnel and Safety Department personnel can establish triage, treatment, and transport configurations, communicate transport priorities to hospital facilities, direct air ambulance removals, and other actions necessary to facilitate an effective EMS response to a mass casualty event.
- Additional information is available in the Catastrophic Incident Appendix.

3.3 Functional Needs Populations

- Services required daily by Oakwood's functional needs populations are identified in section 2.1.6 of this ESF.
- Oakwood, primarily through its EMS resources, will provide assistance to functional needs populations affected by crises such as fire, evacuation, power outages, temperature emergencies, and others. The EMS resources will be used to assist those who cannot help themselves and transport them under medical care to hospitals, shelters, or other appropriate facilities. The American Red Cross, identified in ESF 6-Mass Care as the primary provider of emergency shelters for Oakwood, is tasked to handle issues associated with functional needs populations.

3.4 Illness or Outbreak

- An occurrence of disease caused by viral or bacterial agents that are known entities is referred to as an outbreak. Disease outbreaks can be localized such as a food poisoning incident involving a local eating establishment or more widespread such as a particularly virulent strain of annual influenza. Oakwood Health District will serve as the first-line agency in investigating outbreaks when they occur, coordinating their actions with other agencies such as the Ohio Department of Health (ODH), Centers for Disease Control (CDC) and others. Oakwood Health District will provide guidance as appropriate to the event, establish public information designed to curb the spread of the contagion, coordinate their actions with regional and state partners, and other response actions necessary to protect the public health.
- Oakwood will follow the recommendations provided by the Health District and support their response actions if required by the event.

3.5 Epidemic or Pandemic

- These events, while a form of outbreak, are much more widespread and severe. An epidemic/pandemic event will challenge health and medical responders and systems.
- Such events may require regional, statewide, or even national cooperation to manage. The more widespread the incident, the less mutual aid resources may be available from traditional donors. Each community or region may be faced with managing such an event using only those resources available locally. Maximizing the effectiveness and efficiency of those resources will be key to managing such an event.
- Oakwood Health District will serve as the lead agency for much of the response. They are responsible for disseminating public information regarding the contagion, actions required by the public to limit its spread, and other protective measures as they are developed. The current protective strategy, known as social distancing, encourages actions to reduce the occurrences of close-proximity human interactions thus limiting the chain of infection. Oakwood Health District will communicate, and implement social distancing and other actions as necessitated by the event.
- Area hospitals will also face challenges in an epidemic/pandemic event. Hospitals will be primarily tasked with providing treatment and supportive care for those rendered ill by the contagion. Hospitals have developed surge capacity plans to handle increased patient loads but these may be severely tested by such an event.
- Oakwood will serve its citizens during an epidemic/pandemic by cooperating in the regional efforts. Oakwood Public Safety Department's EMS resources may be used to augment the delivery of medical services. Oakwood personnel trained in incident management may be asked to serve in incident management organizations and entities. Oakwood resources such as

transportation assets, facilities, public information systems, and others may be needed to support the effort.

- Additional information about response actions during a wide-spread biological event can be found in the Biological Incident Appendix.

3.6 Fatalities Management

- The Montgomery County Coroner routinely manages acute fatality cases involving suspected unnatural deaths. The Coroner's Office performs these services for 21 counties in Ohio.
- Emergency incidents have the potential to produce large numbers of fatalities. In some cases, such as an airplane accident, the number of fatalities may be large but will be a fixed quantity. In other cases, such as an epidemic, the number of fatalities may be large and the final quantity unpredictable.
- The Montgomery Coroner has developed a surge plan to handle a large influx of acute-death cases from a known event such as an airplane accident, hotel fire, etc. where the number of fatalities can be reasonably predicted. The plan involves storing the fatalities in deep refrigeration until they can be processed. The surge plan also identifies trained individuals such as coroners from adjacent counties and mutual aid teams such as the Ohio Funeral Directors Mortuary Team who can assist in these events.
- County Coroners do not normally have jurisdiction over non-acute mass fatalities within their jurisdiction such as a natural disease outbreak, unless it is suspected that the outbreak is the result of an intentional or accidental human or technological act or occurrence. Mass fatality planning in Ohio has resulted in an understanding between County Coroners, Public Health Directors, and physicians regarding non-acute events that produce mass fatalities. The planning is captured in the Ohio EOP (reference ESF 8 of the Ohio EOP, Tabs D and E).

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Safety

- 1) Update information contained in ESF 8 when appropriate.
- 2) Provide EMS services to Oakwood's citizens. Train and equip EMS resources for mass casualty incidents.
- 3) Act as liaison to public health, hospital, Montgomery County Coroner, and other agencies and entities activated and tasked with public health and medical response actions to serve Oakwood's citizens effectively.
- 4) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.

- 5) Coordinate Oakwood's support of regional public health and medical service efforts during a widespread or threatening incident.
- 6) Provide security for healthcare facilities, at scenes, and as required by the incident.
- 7) Assist with epidemiological investigations

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Public Works

- 1) Ensure the safety and quality of the regions drinking water supply.
- 2) Monitor and abate environmental issues affecting surface water and groundwater.

4.4.2 All Other City Departments

- 1) Support the incident as required.

4.5 Outside Agencies

4.5.1 Greater Dayton Area Hospital Association (GDAHA)

- 1) Coordinate hospital preparedness and planning efforts to meet foreseeable medical threats and emergencies.
- 2) Participate in regional planning and preparedness efforts.
- 3) Support hospital coordination and cooperation during a mass casualty or mass illness event.
- 4) Coordinate patient tracking information into patient/family reunification efforts established for the event.

4.5.2 Montgomery County Office of Emergency Management

- 1) Coordinate county response efforts during a wide-spread event.
- 2) Provide logistical support for health and medical response operations.
- 3) Activate the Montgomery County EOC if appropriate.
- 4) Request state or federal assistance as required by the incident.
- 5) Support the incident as requested.

4.5.3 Montgomery County Coroner's Office

- 1) Establish fatalities management operations as required by the incident.

4.5.4 Oakwood Health District

- 1) Serve as the first-line agency during a public health incident, providing response activities and direction to the region's jurisdictions.
- 2) Lead regional planning efforts regarding public health events.

4.4.5 National Guard

- 1) Provide logistical support during public health emergencies.
- 2) Requests for National Guard assistance in support of ESF 8 requires a Declaration of Emergency and must be routed through The Montgomery County Office of Emergency Management (MCOEM).

4.4.6 American Red Cross

- 1) Operate first-aid stations if required.
- 2) Assist with functional needs populations.
- 3) Provide Mass Care resources if required.
- 4) Assist with family and patient re-unification operations.

5.0 RESOURCE REQUIREMENTS FOR ESF 8 – PUBLIC HEALTH AND MEDICAL

5.1 Oakwood Disaster Supplies

- Oakwood's EMS units carry supplies to treat patients encountered in daily operations. In addition, a small inventory of medical supplies is maintained by the Public Safety Department.
- If additional medical supplies are needed, the city of Dayton currently operates two units designed to deliver a cache of medical supplies to a mass casualty event. These units are available as mutual aid assets by contacting the Regional Dispatch Center.
 - 1) The Dayton Fire Department maintains a Disaster Unit equipped with enough supplies to treat 100 people.
 - 2) The Dayton Airport Fire Department maintains a trailer equipped with enough backboards and supplies to treat 50 people.

5.2 Coroners Mobile Unit

The Montgomery County Coroner has mobile units allowing them to establish field operations at remote locations.

5.3 Disaster Medical Assistance Team (DMAT)

DMAT teams are federal assets designed to augment local health care systems during large emergency events. To receive DMAT assistance, Oakwood would need proper emergency declarations and request the team's assistance through the Montgomery County Office of Emergency Management. DMAT teams will most probably support local hospital emergency plans. DMAT teams may take up to 48 hours to arrive on scene after their mobilization is approved.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 9

SEARCH AND RESCUE

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

1.0 PURPOSE

Saving human life is the utmost purpose of all emergency management actions. Locating and rescuing persons who are trapped, buried, stranded, cut-off, or lost fulfills the loftiest goals of emergency management. There are a broad range of threats that bring people into these precarious circumstances. Auto accidents can trap occupants preventing them from being transported to medical facilities. Construction sites, repair work, or normal maintenance activities expose workers and others to the threat of being trapped or buried. Because of the wide range of threats, there are a wide range of rescue disciplines, each requiring its own skill set and equipment to affect a successful resolution.

The purpose of this ESF is to identify the search and rescue capabilities of Oakwood's safety forces, to describe how rescue operations are conducted, and to set a framework for including external rescue resources into Oakwood's operations.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- Rescue operations are usually associated with other incidents such as fires, vehicle accidents, structural collapse, or others.
- Most rescue operations will be conducted by the Public Safety Department with assistance from other area agencies. The Ohio Region III Strike Team, Dayton Fire Department, Five River Metro Parks, and the Montgomery County Sheriff's Office have search and rescue capabilities and are available to assist if requested.
- Some rescue efforts require highly specialized teams working in conjunction with local responders.

- Community volunteers often want to offer assistance with the mission. Extreme caution must be exercised with untrained and often unorganized volunteers to prevent either their personal injury or contamination of the search area.
- All rescue operations will be conducted using the Incident Command System (ICS).

2.2 Mitigation and Prevention

Mitigation and prevention of search incidents depends on reducing the potential for persons to become trapped, lost, or stranded. Oakwood's Inspection and Zoning department has the authority to remove unsafe structures or conditions, thereby reducing the potential for a rescue event. Oakwood strictly enforces illegal dumping; therefore, reducing other potential sources of entrapment for unsuspecting children.

2.3 Assumptions

- Specialized resources, if requested, will be available.
- Lost persons want to be found and are not eluding detection.

2.4 Plans Coordination – The following plans may be activated to support ESF 4

1. Montgomery County Emergency Operations Plan
2. Ohio Fire Chiefs' Emergency Response Plan
3. Ohio Task Force One Response Plan
4. Ohio Region III Rescue Team Plan

3.0 CONCEPTS OF OPERATION

3.1 Rescue Disciplines

Oakwood maintains equipment and training to initiate operations in the following rescue disciplines:

Rescue Discipline	Primary Department	Description
Vehicle or Machinery Extrication	Public Safety Department	Removal of victims from vehicle accidents or machinery entrapment

3.2 Specialized Teams

Rescue operations sometimes necessitate the use of outside or regional teams that possess additional equipment and training. Any responding rescue team will be under the direction and control of the Incident Command structure established for the incident. The available rescue teams are indicated below:

Team Description	Capabilities	Time to Scene After Contact
Five Rivers Metro Parks	Water, wildland	1 hour
Box 21	Water, wildland	1 hour
Ohio Region III Strike Team	Confined space, rope, trench, structural collapse, and wildland	1 hour
Ohio Task Force One	Confined space, rope, trench, structural collapse, trench, wildland	4 hours

3.2.1 Aerial Search Support

Aerial search resources from Miami Valley Hospital's Care Flight, the Civil Air Patrol, UAVs and others, may be available to support search missions.

3.3 Specialized Single Resources

Some incidents require highly specialized resources such as search dogs, mounted search teams, all-terrain vehicles, underwater search cameras, and others. Any responding resources will be under the direction and control of the Incident Command structure established for the incident. The Montgomery County Office of Emergency Management maintains a database of locally and regionally available resources.

3.4 Damage or Incident Assessment

If the rescue incident is occurring due to the failure of engineering or construction, such as building collapse, it is vital that the rescue environment be evaluated to determine if a rescue attempt can be conducted safely. This assessment may involve technical experts such as structural engineers or others. Many of these resources are available locally or can be obtained through the Montgomery County Office of Emergency Management (MCOEM)

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Safety

- 1) Coordinate all actions as required by ESF 9.
- 2) Update information contained in ESF 9 when appropriate.
- 3) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.
- 4) Dispatch appropriate resources to an incident.
- 5) Serve as the activation point for AMBER alerts and BOLO advisories.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Public Works

- 1) Provide personnel to conduct damage assessment for building collapse incidents.
- 2) Support an incident with equipment and personnel as needed.

4.4.2 All Other Departments

- 1) Support the incident as requested.

4.5 Outside Agencies

4.5.1 Montgomery County Sheriff's Office

- 1) Monitor communications systems for distress communications.
- 2) Assist in search operations if requested.

4.5.2 Public Utilities

- 1) Disconnect or shut-off utilities as requested by incident commander.
- 2) Serve as a liaison to the damage assessment team, providing information about how an incident threatens or affects public utilities.

5.0 RESOURCE REQUIREMENTS FOR ESF 9 – SEARCH AND RESCUE

Most regional assets can be activated by contacting the Regional Dispatch Center (RDC).

The Montgomery County Office of Emergency Management (MCOEM) has developed an Emergency Resources Field Inventory (ERFI) data base listing resources available to the region.

6.0 AUTHORITIES

- 1) OSHA 29 CFR 1910.146 – Permit -Required Confined Spaces.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 10

HAZARDOUS MATERIALS

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

Montgomery Greene Counties Local Emergency Response Committee (MGCLERC)

Ohio Environmental Protection Agency (EPA)

1.0 PURPOSE

Hazardous materials events are an inevitable part of modern society. Hazardous material events can originate in industrial settings, along transportation routes, including rails and roadways, from sub-surface pipelines, and even in households. Hazardous materials events are a high probability threat to life and the environment and they rank high in Oakwood's Hazard Analysis.

The purpose of this ESF is to describe Oakwood's emergency management program regarding hazardous materials incidents including response team configuration, concepts of operation, agencies involved, and other pertinent information. Hazardous materials incidents resulting from deliberate or terrorist events will require many of the same response actions identified in this ESF; however, terrorist events have unique response and recovery aspects that are specifically addressed in the Biological Incident Appendix, Nuclear / Radiological Incident Appendix and/or the Terrorism Appendix.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- Title III (Emergency Planning and Community Right-to-Know Act) of the Superfund Amendments and Reauthorization Act (SARA) and Chapter 3750 of the Ohio Revised Code establish the guidelines and conditions under which hazardous materials are tracked and reported as well as requirements for hazardous materials response.
- The Ohio Revised Code Chapter 3750 requires that each jurisdiction establish a Local Emergency Planning Committee (LEPC) specifically for addressing hazardous materials response. In 1985, in response to ORC 3750, our region

established the Montgomery Greene County Local Emergency Response Council (MGCLERC).

- MGCLERC exercises the powers and performs the duties delegated by Title III (Emergency Planning and Community Right-to-Know Act) of the Superfund Amendments and Reauthorization Act (SARA) and Chapter 3750 of the Ohio Revised Code. These powers and duties enable MGCLERC to perform the following:
 - 1) Develop a comprehensive emergency response plan for the county.
 - 2) Receive and maintain a database of reports and chemical inventory information per SARA Title III.
 - 3) Receive and process requests for chemical inventory and emergency response information from the public.
 - 4) Establish procedures for providing public information.
 - 5) Notify the public of committee activities and public meetings.
 - 6) Handle and respond to public comments on the emergency plan.
 - 7) Perform hazard analyses.
 - 8) Build and maintain a database of hazardous material locations and quantities in the county.
 - 9) Establish and maintain a computer system for hazardous materials emergency responders.
- To facilitate response to hazardous materials events, MGCLERC established the Dayton Regional Hazardous Materials Response Team (DRHMRT) hereafter referred to as the Regional HazMat Team. The DRHMRT operates out of the City of Dayton Fire Station 11 located at 145 Warren St.
- The Regional HazMat team is a NIMS Type 1 team responding to Montgomery, Greene, and surrounding counties. The team also conducts mutual aid responses as part of the Ohio Response System.
- MGCLERC appoints a Regional HazMat Coordinator who oversees the Regional HazMat Team in areas of training, certification, and equipment needs. The regional coordinator also serves as a technical expert for the team in operational matters.
- Ohio Revised Code 3737.80 states that the Fire Chief or their designee is responsible for the coordination of all responding agencies at a hazardous materials incident. Accordingly, when the Regional HazMat Team responds to an incident they will operate within an Incident Command framework receiving direction and control from the jurisdiction's fire commander.
- The Regional HazMat Team is a Type 1 team that is appropriately equipped and trained to handle and can function in all categories for all known and unknown CBRNE agents.
- The Regional HazMat Team DOES NOT conduct clean-up or environmental survey operations.

- The Regional HazMat Team can support law enforcement agencies with clandestine lab operations, sampling and evidence collection.
- Public Works department personnel may initiate response actions for small hazardous materials spills which are entering waterways from storm sewer outfalls or within designated well-field protection areas. They will contact the Regional HazMat Team whenever they feel an incident is beyond their scope.
- Public Works department personnel may also act as technical advisors to the Regional HazMat Team on any incident involving potential environmental impact to sensitive or protected areas.

2.2 Assumptions

- Facilities and transporters handling hazardous materials are in compliance with SARA Title III guidelines regarding storage quantities and reporting requirements and ODOT requirements for placarding and labeling.
- Facilities and transporters handling hazardous materials have developed incident response plans as required by SARA Title III, applicable ODOT requirements, and EPA requirements. These response plans must be initiated immediately upon release or spill of a hazardous material.
- Hazardous materials incidents often give no warning and protective actions will be designed to address the known incident parameters.
- The public will be kept advised of the situation, potential dangers, and precautionary actions they should take. Further warning information will be disseminated as indicated in ESF 2 Communications.
- The majority of the public will listen to and heed warnings and protective action instructions.
- Additional support resources, if requested, are available.

2.3 Training and Certification

SARA Title III, Section 305 establishes initial and ongoing training and certification requirements for personnel involved in hazardous materials response. Oakwood's Public Safety and Public Works departments currently have personnel trained to various levels of response. Each department is responsible to assure ongoing training and certification of its personnel and compliance with all additional requirements as specified by Section 305.

The Regional HazMat Coordinator conducts several annual training and exercise sessions and Oakwood personnel are encouraged to participate in the joint sessions. Participation establishes cohesiveness among the various departments regarding policies and response actions. Every 4 years the exercise must include an EOC component.

2.4 Mitigation and Prevention

- Industrial sites and transporters that handle hazardous materials are required to submit a chemical inventory report annually. MGCLERC performs an on-site consultation at each of its extremely hazardous substances (EHS) facilities along with a fire representative of that jurisdiction.
- All annual reporting information as required by SARA Title III is forwarded to MCLERC who updates its hazard analysis, databases, and release modeling software. Preplans are developed for those sites deemed at higher risk.
- The Water department monitors and enforces rules and regulations regarding environmental protection and surety. They are specifically tasked with protecting the drinking water integrity and storm sewer system.

2.5 Plans Coordination

Oakwood's ESF 10-Hazardous Materials coordinates with the following plans:

- Montgomery County Emergency Operations Plan, ESF 10-Hazardous Materials
- State of Ohio Emergency Operations Plan , ESF 10-Hazardous Materials

3.0 CONCEPTS OF OPERATION

3.1 Incident Response

The Regional HazMat Team responds when requested by on-scene emergency crews or if the facts of the incident warrant their dispatch. In Oakwood, an initial response to a hazardous materials incident consists of on-duty Public Safety crews. Once on the scene, if additional personnel are required, the Incident Commander can request a response from the Regional HazMat Team through dispatch.

If required, the regional coordinator can be summoned to any incident.

Ohio Revised Code requires that a written Incident Action Plan be used at all hazardous materials responses.

3.2 Incident Assessment

Incident assessment is a size-up of the conditions propagating the hazardous materials incident and a prediction of how the incident will progress. The first task at any hazardous materials incident is to determine the scope of the incident, the material(s) involved, and the incident's potential to affect life or property. Incident Assessment at HazMat incidents is sometimes referred to as reconnaissance or RECON.

The Regional HazMat Team is equipped with a variety of sampling equipment and computer databases allowing them to determine the general class of or sometimes the specific materials(s) involved. Once a chemical is identified, on-board reference materials provide specific information about its chemical and physical characteristics giving the team an idea about how the material will behave in this scenario.

The product analysis, combined with topography and weather data, form the basis of the incident assessment. The Incident Commander will rely on the team's RECON and incident analysis to develop the Incident Action Plan (IAP) which addresses protective actions for affected populations.

3.2.1 Plume Modeling

Chemical products that are released as airborne plumes have the ability to affect large areas and numerous people. The Regional HazMat Team has several computer programs available to develop real-time plume models for airborne chemical releases. These models project expected real-time plume development onto geographic maps allowing commanders to identify affected areas and thus develop protective action strategies. On board tools include WISER, CAMEO, MARPLOT, and ALOHA. In addition, the team has reach-back access to the National Atmospheric Release Advisory Center (NARAC) at Lawrence Livermore National Laboratories for large-release plume modeling.

3.3 Population Protection Actions

Life Safety for affected civilians and responders is the first priority of all Oakwood HazMat incidents. Commanders use incident assessment and plume modeling information to determine potential protective actions.

3.3.1 Shelter-In-Place

Certain incidents will dictate that threatened populations stay put in their homes or apartments until the hazardous plume dissipates. Incident Commanders will contact the Dispatch Center to initiate warning or "shelter-in-place" broadcasts through the Code Red emergency notifications and alert system or other available technologies.

3.3.2 Evacuation

The Mass Evacuation Appendix provides commanders with evacuation guidelines, shelter locations, evacuation routes, and contact information. Once an evacuation is ordered, consult ESF 8-Mass Care for information regarding long-term care for evacuees.

3.4 Incident Mitigation

The Regional HazMat Team is equipped and trained to mitigate and control a wide variety of hazardous material releases in the air, on the ground, or in waterways. The team conducts such activities in accordance with all applicable laws, rules, regulations, and does so within the command structures identified by the National Incident Management System (NIMS).

Hazardous materials releases or attacks as a result of deliberate actions or terrorism are addressed in the Biological Incident Appendix, Nuclear / Radiological Incident Appendix and/or the Terrorism Appendix. .

3.5 Civilian Decontamination

Hazardous materials incidents have the potential to contaminate large numbers of civilians. While gross decontamination of civilians for most substances can be done using hydrant water and fire hoses it is sometimes beneficial to provide a more comfortable decontamination process. The Regional HazMat Team has its own decontamination resources and access to regional assets that can provide warm showers as well as privacy and protection for those less acute incidents requiring civilian decontamination capability.

A complete list of decontamination resources and assets can be found in Section 5.2 of this ESF

3.6 Environmental Protection

Hazardous materials incidents have the potential to impact all environmental media. All efforts to protect and defend groundwater and surface water resources will be executed during all hazardous material incidents. The Public Works Department will monitor any and all clean-up operations to assure that environmental integrity and surety is restored post-event.

3.7 Regional HazMat Team Support of Other Missions

The team may be called upon to conduct sampling or other actions at incidents where hazardous materials contamination has occurred. While they may be performing work for the Public Works Department, the United States Postal Inspectors, or any other agency requiring support, the team must always be under the direction and control of an Oakwood Public Safety Department official represented within the command structure.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department - Public Safety

- 1) Coordinate all actions as required by ESF 10.
- 2) Update information contained in ESF 10 when appropriate.
- 3) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.
- 4) Serve as the sponsoring department for the Regional HazMat Team.
- 5) Initiate appropriate population protective actions in the wake of a HazMat release to include perimeter security.
- 6) Public Safety Director or their designee will be in command of all hazardous materials incident within Oakwood jurisdiction.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Public Works

- 1) Respond to small events arising from well-field, drinking water, storm sewer, and surface water protection responsibilities.
- 2) Provide technical assistance to the Regional HazMat Response Team as required regarding well-field protection, run-off impact, and environmental protection.
- 3) Provide additional environmental damage assessment / environmental surety information as requested.

4.4.2 All Other City Departments

- 1) Support the incident as requested.

4.5 Outside Agencies

4.5.1 MGCLERC HazMat Coordinator

- 1) Support the incident commander at a hazardous materials incident.
- 2) Prepare the Regional HazMat Team by implementing appropriate training programs and advising on equipment purchases.
- 3) Serve as the Team's representative to MGCLERC.

4.5.2 Public Utilities

- 1) Disconnect or shut-off utilities as requested by incident commander.
- 2) Serve as a liaison to the damage assessment team, providing information about how an incident threatens or affects public utilities.

5.0 RESOURCE REQUIREMENTS FOR ESF 10 – HAZARDOUS MATERIALS

5.1 Support Teams

The following Hazardous Materials Teams are available to support a response in Oakwood.

5.1.1 Wright Patterson Air Force Base (WPAFB)

As part of the WPAFB Fire Division, the WPAFB HazMat response team is authorized to provide mutual aid assistance to outlying communities. Each request for the team must be approved by the appropriate Base Commander, and if the incident for which you are requesting help could affect the base, the team will not be allowed to respond. Contact WPAFB Fire Dispatch to request the team.

5.1.2 52nd Civil Support Team (National Guard)

The 52nd Civil Support Team is a National Guard Unit specifically tasked with homeland security. They have numerous hazardous materials capabilities including a mobile laboratory for agent identification. Ohio's Governor has established procedures allowing the 52nd CST to respond to an incident immediately without the formal process normally required for National Guard activation. Based in Columbus, the 52nd CST can normally be on location within 4 hours. Use of the 52nd CST should be coordinated with the Incident Commander and in consultation with the regional hazmat coordinator.

5.1.3 Other Regional Teams

Ohio, through its Intrastate Mutual Aid Compact (IMAC) and the Ohio Fire Chiefs' Response Plan, has established a state-wide mutual aid system. Type 2 and Type 3 teams are available to assist the Regional HazMat Team. Contact the Regional Dispatch Center (RDC) to activate a mutual aid request for assisting HazMat Teams.

5.2 Decontamination Resources

Decontamination Units provide warm shower and decontamination capability for incidents involving large numbers of affected civilians:

Owning Agency	Unit Description & Capability
Dayton Fire Department	<ul style="list-style-type: none"> • 2 Decontamination Units; DU12 is a hard-sided trailer while DU10 is a tent platform. • Ambulatory and non-ambulatory capability • DU12- 80 persons per hour • DU10- 18 persons per hour

5.3 Other Resources

Montgomery County Office of Emergency Management (MCOEM) has developed a database of resources available throughout Montgomery County. Many of the resources are arranged by NIMS type and kind. Contact MCOEM or Dayton Fire dispatch for assistance.

6.0 AUTHORITIES

- 1) SARA Title III: The Emergency Planning and Community Right-to-Know Act (EPCRA)
- 2) 29 CFR 1910.120 - Hazardous Materials
- 3) 49 CFR Parts 100-185 - Transportation of Hazardous Materials
- 4) Ohio Revised Code 3750 – Hazardous Materials and Emergency Management
- 5) Ohio Revised Code 3737.80 – Fire Chief in command of hazardous materials incidents.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 11

ANIMALS AND NATURAL RESOURCES

PRIMARY DEPARTMENT:

City of Oakwood, Department of Public Works

SUPPORT DEPARTMENTS / AGENCIES:

Montgomery County Animal Resource Center

All Departments of the City of Oakwood

Montgomery County Office of Emergency Management (MCOEM)

Humane Society of Greater Dayton

Ohio Department of Agriculture

1.0 PURPOSE

ESF 11 addresses the organization and policies necessary for providing assistance in managing animals impacted by emergency, as well as protecting natural resources during emergency event, throughout the event, and through the recovery phase.

ESF 11-Animal and Natural Resources covers a broad range of eventualities that could affect Oakwood's residents. Threats that involve food production or supplies have the potential to cause illness or death. Other threats such as insect pests, invasive plant species, or plant disease have the ability to cause widespread environmental damage and financial loss even in areas such as Oakwood. Actions for managing animals during emergency events include the rescue of large animals involved in transportation accidents, coordinating efforts during zoonotic or other animal disease outbreaks, and others. The City has natural resources that must be evaluated and protected during an emergency event. ESF 3B–Water addresses protecting the City's water resources. The City has numerous parks and forested areas that require consideration.

The primary goals during an emergency incident are to protect lives and resources.

The purpose of ESF 11-Animal and Natural Resources is to provide a framework for response to an emergency event. The goal of such a response will be to protect lives, natural resources, property and industry, and to return to normal activities and restore natural resources affected by the event.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- Emergency incidents that may threaten Oakwood's animal and natural resources include severe weather, extreme temperature events, flooding, hazardous materials spills, disease outbreak, agricultural disease or pest, invasive plant or animal species, accidents, and others.
- Oakwood will rely heavily on its own departments for response and technical support for any event that threatens its natural resources. ESF 3A-Public Works and ESF-3B-Water further address these issues.
- Response actions, when necessary, will be conducted utilizing the Incident Command System and will be in compliance with applicable local, state, and federal rules and regulations.
- Oakwood will rely heavily on the Ohio Department of Agriculture (ODA) to monitor emerging threats, advise appropriate response, and assist in carrying out response activities. The Ohio Department of Agriculture's responsibilities include:
 - 1) Dairy and meat inspection programs
 - 2) Pesticide regulation
 - 3) Monitoring threatening or invasive plant, animal, or fungal species
 - 4) Invasive pest control and eradication
- Ohio State University operates an Agricultural Extension Office, located at 1001 South Main Street. Dayton, Ohio 45409 – (937) 224-9654

2.2 Mitigation and Preparedness

Oakwood will rely on the Ohio Department of Agriculture to manage mitigation and preparedness efforts. Oakwood resources will assist when appropriate.

2.3 Assumptions

- Information and direction regarding emergencies involving food-safety issues, agricultural or animal disease will come primarily from the Ohio Department of Agriculture (ODA).
- Oakwood is equipped to monitor its natural resources against most foreseeable threats. Protecting the resources, especially water resources, may require significant assistance and resources from state and federal agencies.
- Animal or natural resource related emergencies can lead to long-term economic impacts requiring long-term federal, state, and local assistance recovery programs.

2.4 Plans Coordination

The following plans coordinate with ESF 11 or may need to be activated to support an agricultural response.

- 1) Montgomery County Emergency Operations Plan
- 2) State of Ohio Emergency Operations Plan http://www.ema.ohio.gov/EOP_Overview.aspx
- 3) National Response Framework

3.0 CONCEPT OF OPERATION

3.1 Response

- In the event of a threat or emergency involving agricultural or animal resources, the Public Works Department will coordinate with the ODA to determine appropriate response actions and priorities.
- If the event threatens Oakwood's natural resources, the Public Works Department will direct appropriate response activities. The Public Works Department will also serve as the liaison point for county, state, or federal agencies that are assisting in the event.
- Oakwood will protect its population assets mainly by supporting the response recommendations provided by the Ohio Department of Agriculture, U.S. Department of Agriculture, and other sources. Oakwood resources may become involved in response if appropriate.
- The Montgomery County Animal Resource Center will be the primary contact for issues associated with domestic animals and pets. The Humane Society of Greater Dayton will be the primary contact for issues involving other animals and animal rescue.

3.2 Public Information

The Public Works Department will develop and disseminate appropriate public information about the threat or situation. Public Works will rely primarily upon those agencies listed in Section 3.1 for information regarding a particular event.

3.3 Recovery

- The Public Works Department will develop appropriate plans regarding recovery actions when our natural resources are affected.
- During recovery from a threat, the City will assist by referring affected parties to appropriate agencies. Recovery actions for events involving assets will be guided by

recommendations provided by the Ohio Department of Agriculture, U.S. Department of Agriculture, and other sources. Recovery from some agricultural events such as an invasive species can last for decades.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department for Related Events – Public Works

- 1) Coordinate all actions associated with related events.
- 2) Update information contained in this ESF when appropriate.
- 3) Provide appropriate resources for response and recovery actions.
- 4) Act as primary liaison between City of Oakwood and outside agencies conducting activities such as the Montgomery County Extension Office, the Soil and Water Conservation District, and others.

4.2 Primary Agency for Animal Related Events – MC Animal Resource Center

- 1) Coordinate all actions associated with events impacting non-agricultural animals.
- 2) Update information contained in this ESF when appropriate.
- 3) Provide appropriate resources for response and recovery actions.
- 4) Act as primary liaison between City of Oakwood and outside agencies regarding animal related events including PHDMC, Ohio Department of Agriculture, Humane Society, SICSA, and others.

4.3 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.4 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.5 City Departments

4.5.1 All Departments:

- 1) Provide assistance as necessary.

4.6 Outside Agencies

4.6.1 Ohio Department of Agriculture

- 1) Advise Oakwood officials regarding emerging threats. Provide technical assistance regarding response and recovery actions and priorities.
- 2) Provide appropriate information for public release.
- 3) Act as a conduit for information and recommendations from state and federal agencies.

4.6.2 Ohio EPA

- 1) Advise Oakwood officials regarding emerging threats. Provide technical assistance regarding response and recovery actions and priorities.
- 2) Provide appropriate information for public release.
- 3) Act as a conduit for information and recommendations from federal agencies.

5.0 RESOURCE REQUIREMENTS FOR ESF 11 – ANIMAL AND NATURAL RESOURCES

Oakwood resources, if available, will support response and recovery initiatives in reaction to an emerging agricultural threat or incident involving agricultural or natural resources. If additional supplies or equipment are required they will be procured using procedures as outlined in ESF 7- Resource Support. Montgomery County Office of Emergency Management can also provide additional resources.

6.0 AUTHORITIES

Federal

Clean Water Act -1977
Water Quality Act - 1987
US Code, Title 7, Section 8306
The Animal Health Protection Act of 2002 (APHA)

State

Ohio Revised Code Chapter (ORC) 941 and Chapter 3734.
Ohio Administrative Code Section 901:1-21-02.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 12

ENERGY

PRIMARY DEPARTMENT:

City of Oakwood, Public Works Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Energy Providers

Montgomery County Office of Emergency Management (MCOEM)

American Red Cross

1.0 PURPOSE

American society is very dependent on energy sources such as electricity, natural gas, and fuel products like heating oil and gasoline. This energy is delivered throughout Oakwood by several distribution systems, all of which are vulnerable to disruption from natural, technological, or man-made causes. Severe, widespread, prolonged energy disruptions can have a profound effect on Oakwood and its citizens.

The purpose of this ESF is to establish the overall framework for responding to an energy disruption. It identifies supporting agencies, assigns roles and responsibilities, and sets forth how departments and agencies will be included in an integrated response to such an event.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- Oakwood receives its energy from private companies.
- Dayton Power and Light (DP&L) operates and maintains the electrical distribution system throughout Oakwood and the region. Most of the electricity is generated by plants along the Ohio River; however, DP&L operates auxiliary generating stations that can be brought on-line during peak demand periods. The local generating capacity is not enough to supply the region in the event of a main-grid failure.
- Vectren supplies natural gas, via a nation-wide pipeline system, and operates and maintains the distribution system throughout Oakwood. Natural gas arriving in the Dayton area has an inherent pressure supplied by this pipeline

system and is therefore less vulnerable to short-term outages due to pressure loss, thus natural gas may still be available to end-users during an electrical outage. This may be negated by the fact that many furnaces and other utilities that use natural gas require electricity to operate thermostats and other control systems.

- Other petroleum products such as heating oil, gasoline, and diesel also arrive in the Dayton area via pipeline distribution. They require electricity to operate transfer pumps and over-the-road vehicles to deliver them to their final destinations. Electricity is also required to deliver these products from tanks to the final consumer.
- As delineated by the above points, Oakwood is very dependent on utility suppliers for its energy requirements and it will be largely the responsibility of those energy suppliers to restore services during energy disruptions.
- Oakwood's water distribution systems are dependent upon pumps to maintain pressure. A prolonged electricity outage may result in a lack of water pressure and delivery.
- Oakwood will, to the degree possible, reduce the impact of the event on its citizens and businesses by coordinating relief activities and supporting repair efforts.

2.2 Mitigation and Prevention

2.2.1 Mitigation

State and local legislation allows right-of-way to public utility companies to repair and maintain infrastructure and distribution systems.

2.2.2 Prevention

Energy suppliers conduct prevention activities to assure the integrity of the energy distribution systems. Activities include trimming trees away from power lines, pipeline inspection and maintenance, and others.

2.3 Assumptions

- Oakwood's citizens, businesses, and industries are very dependent upon energy sources for daily function.
- Critical facilities, such as nursing homes, must take appropriate measures to function during energy disruptions. Such measures include stand-by generator capacity, continuity of operations planning (COOP), and others.
- During disasters generating capacity may fall below customer demand.

- Hazardous conditions, material shortages, and transportation disruptions may delay energy system restorations.
- There may be hoarding of fuel if the public perceives prolonged fuel scarcities.
- Severe prolonged energy disruption will create a cascade of health, safety, and well-being issues as well as the potential criminal activity/behavior.

2.4 Plans Coordination

The following plans coordinate with Oakwood EOP ESF 12- Energy. In addition, parts of the following plans may be activated in support ESF 12:

1. Montgomery County Emergency Operations Plan
2. State of Ohio Emergency Operations Plan
3. National Response Framework

3.0 CONCEPTS OF OPERATION

3.1 Damage Assessment

- Oakwood's utility providers (DP&L, Vectren) will utilize the Montgomery County Office of Emergency Management (MCOEM) as the single contact point for outage and repair information. MCOEM will forward updates to affected jurisdictions upon receipt.
- Oakwood's damage assessment group will maintain communication with the MCOEM EOC to receive regular situation reports regarding cause and scope of the outage, as well as projected repair times.
- If the situation warrants, city personnel should be assigned to assist the energy provider(s) in locating damaged infrastructure.
- Damage assessment may indicate increased response actions such as evacuation, hazardous materials response, medical response, search and rescue, or other actions.
- All damage assessment information should be communicated to the Incident Commander, or appropriate ICS section, as quickly as it is developed.

3.2 Response Actions

- Immediately following a wide spread energy outage, Oakwood response crews may experience significant call volume in areas such as:
 - 1) Persons trapped in elevators
 - 2) Security alarms
 - 3) Critical medical needs
 - 4) Traffic light failures
- As the event continues, calls for service may be less acute, dealing with issues regarding climate control systems, water distribution, and other life amenity issues.
- In addition to delivering services to affected citizens, Oakwood departments will be busy configuring their organizations and facilities to operate on limited stand-by power or with no power.
- If resources such as generators, emergency lights, or fuel supplies become scarce, commanders, managers, and policy makers will need to prioritize response functions.
- If the event is severe or prolonged, Oakwood may need to establish or support Mass Care elements such as shelters or feeding facilities as addressed in ESF 8.

3.3 Supports for Energy Providers

Oakwood personnel should support energy provider's efforts to restore services when appropriate. The support can include clearing right-of-ways, clearing debris, establishing access to damaged infrastructure, clearing roads and alternate routes, and other measures as required.

3.4 Public Information

Public information resources, as identified in ESF 15, will be necessary to provide accurate, timely and actionable information about the event and response actions. In addition a phone hotline should be established early in the event allowing citizens to request help. Lack of electrical power will make communicating with the public more difficult and contingencies must be developed.

3.5 Emergency Declarations

The City Manager, in conference with the City Council, should issue emergency declarations including requests for assistance from state and federal authorities, conservation orders, curfews, and other measures appropriate to the incident.

3.6 Emergency Operations Center

As a Level 2 event, a prolonged energy disruption will necessitate the activation of the Emergency Operations Center (EOC). The EOC, in conjunction with the Incident Command System, will establish response priorities and provide policy guidance. Energy disruptions tend to be widespread and the EOC will perform the role of coordinating Oakwood's actions with those of surrounding affected jurisdictions.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department - Public Works

- 1) Update information contained in ESF 12 when appropriate.
- 2) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.
- 3) Assign appropriate members from Public Works to the damage assessment team.
- 4) Prepare for increased waste collection from spoiled food items.
- 5) Support the incident with personnel and equipment as needed.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Public Safety Department

- 1) Prepare for rescue operations in elevators throughout the city.
- 2) EMS units should prepare to assist persons who live at home with critical medical equipment needs such as oxygen generators.
- 3) Anticipate increased run volume and demand for services.
- 4) Prepare to operate with limited or non-existent hydrant pressure.
- 5) Prepare the city building and dispatch to operate on standby generator power.
- 6) Anticipate traffic light failure and establish traffic control operations at critical intersections.

4.4.2 Public Works

- 1) Monitor the water distribution system during the incident and advise Command of system capability. Recommend actions to protect the system and maintain its operations.
- 2) Monitor the Wastewater operations during the incident and advise Command of system capability.

4.4.3 Other City Departments

- 1) Configure operations for current and projected energy and electricity conditions.

4.5 Outside Agencies

4.5.1 Energy Providers

- 1) Conduct damage assessment and provide MCOEM with situation updates including projected duration of the outages.
- 2) Conduct repair operations. Request appropriate help from City resources to expedite repairs.

4.5.2 Montgomery County Office of Emergency Management (MCOEM)

- 1) Declare an emergency if appropriate.
- 2) Open the County EOC. If the event is regional, serve as the coordination point for outage and repair information from the utility providers.
- 3) Order and receive support resources as requested.

4.5.3 Red Cross

- 1) Provide sheltering for people displaced or affected by the event.

5.0 RESOURCE REQUIREMENTS FOR ESF 12 – ENERGY

5.1 Equipment, Supplies, and Procurement

A prolonged energy outage will result in a unique set of resource demands. Resources such as generators, light units, space heaters, may be required. Expendable supplies like fuel, bottled water, blankets, and packaged foods may also be needed to support a prolonged event.

Oakwood will request and manage resources through the Incident Command System established for the incident. Energy disruptions are frequently widespread events meaning that many of our surrounding communities will require the same resources. Oakwood, primarily through its EOC, will coordinate resource requests in support of regional response goals.

Oakwood will streamline its procurement process allowing expedited ordering of critical supplies. Guidelines for emergency procurement can be found in ESF 7-Resource Support.

5.2 National Guard

The National Guard can supply large generators and other resources to support response operations. To request National Guard assistance Oakwood must declare an emergency and show that it has exhausted, or is expected to exhaust, its currently available resources. If the event is widespread, other jurisdictions will also be requesting the National Guard probably limiting the amount of assistance available. Request and deployment procedures for the National Guard are found in the Base Plan, Section 6.2.2.7.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 13

LAW ENFORCEMENT

PRIMARY DEPARTMENT:

City of Oakwood, Public Safety Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Sheriff

Five Rivers MetroParks

Ohio Highway Patrol – Primary State Agency

Ohio National Guard

Federal Law Enforcement Agencies

1.0 PURPOSE

Law Enforcement is a core capability that may be required at almost any form of emergency incident or event. Emergency incidents such as hostage standoffs, explosive ordinances, school shootings, and others Law Enforcement will be the primary response agency. In many other events Law Enforcement will play a support role providing security, investigation, traffic control, and other support roles.

The purpose of this Emergency Support Function (ESF) is to outline the procedures employed by the City of Oakwood to provide Law Enforcement resources during an emergency event or incident, describe the configuration of Law Enforcement resources within Oakwood, and to describe command and control responsibilities for Law Enforcement deployment.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- Oakwood's Law Enforcement (LE) resources are primarily responsible for LE activities within the political boundaries of the City of Oakwood.
- The Oakwood Public Safety Department will perform the following LE functions:
 - 1) Patrol
 - 2) Investigation
 - 3) Traffic Control, Crowd Control
 - 4) Evidence Collection & Crime Scene Processing
- The Montgomery County Sheriff's Office (MCSO) also maintains a standing LE force comprised of Sheriff's Deputies. MCSO also has jurisdiction within

Oakwood but generally will only act in cases of immediate jeopardy or if requested to assist Oakwood Public Safety Officers. MCSO operates the County Jail located at 330 West Second Street in downtown Dayton.

2.2 Preparedness

- Oakwood's Public Safety Department establishes and maintains mutual aid agreements between local, county, and state law enforcement agencies.
- Oakwood's Public Safety Department engages in training activities that maintain current skill levels as well as expand current capabilities such as incorporating new technologies or equipment into current operations.
- Oakwood's Public Safety Department participates in local and regional exercises designed to enhance preparedness.

2.3 Assumptions

- Emergency events may occur that require law enforcement intervention for the protection of life and property. During such events the workload of Oakwood's Public Safety resources may increase dramatically.
- During large or widespread emergency incidents law enforcement resources may be directly impacted, degraded, or overwhelmed.
- Unless requested by Oakwood's City Manager and approved by the governor, state agencies such as the Ohio State Highway Patrol and Ohio National Guard will not aid civil authorities in LE actions.
- During large-scale disasters, even when mutual aid, state, or federal LE agencies are involved, Oakwood's Public Safety Department will have the primary authority and responsibility for law enforcement within Oakwood's jurisdiction.
- Each local, state, or federal LE agency involved in an emergency within Oakwood's jurisdiction will utilize protocols and procedures identified within the National Incident Management System (NIMS).
- Mutual Aid LE resources will be under the guidance and control of the Command organization established for the incident.
- A widespread event may limit the availability of mutual aid resources.

2.4 Plans Coordination

The following plans or documents coordinate with Oakwood EOP ESF 13- Law Enforcement. In addition, parts of the following plans may be activated in support of ESF 13.

1. Montgomery County Emergency Operations Plan
2. State of Ohio Emergency Operations Plan
3. National Response Framework

3.0 CONCEPTS OF OPERATION

3.1 Command and Control

The majority of LE incidents are handled by single resources (a single patrol unit) and thus rarely is an Incident Command configuration required. Oakwood Public Safety personnel are trained in the principles of the Incident Command System (ICS) and the National Incident Management System (NIMS). Large or more complex law enforcement incidents will be managed using the principles contained in ICS. Oakwood Public Safety supervisory personnel are also trained to participate in Unified Command when appropriate.

3.1.1 Public Information Officer

The Oakwood Public Safety Department maintains a Public Information Officer tasked with interfacing with the media regarding daily operations, cases, and events. During a large or complex event where an Incident Command organization is formally established the PIO may serve as the Public Information Officer assigned to the Command Staff. The PIO may also participate in a Joint Information Center if one is established for the event as described in ESF 15- Public Information.

3.1.2 Special Weapons and Tactics (SWAT)

Oakwood Public Safety Department assigns members to the Kettering Regional SWAT Team. This team maintains standards for tactical operations. The SWAT team is utilized whenever a threat presents exceptional or difficult challenges. SWAT incidents are managed using an Incident Command approach.

3.1.3 Regional Bomb Squad

Dayton Police Department's Bomb Squad is a Level I team with CBRNE capability. Dayton's team is the only such team within Ohio Region III and frequently responds beyond Dayton to assist outlying communities including serving as a back-up to the Wright Patterson AFB team. The Bomb Squad is trained and equipped to conduct render-safe or disposal operations as well as criminal investigations.

3.2 Evidence Collection

The Oakwood Public Safety Department has members who are trained in scene processing and evidence collection.

3.3 Security, Force Protection, and Critical Infrastructure Protection

Oakwood's Public Safety resources are frequently called upon to provide security during emergency events.

3.3.1 Perimeter Security

Oakwood's Public Safety resources may establish a security perimeter to prevent civilians from wandering into a dangerous location, prevent suspects from escaping a crime scene, and other reasons.

In addition, Oakwood's Public Safety resources will provide force protection for emergency responders, victims, and others at the incident scene.

3.3.2 Security for Oakwood Command Locations

Many of the locations used to establish a command and control organization such as the Command Post, the Emergency Operations Center, and others will require a security presence to prevent unauthorized persons from entering the location, to stop hostile or disruptive attacks, and generally provide a safe and secure area.

3.3.3 Critical Infrastructure, Critical Site Protection

Oakwood's Public Safety resources may, as a result of an event or emerging threat, provide security for water facility, communications sites, and other critical infrastructure.

3.4 Information and Intelligence

The Oakwood Public Safety Department will serve as an integration point for critical information and intelligence from a variety of sources.

3.4.1 LEADS

The primary portal for information access is the Law Enforcement Agencies Data System (LEADS) which provides access to a variety of databases including:

- National Crime Information Center (NCIC)
- Terrorist Screening Center (TSC)
- Ohio Law Enforcement Gateway (OHLEG)
- Anti-Terrorism Alert Center (ATAC)
- Automated Critical Asset Management System (ACAMS)
- Amber Alerts- Receipt and Origination of Amber Alerts

- Ohio Local Law Enforcement Information Sharing Network (OLLEISN)
- Others

LEADS also serves as Oakwood's primary receiving point for any information broadcast over the National Warning System (NAWAS). The Oakwood Public Safety Department monitors LEADS 24/7/365.

3.4.2 Public Records

Oakwood Public Safety Department collects and disseminates data, crime statistics, and other information.

3.4.3 Intelligence

The Oakwood Public Safety Department will serve as the primary receiving point for classified intelligence and threat warnings developed and disseminated from a variety of sources including the State of Ohio Strategic Analysis and Information System (SAIC), the FBI, the Secret Service, and others.

The Oakwood Public Safety Department will notify appropriate Oakwood entities if the intelligence requires preparation or response actions in anticipation of an emerging threat.

3.5 Threat Analysis

The Oakwood Public Safety Department will serve as the primary criminal and terrorist threat analysis agency during an emergency event. The Safety Department will begin the threat analysis using available information and intelligence. As the event progresses the Safety Department will serve as liaison to partner agencies such as the FBI, Secret Service, Ohio's Strategic Analysis and Information Center (SAIC), and others to develop a comprehensive threat analysis picture for Incident Commanders managing the event.

3.6 Evacuation

The Oakwood Public Safety Department will serve as the primary agency for LE actions in support of an evacuation. The Safety Department may perform door-to-door notification as appropriate, manage traffic flow, and provide security at transition centers and shelters, and other actions necessary to facilitate the evacuation. Other agencies such as the RTA could be called upon to assist. Additional information can be obtained in the Evacuation Appendix.

3.7 Investigation

Oakwood Public Safety Department has the primary responsibility for investigating crimes and other incidents that occur within their jurisdiction. Overlapping authorities may at times create situations where other county, state, or federal LE agencies also have jurisdiction over certain events, e.g., an event involving an explosive device may necessitate the involvement of the State Fire Marshall, Bureau of Alcohol Tobacco and Firearms (ATF), and the FBI. In such cases, Oakwood's Public Safety resources

will remain in Command of the incident and investigation until officially notified that another agency is assuming Command.

3.8 Civil Disturbance

The Oakwood Public Safety Department will serve as the primary agency during periods of civil unrest. Events involving civil unrest will require close coordination among a variety of Oakwood Departments and support agencies and may necessitate opening the Emergency Operations Center.

3.9 Coordination with Federal Law Enforcement

Oakwood Public Safety Department is primarily tasked with liaison and coordination with state and federal LE Agencies. This coordination promotes unity of effort, a smooth flow of critical actionable intelligence and information, and other benefits.

3.10 Mutual Aid

Oakwood's Public Safety Department has established Mutual Aid agreements with many surrounding jurisdictions (See Section 9.2) allowing LE forces to provide or request assistance with resources and personnel during an incident. Any Mutual Aid resources operating within Oakwood will be under the command and control of the Incident Command organization established for that incident.

Ohio's Law Enforcement Response Plan (LERP) is a tool for law enforcement agencies to acquire large quantities of law enforcement resources in the event of a domestic terrorist attack, major disaster, or other emergency. The LERP can only be activated through a Sheriff's request (under ORC 311.07) or through a Chief's request under the Intrastate Mutual Aid Compact (ORC 5502.41). The Colonel of the Ohio State Highway Patrol can also activate the LERP.

To request LERP activation call 1-866-599-LERP.

3.10.1 Use of the National Guard for Law Enforcement

The Ohio National Guard (ONG) is trained and equipped to support law enforcement efforts if the need arises; however, there are issues associated with utilizing ONG resources for civil law enforcement:

- 1) The Posse Comitatus Act establishes strict limitations regarding the use of military assets to perform civil law enforcement activities.
- 2) The use of National Guard resources for law enforcement activities would require an emergency declaration request from Oakwood City Manager routed through the Montgomery County Office of Emergency Management (MCOEM) to the Governor. The request for such assistance must be requested by the City Manager and include a clear description of the Guard's role in the event.
- 3) The Governor must approve such a request and issue an Emergency Declaration authorizing Guard deployment. National Guard assets

deployed as part of the response will actually be changed from Title 10 Status to Title 32 status allowing them to perform domestic law enforcement duties. Ohio law does not recognize “martial law” wherein the military assumes control or command of the event. The Guard assets will operate under the sole direction of the governor and as such will always be under civilian control.

3.11 Traffic Control

Oakwood’s Public Safety resources may be called upon to manage and control foot and vehicle traffic as a result of an emergency event. Officers are trained and equipped for such an event. Other departments and agencies such as Public Works or the Ohio Department of Transportation may also be asked to assist in such efforts.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Agency – Public Safety Department

- 1) Coordinate all actions as required by ESF 13-Law Enforcement.
- 2) Update information contained in ESF 13 when appropriate.
- 3) During an emergency event, serve at the appropriate level within the incident command system, DOC or EOC.
- 4) Provide departmental resources as required by the incident.
- 5) Assign appropriate personnel to act as liaisons to county, state, or federal law enforcement agencies.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Oakwood Court

- 1) Support an emergency incident with extended hours, expedited arraignments, and other measures as required.

4.4.2 Law Department

- 1) Provide legal interpretations as needed during emergencies.
- 2) Review the results of investigations regarding potential criminal allegations related to emergency response and recovery activities.
- 3) Take appropriate legal action against public or private entities on behalf of Oakwood for damages or claims which may arise from emergency response and recovery activities.
- 4) Serve as liaison to the Montgomery County Prosecutor, Ohio Attorney General, U.S. Attorney and other legal agencies during an emergency event.

4.4.3 Public Works

- 1) Support an incident with equipment and personnel as needed.

4.4.4 All Other City Departments

- 1) Support the incident as requested.

4.5 Outside Agencies

4.5.1 Montgomery County Sheriff's Office

- 1) Provide mutual aid support for an incident if requested.
- 2) Provide jail space, prison transport vehicles, and other assets if requested.

4.5.2 Montgomery County Coroner's Office

- 1) Conduct victim identification processes and procedures.
- 2) Manage mass fatalities per the Mass Fatality Incident Response Plan, 2009.

4.5.3 Miami Valley Regional Crime Lab / BCI Crime Lab

- 1) Provide laboratory support to law enforcement operations.

4.5.4 Greater Dayton RTA

- 1) Provide transportation assets in support of law enforcement operations as required.

4.5.5 Ohio State Highway Patrol

Such as but not limited to:

- 1) Investigate accidents involving small aircraft
- 2) Overhead aircraft Support
- 3) Traffic Crash Management
- 4) Crowd Control Specialized Unit
- 5) Other additional LE support
- 6) Escorts

4.5.6 Federal LE Agencies

- 1) FBI - provide LE support including information, intelligence, and threat assessment.
- 2) ATF – provide support to the Regional Bomb Squad as requested.
- 3) U.S. Marshal's Service – provide information and support as requested.
- 4) Other federal agencies will support Oakwood's LE response as required.

4.5.7 Ohio National Guard

- 1) Provide mutual aid support for an incident if request for such support is approved by the Governor through proper channels (as described in 3.10.1 of this section.)

5.0 RESOURCE REQUIREMENTS FOR ESF 13 – LAW ENFORCEMENT

5.1 Personnel

The following options are available to augment Oakwood's Public Safety resources:

5.1.1 Internal Options

Recall and Shift Extension.

5.1.2 Mutual Aid

Oakwood currently maintains mutual aid agreements with surrounding communities for Police services.

If additional LE forces were needed after recall and shift extension, the Montgomery County Sheriff's Office would be the next logical place to secure those resources.

5.1.3 Intrastate Mutual Aid Compact (IMAC)

Equipment and/or personnel are available through the Intrastate Mutual Aid Compact (IMAC). Such a request would require that we have exhausted or are expected to exhaust all of our resources. The request is forwarded through

MCOEM to the Ohio EMA and requires that Ohio's Governor declare a "state of emergency". More information is available in the Basic Plan, Section 6.2.2.5.

The Law Enforcement Response Plan (LERP) serves as Ohio's IMAC system for LE resources.

5.1.4 National Guard

Oakwood must show that it has exhausted, or is expected to exhaust, its currently available resources before it can request the National Guard. It should be taken into consideration that even if National Guard assistance is approved, it will take 24 to 48 hours before assets can arrive. This may make National Guard assets unlikely for response actions. Request and deployment procedures for the National Guard are found in the Base Plan, Section 6.2.2.7.

5.2 Supplies and Equipment

5.2.1 Internal Supplies

Oakwood Public Safety maintains inventories of critical supplies and equipment. These stores are capable of meeting foreseeable supply needs during the initial stages of an emergency.

5.2.2 Local Procurement

Supplies, if they cannot be obtained through mutual aid, can be procured from a number of local companies. Finance will initiate emergency procurement procedures as required and as indicated in ESF 7-Resource Support.

5.2.3 Montgomery County Office of Emergency Management (MCOEM)

MCOEM maintains an Emergency Response Field Inventory (ERFI) database listing all resources available throughout the region and is updated every 2 years. The ERFI can be used to identify available resources and MCOEM can facilitate a request for such resources.

5.2.4 Law Enforcement Emergency Response Plan (LERP)

The LERP can be used to request equipment and supplies from across the state. LERP activation procedures are described in Section 3.10.

6.0 Authorities

ORC 5503.02 – Governor orders OSHP to assist local LE

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 14

DISASTER RECOVERY

PRIMARY DEPARTMENT:

City of Oakwood, Public Works Department

SUPPORT DEPARTMENTS/AGENCIES:

All Departments of the City of Oakwood

Building Inspectors

Electrical Inspectors

Construction Inspectors

Volunteer Insurance Adjusters

Montgomery County Office of Emergency Management (MCOEM)

Ohio Emergency Management Agency (OEMA)

Federal Emergency Management Agency (FEMA)

1.0 PURPOSE

Disaster Recovery encompasses actions taken in the wake of an emergency event to restore critical public infrastructures, provide assistance to individuals and businesses to meet their basic needs and return them to self-sufficiency, resume government functions, and other actions to minimize the impact of an emergency event or disaster.

The purpose of ESF 14 is to establish guidelines and policies to initiate damage assessment activities and develop a recovery plan specific to the incident. The ESF provides an overview of needed actions, assigns roles and responsibilities, defines supporting or assisting agencies, and provides an overall framework for recovery functions. Recovery actions will be driven by the specific needs of the incident.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- All emergency events will involve some level of Disaster Recovery.
- All emergency incidents in Oakwood are managed by establishing an Incident Command System. The same Incident Command System (ICS) that managed the emergency incident can, with appropriate re-configuration, manage initial recovery activities.

- The ICS system will gradually stand-down and demobilize after an event is controlled. The City organization, as it is configured for daily operations (see Base Plan 4.9.2), will likely manage long-term recovery actions that last for weeks or months.
- Disaster Recovery planning can begin when the immediate threats to life and property have been addressed.
- Disaster Recovery is a collaborative process which may involve most Oakwood Departments as well as many external agencies, businesses, and community groups. As Primary Agency, the Public Works Department will serve primarily as the facilitator of Disaster Recovery activities managing the process and involving the right resources.
- Any activities undertaken will be completed in accordance with all applicable Local, State and Federal rules and regulations.

2.2 Mitigation and Preparedness

2.2.1 Mitigation

Mitigation does not apply to Disaster Recovery

2.2.2 Preparedness

The Public Works Department has established guidelines and policies to initiate damage assessment activities and develop a recovery plan specific to the incident.

2.3 Assumptions

- The City Manager will declare an emergency as appropriate to the event. A damage assessment survey will be needed in most cases to secure an emergency declaration.
- Incident Command will assign appropriate personnel and resources to begin the Disaster Recovery process with initial emphasis on Damage Assessment.
- Disaster assistance is supplemental and does not supplant local government resources, private resources, or insurance coverage.
- Short and long term recovery priorities will be ever-changing as the event progresses.

2.4 Plans Coordination

The following plans coordinate with, or may need to be activated in support of, ESF 14 activities:

- Continuity of Operations Plans for each City Department
- Business Continuity Plans
- Ohio Department of Public Safety G605, Damage Assessment Document
- Montgomery County Emergency Operations Plan
- State of Ohio Emergency Operations Plan
- National Response Framework

3.0 CONCEPTS OF OPERATION

3.1 Disaster Recovery – Overview

Disaster Recovery involves a number of processes designed to restore normalcy to the community and reduce the economic impact of the incident. The primary actions associated with Disaster Recovery include:

- 1) ICS transitions to Recovery configuration.
- 2) Damage and Needs Assessment - initial and on-going.
- 3) Implement repair processes for damaged infrastructure.
- 4) Identify immediate needs and available resources.
- 5) Provide more permanent housing for those in shelters if their displacement is expected to be long-term.
- 6) Support businesses affected by the event to return to pre-event operations.
- 7) Broadcast Public Information appropriate to the event that sets realistic expectations.
- 7) Initiate cost recovery actions.

3.2 ICS Transitions to Recovery Configuration

- The Incident Command System established for the incident will manage the initial, short-term Recovery process, but may undergo some reconfiguration to do so. The transition to Recovery mode should begin only after there are no longer immediate threats to lives or property.
- The ICS configuration will likely demobilize within the weeks after the event. Long-term recovery, which can take months or years to accomplish, will be managed by the City organization configured as it is for daily operation (See Base Plan 4.9.2).
- Policy makers and Incident Commanders must establish clear objectives and priorities for the Recovery process.
- The Operations Section will begin to focus on infrastructure repair and restoration following the priorities established by Command.

- Operational periods can lengthen to 24 hours or longer as Recovery proceeds.
- The Planning Section should include personnel from the Director of Personnel and Properties and the Zoning Department.
- The Finance section will focus on cost-estimates, budgeting for increased response expenses, and cost recovery functions.
- Recovery may involve consulting with agencies not generally seen as involved in emergency operations, e.g., historical societies, community and religious leaders, business organizations, and other stakeholders in the recovery process.

3.3 Damage Assessment – An Overview

- The City will conduct a preliminary Damage and Needs Assessment (PDA) to quickly and efficiently collect, analyze and summarize data about damages resulting from an emergency event. A Damage and Needs Assessment is the systematic process of determining and appraising the extent of loss, suffering, and/or harm to a community.
- The preliminary Damage and Needs Assessment (PDA) will be the **best estimate** of the damage that can be rapidly identify. ***This estimate can, and likely will be, amended later.***
- The Ohio EMA will compile damage assessment information from all jurisdictions affected by the event.
- Ohio EMA and FEMA will travel to the affected area to conduct a Joint Preliminary Damage Assessment (JPDA). The purpose of the JPDA is to verify the listing of problems and needs so they may be communicated to the Governor and to collect management data for the response effort if the incident receives an Emergency Declaration.

3.3.1 Damage Assessment Teams

Oakwood's Damage Assessment Team(s) will include members from most Oakwood Departments as well as from affected agencies. The Team make-up will be tailored to the damage experienced. A list of possible team members is found in Section 5.0 of this ESF. The Damage Assessment Team(s) will conduct the Preliminary Damage Assessment, assist with completion of the *Damage and Needs Assessment Form* (AGN-035), participate in the Joint Preliminary Damage Assessment, and complete other duties as required.

3.3.2 Damage Assessment Process - Public Assistance Program

The Ohio Emergency Management Agency (EMA) Public Assistance staff administers two grant programs: the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Grant Program and the State Disaster Relief Program (SDRP). These programs provide assistance to local governments, state agencies and eligible private non-profit (PNP) organizations to respond to and recover from the extraordinary cost burden of disaster related activities.

The FEMA Public Assistance Grant Program provides supplemental Federal disaster grant assistance for debris removal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration from major disasters or emergencies declared by the President.

The State Disaster Relief Program is implemented at the governor's discretion, when federal assistance is not available. Local governments and eligible non-profit organizations must apply, through a written letter of intent, to the program within 14 days of the Program being made available. The supplemental assistance is cost shared between Ohio EMA and the applicant.

A Joint Preliminary Damage Assessment, involving county and state representatives, will convene in the jurisdiction at some point after the event to review the information provided and further assess damage and needs. **The most current forms and instructions can be found on the Ohio Emergency Management Agency Disaster Recovery Branch website.** These forms are updated every January by OEMA.

3.3.3 Damage Assessment Process- Individual Assistance Program

- Individual assistance refers primarily to homes and small businesses.
- Homes are defined as privately- owned single family homes, apartments, condominiums, etc. In some cases, non-traditional homes such as converted vans, busses, campers, etc. may be considered primary residences.
- The preliminary damage assessment will be conducted as soon as possible and forwarded to the Montgomery County Office of Emergency Management (MCOEM) and Ohio EMA within twelve (12) hours of the incident. ***Verbally report the data to Ohio EMA as soon as it is developed.***
- A Joint Preliminary Damage Assessment, involving county and state representatives, will convene in the jurisdiction at some point after the

event to review the information provided and further assess damage and needs.

3.3.4 Cost Tracking for Recovery Operations

- Finance will establish a cost tracking system appropriate for the event that complies with OEMA and FEMA cost tracking guidelines. The system will be communicated to all Departments participating in Recovery Operations.
- Tracking personnel and equipment usage and costs with the guidelines established by Finance is the responsibility of each Department within the City.

3.3.5 Documentation of Damage

As part of the damage assessment process, Oakwood will thoroughly document public infrastructure damage. The following may be included as part of this documentation:

- Area wide GIS maps.
- Photographs or videos of damaged areas including public roads, buildings, equipment, utilities, and other damaged infrastructure.
- Other documentation products as appropriate to the event.

3.4 Repair Infrastructure

- Repairing and restoring public infrastructure is of the highest priority.
- The Operations Section will manage these activities with heavy reliance on the Public Works Departments. Additional resource support is available from mutual aid, National Guard, IMAC assistance, procurement, and others and should be requested if appropriate.

3.5 Identify Needs and Resources

- Information regarding specific needs of people or businesses affected by the event will be developed from a variety of sources, e.g., hospitals who are treating victims, shelter workers caring for the displaced, business owners, and numerous others.
- As the incident transitions to Recovery, a telephone hotline should be established to collect information from citizens and businesses regarding specific, unmet needs.
- The Situation Unit within the Planning Section will serve as the collection point for all such information communicated to the Command System. The

Situation Unit will compile the requests, grouping them by logical category.

- Members of Planning and Zoning Development, serving within the ICS Planning Section, will coordinate these need requests with supporting departments or entities providing the service, e.g., requests for shelter, will be forwarded to the Red Cross, and requests for pet rescue will be forwarded to the Humane Society, etc.

3.6 Shelter Demobilization to More Permanent Housing

Shelters established by the Red Cross as part of ESF8-Mass Care are temporary by design. If the event will displace persons or families for longer periods of time, then the Planning Section will attempt to establish more permanent housing for those affected.

3.7 Support Businesses Affected by the Event

- The Director of Personnel and Properties will serve as the focal point for activities that support business recovery. They will work in close coordination with the Montgomery County Office of Emergency Management (MCOEM) in these efforts.
- Initial actions can include communications support, identifying suitable alternate facilities, and other actions designed to promote business recovery.

3.8 Public Information

- Emergency events usually result in establishing a public information system. During Recovery the same public information system will be used to disseminate information about initial recovery efforts.
- Past incidents have indicated that public information developed concerning recovery should be conservative when discussing repair times, restoration of service schedules, and other aspects of recovery. Realistic recovery projections aid to bolster public confidence that recovery is proceeding and will be accomplished.

3.9 Cost Recovery

- Within 14 days of the date of the local emergency, a letter of intent must be sent to Ohio EMA giving notice that Oakwood intends to apply for cost reimbursement from the State Disaster Relief Program. Reference 3.3.2.
- The recovery of expenses will be handled in accordance with procedures established by the Ohio Emergency Management Agency (OEMA) and the

Federal Emergency management Agency (FEMA). Department of Finance will primarily be responsible for monitoring and managing actions associated with cost recovery.

- Federal Reimbursement usually runs between 70% and 80% of expended costs. The jurisdiction and the state are expected to cover the remaining costs.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Public Works

- 1) Provide oversight and assistance to Departments to ensure that adequate Disaster Assistance is available to respond to and recover from an emergency event.
- 2) Provide timely information and updates to City of Oakwood EOC personnel.
- 3) Coordinate with MCOEM and other local, state, and federal organizations to secure financial assistance.
- 4) Assess the short term and long term financial requirements for response and recovery actions. Develop a preliminary plan of action.
- 5) Participate in post incident analysis.
- 6) Track, consolidate, and prepare final reports detailing all activities and emergency event associated costs.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 5) Support responding departments as required.
- 6) Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 Director of Personnel and Properties

- 1) Provide detailed information to assist with the Individual Assessment portion of the Preliminary Damage Assessment.
- 2) Assist the business community with needs for the Continuity of Business after an emergency event.
- 3) Participate in post incident analysis.
- 4) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.4.2 Finance

- 1) Gather detailed cost information for identified damage from all Departments to consolidate and assist Planning and Community Development to file the Preliminary Damage Needs and Assessment Form.
- 2) Participate in post incident analysis.
- 3) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.4.3 All Other City Departments

- 1) Provide detailed information regarding Public Damage/Assistance for the Preliminary Damage Assessment.
- 2) Provide photographic documentation of any damage to public structures.
- 3) Participate in post incident analysis.
- 4) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

4.5 Outside Agencies

4.5.1 Montgomery County Office of Emergency Management (MCOEM)

- 1) Assist with emergency declaration process by approving Oakwood's request or seeking a county declaration.
- 2) Assist with damage assessment. If the event covers multiple jurisdictions, coordinate a unified damage assessment process.
- 3) Provide guidance for necessary steps in the recovery process, including proper documentation, timelines, and other actions necessary to interface with OEMA and FEMA.
- 4) Act as a conduit to Ohio EMA during the recovery phase to ensure communication and coordination.

4.5.2 American Red Cross

- 1) Communicate to command information regarding the on-going needs of shelter residents.
- 2) Provide technical assistance for conducting individual residence damage assessment.

4.5.3 Ohio EMA

- 1) Assist in the wake of an event by providing technical assistance to Oakwood regarding emergency declaration, damage assessment, and other recovery processes.

5.0 RESOURCE REQUIREMENTS

5.1 Damage Assessment Teams

Oakwood will recruit members from the following agencies or disciplines to participate in its Damage Assessment Team(s). The final make-up of the Team(s) is determined by the nature of the event.

Public Damage Assessment Teams-Potential Members	
City Council	Public Utility Representative
City Manager	Oakwood Public Schools Representative(s)
Personnel and Properties	County Engineer
Public Works	Solid Waste Management District
Water	Miami Conservancy District
Public Safety	Miami Valley Regional Planning Commission
Leisure Services	Others as required

Individual Damage Assessment Teams-Potential Members	
Red Cross	Social Service Providers
Chamber of Commerce	Others as required
Rotary Club	Others as required
Insurance Companies	Others as required

5.2 Ohio EMA Disaster Recovery Branch

The Disaster Recovery Branch is available to help with any of the procedures associated with the recovery process.

5.3 Assistance Available to Individuals

The Ohio Department of Jobs and Family Services, through appropriate local agencies, can make the following assistance available to individuals and families:

Temporary Assistance to Needy Families (TANF)
Federal Disaster Emergency Food Stamp Program
Federal Disaster Unemployment and Re-Employment Assistance
Medical assistance programs
Heating Emergency Assistance Program (HEAP)

6.0 AUTHORITIES

- 1) Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- 2) FEMA Recovery Policy – RP9525.7
- 3) State of Ohio Emergency Operations Plan
- 4) Montgomery County Emergency Operations Plan

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 15

PUBLIC INFORMATION

PRIMARY DEPARTMENT:

City of Oakwood, City Manager

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood

Montgomery County Public Information Officer

Montgomery County Office of Emergency Management (MCOEM)

Public Health-Dayton and Montgomery County (PHDMC)

1.0 PURPOSE

Public Information, defined as information communicated to the public and media regarding the emergency and its impact on their lives, is an integral aspect of every emergency event. Public Information should not be confused with Warning. Warning is defined as “emergency information regarding immediate protective actions that need to be taken by the public to avoid loss of life.” Warning is addressed in ESF 2-Communications. A well-constructed and properly delivered media messages can inform and calm a worried public, reduce misinformation, ensure public confidence, and focus attention on what is important.

ESF 15 addresses the organization, procedures, and policies necessary for providing reliable, timely, and effective information to the media and the public through all phases of the emergency. The primary goal of an organized Public Information process is to save lives and protect property.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

- The City Manager is responsible for public information coordination, preparation and release regarding the daily business of the City.
- Oakwood releases public information via the traditional media modes; radio, television, cable, internet, and print.

- Oakwood participates in joint press releases, coordinating media information with various business and governmental entities. Such joint information activities will be useful during emergency incidents.

2.2 Mitigation and Preparedness

2.2.1 Mitigation

Does not apply to Public Information.

2.2.2 Preparedness

- Routine contact with media outlets is conducted to ensure the integrity of the public information system. These preparedness activities assist in early response and PI's ability to adequately respond to an emergency event.

2.3 Assumptions

- Media outlets are available, functional, and on-line.
- Factual, reliable, and timely information is very important to help maintain public confidence in their government, to inform citizens regarding response actions, and to maintain public order.
- Misinformation can provoke counterproductive public actions and impede response and recovery efforts.
- All agencies responding to or supporting an incident do so under the direction and control of the established ICS structure, most probably a Unified Command. This direction and control includes a unified public information system.

2.4 Plans Coordination

The following plans coordinate with ESF 15. Parts of these plans may need to be activated to support Public Information during an incident:

1. Emergency Response Plan for Water Supply and Treatment
2. Debris Management
3. Evacuation Plan

3.0 CONCEPT OF OPERATIONS

3.1 Public Information Officer (PIO)

Oakwood's Public Information Officer prepares and disseminate media releases, coordinates public information with other jurisdictions or agencies, and provides public information regarding fires, police incidents, and other emergencies. The role of the Public information Officer during a large or widespread emergency incident flows from these duties.

The Incident Command System, once formed for the incident, establishes a Command Staff position known as the Public Information Officer. The ICS PIO reports directly to the Incident Commander. The ICS PIO staffing will be assigned by the Incident Commander. The role of the PIO is to compile information appropriate for media release, coordinate media briefings, deliver media briefings or assist other Command or General staff members to deliver media briefings. The PIO will also prepare and disseminate written press releases as appropriate and make necessary postings on social media sites like Facebook. All media releases, written or otherwise, will be approved by the City Manager.

3.2 Joint Information Center (JIC)

Coordinated public information is the overarching goal of the PIO function. Many emergency incidents may involve a variety of responding agencies from several jurisdictions. A Joint Information Center (JIC) assures that responders and supporting organizations speak with one voice when releasing public information. The term Joint Information Center denotes a location but is more about a coordinating process. The JIC must accomplish the following functions:

- 1) Information gathering, fact checking, and coordination with partner agencies.
- 2) Rumor Control.
- 3) Dissemination - media releases, written releases, website postings, social media postings, etc.

During incidents confined to Oakwood that involve multiple Oakwood departments or supporting agencies, the assigned ICS PIO will establish a Joint Information Center and assign staff appropriate to the incident.

3.3 Hotline

No-notice or short-notice emergency incidents may create a public information vacuum. That is to say that many people may become aware of the event and have a genuine need for public information before Oakwood's formal Public Information

system can respond to their need –e.g. families who believe their loved ones are trapped in a building collapse. The natural response of people in need of information is to call readily available dispatch centers and/or 9-1-1 thus overloading these critical facilities.

Oakwood may establish a hotline when incident conditions indicate that callers seeking information may overload Oakwood's dispatch center. The goal of the hotline is not to provide a complete picture of the event because in fact, very little information will be known in the short time after the incident. The purpose of the hotline is to protect Oakwood's dispatch center.

United Way's HelpLink (937) 225-3000 is capable of activating hotline service very quickly. Oakwood personnel, with communications link with the ICS organization, will report to the HelpLink center to provide call takers with the most up-to-date information. The HelpLink number will be broadcast via EAS, on-scene media reports, and other available media releases.

3.4 Public Information and the Emergency Operation Center (EOC)

Large, complex, or prolonged incidents may necessitate the opening of Oakwood's EOC. While much of the public information output of the EOC can be channeled through the ICS PIO or Joint Information Center, the EOC will have some unique Public Information needs. If Oakwood's elected officials are participating in the event, they will most likely be at the EOC serving in the Executive Group. Elected officials are frequently the "face of government" and their presence at briefings assures the public that response actions are organized and on-going.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Agency – City Manager

- 1) Coordinate actions associated with *ESF 15-Public Information*.
- 2) Update ESF 15 as appropriate
- 3) During an emergency incident provide staff and direction to the ICS PIO function, Joint Information Center, and Emergency Operations Center (EOC).
- 4) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 5) Open the EOC if appropriate to the event.
- 6) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 7) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 8) Support responding departments as required.
- 9) Assist citizens or businesses affected by the event.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Departments

4.3.1 All Other City Departments

- 1) DO NOT release any information to the public or the media that has not been approved by the public information organization. This is the single largest cause of conflicting public messages. Respect the joint information process.
- 2) Update the appropriate ICS entity (Command, Planning Section, Information and Intelligence Unit, etc.) frequently with any factual information regarding the incident developed in your area of responsibility.
- 3) During an emergency incident provide departmental PIO's in support of the ICS PIO or Joint Information Center efforts.
- 4) Provide appropriate personnel to speak at media briefings if requested.

4.4 Outside Agencies

4.4.1 Montgomery County Public Information Officer

- 1) Establish a regional Joint Information Center for widespread incidents.
- 2) Open and staff a Rumor Control Line as needed.
- 3) Support the Dayton Public Information efforts if requested.

4.4.2 Montgomery County Office of Emergency Management (MCOEM)

- 1) If Assessment function of the County EOC is operating, coordinate available information with any established Joint Information Center operation.

5.0 RESOURCE REQUIREMENTS FOR ESF 15 – PUBLIC INFORMATION

5.1 Public Information Officers

Additional trained Public Information Officers are available if they are needed to cope with the demands of an on-going event. MCOEM maintains a list of resources available to the region. Contact MCOEM or Dayton Fire dispatch to access the most recent Emergency Resources Field Inventory (ERFI).

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 16

FINANCIAL MANAGEMENT

PRIMARY DEPARTMENT:

City of Oakwood, Finance Department

SUPPORT DEPARTMENTS / AGENCIES:

All Departments of the City of Oakwood
Montgomery County Office of Emergency Management

1.0 PURPOSE

ESF 16 provides basic financial management guidance to the City to assist in the response and recovery from an emergency event. The intent is to ensure that funds are provided expeditiously, event expenditures and resources are documented, and financial recovery is achieved to the greatest extent possible.

2.0 SITUATION AND ASSUMPTIONS

The purpose for ESF16-Financial Management is to provide a framework for financial expenditures, resource procurement, and recovery aid and assistance during an emergency event. Basic components include:

- Situation
- Mitigation and Preparedness
- Response and Recovery
- Plans Coordination

2.1 Situation

All emergency events will require some level of financial management. All responses to emergency events involve the use of equipment and personnel at a minimum. Larger emergency events could involve the purchase of supplies, materials, and equipment as well as the need for outside contracts. Emergency events require financial management, record keeping, cost tracking, and other financial and accounting actions. These financial actions will ultimately be compiled as part of the documentation and final report for the emergency event. The recovery of expenses will be handled in accordance with procedures established by the Ohio Emergency Management Agency (OEMA) and the Federal Emergency Management Agency (FEMA).

Financial management activities will initially be under the direction of the Incident Commander. Financial management for complex or expanding incidents may necessitate a more global or City-wide strategy involving input and direction from the City Manager and City Council. Any activities undertaken will be completed in accordance with all applicable Local, State and Federal rules and regulations.

2.2 Mitigation and Preparedness

The City conducts financial management activities on a daily basis using established internal policies and procedures. During an emergency event, financial management actions will evolve from these internal policies and procedures. The City maintains funds which may initially provide the financial support necessary to respond to an emergency.

Procurement procedures shall be established for both routine daily purchases and emergency events. Procurement for goods and services actions during an emergency event will be executed in accordance with established procedures and will comply with all Local, State, and Federal requirements.

2.3 Response and Recovery

During an event, Oakwood's Finance Department will configure themselves to provide effective and timely financial management support. Most of the work associated with financial management will be conducted at a Departmental Operations Center (DOC); that is to say the office space from which they work during daily operations. Appropriate liaisons will be dispatched to the Incident Command organization and/or the Emergency Operations Center to support those entities. Cost recovery is a vital part of emergency management.

2.4 Plans Coordination

All existing plans shall be followed, as possible when responding to an emergency event. These plans include items such as:

- Approved Operating Budgets
- Declaration of a Financial Emergency
- Fiscal Policies and Procedures

3.0 CONCEPTS OF OPERATION

3.1 Overview

During an emergency the following Financial Management actions may occur :

- 1) Affected Department(s) begin response actions utilizing existing financial guidelines and acting within the currently approved city budget
- 2) In the event of a financial emergency and additional funding is a required, the Finance Director will assist the City Manager with preparing any required supplemental appropriations. Such approval and allocation of additional funds to support an emergency event would require approval from City Council.
- 3) If the emergency event continues to escalate or is apparently catastrophic, the City may declare an Emergency, seeking assistance and financial relief from state and federal sources.

3.2 Emergency Funds

The City of Oakwood will utilize operating funds, capital funds, and emergency funds as necessary to respond and recover from an emergency event.

3.3 Financial Management Recommendations

The Finance Department will administer and oversee financial management for the City, and will recommend to the City Manager any financial actions or reconfigurations necessary to deal with the emergency event.

3.4 Expense Tracking

Tracking of personnel and equipment usage and costs is the responsibility of each Department within the City. Each department will provide Finance with appropriate or requested accounting data to ensure timely financial management actions during an event.

3.5 Financial Management Coordination

The Finance Director will be responsible for developing and implementing appropriate financial management activities for assessment, response, and recovery activities during an emergency event. Oakwood will coordinate with the Montgomery County Office of Emergency Management, Ohio EMA, FEMA, and other agencies to ensure that we comply with any rules and procedures required for financial assistance.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Department – Finance

- 1) Update and organize ESF 16 as appropriate
- 2) Provide recommendations to the City Manager regarding emergency funds oversight and assistance to Departments to ensure that adequate Disaster Assistance is available to respond to and recover from an emergency event.
- 3) Provide timely information and updates to City of Oakwood EOC personnel.
- 4) Coordinate with MCOEM and other local, state, and federal organizations to secure financial assistance.

4.2 City Council

- 1) Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- 2) Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- 3) Maintain continuity of government.
- 4) Participate in the EOC Executive group.
- 5) Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- 1) Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- 2) Open the EOC if appropriate to the event.
- 3) Brief and advise elected officials regarding the situation, response actions, and needed support.
- 4) Recommend appropriate approval for the use of emergency funds.
- 5) Streamline internal procedures regarding procurement and financial management as recommended by Finance.
- 6) Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- 7) Support responding departments as required.
- 8) Assist citizens or businesses affected by the event.

4.4 All City Departments

- 1) Follow all fiscal policies and procedures for the purchase of products and services.
- 2) Track, consolidate, and prepare final reports detailing all activities and emergency event-associated costs.

5.0 RESOURCE REQUIREMENTS FOR ESF 16 – FINANCIAL MANAGEMENT

ESF 16 organizations maintain organizational Standard Operating Procedures that provide guidance on financial use during an emergency event.

All City of Oakwood Department's will provide information to Finance for the development of timely, accurate financial management actions.

Financial management actions are heavily dependent upon Oakwood's information network. In the event of a failure, despite the networks redundancies, logistics will make every effort to locate suitable network resources. Departments must be prepared to carry on financial management activities (through internal resources and procedures) until such time the network can be restored.

6.0 AUTHORITIES

- 1) Robert T Stafford Disaster Relief and Emergency Assistance Amendments of 1988 (PI 100-707)

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORT FUNCTION 17

VOLUNTEERS AND DONATIONS MANAGEMENT

PRIMARY AGENCY:

City of Oakwood, Finance Department

SUPPORT DEPARTMENTS / AGENCIES:

Department of Personnel and Properties

Department Of Leisure Services

Montgomery County Office of Emergency Management (MCOEM)

United Way

1.0 PURPOSE

Emergency events have traditionally resulted in an outpouring of support for those affected by the event. Volunteers frequently arrive at a large incident site with the desire to help and assist in response efforts. Others seek to support those affected by donating items from foodstuffs to clothing to furniture and other materials. Some will offer monetary support. These donations, volunteers, material goods, and financial contributions must be managed lest they become a hindrance to effective response and recovery actions.

The purpose of ESF 17 is to identify mechanisms by which Oakwood will manage volunteers and donations in the wake of an incident. It describes practices, identifies roles and responsibilities, and describes how other agencies can assist.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

2.1.1 Volunteers

- Volunteers can be useful in the wake of certain emergency events. They can serve as force multipliers allowing a response organization to perform more work than may have been possible with current resources.
- Oakwood Command elements will decide, based upon the facts surrounding the incident, when and where to include volunteers.

2.1.2 Donations

The receiving agency must have a system in place to receive, deposit, track, appropriately utilize and eventually acknowledge and thank the donor for the donation.

2.1.2.1 Material Donations

- Individuals moved by the magnitude of an event will frequently donate material items. While clothing and food are the most popular items donated, emergency events are replete with examples of donations of large appliances, vehicles, and many other items.
- Material donations create an additional task for the response organization since the items now must be sorted, stored, distributed, and in some cases disposed of.
- Food items not commercially prepared and in their original and sealed packaging should not be accepted.

2.1.2.2 Financial Donations

- Some people will make monetary donations to organizations involved in the response and perhaps to the City of Oakwood itself.
- Finance will establish procedures to receive, account for, and distribute monetary donations.

2.2 Mitigation and Prevention

No Mitigation or Prevention actions are appropriate to donations management.

2.3 Assumptions

- Emergency incidents may result in donations of volunteers, materials, or contributions.
- Residents and businesses may seek to donate goods in Oakwood in support of large disasters that occur outside our jurisdiction.
- Donation operations associated with other organizations such as the American Red Cross, Salvation Army, and others, may spontaneously occur in the wake of an emergency event.

2.4 Plans Coordination

The following plans coordinate with ESF 17-Donations Management.

1. Montgomery County Emergency Operations Plan
2. State of Ohio Emergency Operations Plan
3. National Response Framework

3.0 CONCEPTS OF OPERATION

Donation categories will be managed by Oakwood Departments as follows:

Donation Category	Managed By
Volunteers	Department of Personnel and Properties
Materials	Department of Leisure Services
Financial Contributions	Department of Finance

3.1 Utilizing Volunteers

- Volunteers assisting with response operation must receive approval from, and operate under the control of, the Incident Command System (ICS) established for the incident. Freelancing will not be permitted and persons found in an incident scene without permission from the ICS will be considered trespassers and treated accordingly.
- Volunteers should be processed through a Volunteer Processing Center prior to being assigned to an incident. The Center will identify skills and aptitudes, handle all legal and administrative issues associated with volunteering in a disaster situation, and notify command of the number and qualifications of volunteers.
- If Command chooses to utilize volunteers all reasonable steps to ensure their safety and well-being will be taken.

3.1.1 Volunteer Organizations Active in Disasters (VOAD)

VOAD member organizations can be utilized once their affiliation is verified. They usually are trained and equipped for a specific mission such as operating a feeding center, amateur radio operations, counseling services, and other support missions. VOAD members include:

American Radio Relay League (ARRL)
American Red Cross
Amanda Marga Universal Relief Teams
Brotherhood Committee of Ohio Southern Baptists
Christian Reformed World Relief Organization

Church of the Brethren
Church World Service
Episcopal Church
Friends Disaster Services
Inter-Lutheran Disaster Response
Mennonite Disaster Services
National Catholic Disaster Relief Committee
Ohio Conference of United Church of Christ
Ohio Counseling Association
Presbyterian Church/Mercy Ministries
Presbyterian Church/World Services
Salvation Army
Seventh Day Adventists/Adventists Community Services
Society of St. Vincent DePaul
United Methodist Committee on Relief

3.2 Volunteer Reception Center

- MCOEM and OEMA will operationalize a Volunteer Reception Center (Center). The Center is a central gathering point, generally away from the incident scene, where unaffiliated or spontaneous volunteers are processed prior to being utilized at an emergency event. The Center can provide the following services to assist the Incident Command System in managing volunteers:
 - Skills Assessment and survey.
 - Sorting and grouping volunteers based on skills.
 - Pre-Deployment Training such as safety briefings, disaster operations, and task briefings.
 - Risk Management actions such as liability waivers and implied consent documentation.
 - Other services as needed to prepare volunteers to serve at an emergency.

3.3 Materials Donations

- Oakwood will utilize its Community Center, because citizens are familiar with its location, to receive and store material donations.
- Other Agencies such as Goodwill or AMVETS may be utilized to manage material donations.
- Only food items packaged for commercial retail should be accepted or distributed. Local food-banks will assist in distributing donated food items. ***Food arriving from home kitchens should not*** be distributed to responders or citizens due to unknown preparation conditions.

3.4 Monetary Donations

- The Finance Department will be responsible for managing financial contributions. Every attempt will be made to gather sufficient information regarding the contributor so as to provide a receipt and acknowledgement of the contribution after the urgency of the event has passed.
- The Finance Department will provide sufficient information so that those persons wishing to contribute may do so.

3.5 Public Information

- Public information broadcasts should be used to manage and control volunteers and donations.
- Information regarding volunteer opportunities and reporting locations should be broadcast as quickly as possible.
- Information regarding drop-off locations for material donations will reduce the amount of double-handling required. Be **very specific** about what types of items that are needed and what items are not needed and will not be accepted.
- Information regarding the process for making financial contributions will be made available to the public.

4.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

4.1 Primary Agency for Volunteers – Personnel and Properties

- Update information contained in ESF 17 when appropriate.
- During an event, coordinate with the Volunteer Processing Center regarding available volunteers.

4.1.1 Primary Agency for Material Donations – Leisure Services

- Update information contained in ESF 17 when appropriate.
- During an event, prepare Community Center to receive donations if they are emerging. Keep Command or the EOC informed regarding donations activities.

4.1.2 Primary Agency for Financial Donations– Finance

- Update information contained in ESF 17 when appropriate.
- During an event, establish procedures for receiving financial donations from individuals and businesses. Procedures should include some form of acknowledgement of the donation for tax purposes.

4.2 City Council

- Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
- Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
- Maintain continuity of government.
- Participate in the EOC Executive group.
- Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

- Ensure that the command structure established for an emergency event is appropriate and receives requested support.
- Open the EOC if appropriate to the event.
- Brief and advise elected officials regarding the situation, response actions, and needed support.
- Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
- Support responding departments as required.
- Assist citizens or businesses affected by the event.

4.4 City Departments

4.4.1 All Other City Departments

- Support the incident as required.

4.5 Outside Agencies

4.5.1 Montgomery County Office of Emergency Management (MCOEM)

- Establish a volunteer reception center.

4.5.2 Ohio EMA

- Assist with establishing a volunteer reception center

5.0 RESOURCE REQUIREMENTS

Donations management may require significant transportation resources and storage locations. Consult ESF 1-Transportation if city resources are unavailable.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

AGRICULTURE, FOOD, OR NATURAL RESOURCE INCIDENT

1.0 PURPOSE

This Appendix delineates Oakwood's policies and actions in response to threats affecting agricultural resources, food supply, or natural resources.

2.0 CONCEPTS OF OPERATION

Oakwood will rely heavily on outside agencies, in coordination with the Montgomery County Office of Emergency Management (MCOEM) for incidents involving agricultural resources or threats to food supply.

Oakwood's Water Department will be the Primary Agency for threats to our natural resources, most principally our water supply sources.

2.1 Agricultural Threats

Threats may include invasive species, plant disease, widespread animal disease, and others. Public Works will serve as primary coordination point for guidance and response strategies provided by the Ohio Department of Agriculture, Ohio State University Agricultural Extension Office, MCOEM, and others. Dayton will work in conjunction with regional efforts.

2.2 Food Supply Threats

Oakwood will rely on guidance and response strategies from Oakwood Board of Health, Public Health Dayton and Montgomery County (PHDMC), the Ohio Department of Health (ODH), MCOEM, and others. Oakwood will work in conjunction with regional efforts.

2.3 Natural Resources

Oakwood's Water Department currently monitors the safety of Oakwood water supply and its sources. The Water Department, working conjunction with the Ohio EPA, the federal EPA, and others to monitor threats such as hazardous material releases, runoff, sanitary sewer treatment, storm water treatment, and others. Oakwood works in conjunction with regional, state and federal efforts.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

BIOLOGICAL INCIDENT

1.0 PURPOSE

The Biological Incident Appendix delineates Oakwood's strategies and response actions when facing an infectious disease outbreak, epidemic, or pandemic. These events occur with some regularity in the course of human history. Epidemic/Pandemic events have historically been accompanied by high rates of illness and death. These disease outbreaks may be widespread affecting regions, nations, continents, or the entire planet. Such a wide-spread biological event has the potential to challenge societies like no other emergency.

This Appendix addresses biological incidents that occur as a result of a natural contagion process, such as influenza. The response steps described by this Appendix apply to all biological events; however, outbreaks resulting from an intentional act, or terrorism, may necessitate additional considerations and response actions. Such incidents are more thoroughly addressed in the Terrorism Appendix.

2.0 POLICIES

Oakwood manages all emergency incidents utilizing the Incident Command System, policies established by the Oakwood Emergency Operations Plan, current best emergency management practices, and others.

The overarching response and management goals for a biological event are:

- 1) Reduce morbidity, from the contagion or secondary health effects.
- 2) Reduce mortality
- 3) Minimize social disruption
- 4) Facilitate recovery
- 5) Minimize responder exposure

Risk Management principles as identified in the Base Plan Section 4.2 will be applied to ensure safety for responders and citizens.

2.1 Infectious Disease Response Strategies

The primary strategies employed in response to an outbreak of a contagious disease or agent are:

- 1) Provide medical treatment for persons ill from the infection or secondary health effects.

- 2) Provide medical countermeasures (MCM), such as vaccines, antibiotics, and others, if they are available.
- 3) Implement social controls that break the chain of infection, thus preventing the biological organism from finding new hosts.

2.2 Biological Incident-General Considerations

- 1) Biological incidents are managed initially using local resources.
- 2) Biological incidents that escalate to the epidemic/pandemic stage can affect a significant percentage of the American population. For example, in the 1918 Spanish Flu outbreak, over 30% of the entire U.S. population became ill and between 2.5% and 5% of the U.S. population died of the influenza or related disease.
- 3) Widespread biological incidents will make mutual aid and resource sharing, primary tools for emergency management, almost non-existent, i.e., each jurisdiction will need all of its resources to manage the outbreak. Communities will have to manage these events by leveraging locally available resources, developing creative solutions to incident issues, and establishing self-sufficiency.
- 4) World travel has created conditions where, virulent contagious diseases (Swine flu, Ebola, West Nile, Bird flu, etc.) have become more prevalent.

3.0 CONCEPTS OF OPERATIONS

3.1 Response Configuration

- Oakwood will rely on the Oakwood Health District to provide leadership during biological outbreaks or incidents. Their primary goal is to reduce the number of people infected by the contagion. The Oakwood Health District will rely heavily on recommendations from the Ohio Department of Health (ODH), the Center for Disease Control (CDC) and others.
- Oakwood will rely on the regional healthcare system to treat those infected by the contagion. The primary goal is to prevent mortality as a result of infection or secondary health effects.
- Oakwood may establish a command structure, including ICS and EOC components, appropriate to the incident allowing Oakwood to most effectively manage its response actions and resources.

3.2 Core Capabilities

The following Core Capabilities may be required during a biological event. The Oakwood Health District will generally be the lead agency in any biological event.

3.2.1 Public Health Monitoring

The Oakwood Health District monitors a variety of indicators designed to warn of emerging public health and biological threats. The Oakwood Health District coordinates information from surrounding regions, the Ohio Department of Health, Veterinary networks, and other sources.

3.2.1.1 World Health Organization (WHO) Pandemic Alert Phases

The World Health Organization monitors pandemic and epidemic events worldwide and describes the current status based on the phase descriptions below (2009):

<https://www.ncbi.nlm.nih.gov/books/NBK143061/>

PHASE NUMBER	DESCRIPTION
	<i>Interpandemic Period</i>
1	No viruses circulating among animals have been reported to cause infections in humans.
2	An animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.
	<i>Pandemic Alert Period</i>
3	An animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people, but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks.
4	Characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks”.
5	Strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.
	<i>Pandemic Period</i>
6	Characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5 .

3.2.2 Epidemiological Surveillance

In the event of an outbreak or suspected outbreak, the Oakwood Health District, ODH, CDC, and other agencies, will institute measures designed to identify the scope and magnitude of the event. Known collectively as epidemiological surveillance, they include contact tracing, patient movement history, lab sampling, and other actions.

3.2.3 Incident Command

Biological outbreaks and incidents will be managed using the Incident Command System. Public health departments throughout our region have integrated an ICS configuration into their emergency response plans. Due to the agencies involved in response and the large geographic area affected by such an event, the most probable configuration for a biological event will be a County Unified Command.

3.2.4 Limitations on Movement (LOM)

Imposing LOM may be used by public health officials as a disease control measure. The Ohio Revised Code (Sections 3707.04 through 3707.34) provides broad powers to local Boards of Health to preserve public health and prevent the spread of disease. These powers include the ability to enact strategies known collectively as Limitations on Movement which include:

- Social Distancing
- Isolation
- Quarantine

Limitations on Movement are designed to break the chain of infection by denying the infectious agent access to new hosts.

3.2.4.1 Social Distancing

In widespread outbreaks, a strategy known as social distancing may be employed. Social Distancing limits the chances that a disease organism can be passed from one host to another. It is achieved by limiting or canceling public gatherings and by prescribing a separation distance between individuals. While Social Distancing generally requires voluntary compliance, its ability to limit or disrupt the chain of infection makes it one of the first tools used by public health during infectious outbreaks.

3.2.4.2 Isolation

Isolation is utilized for ill individuals. It can be imposed in health care and other settings such as hospitals or nursing homes. Such institutional settings generally have procedures in place to deal with a limited number of infectious patients. A widespread outbreak may overwhelm those facilities. Oakwood's Emergency Medical Service providers are equipped with personal protective equipment and other tools allowing them to transport infectious patients to local hospitals. Receiving hospitals will establish isolation areas appropriate to the contagion.

3.2.4.3 Quarantine

Quarantine is the sequestration of persons exposed or suspected of being exposed to an infectious disease. While quarantine is one of the powers provided to public health officials by the Ohio Revised Code, the general consensus among public health organizations is that quarantine is only effective in limited outbreak scenarios. If an infectious population is small, the likely disease identified, and there are no other ongoing public health threats, then quarantine may be employed in an attempt to confine the outbreak.

Public health officials, by authority granted in Ohio Revised Code, will issue appropriate quarantine orders.

Law Enforcement personnel may be asked to enforce quarantine orders if there are indicators that persons under quarantine may not comply voluntarily.

Once a contagious outbreak moves beyond a limited population, quarantine becomes difficult to manage and enforce and will thus probably not be utilized.

3.2.5 Mandatory Closures

Boards of Health are granted authority to order mandatory closure of schools, businesses, public gatherings such as concerts, and other venues where people are in close proximity to one another. They may also order broad measures designed to protect public health by limiting the transmission of an infectious agent. Such drastic actions will generally be taken in consultation with those governments, agencies, and businesses which are affected.

3.2.6 Law Enforcement

Law enforcement will be needed in a variety of roles during a biological incident. Enforcing public health orders, securing health care facilities, controlling crowds, providing convoy protection for transporting vaccines or medicines, and other such actions will be crucial to an effective response.

A widespread or prolonged biological event may have the following characteristics requiring law enforcement actions to maintain order and security:

- Delays or shortages in the availability of vaccines, antiviral drugs, and other medical counter measures
- Crowding at hospitals, points of distribution, and other critical locations
- Disruption of national, state, and local community infrastructures including commerce, healthcare, utilities services, and others

3.2.7 Mass Prophylaxis / Vaccination

In the event that medicines, antivirals, vaccines or other medical counter measures are available, the Oakwood Health District will coordinate and operate Points of Distribution (POD). The Oakwood Health District, with guidance from ODH, CDC, and other agencies, will decide the drugs and dosages to be dispensed, dispensing priorities if drugs are in limited supply, and for overall POD management.

A county-level Mass Prophylaxis plan has been developed to synchronize POD operations across the 8 county West Central Ohio region.

3.2.8 Medical Surge

The large numbers of individuals potentially affected by these events may overwhelm the healthcare system. The Greater Dayton Area Hospital Association (GDAHA) can enact a Medical Surge Plan coordinating the regions hospitals and health care facilities to better manage an influx or surge of patients.

Oakwood personnel, particularly Public Safety, may be asked to carry out duties associated with this plan.

3.2.8.1 Patient Evacuation / Forward Movement of Patients

If the biological outbreak is limited to this region, medical facilities may initiate forward movement of patients to create additional capacity within the region's healthcare facilities. This patient evacuation involves moving patients to healthcare facilities outside of our region.

Oakwood personnel, particularly those in the Public Safety Department, may be used to assist in this process.

3.2.9 Logistical Support

Widespread biological events have the capacity to strain or overwhelm traditional logistics and supply chain resources. The more widespread the event, the more other areas may be competing for the same resources including medical supplies, personal protective equipment, and logistical items. Resource shortages may be compounded as the infectious disease affects workers that produce and distribute needed commodities.

The Logistics Section within the ICS structure, the Emergency Operations Center, and other incident management entities will spend significant time meeting the resource requirements of a widespread biological event.

3.2.10 Continuity of Operations / Continuity of Government

It should be assumed that personnel within Oakwood's organization may become ill and thus unable to carry out their responsibilities. As such Oakwood's City Council, City Manager, and Department Heads shall have established plans in place to ensure the continuity of operations/government.

3.2.11 Fatalities Management

Deaths associated with biological events may overwhelm fatalities management capabilities. The Montgomery County Coroner's Office has developed a Fatalities Management plan designed to allow the region to handle a fatalities surge. Oakwood personnel, most likely the Public Safety Department personnel, may be asked to assist with the regional effort.

3.2.12 Public Information / Public Education

One of the most effective tools in a widespread biological event may be public information and education. Protective actions such as Social Distancing are almost totally dependent on mass public education through media releases.

The Incident Command System formed for a biological event will employ a Joint Information Center (JIC) to disseminate public information and public education. The designated Public Information Officer will serve as Oakwood's lead point of contact for this effort, coordinating actions with all established elements of the Joint Information Systems (JIS). Public Information will be disseminated through channels and media described in ESF15 (Public Information) as well as contingencies established specific to the event.

4.0 SPECIALIZED RESOURCES

4.1 Pharmaceuticals

4.1.1 Local Pharmaceutical Caches

The Dayton Metropolitan Medical Response System (MMRS) maintains pharmaceutical caches including antidotes, antibiotics, airway assistance drugs, anti-radiation drugs, and others. These pharmaceuticals may be issued to local emergency responders (fire, EMS, law enforcement, EMA, public safety dispatch, public health, etc.) to maintain critical operations during the early stages of a bacterial outbreak.

The caches are stored within the region and are available by calling the Regional Dispatch Center at 937-333-USAR (8727).

4.1.2 The Strategic National Stockpile (SNS)

The Strategic National Stockpile, a federal asset, is a large cache of medical supplies, pharmaceuticals, and medical equipment designed to be quickly deployed to the epicenter of a medical emergency including a localized biological outbreak. The Oakwood Health District or local hospitals will request the SNS by contacting the Montgomery County Office of Emergency Management (MCOEM). The Ohio Department of Health is responsible for receiving the SNS and transporting it to the requesting jurisdiction.

4.2 Respiratory Protection Cache

The Dayton Metropolitan Medical Response System (MMRS) maintains an inventory of respiratory protection supplies, predominantly N-95 respirators and surgical masks, for use during a biological outbreak.

The caches are stored within the region and are available by calling the Regional Dispatch Center at 937-333-USAR (8727).

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

CATASTROPHIC INCIDENT

1.0 PURPOSE

The Catastrophic Incident Appendix delineates Oakwood's strategies and response actions to implement and coordinate an accelerated, proactive response to a catastrophic emergency incident. **A Catastrophic Event is any natural or man-made event, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption which severely affects the population, infrastructure, environment, economy, public morale, and/or government functions.** Response actions contained in this appendix may be needed in the wake of a terrorist event; however, terrorist incidents have unique needs such as law enforcement involvement, crisis management, and others. The response actions specific to terrorism are addressed in the Terrorism Appendix.

This Appendix focuses on the following events:

- 4.1 Aircraft Accident
- 4.2 Civil Disturbance
- 4.3 Earthquake
- 4.4 Energy Disruption
- 4.5 Large Fire
- 4.6 Flood
- 4.7 HazMat Release
- 4.8 Mass Casualty
- 4.9 Extreme Temperature
- 4.10 Snowstorm / Blizzard
- 4.11 Structural Collapse
- 4.12 Tornado / High Wind
- 5.0 Recovery Actions

1.1 Situation

- 1) A catastrophic event can occur with little or no warning. Some events, such as a flood, will develop more slowly, allowing time to prepare.
- 2) A catastrophic event may damage transportation infrastructure, disrupt communications, disrupt energy transmission and supply, and damage other critical infrastructure. This damage will likely hamper response activities.
- 3) A catastrophic incident may require activating Oakwood's EOP, coordinating multiple city departments in response, opening the EOC, and other emergency management measures not typically used in single events.

- 4) A catastrophic incident may exceed Oakwood's immediately available resources, thus requiring mutual aid from regional, state, or federal assets.

2.0 POLICIES

All emergency incidents within Oakwood will be managed using the Incident Command System, policies established in this Emergency Operations Plan, and best practices for emergency management.

The overarching Emergency Management priorities for any response to a Catastrophic Incident are:

- 1) Life Saving
- 2) Protecting Property
- 3) Restoring the Community

Risk Management principles as identified in the Basic Plan Section 4.2 will be applied to ensure safety for responders and citizens.

3.0 CONCEPTS OF OPERATION

3.1 Core Response Capabilities

The following Core Capabilities may be required at a Catastrophic Incident. Additional information about the specific function is available as indicated. The department or agency responsible for the function is also indicated.

Capability	Additional Information	Primary Department
Public Warning	ESF 2-Communications	Dispatch Center
Communication	ESF 2-Communications	Incident Dependent
Incident Command	Basic Plan	Incident Dependent
Incident Assessment	Basic Plan	Incident Dependent
Threat Assessment	Terrorism Appendix	Public Safety Department
Evacuation	Evacuation Appendix	Public Safety Department
Rescue	ESF 9 - Search and Rescue	Public Safety Department
Emergency Medical Service	ESF 8 - Health and Medical	Public Safety Department
Fire Extinguishment	ESF 4 - Firefighting	Public Safety Department
HAZMAT Response	ESF 10-Hazardous Materials	Public Safety Department
Security	ESF 13 - Law Enforcement	Public Safety Department
Continuity of Operations	Basic Plan	All Departments
Damage Assessment	ESF 5 – Information and Planning	Public Works
Mass Fatalities Management	ESF 8 - Health and Medical	Public Safety Department
Public Information	ESF 15 - Public Information	City Manager
Family Assistance Centers	ESF 6 - Mass Care	Leisure Services
Investigation	ESF 13 - Law Enforcement	Public Safety Department
SWAT	ESF 13 - Law Enforcement	Public Safety Department
Explosives Disposal	ESF 13 - Law Enforcement	Public Safety Department

3.2 Phased Response

Emergency management actions for catastrophic incidents may be viewed as a series of phases. Framing the incident in this manner allows emergency managers and responders to better identify priorities, response actions, and resource needs:

Phase	Actions
1 - Life Saving	Notification, situational awareness, initial response actions, evacuation, damage assessment, deployment of mutual aid resources. Priority is on life saving.
2 – Life Sustainment	Continued priority on life saving. Life sustainment operations begin including sheltering, mass care, and others. IMAC and EMAC resources mobilized.
3 – Emergency Repair and Services	Continue life-sustaining operations as required. Provide resources required for essential emergency repairs to critical infrastructure.
4 – Basic Restoration and Human Services	Ohio EMA and FEMA disaster assistance programs begin, debris management proceeding, and repair/restoration of critical infrastructure underway.
5 – Initial Recovery	Continue housing assistance, FEMA assistance programs and initiation of long-term recovery strategy/programs.
6 - Sustained Recovery	Fully implement long-term recovery programs.

4.0 INCIDENT SPECIFIC CONSIDERATIONS

The following sections are designed as checklists to be utilized by emergency managers during a specific event. The checklists identify major components that may need to be activated or addressed as part of a comprehensive response to a specific event.

Incident Commanders and emergency managers should consult the appropriate list and ensure that each component, if activated, is assigned sufficient resources and personnel allowing it completed.

4.1 Aircraft Accident

Known Threat Areas:

With close proximity to the Dayton International Airport, several general aviation airparks, and Wright Patterson Air Force Base, Oakwood could experience an aircraft accident anywhere within its geographic boundary.

Action Checklist for Aircraft Accident

- ☐ Establish Command.
- ☐ Initiate Fire Control actions.
- ☐ Initiate Rescue actions.
- ☐ Initiate Mass Casualty actions.
- ☐ Establish a security perimeter.
- ☐ Open the EOC, if appropriate.
- ☐ Establish a communication plan.
- ☐ Alert local hospitals to the possibility of an influx of patients.
- ☐ Airlines will establish a Family Assistance Center. Assist if required.
- ☐ Initiate Public Information/Joint Information Center (JIC) as appropriate to the incident.
- ☐ Initiate Fatalities Management actions and establish a temporary morgue, if appropriate.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Oakwood EOC will then transition to become the Oakwood Command Post.
- ☐ Liaison with agencies conducting the crash investigation.
- ☐ Initiate Critical Incident Stress Debriefing (CISD).
- ☐ Initiate Recovery Actions; see Section 5.0.

Investigation

- ☐ The Ohio Highway Patrol has jurisdiction to investigate accidents involving small aircraft.
- ☐ In the case of downed military aircraft a “military exclusion zone” may be declared if the aircraft contains sensitive technology or a “National Defense Zone” if it is carrying nuclear weapons. The military, upon their arrival, can assume command and order civilians to withdraw.

Regional Resources

WPAFB ARFF resources
Dayton International Airport
6 Cities South Foam Bank

4.2 Civil Disturbance

Known Threat Areas

Civil disturbances may occur in any geographic location throughout Oakwood. There may be some prior warning that civil disturbance is likely, e.g., anticipated controversial political decision announcement, scheduled or unscheduled protest, etc. In these cases response forces can be on alert to the possibility of a civil disturbance. In cases where a civil disturbance erupts spontaneously, response forces may find themselves “behind the problem” and needing to adjust their planning and response accordingly. Civil disturbances can result in increased violence, fires, and property destruction.

Action Checklist for Civil Disturbances

- ☐ Establish Command as appropriate. Unified Command may be needed since multiple Departments or jurisdictions may be involved.
- ☐ Departments will initiate recall and shift extension as appropriate to secure sufficient personnel.
- ☐ Public Safety forces will be equipped with proper gear and respond accordingly.
- ☐ Consider forming task forces of Public Safety and Public Works resources as appropriate to the situation.
- ☐ Place security on all City facilities threatened by the situation.
- ☐ During widespread disturbance consider consolidating government functions into fewer facilities to make security more manageable. Critical equipment and supplies should be removed from vacated facilities.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Establish a communication plan.
- ☐ Elected Officials may enact emergency measures, such as curfews, designed to limit the disturbance.
- ☐ The City Manager will advise City Council regarding emergency legislation, emergency declarations, and other measures appropriate to the situation.
- ☐ The City Manager will establish a Joint Information Center to manage media releases.
- ☐ Oakwood Court may establish expanded hours and operations to handle initial arraignments.
- ☐ Establish Shelters and Mass Care for displaced citizens.
- ☐ Initiate Recovery Actions; see Section 5.0.
- ☐ Notify Montgomery County Jail and RDC of current and ongoing conditions and expectations.

Regional Resources

Montgomery County Sheriff's Office
Police and Fire Mutual Aid
Ohio State Patrol
Regional Task Force

4.3 Earthquake

Known Threat Areas

Located on the periphery of the New Madrid fault system Oakwood can, and has, experienced earthquakes but our risk is classified as low. In the early 1800's the New Madrid system produced two earthquakes with Richter scale magnitudes of 8+ causing structural damage in Cincinnati. Earthquake damage is entirely dependent on magnitude and duration. A compounding factor is that many structures in our city are not designed to withstand high magnitude earthquake damage. Earthquakes in Ohio can occur with no warning.

Effective Response to an earthquake may entail executing a suite of core capabilities.

Action Checklist for Earthquake

- ☐ Take immediate shelter. Stay inside and under cover until the threat of aftershocks subsides.
- ☐ Be aware of aftershocks and prepared to take cover again. Monitor Warning networks (EAS, NAWAS, and others) for current information.
- ☐ Emergency responders, police, fire, EMS and others, may be quickly overwhelmed with calls for assistance.
- ☐ Establish Command appropriate to the incident. If the earthquake was severe, consider establishing an Oakwood Unified Command.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Establish a communications plan including interoperable contingencies for mutual aid resources.
- ☐ Initiate Mass Casualty response actions (Section 4.8), if needed.
- ☐ Initiate Structural Collapse response actions (Section 4.11), if needed.
- ☐ Activate Damage Assessment Team(s) to survey structures and buildings. Request technical assistance Building Services, Fire Inspectors, structural engineers and others to support this effort.
- ☐ Public Works will perform damage assessment on Oakwood infrastructure, facilities and buildings.
- ☐ Assess damage to communications and energy delivery systems and infrastructure. Initiate emergency repairs. Take other actions as described in Section 4.4 and appropriate to the event.
- ☐ Oakwood to Declare an Emergency if appropriate.
- ☐ Oakwood EOC to participate in Multi-Agency Coordination (MAC) efforts.
- ☐ Activate Mass Care functions (ESF 6) if required. Family re-unification will be a priority.
- ☐ City Council to approve legislation or resolutions appropriate to the incident.
- ☐ Prepare for donations, including volunteers (ESF17).
- ☐ Initiate Fatalities Management actions, if appropriate.
- ☐ Initiate Recovery Actions; see Section 5.0.

4.4 Energy Disruption – Prolonged Event

Known Threat Areas

Energy disruption, the loss of electricity or natural gas supply, is typically the result of another event but may also occur with little or no warning. Energy disruption, an emergency within itself, may also set in motion a cascade of secondary events requiring response and management, e.g., increase in health problems, increased need for Mass Care, traffic signals inoperative, communications disruptions, and others.

Action Checklist Energy Disruption

- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ If energy disruptions are due to peak demand consider conservation requests via public information broadcasts.
- ☐ Contact utility and energy providers for damage assessment updates and estimated repair timelines.
- ☐ Support repair operations by providing access through debris management, snow removal, and other actions.
- ☐ Initiate Public Information broadcasts per ESF 15 using alternate communications methods since radio and TV operations may be compromised by the event.
- ☐ Operate Mass Care facilities to serve those affected by the event.
- ☐ City Council to pass legislation appropriate to the event.
- ☐ Participate in regional Multi-Agency Coordination efforts.
- ☐ Initiate recovery actions when event subsides.

Electrical Production/Distribution Disruption

- ☐ Oakwood Safety Department will prepare for increased duties, including traffic control, security, and others.
- ☐ Assessment Team will obtain an updated “critical user” list from DP&L.
- ☐ Configure communication contingencies.
- ☐ Water Department will monitor distribution system pressure and notify Assessment Team/EOC regarding status.
- ☐ Public Works will identify generator-equipped facilities and make arrangements for them to serve as alternate sites for critical City operations.

Natural Gas Supply/Distribution Disruption

- ☐ Event will affect many business operations year-round. If the event occurs during cold temperature months, prepare for high shelter demand.

4.5 Large Fire

Known Threat Areas

Fire can occur anywhere within Oakwood’s geographic boundaries. Fires in business settings are generally more severe than residential fires. Oakwood contains multi-story buildings which also present many unique challenges during a fire.

Action Checklist for Large Fire

- ☐ Establish Command.
- ☐ Initiate Fire Control actions.
- ☐ Initiate Rescue actions.
- ☐ Order evacuation if appropriate.
- ☐ Establish a security perimeter.
- ☐ Initiate Mass Casualty actions if appropriate.
- ☐ Establish EMS transportation if required.

- ☐ Request Mutual Aid as required.
- ☐ Alert local hospitals to the possibility of an influx of patients.
- ☐ Secure technical experts to assess structural integrity.
- ☐ Coordinate with the Water Department to assure adequate water pressure.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Establish a communication plan.
- ☐ Establish Shelters and Mass Care for displaced citizens.
- ☐ Initiate Recovery Actions; see Section 5.0.

Regional Resources:

Mutual Aid Fire Resources
Building Inspectors
Structural Engineers

4.6 Flood

Known Threat Areas

While Dayton's levee system affords protection, like any levee system, it can fail. Many areas in close proximity to Oakwood city limits are physically below the levee height and would be subject to flooding in the event of levee breach or failure. Upstream dam failure could release a large wave of water potentially causing levee overtopping, damage or failure as it moves downstream.

Action Checklist for Flood

- ☐ Monitor alert systems.
- ☐ Monitor weather conditions including National Weather Service warnings.
- ☐ Utilize GIS and other methods to determine areas which may be affected by the current and projected water levels.
- ☐ Establish Command.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Issue Public Warning via EAS, reverse 9-1-1, and other methods in ESF 2.
- ☐ Order evacuation(s) if appropriate.
- ☐ Establish a communication plan.
- ☐ Assist evacuation efforts with resources and logistical support.
- ☐ Prepare rescue contingencies for persons trapped or cut-off by rising waters.
- ☐ Initiate rescue contingencies for animals trapped or cut-off by rising waters.
- ☐ Establish security for evacuated areas.
- ☐ Public Works and Water to open blocked storm drains.
- ☐ Initiate Debris Management actions.
- ☐ Prepare or evacuate public infrastructures within the projected flood area.
- ☐ Establish Shelters and Mass Care for displaced citizens. Initiate family re-unification actions.
- ☐ Monitor flood stage conditions.
- ☐ Public Works to assist with levee repair or fortification if necessary.
- ☐ Initiate Recovery Actions; see Section 5.0

Regional Resources:

Five River MetroParks - Water Response Resources
Box 21-Water Response Resources

4.7 Hazardous Materials Release

Known Threat Areas

HazMat releases can occur from any business or residential location within Oakwood's geographic boundaries. MGLERC maintains a database of all industrial and storage sites regulated under SARA. Highways, roads, rail lines, and transmission pipelines are also potential sources of a hazardous material release.

Action Checklist for Hazardous Materials Release

- ☐ Ensure scene safety.
- ☐ Initial arriving crews to perform reconnaissance and report conditions.
- ☐ Establish Command.
- ☐ Establish a communication plan.
- ☐ Evaluate protective action options.
- ☐ Issue evacuation or shelter-in-place orders as appropriate. Broadcast the orders and appropriate supporting information to affected populations.
- ☐ HazMat Team to establish operations.
- ☐ Establish civilian decontamination operations if needed.
- ☐ Initiate Mass Casualty actions if people are injured. EMS to notify hospitals to prepare for a mass casualty event.
- ☐ HazMat Team to initiate mitigation if possible.
- ☐ Establish security perimeter.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ If terrorism is suspected, notify the FBI.
- ☐ Initiate Fatalities Management actions if appropriate.
- ☐ Notify the Ohio EPA if environmental damage may result.
- ☐ Initiate Recovery Actions; see Section 5.0.

Regional Resources:

Dayton Regional HazMat Team
WPAFB HazMat Team
Ohio Regional Response
52nd Civil Support Team – Ohio National Guard

4.8 Mass Casualty Incidents

A Mass casualty event for Oakwood is generally considered as any event with 10 or more persons who need medical treatment and transport.

Known Threat Areas

Mass casualty incidents are usually associated with other incidents such as transportation accidents, fires, structural collapses, etc. They may also be the result of a deliberate terrorist action.

Action Checklist for Mass Casualty Incidents

- ☐ Ensure scene safety. Be aware of secondary devices.
- ☐ Establish Command.
- ☐ Consider Chempack and/or Pharmaceutical Cache activation if appropriate.
- ☐ Establish an EMS Branch or Group as appropriate.
- ☐ Notify hospitals to activate their emergency plans and prepare to receive casualties.
- ☐ Establish Triage operations-Oakwood Paramedic in charge.
- ☐ Establish decontamination operations if appropriate. DO NOT transport contaminated patients to the hospital.
- ☐ Establish Transport operations.
- ☐ EMS Branch or Group to notify local hospitals to enact their disaster plans.
- ☐ Establish Treatment operations.
- ☐ Establish a communication plan.
- ☐ Consider the possibility of Forward Movement of patients and call for additional resources if required.
- ☐ Establish a Personnel Pool if appropriate.
- ☐ Establish a security perimeter.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ If terrorism is suspected, notify the FBI.
- ☐ Establish temporary morgue if there are fatalities.
- ☐ Initiate Recovery Actions; see Section 5.0

Regional Resources:

Mutual Aid Medical Resources

4.9 Prolonged Extreme Temperature Event

Known Threat Areas

Severe high and low temperature events occur regularly in the Miami Valley region. If such an event is extreme in nature or persists over a long period it may overwhelm citizens, (especially those with functional needs or health issues), interrupt business operations, disrupt communication and energy systems, and other secondary effects.

Action Checklist for Prolonged Extreme Temperature Event

- ☐ Monitor National Weather Service forecasts, advisories, and warnings.
- ☐ Open Oakwood facilities as heating/cooling centers and monitor for increased use.
- ☐ Assessment Team to begin regular situation status reports for the City Manager and City Council.
- ☐ Public information broadcasts providing heating/cooling center information, coping strategies, and other pertinent information.
- ☐ Establish a phone hotline to provide public information and identify residences or individuals who need assistance.

If Event Persists

- ☐ Public Safety, Public Works, and Water should anticipate increased need for service.
- ☐ Assessment Team will coordinate with regional efforts for sheltering and mass care. Public information will update broadcasts and hotline information.
- ☐ Assessment Team will obtain an updated “critical user” list from DP&L.
- ☐ Assessment Team will suggest activating the EOC if needs request increase.
- ☐ City Council to suggest resource and energy conservation.
- ☐ City Departments to activate COOP plans with emphasis on energy and communication disruption.
- ☐ Public Works prepares generator equipped facilities to serve as alternate locations for affected City Departments.
- ☐ Establish a communication plan with contingencies for communication disruption.
- ☐ Monitor conditions and react to emerging issues.
- ☐ Initiate recovery actions once event subsides.
- ☐ Public Works Department water personnel will monitor water supply and usage, suggest conservation actions, and establish alternate dispensing if required.

4.10 Snowstorm / Blizzard

Known Threat Areas

Our region is historically susceptible to these events. While Oakwood will initially focus on its own response, Oakwood should participate in regional response efforts during severe or prolonged events.

Action Checklist for Snowstorm / Blizzard

- ☐ Monitor weather alert systems when severe weather threatens.
- ☐ Monitor weather forecasts and National Weather Service warnings.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Public Works to activate Snow Removal Plan.
- ☐ Check communication capability frequently during the event to identify possible communications system damage or outage.
- ☐ Adopt an Incident Command System posture if the event warrants.
- ☐ If activities and work schedules are being cancelled, coordinate Phased Release evacuation with schools and businesses if time permits.
- ☐ City Manager to approve disaster staffing. Non-essential personnel released and mission essential personnel configured for extended operations.
- ☐ Departments configure to provide essential services as determined by ICS.
- ☐ Liaison with utility companies regarding outages and situation updates.
- ☐ Establish Public Information /Joint Information Center (JIC) as appropriate.
- ☐ Begin broadcasts to update the public with situation updates and other critical information.
- ☐ Coordinate with other regional response actions.
- ☐ Establish or support Shelter Operations and family reunification measures.
- ☐ Public Safety and Public Works may assist motorists stranded on roadways and direct or transport them to shelter locations if needed.
- ☐ Initiate Recovery Actions; see Section 5.0

4.11 Structural Collapse

Known Threat Areas

Structural collapse can affect any building or structure. In some cases, multiple structures may be involved. Structural collapse may also be the primary threat in the aftermath of explosions, earthquakes, fires, or other such events.

Action Checklist for Structural Collapse

- ☐ Ensure scene safety. Do not put rescuers into collapse zones until a scene evaluation is complete.
- ☐ Establish Command.
- ☐ Encourage self-evacuation for persons able to remove themselves.
- ☐ Order evacuation for structures or persons in the potential fall zone of the compromised building.
- ☐ Perform structural analysis of the affected engineering. Use the analysis to develop a rescue plan.
- ☐ Gather wood and heavy timbers for structural shoring to facilitate rescue.
- ☐ Initiate EMS and Mass Casualty actions as appropriate. Notify receiving hospitals.
- ☐ Commit trained personnel to locate trapped individuals.
- ☐ Establish a communication plan.
- ☐ Set a security perimeter.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Call for Region III Strike Team and Ohio Task Force One to assist.
- ☐ Utilize the MCOEM Emergency Response Field Inventory (ERFI) to identify specialized rescue resources such as cranes.
- ☐ Perform secondary damage assessment to identify infrastructures damaged as a result of the collapse.
- ☐ Initiate Recovery Actions; see Section 5.0.

Regional Resources:

Ohio Region III Rescue Team
Ohio Task Force One

4.12 Tornado / High Wind Events

Known Threat Areas

All areas within Oakwood are subject to tornado or strong wind events. Tornado touchdowns tend to “bounce” and responders should anticipate several touchdown areas. High wind events will produce damage that is less severe but some response actions identified here may be required.

Action Checklist for Tornado / High Wind Events

- ☐ Public Safety Dispatch will monitor weather alert systems when severe weather threatens.
- ☐ Issue Warning via EAS or other method if time allows. Broadcast Warning to Oakwood facilities and working crews via radio, and other warning methods if time allows.
- ☐ Responders and others should shelter during the event.
- ☐ Issue an “All Clear” when the threat has passed.
- ☐ Check communication capability immediately after the incident to evaluate possible communications system damage.
- ☐ Identify touchdown area or areas. Crews may need to use Garmin style GPS devices to identify their location since many landmarks may be missing
- ☐ Establish Command(s).
- ☐ Initial damage assessment actions should identify impact areas and scope of damage.
- ☐ Initiate Rescue actions in identified impact areas.
- ☐ Secure technical experts to assess structural integrity during rescue efforts.
- ☐ Initiate Mass Casualty actions.
- ☐ Alert local hospitals to prepare for mass casualties.
- ☐ Activate the Emergency Operations Center or Assessment Team as appropriate.
- ☐ Begin Incident assessment by coordinating damage reports to develop an accurate assessment of locations impacted. Public Works and Water to assess infrastructure for damage and begin repair.
- ☐ Provide Security Perimeter for affected areas.
- ☐ Initiate Debris Management actions. Any debris can be moved a short distance to allow access for emergency response actions.
- ☐ Anticipate many flat tires from scattered debris; dispatch tire repair resources to staging areas near the scene.
- ☐ Utility companies to shut off or otherwise secure electricity and gas distribution. It is faster to shut off large grids than individual users.
- ☐ Be prepared for fire outbreak.
- ☐ Anticipate volunteers and establish Volunteer Reception Center.
- ☐ Anticipate donations and manage accordingly.
- ☐ Establish Public Information /Joint Information Center (JIC) as appropriate.
- ☐ Begin broadcasts to update the public.
- ☐ Establish Shelter Operations and family reunification actions.
- ☐ Initiate Recovery Actions; see Section 5.0

Regional Resources

Ohio Region III Rescue Team
Ohio Task Force One

5.0 RECOVERY ACTIONS

Catastrophic events will eventually subside and recovery actions will become the priority. The goals of recovery are designed to return the community, businesses and individuals, back to the normal state that existed pre-event.

The following checklist applies to all incidents:

Recovery Action Checklist

- ☐ Begin demobilizing resources when the incident is under control or reducing.
- ☐ Provide for Critical Incident Stress Debriefing for responders if appropriate.
- ☐ Identify critical or costly resources that can be released.
- ☐ Re-allocate personnel and resources to the Damage Assessment/Cost Recovery efforts.
- ☐ Return evacuees to evacuated areas when deemed safe.
- ☐ Complete documentation appropriate to the incident.
- ☐ Close public shelters transferring those still affected to short-term housing.
- ☐ Continue family re-unification efforts.
- ☐ Continue companion animal and owner re-unifications.
- ☐ Begin long-term recovery actions as appropriate including federal aid to assist individuals and businesses.
- ☐ Hold close-out meeting.
- ☐ Prepare After-Action report.
- ☐ Conduct Agency Briefing(s).
- ☐ Incorporate lessons learned into existing plans.

Additional information is available in ESF 14 - Recovery

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

CYBER INCIDENT

1.0 PURPOSE

The purpose of this Appendix is to outline the policies and operational procedures by which Oakwood responds to malicious actions against the City's cyber systems. Incidents can include denial of service attacks, hacking, unauthorized entry, and others.

2.0 POLICIES

Oakwood's information infrastructure is a valuable resource for the function and response of local government and it will be protected as such.

Unlawful acts against Oakwood's data systems will be referred to law enforcement, and the City will pursue prosecution if perpetrators are identified.

A third party IT vendor, through contract, is primarily tasked with managing and protecting Oakwood's information and data networks.

3.0 CONCEPTS OF OPERATIONS

3.1 Incident Detection

Oakwood's data and network system is designed to detect intrusion and notify data managers when incidents are occurring. In addition, the systems are monitored to detect denial of service, synchronous acknowledge, and other actions designed to overwhelm the network systems.

3.2 Incident Response

Once an incident is detected, IT system managers will monitor the situation and take appropriate action.

IT system managers have the ability to lock out or suspend users or terminals engaging in unapproved access, hacking, or illegal intrusion activities.

IT system managers also have the ability to disconnect the Internet from the internal network to disrupt denial of service attacks. Provisions have been made allowing network applications critical to operations, such as the Law Enforcement Agencies Data System (LEADS) and others, to operate even when the network is disconnected from the internet.

3.2 Incident Support

After taking initial action to mitigate the incident, Oakwood will contact the FBI if appropriate to report the incident.

In addition to managing a criminal investigation, the FBI can coordinate federal support for widespread attacks by including such groups as the Computer Emergency Readiness Team (CERT) the National Response Coordination Group (NCRCG) and others

3.3 Incident Classification

The United States Computer Emergency Response Team utilizes the rating system below to classify cyber incidents:

Severity	Rating	Description
Minimal	1	Poses negligible impact on government operations
Low	2	Poses very low impact on government operations
Medium	3	Poses a potential impact on government operations
High	4	Has impacted government operations
Crisis	5	Has had a severe impact on government operations

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

EVACUATION

1.0 PURPOSE

Emergency incidents may produce threats that place individuals in harm's way necessitating actions designed to protect those threatened. The purpose of the Oakwood Evacuation Appendix is to provide for the safety of Oakwood's citizens by establishing policy guidance, information, and action steps in support of warning, evacuation, and shelter-in-place actions designed to protect threatened populations from dangerous conditions created by an emergency.

2.0 POLICIES

2.1 Evacuation Authority

The following individual(s) are authorized to order an evacuation as indicated:

The City Manager or their duly authorized representative
The Public Safety Director or their duly authorized representative
The Montgomery County Sheriff or Deputy Sheriff

When a population protective action, shelter-in-place or evacuation, is ordered by the City Manager, all department heads along with the Montgomery County Office of Emergency Management (MCOEM) will be notified.

2.2 Assumptions

- 1) Evacuation actions may require considerable time to accomplish.
- 2) Actions to evacuate functional needs population from facilities such as nursing homes are the responsibility of the individual facility. If assistance from responders is required it must be secured prior to any event.
- 3) When citizens are asked to evacuate there will be a small percentage who will not comply.
- 4) For initial planning, it is assumed that 25% of any evacuated population will require public transportation and sheltering.

3.0 CONCEPTS OF OPERATIONS

3.1 Population Protection Plan

The following information should be considered when formulating a population protection response plan to protect a threatened population:

- What areas are threatened and require evacuation?
- How many people are affected?
- Are there high-risk facilities (schools, nursing homes, etc.) in the threat footprint?
- What unaffected areas can serve as Transition Centers?
- What transportation assets are required?
- How long will it take to effect evacuation?
- Based on this time frame, is Shelter-in-Place a better option?
- What is the evacuation route?
- How will public information about the evacuation be disseminated?
- What items do evacuees need to bring with them?
- How will sheltering and functional needs population issues be addressed?

3.1.1 Assessment Tools

Whenever possible, Incident Commanders will utilize available assessment tools to determine the scope, magnitude, and projected geographical impact of the threatening event. Information gathered from these tools will aid in determining the most effective population protection plan. Available Assessment Tools include:

- CAMEO – a computer-based HazMat release assessment tool. Provides time-weighted averages and projected concentrations for release plumes.
- IMAAC – an internet-based reach back atmospheric release modeling tool that overlays the plume model over GIS mapping data.
- Static information sources such as the 2016 Emergency Response Guide Book, blast radius models, and others.
- Other available tools.

3.2 Shelter-In-Place

Shelter-in-Place is a population protection plan used to protect citizens when moving them out of their current locations may put them in more danger than remaining where they are at. Shelter-in-Place may be the best option when:

- A hazardous material plume is at toxic or lethal concentrations but will dissipate quickly. Individuals will remain in place, closing doors/windows, and turning off ventilation systems.
- An active shooter is moving through a building or neighborhood to effect escape.

- A threatening fire can be extinguished and associated toxic smoke ventilated quickly.
- Individuals cannot escape rising flood waters but can move to higher ground or vertically in a structure.
- Any situations where individuals are at more risk if they move than if they stay put.

When Shelter-in-Place is determined to be the best population protective action, every attempt must be made to communicate plan information to the threatened population including:

1. The nature of the threat.
2. Actions required of the sheltered such as closing doors/windows, turn off fans/ventilation, moving to the interior of the structure, etc.
3. Format of the “all-clear” signal and how it will be transmitted.

A sample EAS message for Shelter-In-Place is located in on page 244 of this Appendix.

3.3 Evacuation Modes

Evacuation, as opposed to Shelter-in-Place, is a population protective action that requires threatened individuals to move to areas where they are no longer in danger. Evacuation may be the best protective measure in circumstances like fire, flood, protracted or severe hazardous material release, risk of explosion, and similar circumstances.

3.3.1 Phased Release

Phased release evacuation is most appropriate for events that develop slowly when sufficient time exists to implement a phased release, e.g., closing schools and businesses in advance of a developing snowstorm. The systematic, controlled release of identified populations may alleviate the overcrowding of transportation routes. Phased releases require coordination with local schools and businesses.

3.3.2 Evacuation Procedure

The following steps are required to accomplish an effective evacuation:

- Threatened area determination
- Transition Center(s) selection
- Evacuation Route selection
- Issue evacuation orders appropriate to the event
- Public Information Broadcast (Warning)
- Traffic management actions

- Transportation assistance for functional needs populations and those without transportation.
- Sheltering actions
- Security for evacuated areas
- Repatriation and Return

3.3.2.1 Threatened Area Determination

Assessment of the threatened area should be done in the safest way to prevent any harm to resources evaluating the situation.

3.3.2.2 Transition Center Selection

Each jurisdiction may elect to open a “Transition Center(s)”. These centers are not Red Cross Shelters but are intended to be used until a Red Cross Shelter can be opened. The jurisdiction is responsible for their own resources to operate these centers.

The Transition Center can provide for:

- Immediate refuge of citizens at risk
- Reunification of families
- Temporary accommodations until a Red Cross Shelter can be opened

The recommended minimum staffing for a Transition Center would be two people. The role of these two people is to open the transition center and to track evacuees.

If available, Red Cross will provide supplies to these centers until a Red Cross Shelter is opened. In some cases, the Red Cross may elect to use the Transition Center as their shelter location.

3.3.2.3 Evacuation Route Selection

Once the threatened area and Transition Center(s) have been identified, establish evacuation routes connecting them.

3.3.2.4 Issue the Evacuation Order

The following individuals are empowered to issue evacuation orders within Oakwood:

- City Manager or their duly authorized representative
- Public Safety Director or their duly authorized representative
- Montgomery County Sheriff or Deputy

3.3.2.5 Public Information Broadcast

The following systems may be used to broadcast an evacuation message:

Warning System	Description	Primary Activating Point
<i>Primarily Used To Warn The Public</i>		
Emergency Alert System (EAS)	This system interrupts broadcasts of TV and radio programming to deliver critical public safety messages.	EAS messages in West Central Ohio must be initiated by: The Montgomery County Sheriff - RDC (1st Choice) OR The Director of the Montgomery County Office of Emergency Management (MCOEM) (2nd Choice)
Code-Red Alert	Mass calling into a defined geographic area	Public Safety Department
Social Media	Public Affairs maintains various social media sites and will issue warning information as appropriate.	Facebook, City Website
Door-to-Door Communications	Face-to-face or close proximity announcements made using Public-Address (PA) equipped vehicles or by safety personnel making contact with individual residences or businesses.	Incident Commander [Assigns resources as required. This method is labor-intensive and time-consuming]

3.3.2.6 Traffic Management

- The Public Safety Department will manage evacuation with support from surrounding law enforcement agencies.
- They will secure the evacuation route so that fast, effective evacuation may occur.
- Contra-flow, i.e., converting two-way routes into one-way routes that flow away from the threat, should only be used during daylight hours.
- Key intersections along the evacuation route will be secured by Public Safety crews assisted by Public Works. Public Works, if requested, can erect traffic barriers to facilitate traffic flow, traffic control, and responder safety.

3.3.2.7 Transportation Assistance

The Incident Commander will establish pick-up points for those without transportation. Readily available transportation resources may be activated to support evacuation. A list of these resources appears below and additional resources are identified in ESF1.

Agency	Resource	Contact Number
RTA	Busses	937-425-8600
Oakwood Public Schools	School Vans	937-297-5332
MCOEM	Various	937-224-8936

Functional Needs Populations

- Functional needs populations, non-ambulatory individuals, or those with unique medical needs may be unable to comply with an evacuation order. The Public Safety Department will evacuate these individuals, using medic units, RTA busses staffed with EMS personnel, and other means.
- Individuals with acute medical conditions may be evacuated to area hospitals or nursing homes until arrangements are made with human services agencies for appropriate extended care.
- Some individuals may be sheltered-in-place if evacuating them, due to time limitations or resource restraints, may put them at increased risk.

3.3.2.8 Sheltering Actions

The intent of an evacuation is to move threatened populations away from the danger or threat. Evacuees will likely make shelter arrangements based on personal resources and available options as follows:

- 1) Homes of relatives or friends
- 2) Hotels or motels
- 3) Public shelters

The Needs Assessment, conducted when the evacuees arrive at the Transition Center(s), will identify those individuals who can move on to private sheltering and identify resource needs that may prevent them from doing so, e.g., a family can stay at a relative's home in the region but needs transportation. Reasonable attempts will be made to meet such needs so that evacuees can proceed from the Transition Center to private sheltering.

The Needs Assessment will also identify those who have no options except public shelter. Such information will be passed to the Incident Commander who may decide to initiate Mass Care support for the incident.

Pets and Service Animals

It should be noted that evacuees can bring their non-dangerous pets and service animals to the Transition Center. Service animals may accompany their owners to shelter locations. The Montgomery County Animal Resource Center will make arrangements for pets and other animals. Animals that are generally considered dangerous will not be allowed in Transition Centers or shelters and will not be transported. ESF 6 - Mass Care contains additional information regarding animals in shelters.

3.3.2.9 Security for Evacuated Areas

The Public Safety Department will be responsible for the security of all evacuated areas.

The City Manager may establish a curfew or other ordinance(s) to support evacuation security.

3.3.2.10 Repatriation and Return

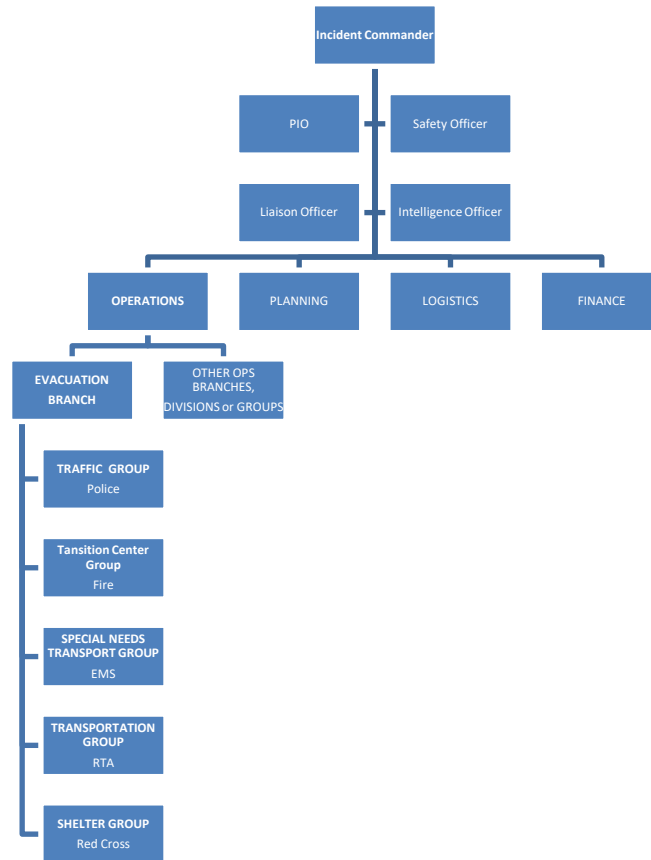
The Incident Commander, after a thorough reconnaissance and analysis of the threat area, will determine when evacuees may return to the area. The information will be disseminated via broadcast media. Persons entering the area prior to the return order will be in violation of ORC 2917.13 Misconduct at an Emergency, and other statutes related to the incident.

The RTA and other transportation resources may be used to return individuals to their residences.

3.3.3 Mixed Evacuation Model

Circumstances may dictate the use of a mixed plan. For example, a fire in a nursing home which poses a risk to all may be best managed by encouraging staff and ambulatory residents to evacuate while sheltering-in-place non-ambulatory residents. Incident Commanders must rely on their judgment and experience in developing the appropriate population protection plan.

3.5 COMMAND & CONTROL



3.6 Coordination With ODOT Inter-City Plan

The Ohio Department of Transportation (ODOT) has developed a plan for evacuating cities or regions and moving evacuees toward adjacent regions. The Dayton area would be traveling, via the Interstate Highways (configured for contra-flow), toward Cincinnati or Toledo via Interstate 75 or toward Columbus or Richmond via Interstate 70. Interstate 675, State Routes 4 and 35, and other main thoroughfares will serve as feeder routes moving traffic toward Interstates 70 or 75.

The need for such evacuation would result from a catastrophic regional event such as a devastating earthquake or imminent military attack. Ohio EMA will activate the Inter-City plan and ODOT will serve as the Lead Agency with support from the Ohio Highway Patrol and local law enforcement agencies. Evacuation of Oakwood or the Miami Valley will require coordination with surrounding communities, phased release, traffic control, public information, and other core capabilities; it will require many resources and take several days to accomplish.

The Miami Valley may also serve as a destination for evacuees from Cincinnati, Columbus, or Toledo necessitating traffic control actions as well.

4.0 ROLES & RESPONSIBILITIES

4.1 Incident Commander

1. Determine population protection strategy; shelter-in-place or evacuation.
2. Issue appropriate order if necessary; Public Safety officials authorized.
3. Initiate public warning via public information broadcast.
4. Establish appropriate Incident Command Structure; Unified Command may be appropriate.
5. Notify the City Manager, Public Safety Director, and the Montgomery County Office of Emergency Management (MCOEM) if an evacuation or shelter-in-place has been ordered.
6. Support operations with appropriate resources.
7. Monitor evacuation status and brief Command Staff or City Manager as appropriate.

4.2 City Council

1. Support an incident by enacting emergency declarations, legislation, and emergency spending measures as appropriate.
2. Liaison and coordinate with public officials from surrounding jurisdictions as well as county, state, and federal officials.
3. Maintain continuity of government.
4. Participate in the EOC Executive group.
5. Participate in public information broadcasts appropriate to the incident.

4.3 City Manager

1. Ensure that the command structure established for an emergency event is appropriate and receives requested support.
2. Open the EOC if appropriate to the event.
3. Brief and advise elected officials regarding the situation, response actions, and needed support.
4. Recommend legislation, resolutions, and emergency spending measures appropriate to the event.
5. Support responding departments as required.
6. Assist citizens or businesses affected by the event.

4.4 City Departments

1. Support the incident as required.

4.5 Incident Command Elements

4.5.1 Operations Section Chief

1. Establish Evacuation Branch Command Structure as appropriate.
2. Assign fire and police crews into evacuation area to identify residences who have not received notification. A white cloth tied to the door means they heard the message. Contact residences not displaying a white cloth.
3. Support evacuation with appropriate resources.
4. Monitor evacuation and brief Incident Command as appropriate.

4.5.2 Evacuation Branch Director

1. Determine, based on available threat information, the three evacuation pillars:
 - a. Threatened area & number of persons affected.
 - b. Best Transition Center locations.
 - c. Evacuation route(s) connecting the threatened area and the Transition Center.
2. Develop an evacuation plan based on the above information.
3. Conduct an Evacuation Plan briefing with your Group Supervisors.
4. Brief PIO and assist in developing information message.
5. Request resources appropriate to the event's scope.
6. Receive information regarding Functional Needs requests and pass them to the Functional Needs Group.

4.5.3 Public Information Officer

1. Participate in Evacuation Plan briefing.
2. Prepare emergency information message using the sample messages found on page 243.
3. Submit to Evacuation Branch Director for approval.
4. Once approved, broadcast message to the public as indicated in 3.3.2.5 of this Appendix.
5. Establish a telephone hotline to gather information from call-ins and relay pertinent information to the Evacuation Branch Director.

4.5.4 Traffic Group Supervisor

1. Participate in Evacuation Plan briefing.
2. Secure evacuation arteries identified in the evacuation plan.
3. Post police units at key intersections to expedite traffic flow.
4. Request assistance, if appropriate, from Public Works in maximizing the traffic flow along the evacuation routes.
5. Monitor traffic flows. If congestion occurs, notify the Evacuation Branch Director and suggest additional or alternate routes.

4.5.5 Transition Center Group Supervisor

1. Participate in Evacuation Plan briefing.
2. Identify the Transition Centers per the evacuation plan.
3. Contact the Transition Centers using the information found on page 245. Notify them to prepare to receive evacuees.
4. Report to the Transition Center(s) and assist with set-up.
5. Greet evacuees and make them comfortable; begin check-in and needs assessment.
6. Initiate family reunification procedures in cooperation with the Red Cross.
7. Contact the Montgomery County Animal Resource Center (MCARC) if evacuees arrive with animals. Coordinate animal care with the MCARC representative.
8. Provide initial information concerning the event and expected duration.
9. Poll the evacuees regarding shelter, transportation, or other needs.

4.5.6 Functional Needs Transportation Group Supervisor

1. Participate in Evacuation Plan briefing.
2. Request and stage appropriate EMS Units.
3. Request and stage RTA busses and assign EMS personnel.
4. Once a functional needs request is received, assign appropriate units to respond to the address and evacuate the individual(s). Evacuees with substantial medical issues may be removed to a hospital.
5. Notify Branch Director immediately if patients cannot be evacuated.
6. Monitor resources closely and request additional resources as needed.

4.5.7 Transportation Group Supervisor

1. Participate in Evacuation Plan briefing
2. Plan on 25% of the projected number of potential evacuees needing Public Transportation and request appropriate resources.
3. RTA resources will be the first choice; request supervisors be assigned to this event.
4. Establish pick-up points in the affected area with input from transportation supervisors.
5. Communicate pick-up location to PIO for dissemination.
6. Assign a PA equipped vehicle to travel with the busses announcing their availability.

4.5.8 Sheltering Group Supervisor

1. Receive an Evacuation Plan briefing upon arrival.
2. Gather information from the Transition Centers regarding number of persons requiring shelter.
3. Develop a sheltering plan and communicate it to the Evacuation Branch Director.
4. Open and staff shelters as appropriate; request needed support.

4.5.8 Public Works – Traffic Signals

1. Support the Traffic Group as required.
2. Maintain traffic flows by removing obstructions (snow, debris, etc.) from roadways.

4.6 Support Agencies

4.6.1 Montgomery County Office of Emergency Management (MCOEM)

1. Provide resource support and coordination.
2. Order evacuation of surrounding jurisdictions if appropriate.

4.6.2 Montgomery County Sheriff

1. Order evacuation of surrounding jurisdictions if appropriate.
2. Support the incident as requested.

4.6.3 American Red Cross

1. Open and operate shelters per ESF 6-Mass Care

4.6.4 Montgomery County Animal Resource Center (MCARC)

1. Respond to Transition Centers, if contacted, and provide accommodations for evacuated animals.
2. Coordinate with the Red Cross regarding animals at shelter locations.

4.6.5 Civil Air Patrol (CAP)

1. Coordinate with Red Cross regarding evacuations, sheltering, and ground search

5.0 PLAN COORDINATION

This City of Oakwood Evacuation Plan coordinates with the following plans:

- Montgomery County Emergency Operations Plan
- Montgomery County Evacuation Plan
- Ohio Department of Transportation Evacuation Plan

LOCAL EVACUATION NECESSARY

This is an important emergency bulletin for the vicinity of _____.

An emergency has occurred at _____.

Presently, all efforts are being made to correct the problem; however, there is a possibility that:

- ☐ Some chemical materials (may have been /are being/ will be) released into the environment.
- ☐ The event (may/will) affect your home or place of business.

A (recommendation / order) to evacuate has been issued for the following areas:

If you will require shelter, or are separated from children or family, proceed to the following Transition Center locations;

Those who need transportation will be furnished bus service at the following pick-up points:

School children evacuated will be sent to the identified Transition Center locations and parents may pick up their children there.

A door-to-door verification will be conducted by local police and fire personnel. If you have heard this message and are not in need of assistance, please help speed this verification by signifying that you have been alerted. To do this, you should tie a white cloth or towel to your doorknob, mailbox, or other object visible from the street.

Police, fire, or Emergency Squad personnel will check all buildings NOT displaying a white cloth and ask what assistance you require. These instructions will be repeated within the next few minutes. Please do not tie up the telephone or cell phone unless you have a lifesaving emergency.

Recommended Broadcast Interval

Starting Time _____ am pm

Rebroadcast every _____ minutes

Duration _____ hours

SHELTERING REQUIRED

This is an important emergency bulletin for the vicinity of _____.

An emergency has occurred at _____.

Presently, all efforts are being made to correct the problem; however, there is a possibility that:

- ☐ Some chemical materials (may have been /are being/ will be) released into the environment.
- ☐ The event (may/will) affect your home or place of business.

A (recommendation / order) to take shelter, which means to seek refuge indoors, has been issued for the following areas:

If you are located in these areas please: (check all appropriate or cross out unwanted)

- ☐ Go indoors.
- ☐ Close all windows and doors and remain indoors.
- ☐ Turn off fans, air conditioners, and other ventilation systems which draw air in from the outside.
- ☐ Visitors in the area should proceed to a nearby store, library, or other building.
- ☐ Move toward the (roof / basement).
- ☐ _____
- ☐ _____

A door-to-door verification will be conducted by local police and fire personnel. If you have heard this message and are not in need of assistance, please help speed this verification by signifying that you have been alerted. To do this, you should tie a white cloth or towel to your doorknob, mailbox, or other object visible from the street.

Police, fire, or Emergency Squad personnel will check all buildings NOT displaying a white cloth and ask what assistance you require. These instructions will be repeated within the next few minutes. Please do not tie up the telephone or cell phone unless you have a real emergency.

Tune your TV to Channel _____ and/or your Radio to _____ for additional information.

Recommended Broadcast Interval

Starting Time _____ am pm

Rebroadcast every _____ minutes

Duration _____ hours

Transition Centers

[This Section to be redacted prior to public release]

Oakwood Community Center, 105 Patterson Road	
Contact – Carol Collins	(937) 296-5203
After Hours – Carol Collins	(937) 608-1591

Oakwood High School, 1200 Far Hills Avenue	
Contact – Paul Waller	(937) 297-7806
After Hours – Paul Waller	(937) 232-2554

Harman Elementary, 735 Harman Avenue	
Contact – Sarah Patterson	(937) 297-1514
After Hours – Sarah Patterson	(937) 750-9390

Edwin D. Smith Elementary, 1701 Shafor Boulevard	
Contact – Lynn Cowell	(937) 297-1841
After Hours – Lynn Cowell	(937) 608-8437

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

NUCLEAR / RADIOLOGICAL INCIDENT

1.0 PURPOSE

The purpose of this Appendix is to outline the policies and operational procedures by which Oakwood responds to, and recovers from, an incident or event involving nuclear or radioactive materials.

This appendix applies to significant nuclear/radiological incidents, accidental or intentional, involving the release or potential release of nuclear/radioactive material that may pose an actual or perceived hazard to public health, public safety, national security, and/or the environment. Such events may include, facility accidents, e.g., power generation, industrial, medical, or research sites, lost nuclear/radioactive material, transportation accidents, nuclear weapons accidents, accidental re-entry of space vehicles, terrorist use of a radiological dispersal device (RDD) or improvised nuclear device (IND) or nuclear weapon, and any other event that releases radioactive material from its designed containment.

The Appendix describes how local departments and agencies respond, conduct situation assessments, coordinate with state and regional assets, and integrate federal agencies into a coordinated response. The Appendix also identifies the limitations of local resources regarding these incidents.

2.0 POLICIES

1. Oakwood acknowledges the unique nature and variety of nuclear/radiological incidents and the associated shared responsibility that exists among local, state, and federal agencies for incident management. Certain federal agencies are authorized to respond directly to specific nuclear/radiological incidents.
2. Oakwood will primarily manage such events as Hazardous Materials incidents with the Public Safety Department in command. Initial incident objectives will focus on life saving and protecting emergency responders.
3. A nuclear or radiological incident may overwhelm initial response resources. In addition, such incidents may require specialized resources to manage. In either case, Oakwood will request appropriate mutual aid.

3.0 CONCEPTS OF OPERATIONS

3.1 Core Capabilities

The following Core Capabilities may be required to effectively manage a nuclear / radiological incident. Additional information about the specific function is available as indicated as well as each function's primary agency.

Capability	Additional Information	Primary Department
Public Warning	ESF 2 - Communications	Public Safety Dispatch
Communication	ESF 2 - Communications	Incident Dependent
Incident Command	Basic Plan	Incident Dependent
HAZMAT Response	ESF 10 - Hazardous Materials	Public Safety
Incident Assessment	ESF 10 - Hazardous Materials	Public Safety
Plume Modeling	ESF 10 - Hazardous Materials	Public Safety
Threat Assessment	Terrorism Appendix	Public Safety
Terrorism Investigation	ESF 13 - Law Enforcement Terrorism Incident Appendix	Public Safety
Evacuation	Mass Evacuation Appendix	Public Safety
Rescue	ESF 9 - Search and Rescue	Public Safety
Emergency Medical Service	ESF 8 - Health and Medical	Public Safety
Decontamination	Terrorism Incident Appendix	Public Safety
Fire Extinguishment	ESF 4 - Firefighting	Public Safety
Security	ESF 13 - Law Enforcement	Public Safety
Environmental Monitoring	ESF 10 -Hazardous Materials	Public Safety
Mass Fatalities Management	ESF 8 - Health and Medical	Public Safety
Public Information	ESF 15 - Public Information	City Manager
Recovery	ESF 14 - Recovery	Public Works

3.1 Incident Detection

Radiological or nuclear incidents, accidental or deliberate, may not be immediately recognized. When radiation from any source is suspected it will be the responsibility of the Dayton Regional HazMat Response Team to conduct an initial incident assessment, identify the isotope, determine radiation levels and the scope of the contamination. The team's protocol is to identify the boundaries of the contamination and mark those boundaries. Additional recon will be done by other agencies or resources.

Responders to a suspected radiological incident may use information from the Emergency Response Guidebook (2016) when conducting initial reconnaissance:

Type	Description	Effects	Emergency Response Guidebook
Low to Moderate Level Radiation	Radioactive medicines Other low-level sources usually in conventional packaging	<ul style="list-style-type: none"> Minimal 	USE GUIDE 162
Low to High Level Radiation Radiological Dispersal Device (RDD) or Transportation Accidents or Industrial Spills or Other radioactive material releases	Radioactive materials packed around conventional explosives. This is a non-fissionable device sometimes referred to a “dirty bomb” Metal packaging indicates higher radiation potential	<ul style="list-style-type: none"> Some blast damage to structures. Some blast casualties. Fragmentation damage to structures and fragmentation casualties. Localized radiological contamination. Secondary fires are possible. 	USE GUIDE 163 or 164
Fissile / Low to High Level Radiation Nuclear Detonation or Improvised Nuclear Device	Fissionable device with energy yield potentially measured in kilo-tons. Such a device requires scientific expertise to construct and deploy.	<ul style="list-style-type: none"> Extensive blast damage to structures. Extensive blast casualties. Extensive thermal damage and associated casualties. Extensive fragmentation damage and casualties. Extensive radiological contamination and possible downwind plume. High fatality rate. 	USE GUIDE 165
Radioactive /Corrosives Water-Reactive	Radioactive Material used in the Uranium enrichment process	<ul style="list-style-type: none"> Does not burn Produces Hydrogen Fluoride when contacts with air or water Extremely toxic and can cause severe lung damage 	USE GUIDE 166

3.1.1 Warning

Warning for events arising from accidental or intentional ballistic missile launch or other events involving nuclear weapons owned by a sovereign country will be communicated through the National Warning System (NAWAS) which is monitored by Ohio EMA and the Ohio Highway Patrol. These agencies will re-broadcast the information via the Law Enforcement Agencies Data System (LEADS) and other methods. The Public Safety Dispatch Center monitors LEADS 24/7/365 and serves as Oakwood’s primary answering point for NAWAS warnings.

3.2 Threat Analysis

If an imminent nuclear threat is identified through notification (threatening call) or investigation, robust Crisis Management actions, including a threat and consequence analysis will commence. Preventing the occurrence of any event involving nuclear or radioactive materials is the primary strategy. The Federal Bureau of Investigation will be responsible for coordinating federal threat assessment actions. Oakwood Command elements will closely coordinate with federal and state Crisis Management elements to develop a common operating picture regarding the emerging threat.

3.3 Incident Response

The Dayton Regional HazMat Response Team's initial response will be incident reconnaissance, identifying the hazard and monitoring the situation. The Haz-Mat Team will identify the boundaries of the incident beyond which unsafe radiation levels exist through the implementation of Time, Distance and Shielding by usage of Time Stay Tables, Dose Guidelines and Exposure Rates. Responders will not be allowed to work inside the identified boundaries without appropriate PPE and monitoring as established by the Incident Safety Plan.

The Regional Bomb Squad will work in conjunction with the Regional HazMat Team at events involving both radioactive materials and conventional explosives, such as a radiological dispersal device (RDD) or dirty bomb. The Regional Bomb Squad is trained and equipped to work, within identified safety parameters, in radioactive environments.

3.3.1 Rescue

Victims within the radioactive footprint should be encouraged, via public address system or other means, to self-evacuate beyond the contaminated area.

The Regional HazMat team, based on initial reconnaissance and radiation level survey, will determine if rescue operations may be conducted with the radioactive zone, appropriate PPE, work-time within the zone, monitoring standards, and other requirements. This information will be included in the Incident Safety Plan (ISP).

Rescue operations may proceed with adherence to the parameters set by the ISP and under the command and control of Incident Command.

3.3.2 Decontamination

Radiation is frequently conveyed on dust, soot, and oily particles associated with a radiological event. Removing the particles can reduce radioactive contamination.

Gross decontamination, using water from fire hydrants, may begin immediately if weather conditions permit. Victims who undergo gross decontamination must be sheltered, except on the warmest of days, to prevent hypothermia.

Regional decontamination resources, primarily for decontaminating affected civilian populations, are described in section 4.2.

Some local hospitals have facilities or resources to decontaminate victims who self-evacuate from the incident. Incident Commanders should attempt to decontaminate victims before transporting them to local hospitals.

3.3.3 EMS

If the nuclear event produces more than just a few casualties the Incident Commander should establish an EMS Group/Branch based on the complexities associated with radioactively contaminated victims.

The Group/Branch will accomplish the following:

1. Coordinate with HazMat to establish needed PPE for EMS personnel.
2. Establish triage, treatment, transport operations per GMVEMSC standing orders and medical control direction.
3. Alert hospitals to prepare to receive victims.
4. Provide immediate medical treatment.
5. Coordinate patient transport with receiving hospitals.

3.3.4 Fissionable Device – Post Attack Actions

- An attack involving a fissionable nuclear device will cause catastrophic levels of destruction. Secondary effects may include fires, structural collapse, infrastructure destruction, and widespread radioactivity. There will likely be high numbers of casualties and fatalities.
- The ability of Oakwood's city personnel and first responders to react is wholly dependent on surviving the initial attack and its secondary effects.
- Oakwood may need to reconstitute its government and departmental structure using line-of succession, continuity of government (COG), continuity of operations actions (COOP), and other such actions. The reconstituted government and organization will be responsible for managing the incident to the best of its ability.
- There may be a heavy reliance on mutual aid from across the state and beyond in the wake of such an event.
- The primary post-attack response goal is to evacuate survivors away from the area.

3.4 Investigation

Various state and federal agencies have jurisdiction for specific nuclear/radiological accidents and Section 3.7.5 contains more information.

If the incident is the result of a deliberate act, it is classified as terrorism and the Federal Bureau of Investigation will become Lead Investigative Agency coordinating Crisis Management actions.

3.5 Local Support

3.5.1 Regional Hospital Network

Hospitals will provide appropriate medical treatment for acute medical conditions resulting from the event, including radiation exposure.

The region's hospitals may enact emergency plans to handle the incident victims. The plans include anti-radiation drug caches, decontamination facilities, patient surge capacity, forward movement of patients, and other actions.

3.5.2 Oakwood Health District

Oakwood Health District will support the incident with measures aimed at protecting those who may have received low doses of radiation or are experiencing mental health issues as a result of the incident.

The Oakwood Health District will serve as the coordination contact point for the Ohio Department of Health (ODH).

3.5.3. Montgomery County Office of Emergency Management (MCOEM)

MCOEM will support the incident by:

- Issuing or forwarding an Emergency Declaration
- Providing resource support
- Operating EOC and MAC entities, including public information operations (JIS/JIC)
- Serving as the coordination point for Ohio EMA

3.6 Mutual Aid

Mutual aid is available from across the state through IMAC request, routed through MCOEM with proper Emergency Declaration Request. Ohio resources include Type 1 HazMat teams, Bomb Squads, Law Enforcement, Fire, EMS and other technical resources.

3.7 State Support

3.7.1 Ohio EMA

- Provide off-site coordination of State agencies for incident response and remediation.

3.7.2 Ohio Department of Health (ODH)

- Primary Agency for on-site technical coordination of state agencies for nuclear or radiological incident response and remediation.

- Leads the hazard assessment and the Assessment Group (Assessment) at the State EOC for nuclear or radiological incidents.
- Establishes protective recommendations for the general public, the institutionalized, first responders, and other emergency workers and forwards to appropriate local officials, unified command, or local incident command.
- Will request the Strategic National Stockpile (SNS).

3.7.3 Ohio Adjutant General's Department, Ohio National Guard

- When a Governor's declaration has been issued, ONG can provide general and unique services.
- Provide Weapons of Mass Destruction support to civil authorities through the 52nd Civil Support Team (1-866-496-3278) and Joint Task Force 73.
- Assist in liaison with military assets and resources responding to the event.

3.7.4 Ohio EPA

- Coordinate environmental impact assessment, mitigation, and clean-up.

3.8 Federal Support

3.8.1 Nuclear Incident Response Team (NIRT)

Activated by the Department of Homeland Security (DHS), the NIRT performs nuclear / radiological emergency support and assistance functions. As part of the NIRT the Federal Radiological Monitoring and Assessment Center (FRMAC) is specifically tasked with providing a clear operating picture of radiological conditions to responders, enhancing decision-making and incident action planning. The FRMAC provides radiation measurements, interpretations of radiation distribution, and overall characterization of the radiological conditions.

The FRMAC is established at or near the incident location.

3.8.2 Advisory Team for Environment, Food, and Health (A-TEAM)

The Advisory Team includes representatives from a variety of federal agencies. The purpose of the A-Team is to develop coordinated advice and recommendations for Incident Command/Unified Command, and local governments concerning environmental, food health, and animal health matters such as:

- Environmental assessments
- Protective Action Guides for responders and affected populations
- Relocation, reentry, and other radiation protection measures prior to re-entry
- Health & Safety advice or information for the public and workers

- Other matters as requested

3.8.3 DOE Radiological Assistance Program (RAP)

RAP teams are located at Department of Energy (DOE) operations offices, national laboratories, and some area offices. They may be dispatched to a radiological incident by the DOE regional coordinating office responding to a radiological incident.

3.8.4 Interagency Modeling and Atmospheric Assessment Center (IMAAC)

The IMAAC is an interagency center responsible for the production, coordination, and dissemination of consequence predictions for airborne hazardous materials release. A prime component of the IMAAC is the National Atmospheric Release Advisory Center (NARAC).

NARAC's release models for radioactive or nuclear material are imposed on existing GIS data to produce a plume map indicating affected populations and probable release concentrations based on current weather and geography data. This information can enhance decision-making and incident action planning.

NARAC also provides 24/7/365 technical support via phone or internet reachback. NARAC support teams can assemble within 1 hour from initial request.

3.8.5 Federal Coordination/Jurisdiction

The following table summarizes the federal agencies responsible for any given incident:

Material or Facilities Involved in the Incident	Federal Coordinating Agency
Nuclear facilities: 1) Owned or operated by DOD or DOE 2) Licensed by NRC 3) Not licensed owned or operated by a federal agency	1) DOD or DOE 2) NRC 3) EPA
Radioactive materials being transported: 1) Shipped by DOD or DOE 2) Shipment of NRC 3) Shipment of materials in certain areas or coastal zones and not licensed or owned by a federal agency 4) All others	1) DOD or DOE 2) NRC 3) DHS /USCG 4) EPA
Radioactive materials in space vehicles impacting the U.S. 1) Managed by NASA or DOD 2) Impacting certain areas or coastal zones and not owned by NASA or DOD 3) All others	1) NASA or DOD 2) DHS / USCG 3) EPA
Foreign, unknown, or unlicensed material:	

1) Inadvertent import of radioactive material 2) Foreign or unknown sources of radioactive material in certain areas of the coastal zone 3) All others not otherwise assigned	1) DHS 2) DHS/USCG 3) EPA
Nuclear Weapons	DOD or DOE (based on custody at the time of the incident)
WMD, including: Radiological dispersion devices (RDD) Improvised nuclear device (IND) Terrorist use of a nuclear weapon	DHS

DHS - Department of Homeland Security

DOD - Department of Defense

DOE - Department of Energy

EPA - Environmental Protection Agency

NASA - National Aeronautics and Space Administration

USCG - United States Coast Guard

4.0 SPECIALIZED RESOURCES

[This Section to be redacted prior to public release]

4.1 Technical Assistance

The following hotlines can provide technical assistance during a terrorist or WMD event:

Organization	Hotline Number	Description
National Response Center	(800) 424-8802	Provides technical assistance and can connect caller to appropriate federal resources. 24/7/365 availability
Nuclear Regulatory Commission Operations Center	(301) 816-5100	Accepts reports of accidents involving radiological materials
National Atmospheric Release Advisory Center (NARAC)	(925) 424-6465	3 dimensional computer-based plume modeling incorporating real-time weather and GIS data for any airborne release. NARAC can also provide technical assistance.
FEMA Radiological Hotline	(202) 586-8100	Report radiological emergencies. Technical support available. 24/7/365
52nd Civil Support Team	(866) 496-3278	Full-time response resource for emergencies of terrorist events that involve unknown hazards associated with Chemical, Biological, Radiological and High Yield Explosives (CBRNE) threat agents.

4.2 Resource Stockpiles

4.2.1 Pharmaceutical Caches

The region maintains a cache of anti-radiation drugs. The cache may be requested by local hospitals or public health.

4.2.2 Strategic National Stockpile (SNS)

The strategic national stockpile is a repository of medical material designed to support the medical response to a catastrophic or CBRNE event.

4.3 52nd Civil Support Team (CST)

The 52nd Civil Support Team is a National Guard Unit specifically tasked with Homeland Security and able to respond to nuclear or radioactive incidents. They can respond to an incident immediately upon request from a local jurisdiction and can be operational in Oakwood in approximately 4 hours. Use of the 52nd CST should be coordinated with the Incident Commander and in consultation with the Regional Hazmat Coordinator.

4.4 Ohio National Guard Joint Task Force 73

Provides CBRNE response in the form of search and extraction, decontamination, and limited medical triage/treatment operations. Additionally, the JTF will provide security forces under the National Guard Response Force (NGRF) and Quick Reactions Force (QRF). The JTF is the standing task force for initial ONG response to Terrorist and CBRNE incidents and can expand to command and control a variety of subordinate units depending on the situation.

5.0 RECOVERY

Recovery from a nuclear/radiological event of significance is entirely dependent upon the nature of the released material. Some releases can be mitigated with structures returning to service in a short time. Some radioactive releases can render areas hazardous for centuries and, in such case, recovery will establish a “new normal”.

ESF 14 provides recovery guidance.

Nuclear/ Radiological Incident Action Checklist

- ☐ Ensure scene safety. Be aware of secondary devices.
- ☐ Initial crews to perform reconnaissance and report conditions.
- ☐ Interdict, disrupt or truncate ongoing attack or incident if possible.
- ☐ Establish Unified Command with Intelligence function.
- ☐ Intelligence function to initiate threat assessment in conjunction with FBI and SAIC.
- ☐ Establish Safety Plan and enforce PPE requirements.
- ☐ Activate appropriate Population Protective Actions; shelter-in-place, evacuation, decontamination, others.
- ☐ Establish EMS operations; notify hospitals.
- ☐ EMS to request pharmaceutical caches, and other resources as needed.
- ☐ Initiate Search and Rescue operations as needed.
- ☐ Activate Mass Casualty actions if appropriate (Catastrophic Appendix)
- ☐ Request special resources; SWAT, Bomb Squad, HazMat, others.
- ☐ Initiate force protection and critical infrastructure protection actions.
- ☐ Make initial notifications:
 - ___ City Manager
 - ___ Public Safety Director
 - ___ Other Affected Oakwood Depts.
 - ___ Regional HazMat Coordinator
 - ___ MCOEM Duty Phone
 - ___ Oakwood Health District
 - ___ FBI
- ☐ Activate the Oakwood EOC.
- ☐ Establish an interoperable communications plan appropriate for the incident.
- ☐ Establish Joint Information operations; JIC, JIS, others.
- ☐ Activate Mass Care actions if appropriate (ESF 6-Mass Care).
- ☐ Contact technical assistance as appropriate.
- ☐ Request Mutual Aid as appropriate.
- ☐ Begin damage assessment and emergency infrastructure repair.
- ☐ Monitor Operations and assign resources.
- ☐ Establish Mass Fatalities operations if needed.
- ☐ Expand Incident Command organization as appropriate to manage the incident.
- ☐ Integrate regional, state, and federal agencies into command structure.
- ☐ Configure for extended operations.
- ☐ Develop Incident Actions Plans for each operational period.
- ☐ Begin demobilization planning
- ☐ Initiate Recovery Actions

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

TERRORISM INCIDENT

1.0 PURPOSE AND SCOPE

The Federal Bureau of Investigation (FBI) defines terrorism as “the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.” Chapter 2909.21 of the Ohio Revised Code (ORC) further defines “Acts of Terrorism” applicable to the State of Ohio.

Terrorism is an evolving, dynamic and real threat to our Nation. Terrorists are shifting from symbolic, highly planned and structured al-Qaeda-style attacks (terrorist-directed) focused on high-visibility targets, to threats that are more diffuse, difficult to detect, and less costly to implement (terrorist-inspired).

From 2008 to present, terrorist incidents, such as those in Mumbai, India; Nairobi, Kenya; Boston, Massachusetts; San Bernardino, California; Paris, France; and Brussels, Belgium; highlight the emergence of the complex coordinated terrorist attacks (CCTA).

Purpose

The purpose of this Appendix is to delineate the policies and operational concepts by which Oakwood responds to, and recovers from, a terrorist incident or event, including:

- A framework for actions during both the Crisis Management and Consequence Management phases of an event.
- A framework for integration of local, county, state, and federal resources into a cohesive response.
- Alignment with applicable federal and state emergency management plans, local response plans, the National Incident Management System (NIMS), and applicable statutes and ordinances regarding Dayton’s response to a terrorist threat or event.
- Steps taken in the prevention, mitigation, response, and recovery phases.

Scope

This appendix addresses terrorist actions involving chemical agents, weaponized biological agents and toxins, explosives, and conventional weapons.

Because of their unique response needs, nuclear/radiological incidents, biological incidents that could be intentional, like smallpox, and cyber incidents are addressed in their respective annexes. The investigative actions required for ANY terrorist act are contained in this annex.

2.0 SITUATION AND ASSUMPTIONS

2.1 Situation

1. Acts of terrorism can occur with little or no warning. The City of Oakwood, its infrastructure, its public and private institutions, its landmarks, its businesses, and its people may all be targets.
2. Dispatch centers, first responders, or health and medical personnel may initially suspect or detect a terrorist event.
3. Acts of terrorism are a violation of federal, state, and local laws. A response to such an event may involve agencies from all levels of government in both the Consequence and Crisis Management phases.
4. Oakwood may quickly exhaust its resources in responding to a terrorist event and may require state and federal assistance.
5. Terrorist or WMD events may be regional in nature, requiring coordination among responders from multiple jurisdictions.

2.2 Assumptions

1. Acts of terrorism may cause mass casualties and fatalities.
2. Terrorist acts may cause both physiological and psychological injuries.
3. A terrorist attack will be designed to cause maximum death and/or disruption to normal societal functions.
4. Delivery and employment of terrorist weapons may entail the use of mail, motor vehicles, aircraft, watercraft, and hand delivery to the target.

2.3 Mitigation

1. Security hardening and heightened security measures have been implemented at critical infrastructure and key resource (CIKR) facilities throughout the region.
2. The Federal Bureau of Investigation (FBI) has the primary tasks of prevention and interdiction of terrorism on American soil. Joint Terrorism Task Forces (JTTFs) are established by the FBI to investigate and disrupt planned terrorist events. Oakwood maintains personnel on the JTTF in support of its mission.

2.4 Preparedness

1. Oakwood response personnel have received training focused on terrorism prevention and response.
2. Homeland Security grant funds have been used to better equip and train HazMat teams, EOD teams, medical response teams, and command operations.
3. The Dayton Metropolitan Medical Response System (MMRS) and West Central Ohio (WCO) Region Medical Response System (RMRS) function jointly to enhance planning and preparedness for major events in Montgomery County and Ohio Homeland Security Region 3.
4. Pharmaceutical caches, used to treat or prophylax individuals against a variety of chemical, biological, or nuclear agents, are pre-positioned within our region.
5. Stockpiles of personal protective equipment (PPE) items, which may be in short supply during an event, are available in Region 3.

2.5 Plans Coordination

Oakwood's Terrorism Annex coordinates with the following plans:

- 1) The Post Office Biological Detection System Response Plan
- 2) Montgomery County Emergency Operations Plan
- 3) State of Ohio Emergency Operations Plan including the Terrorism Annex
- 4) The National Response Framework

3.0 CONCEPTS OF OPERATIONS

3.1 Response Goals

- Prevent, interdict, disrupt, or truncate a terrorist event or incident if possible.
- Protect citizens affected by the incident.
- Assure the safety of all responders.
- Minimize property and infrastructure loss.
- Identify and prosecute those responsible for the event.
- Minimize and mitigate the environmental impact.
- Reduce the effects of the event by facilitating social assistance and continuity actions.

3.2 Crisis Management & Consequence Management

Response actions to terrorism, threats or events, divide into two broad categories, i.e., Crisis Management and Consequence Management.

Crisis Management is actions designed to prevent, disrupt, or truncate a terrorist action. Examples include counter-terrorism investigation, intelligence gathering and dissemination, recognition of warning and indicators, epidemiological surveillance, and others.

Consequence Management is all response actions in the wake of an event designed to save lives, lessen the effects of the incident, and recover from the event. Examples include HazMat response, civilian decontamination, medical transport and treatment, explosive device disruption, post-event investigation and law enforcement, and others.

It is important Commanders understand the distinctions, roles, and responsibilities associated with the two categories which may at times overlap or be occurring simultaneously. Incident Commanders should set clear priorities and assign resources to support incident goals.

3.3 Core Capabilities

Oakwood and its regional partners can execute the following core capabilities necessary to prevent, respond to, and recover from terrorist incidents:

	Core Capability	Agencies Involved	Additional Information
Crisis Management	Intelligence gathering and dissemination	Public Safety Department State of Ohio SAIC FBI	ESF 5-Information & Planning
	Threat Assessment	Public Safety Department State of Ohio SAIC FBI	ESF 5-Information and Planning
	Threat Recognition Epidemiological Surveillance	Public Works Department Local Hospitals Oakwood Health District Ohio Dept. of Health (ODH) Center for Disease Control	ESF 8-Health & Medical
	CBRNE Detection	Regional HazMat Team WPAFB US Post Office	ESF 10-Haz Mat Post Office BDS Plan
	Investigation Counter Terrorism	Public Safety Department FBI - JTTF	ESF 13-Law Enforcement
Consequence Management	Hazardous materials response and mitigation	Public Safety Department Regional HazMat Team 52nd Civil Support Team	ESF 10-Haz Mat
	Explosive Ordinance Disposal (EOD)	Public Safety Department Regional Bomb Squad	ESF 13-Law Enforcement
	Sniper / Hostage Response	SWAT Team	ESF 13-Law Enforcement
	Mass casualty response	Public Safety Department Regional Hospitals	ESF 8-Health & Medical Catastrophic Incident Appendix
	Mass decontamination	Public Safety Department Regional HazMat Team	ESF 10-Haz Mat
	Mass prophylaxis or vaccination	Oakwood Health District	ESF 8-Health & Medical
	Hospital surge capacity	Local hospitals GDAHA Wright State ACC	ESF 8-Health & Medical
	Evacuation	Public Safety Department MCOEM	Mass Evacuation Appendix
	Shelter and Mass Care	Red Cross	ESF 6-Mass Care
	Mass fatality management	Montgomery County Coroner	ESF 8-Health & Medical
	Environmental protection	Public Works Department Ohio EPA	ESF 14-Disaster Recovery

3.4 Early Warning, Threat Recognition, and Threat Assessment

3.4.1 FBI Terrorist /Weapons of Mass Destruction (WMD) Threat Levels

The FBI, lead agency for domestic terrorism threat assessment, employs the Threat Capability Evaluation (TCE). The presidential guidelines that dictate the TCE process change with each administration, but the FBI has always held the Federal Agency lead for WMD/Terrorism (International or Domestic actor threat) incidents in CONUS.

These guidelines closely follow HSPD 15, NSPD 46 and PDD 25.

In the event of a suspected WMD/Terrorism incident, the responding agency should immediately call the local FBI. The 24/7 Radio Room number is (513) 421-4310 (as of Aug 2017). This is the Dispatch Operator for the entire Southern Ohio FBI (48 counties- to include Montgomery).

3.4.2 Information and Intelligence Gathering & Dissemination

The Strategic Analysis and Information Center (SAIC) serves as Ohio's fusion center for threat information and intelligence. Credible threat information from the SAIC, FBI, Ohio Department of Health, Ohio Department of Agriculture, and others is analyzed and communicated to affected or potentially affected jurisdictions.

3.4.3 Early Threat Recognition

Oakwood and its preparedness and response partners operate a suite of systems designed to provide early recognition of a covert or emerging terrorist threat. Systems include:

System	Primary Agencies
Epidemiological Surveillance - monitoring public health, healthcare, and veterinary systems for trends indicating disease outbreak. This may frequently be the first sign that an attack has occurred	<ul style="list-style-type: none"> • Oakwood Health District • Regional Healthcare Systems • Ohio Dept. of Health (ODH) • Ohio Dept. Of Agriculture • Centers for Disease Control (CDC)
Mail Monitoring – mail delivered through the US Post Office is screened for biological agents	<ul style="list-style-type: none"> • U.S. Postal Service
Water System Monitoring – the City's water distribution system is monitored against contamination.	<ul style="list-style-type: none"> • Public Works Department
CBRNE Detection	<ul style="list-style-type: none"> • Regional HazMat Team • WPAFB HazMat Team • 52nd Civil Support Team (ONG)
Food Source Monitoring – monitoring and testing of food production and distribution.	<ul style="list-style-type: none"> • Oakwood Health District • Ohio Dept. of Agriculture • Ohio Dept. of Health

3.5 Investigation and Counter Terrorism

The Public Safety Department is the lead Agency for local Investigation and Counter Terrorism activities. They participate in the FBI's Joint Terrorism Task Force (JTTF). The Public Safety Department will also maintain a limited number of personnel with clearance levels vetted through the FBI and Homeland Security capable of intelligence sharing.

3.6 Law Enforcement

In response to a terrorist attack, Oakwood's Public Safety Department may:

- Respond directly to the incident, taking immediate action to interdict, disrupt, or truncate an attack or event.
- Serve as Oakwood's contact point for FBI threat analysis and intelligence operations.

3.7 Command and Control

3.7.1 Oakwood Command and Control

- Incident Command (IC) structures established for a terrorist or WMD event will be consistent with the National Incident Management System (NIMS) as outlined in Section 4 of the Base Plan.
- The Intelligence element, i.e. Officer, Group, Branch, Section, should be established and appropriately placed within the command structure. When intelligence is expected to be actionable, sensitive, or rapidly developing, the element should be placed as close to the Incident Commander as is practical.
- Because of the potentially large number of agencies that may become involved in such an event, a Unified Command (UC) should be formed as early in the incident as is practical.
- Terrorist tactics can involve simultaneous attacks on multiple sites; Command should prepare to deal with such an event.
- Prevention, response, and investigative actions may need to occur simultaneously. Incident Command should establish clear priorities to manage these needs which may be competing for scarce resources.
- When terrorism is suspected or confirmed, Command should prepare written Incident Action Plans (IAP) as soon as it is practical and configure for multiple operational periods.
- The Emergency Operations Center (EOC) should be fully activated to the unique and substantial demands on the command and control systems

during known or suspected terrorist or WMD incidents. The EOC will support the command system established, coordinate external state and federal resources, provide technical support, coordinate public information, and perform other tasks in support of incident goals.

3.7.1.1 Interoperable Communications

Due to the multitude of agencies likely to respond to a terrorist event, Command should establish an interoperable communications plan early in the event.

Oakwood, along with response partners throughout the region, have established multiple and redundant interoperable communications systems. Additional information is available in ESF 2 – Communications.

3.7.2 Multi Agency Coordination System (MAC)

Multi Agency coordination for a terrorist or WMD incident may include:

- Regional Dispatch Center and PSAP centers throughout Region 3
- EOC's from surrounding jurisdictions
- Montgomery County EOC
- Joint Information Center JIC/ Joint Information System (JIS)
- State EOC
- Ohio Strategic Analysis and Information Center (SAIC)
- FBI Joint Operations Center (JOC)
- FEMA Joint Field Office (JFO)
- Others

3.7.3 Coordinated Response

The following agencies may assist, support, or respond to a terrorist or WMD event.

3.7.3.1 County & Regional Coordination for Terrorist Event

Agency	Actions
Montgomery County Office of Emergency Management (MCOEM)	<ul style="list-style-type: none"> • Activate County EOC • Emergency Declarations • Liaison with the state EOC • Participate in JIS and MAC operations • Resource support
Public Health-Dayton and Montgomery County (PHDMC)	<ul style="list-style-type: none"> • Epidemiological surveillance, food inspection, other early recognition steps • Public health response • Policy guidance for medical countermeasures, PPE, and other issues • Public Health orders such as closures, isolation, quarantine, etc. • Coordinate with the Ohio Dept. of Health • Request, receive, and distribute the SNS
Greater Dayton Area Hospital Association (GDAHA)	<ul style="list-style-type: none"> • Coordinate hospital response action including surge capacity operations, forward movement of patients, etc. • Coordinate ESF 8 for Montgomery County
Regional Medical System Hospitals Physicians Other Health Providers	<ul style="list-style-type: none"> • Treat ill and injured individuals • Activate disaster plans if appropriate • Participate in regional coordination efforts
Dayton Metropolitan Medical Response System (MMRS) West Central Ohio Regional Medical Response System (WCO RMRS)	<ul style="list-style-type: none"> • Distribute pharmaceutical and PPE caches • Provide technical assistance to Command and Control

3.7.3.2 State Coordination for a Terrorist Event

Agency	Actions
Ohio Emergency Management Agency (OEMA)	<ul style="list-style-type: none"> • Open EOC • Approve Emergency Declarations • Liaison with federal agencies and entities • Participate in JIS and MAC operations • Resource support • Request for federal release of the SNS if appropriate
Ohio Department of Health (ODH)	<ul style="list-style-type: none"> • Epidemiological surveillance, laboratory support, and other measures • Policy guidance for medical countermeasures, PPE, and other issues • Policy changes appropriate to the event including state legislation, altered standards of care, just-in-time orders, and others • Receive and distribute the SNS
Ohio National Guard	<ul style="list-style-type: none"> • 52nd Civil Support Team • Joint Task Force 73 • Liaison Officers (LLO) report to local command sites • Other support as required
Ohio EPA	<ul style="list-style-type: none"> • Monitor the incident for environmental damage • Conduct operation to reduce damage if possible • Initiate clean-up and recovery

3.7.3.3 Federal Coordination for a Terrorist Event

Entity	Lead Agency	Purpose
Joint Operations Center (JOC)	FBI	Coordinates all crisis-management-tasks federal agencies, principally law enforcement agencies, responding to the event.
Joint Field Office (JFO)	FEMA	Coordinates all consequence-management-tasks federal agencies responding to the event.
National Operations Center	DHS	Serves as a federal EOC.

3.8 Population Protective Actions and Public Information

Action	Additional Information Available
Alert and Warning	ESF 2 - Communications
Evacuation	Mass Evacuation Appendix
Shelter-in-place	Mass Evacuation Appendix
Decontamination	Section 6.4 ESF 10 – Hazardous Materials
Medical Treatment	ESF 8 – Public Health and Medical
Perimeter control	ESF 13 – Law Enforcement
Isolation and Quarantine	ESF 8 – Public Health and Medical
Curfew	Base Plan
Closures of schools and businesses	Base Plan
Restrictions on water or foodstuffs	ESF 3B – Water ESF 8 – Public Health and Medical

3.8.1 Protective Actions – Emergency Responders

Through MMRS and RMRS preparedness activities, Oakwood has access to pharmaceutical and PPE caches which may be used to protect first responders during the initial stages of certain incidents.

3.9 Weapons of Mass Destruction

3.9.1 Chemical Agent Events

Type	Description	Signs/Symptoms	Emergency Response Guide
Nerve Agents	Nerve agents are very toxic & persistent chemicals. They may cause death within minutes of exposure. Examples : VX, Sarin	<ul style="list-style-type: none"> • Pinpoint pupils • Runny nose • Nausea & vomiting • Seizures • Respiratory distress or arrest 	USE GUIDE 153 until the agent can be better identified
Blister Agents	Blister Agents cause blisters, skin irritation, damage to the eyes, respiratory damage, and gastrointestinal effects. Examples: Mustard	<ul style="list-style-type: none"> • Eye irritation • Blisters • Respiratory distress or arrest 	
Hallucinogens & Irritants	These materials cause temporary, reversible symptoms. They generally have short term affects. Examples: Pepper spray,	<ul style="list-style-type: none"> • Localized pain or irritation • Vomiting • Hallucinations 	
Blood Agents	Blood agents disrupt the bloods ability to carry oxygen and thus cause rapid respiratory arrest and death. Example: Cyanide	<ul style="list-style-type: none"> • Irritation of the eyes or respiratory tract • Seizures • Respiratory distress or arrest 	
Choking Agents	Choking agents cause eye and airway irritation, chest tightness, and damage to the lungs. Example: Chlorine	<ul style="list-style-type: none"> • Eye and airway irritation • Respiratory distress 	

1. If release of a chemical agent is suspected, notify local hospitals immediately, providing as much information as is known.
2. Release of a chemical agent should be suspected as terrorism until proven otherwise.
3. Be on the lookout for additional releases or secondary devices.
4. A Hazardous Materials response posture should be adopted, i.e., recon, identify hot, warm, and cold zones, etc.
5. Population protective actions such as shelter-in-place or evacuation may be necessary.
6. Contaminated patients **MUST BE DECONTAMINATED PRIOR TO TRANSPORT** to a hospital facility. **DO NOT RELOCATE THE EVENT to the Emergency Room.** See ESF 10-Hazardous Materials for additional guidance on Mass Decontamination.

3.9.2 Weaponized Biological Agents and Toxins

Type	Description	Effects
Bacterial Agents <ul style="list-style-type: none"> • Anthrax • Plague • Tularemia • Q-fever 	Single-celled organisms that cause a variety of diseases.	Effects vary depending on the agent. Some are susceptible to antibiotic treatments.
Viral Agents <ul style="list-style-type: none"> • Smallpox • Venezuelan Equine Encephalitis • Hemorrhagic fever • Influenza 	Viruses are much smaller than bacteria and can only reproduce within a living cell.	Effects vary depending on the agent. Treatment of the virus is generally limited and health protective actions generally focus on treating symptoms.
Toxins <ul style="list-style-type: none"> • Botulinum • Staph • Ricin 	Toxins are potent poisons produced by a variety of living organisms including bacteria, plants, and animals.	Effects vary depending upon the agent.

1. Public health officials, local hospitals, EMS providers, and law enforcement must coordinate information regarding the event.
2. Release of the weaponized agent may be covert with ill individuals being the first indicator.
3. Epidemiological surveillance may be increased to detect and identify the outbreak.
4. Law enforcement and public health officials will be instrumental in determining the source of the release.
5. Local hospitals and the regional medical system will treat and manage patients ill from the agent. Public Safety personnel will transport patients to appropriate medical facilities.
6. Oakwood Health District, in coordination with area medical providers, will be responsible for prophylactic treatment of persons exposed to the agent, but not exhibiting signs of illness.
7. Oakwood assets, if available, may support the Health District and medical system responses.

3.9.3 Explosive Events

Type	Description	Effects	Emergency Response Guide
Conventional	Conventional weapons including guns, rocket-propelled grenades, shoulder fired rockets, and similar weapons	<ul style="list-style-type: none"> Fragmentation casualties from projectiles, bomb fragment debris and other shrapnel. Possible blast damage to structures. Thermal effects on people on structures may be significant. Fires are possible. 	USE GUIDE 111
Explosive	Explosives include military and commercial explosives used as produced, or fashioned into improvised explosive devices	<ul style="list-style-type: none"> Fires. Secondary explosions are possible. Burn casualties. 	
Incendiary	Incendiary devices are designed to ignite fires	<ul style="list-style-type: none"> Fragmentation casualties from projectiles and other shrapnel. Possible blast damage to structures. Fires are possible. 	
Combination	Conventional explosive and incendiary materials may be used in combination to produce blast damage and fires	<ul style="list-style-type: none"> Fires. Secondary explosions are possible. Burn casualties. 	

- 1 Explosives are currently the terrorist's weapon of choice.
- 2 The Regional Bomb Squad will respond to reports of unexploded devices. The squad will also serve as Oakwood's liaison to the FBI in Crisis Management actions during incidents involving explosives.
- 3 Notify local hospitals and EMS providers so they may mobilize personnel and equipment as appropriate to the incident.
- 4 An explosion may result in mass casualties. Those casualties may also be trapped in collapsed structures necessitating search and rescue. Additional information about search and rescue can be found in ESF 9-Search and Rescue.
- 5 Responders to any explosive event should suspect secondary devices and take appropriate precautions.

3.9.4 Radiological/Nuclear

See the Radiological/Nuclear Appendix

3.10 Conventional Weapons

3.10.1 Active Shooter or Sniper Events

Emerging trends show that increasingly terrorist groups are using conventional weapons, such as firearms, to conduct attacks. The tactic allows a single individual or coordinated team(s) to produce substantial casualties in a very short time with little planning or logistical support.

The Public Safety Department will serve as the lead agency for such an incident responding as is tactically appropriate. The purpose of the response is to interrupt or truncate the attack, and to treat and transport those injured in the attack. Mass Casualty response information is available in the Catastrophic Incident Appendix.

The Rescue Task Force (RTF) is comprised of EMS personnel from multiple jurisdictions and incorporates a collaborative, regional plan. The RTF mitigates provider risks using procedures, training and protective equipment, while providing rapid stabilization, treatment and evacuation of the wounded despite hazardous conditions that would otherwise delay treatment.

Population protective actions such as shelter-in-place or evacuation may be appropriate.

3.11 Recovery

Recovery from a terrorist act will involve most of the activities associated with recovery, however, additional emphasis may need to be placed on mental health support, economic revitalization, and environmental protection. Recovery actions are addressed in ESF 14-Disaster Recovery.

4.0 SPECIALIZED RESOURCES

[This Section to be redacted prior to any public release]

The following specialized resources are available to our region for response to a terrorist event. These assets have been developed through a variety of planning and funding initiatives.

4.1 Technical Assistance

The following hotlines can provide technical assistance during a terrorist or WMD event:

Organization	Hotline Number	Description
Ohio State Patrol (OSP) Central Dispatch	(866) 599-5377 (866) 599-LERP	Chempack request.
Regional Rescue Coordination Center	(937) 333-8727 (937) 333-USAR	Pharmaceutical caches, PPE caches, additional antidotes, and technical support.
National Atmospheric Release Advisory Center (NARAC)	(925) 424-6465	CBRNE release plume modeling incorporating real-time weather and GIS data. NARAC can also provide technical assistance.
FEMA Chem/ BIO Hotline	(800) 424-8802	Provides technical assistance to state and local first responders. 24/7/365 availability
National Response Center	(800) 424-8802	Provides technical assistance and can connect caller to appropriate federal resources. 24/7/365 availability.

4.2 Pharmaceutical Cache

The region currently maintains a pharmaceutical cache for response to an attack using chemical or biological weapons. The cache will be accessed by appropriate responding agencies if required.

4.3 Chemical Packs (Chempacks)

Chempacks are drug caches designed to treat up to 500 victims of known or suspected organophosphate, carbamate (insecticide), or nerve agent exposure. They are located throughout our region and may be used by hospitals, EMS responders, and others in the wake of a chemical attack or accidental release. To request Chempack release, call the Ohio State Patrol (OSP) Central Dispatch at (866) 599-5377 [599-LERP]

4.4 Decontamination Units

Decontamination Units provide warm shower and decontamination capability for incidents involving large numbers of affected civilians

Owning Agency	Unit Description & Capability
Dayton Regional HazMat	<ul style="list-style-type: none"> • 2 Decontamination Units; DU12 is a hard-sided trailer while DU10 is based on a tent platform. • Ambulatory and non-ambulatory capability • DU12- 80 persons per hour • DU10- 18 persons per hour

4.5 Mass Casualty Supplies

A terrorist event may generate many casualties requiring an immediate influx of medical supplies and support equipment. The region has established the following units to support mass casualty incidents

Owning Agency	Contact Number	Unit Capability & Description
Dayton Fire Department	(937) 333-3473	• Unit carries supplies for 100 casualties
Dayton Airport	(937) 333-3473 (937) 333-3250	• Unit carries supplies for 50 casualties

4.6 52nd Civil Support Team (CST)

The 52nd Civil Support Team is a National Guard Units specifically tasked with homeland security. They have numerous hazardous materials capabilities, including a mobile laboratory for agent identification. The team can respond immediately upon request from a local jurisdiction and can be operational in Oakwood in about 4 hours.

4.7 Metropolitan Medical Response System (MMRS) Cities

MMRS cities throughout Ohio may be able to provide technical and materiel support.

4.8 Regional Medical Response System (RMRS) Regions

RMRS regions may also be able to provide technical and materiel support.

South West RMRS	Jerry Lautz-Cincinnati	(513) 531-0267
Northwest RMRS	Michael Wolever-Toledo Fire	(419) 467-8811
Central RMRS	Leslie Redmon- Columbus Health	(614) 645-7944

4.9 Available Federal Assets

4.9.1 National Disaster Medical System (NDMS)

In a major disaster or if local resources are overwhelmed, the NDMS may be activated. The system among other activities coordinates forward movement of patients to other unaffected regions, thus reducing the load on the local medical system.

4.9.1.1 Disaster Medical Assistance Teams (DMAT)

Activated through the NDMS with a corresponding Presidential declaration of disaster, DMATs can provide personnel and resources to augment local medical systems by establishing the following services:

- 1) Field Treatment Sites
- 2) Regional Evacuation Point
- 3) Patient Reception Point
- 4) Hospital staff and emergency room relief and augmentation
- 5) Medical care at mass shelters
- 6) Assistance with hospital or nursing home evacuation
- 7) Medical strike teams in support of FBI objectives

4.9.2 National Medical Response Teams (NMRT)

Three NMRT's exist nationwide. They must be federally activated and have the capability for multi-casualty decontamination and treatment. It will take approximately 48 hours to get them on-site.

4.9.3 FEMA Urban Search and Rescue Team

Tasked with urban search and rescue, and they are capable of operating in CBRNE environments. In addition, their medical component may be available for limited missions. Ohio Task Force One is based in Dayton.

Terrorist Incident Action Checklist

- ☐ Ensure scene safety. Be aware of secondary devices.
- ☐ Initial crews to perform reconnaissance and report conditions.
- ☐ Interdict, disrupt or truncate ongoing attack or incident if possible.
- ☐ Establish Unified Command with Intelligence function.
- ☐ Intelligence function to initiate threat assessment in conjunction with FBI and SAIC.
- ☐ Establish Safety plan and enforce PPE requirements.
- ☐ Activate appropriate Population Protective Actions; shelter-in-place, evacuation, decontamination, others.
- ☐ Establish EMS operations; notify hospitals.
- ☐ EMS to request Chempack, pharmaceutical caches, and other resources as needed.
- ☐ Initiate Search and Rescue operations as needed.
- ☐ Activate Mass Casualty actions if appropriate (Catastrophic Appendix)
- ☐ Request special resources; SWAT, Bomb Squad, HazMat, others.
- ☐ Initiate force protection and critical infrastructure protection actions.
- ☐ Make initial notifications:
 - ___ City Manager
 - ___ Public Safety Director
 - ___ Other Affected Oakwood Depts.
 - ___ Regional HazMat Coordinator
 - ___ MCOEM Duty Phone
 - ___ Oakwood Health District
 - ___ FBI
- ☐ Activate the Oakwood EOC.
- ☐ Establish an interoperable communications plan appropriate for the incident.
- ☐ Establish Joint Information Operations; JIC, JIS, others.
- ☐ Activate Mass Care actions if appropriate (ESF 6-Mass Care).
- ☐ Contact technical assistance as appropriate.
- ☐ Request Mutual Aid as appropriate.
- ☐ Begin damage assessment and emergency infrastructure repair.
- ☐ Monitor Operations and assign resources.
- ☐ Establish Mass Fatalities operations if needed.
- ☐ Expand Incident Command organization as appropriate to manage the incident.
- ☐ Integrate regional, state, and federal agencies into command structure.
- ☐ Configure for extended operations.
- ☐ Develop Incident Actions Plans for each operational period.
- ☐ Begin demobilization planning
- ☐ Initiate Recovery Actions

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

EMERGENCY OPERATIONS CENTER

1.0 PURPOSE

Oakwood's Emergency Operations Center (EOC) provides decision makers and emergency managers with a common operating picture of the event, relieves the on-scene incident commander of the burden of external coordination, secures additional resources necessary to manage the event, and other actions in support of incident goals. The EOC may provide policy direction, set resource use priorities, recommend appropriate legislative resolutions to elected leaders, and other appropriate actions. The EOC also serves as Oakwood's node within the Multi Agency Coordination (MAC) system operating in response to the event thus achieving horizontal as well as vertical coordination and integration.

1.1 EOC Responsibilities

The Oakwood EOC will perform the following functions in support of an emergency incident or event:

- Situation assessment, including information/intelligence gathering and dissemination.
- Incident prioritization.
- Critical resource allocation and acquisition.
- Provide incident support via legislation, enacting emergency powers of government, policy-level decisions, and other emergency measures.
- Information coordination and Joint Information Center (JIC) operations.
- Coordination, both horizontally and vertically, with other EOC's across the region and at the county, state, or federal levels.
- Coordination with elected and appointed officials.
- Other actions in support of incident goals.

2.0 CONCEPTS OF OPERATION

2.1 Location

The primary EOC for the City of Oakwood shall be in the municipal building; located at 30 Park Avenue. This EOC is suitable for most natural, man-made, accidental, weapons of mass destruction, or resource shortage emergencies.

Alternate Oakwood EOC locations include;

1. Oakwood Community Center, 105 Patterson Road
2. Oakwood Public Works Center, 210 Shafor Boulevard

2.2 EOC Activation

Event circumstances, e.g., no-notice event, foreseeable or forecasted event, planned event, etc., affect the manner in which Oakwood will open its EOC; however, it will generally open in one of two configurations:

2.2.1 Assessment

If activated, a small group of personnel, the EOC Assessment Team, will convene at the municipal building to monitor emerging or forecasted events such as a snowstorm, windstorm, community unrest, or other incidents that could develop into an emergency event. The Assessment Team will monitor event trends, collect information and intelligence, coordinate with other agencies, and disseminate information into a Situation Status Report (SitRep). The Assessment Team will update and advise the City Manager regarding projected conditions, next steps, and any advisable actions to prepare for, or react to, the event.

2.2.2 Operations

If an event continues to build, the Assessment Team, City Manager, or a designated and authorized individual may transition the EOC to Operations mode.

The EOC may be opened directly in Operations mode in the wake of a no-notice or little-notice event such as a building collapse, tornado strike, aircraft accident, terrorist event, etc.

When the EOC opens or is moved to Operations status, EOC staff appropriate to the incident will be notified to report to the EOC. Once the EOC is staffed and functional, it will perform any and all functions needed to support the incident as described throughout this Appendix.

2.3 Activation Authority

The City Manager has the authority to activate the EOC in either Assessment or Operations mode.

2.4 EOC Notification

Once the decision is made to activate the EOC, the City Manager, or designee, will contact all appropriate Department Heads and personnel requested for EOC Operations.

2.5 Notification Process

Initial notification that the EOC is opening will be made via phone. Those notified will contact the City Manager or Department Head to confirm they have received the notification.

In the event that phone systems are down EOC notification will be conducted using alternate means such as dispatching police crews to locate EOC personnel.

Each Department Head shall develop and maintain a recall list for EOC activations.

2.6 Configuration

2.6.1 Incident Configuration

Oakwood response organizations establish an Incident Command System at the incident scene for large or complex incidents. An Incident Commander, Command Staff, and Operations Section are normally established as appropriate for the incident.

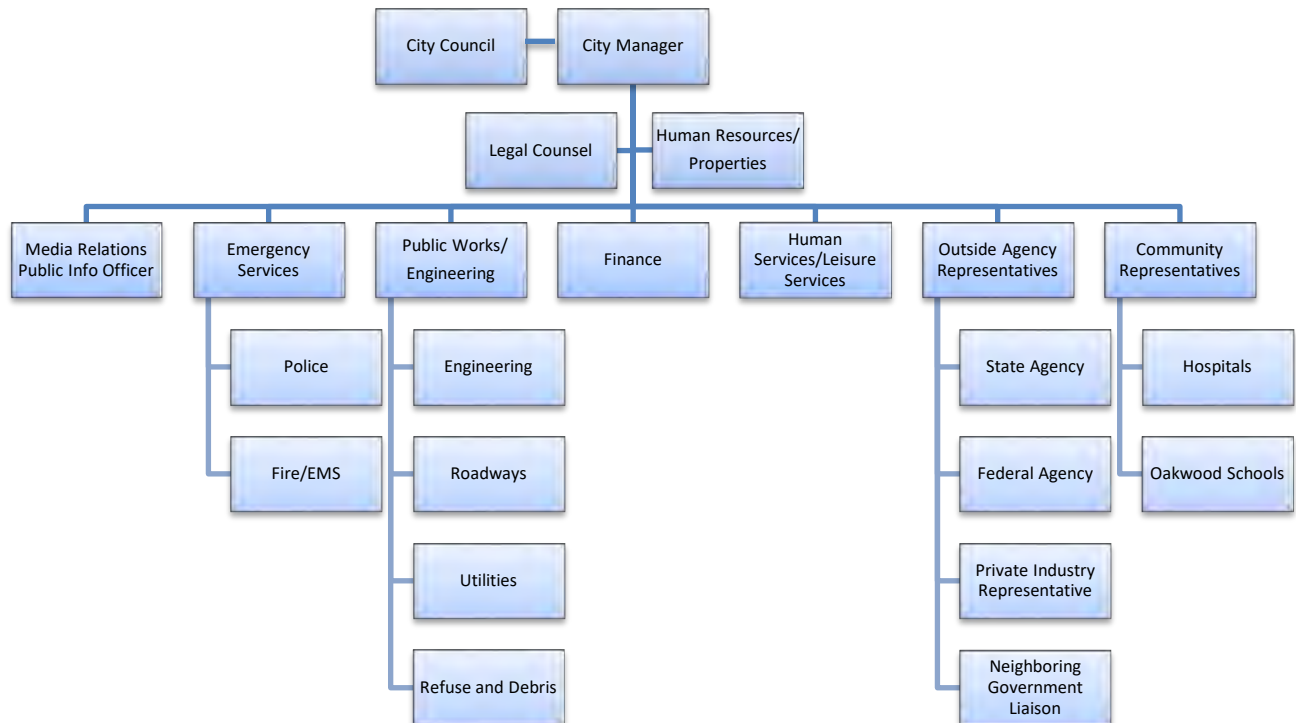
Historically, the Planning, Logistics, and Finance sections have not been established. The requirements for these sections have been either minimal in nature, or handled by elements within the established Command structure.

2.6.2 Oakwood's Hybrid EOC Configuration

- Oakwood will initially configure its Emergency Operations Center (EOC) as a **Co-Located Command Post and EOC** as described in the National Response Framework (NRF) and sometimes referred to as a ***Hybrid model***.
- In a hybrid configuration, staff within the EOC perform duties associated with both the EOC and ICS functions. As an example, the individual assigned to the ESF 13-Law Enforcement desk can contact a neighboring jurisdiction to obtain a specialized K-9 Unit (an ICS Planning function) and subsequently contact their counterpart in the county EOC to brief them on the situation (an EOC coordination function). This hybrid configuration ,i.e., staff multi-tasking ICS (Planning, Logistics, and Finance) and EOC functions, allows a small cadre to manage the workload in the initial stages of a large or complex incident.
- If the incident continues to grow in scope or complexity, staff can be added, establishing the ICS functions of Planning, Logistics, and Finance, thus transferring those duties away from the EOC staff.
- Within the EOC, staff work in close proximity to each other promoting efficient information sharing, communications, and coordination resulting in a common operating picture.
- Other functions, e.g., the Joint Information Center (JIC), the Joint Information System (JIS), and other, may also be co-located in the EOC.

CITY OF OAKWOOD

Emergency Operations Center Agency Representation



2.7 EOC Position Overview

2.7.1 Executive Group

The Executive Group is composed of the City Manager and City Council, and may include other members as required, e.g., Department Heads, members of the business community, community leaders, and others. The Executive Group may provide guidance and input to the Emergency Manager regarding policy matters and strategic goals. In addition, the Executive Group may support the event by:

- Passing emergency legislation, e.g., enacting curfews, authorizing emergency spending, declaring an emergency, and others.

- Coordinating with elected officials horizontally in surrounding communities and vertically with elected officials at the county, state, and federal levels.
- Performing citizen outreach through press releases or press conferences as arranged by the Joint Information Center (JIC).
- Other actions as necessitated by event particulars.

2.7.1.1 Emergency Manager

The City Manager is Oakwood's Emergency Manager and is responsible for all actions necessary to resolve the emergency. During an event the Emergency Manager will brief the Executive Group regarding situation status, response actions, and other pertinent information. The Emergency Manager will configure Oakwood Departments and their resources to support the incident, assure that Oakwood resource capabilities are being utilized to their maximum efficiency, communicate policy guidance from the Executive Group to the Incident Commander, suggest legislative action needs to the Executive Group, and other duties as needed.

The Emergency Manager may appoint a Deputy or Assistant Emergency Manager if appropriate to the event.

2.7.1.2 Liaison Officer

The Liaison Officer will serve as the contact and coordination point for all outside agency representatives reporting to the incident. The Liaison Officer will initially perform this role for both the ICS and the EOC.

2.7.1.3 Joint Information Center

Any event large enough to necessitate EOC activation will likely attract media attention for an extended time. The City Manager will establish a Joint Information Center (JIC) to coordinate any and all information provided to the media. The JIC will provide press releases, schedule media briefings, assure that appropriate spokespersons are available to the media, coordinate media releases with other affected jurisdictions or agencies, and provide a rumor control operation. The purpose of the JIC is to assure that all jurisdictions and agencies involved in the event speak with one voice and to reduce the possibility of releasing conflicting information.

2.7.2 EOC Operations

EOC Operations should not be confused with the Incident Command Operations Section. EOC Operations configures appropriate emergency support functions (ESF) to offload the coordination and resource location tasks from the Incident Commander. Duties may include:

- Locating additional resources when readily available resources are exhausted.
- Locating unique or specialized resources.
- Managing operations that may be beyond the scope of the Incident Scene such as volunteers, donations, mass care, and others.
- Other actions as required to support the incident

2.7.2.1 Planning Section

In Support of ICS - gathering and analyzing information, tracking and allocating resources, developing Incident Action Plans, and other duties.

As an EOC element – information/intelligence gathering and dissemination, conducting long-range planning activities such as recovery plans, may participate in regional planning efforts, and other actions in support of the EOC's mission.

2.7.2.2 Logistics Section

In Support of ICS – supporting the incident scene by providing communications, medical service, food, supplies, facilities, and ground support as required.

As an EOC element – establishing interoperable communications systems when multiple agencies are responding, may secure access and use of non-Oakwood facilities, may procure scarce or controlled supplies or materiel, and other duties as required.

2.7.2.3 Finance Section

In Support of ICS – tracking and compiling information associated with incident costs.

As an EOC element – managing compensation and claims, managing financial donations, compiling estimates associated with Damage Assessment reports, suggesting financial management strategies and emergency spending actions, coordinating with OEMA and FEMA regarding reimbursement, and other associated actions.

2.8 EOC Agency Representatives and Technical Specialists

The Oakwood EOC may include agency representatives, those whose agencies are working in support of the incident or technical specialists, and those whose technical expertise is required by some aspect of the event. Agency representatives and technical specialists will be positioned within the EOC organization as is appropriate.

Agencies that may be asked to participate in the Oakwood EOC include:

American Red Cross
Box 21

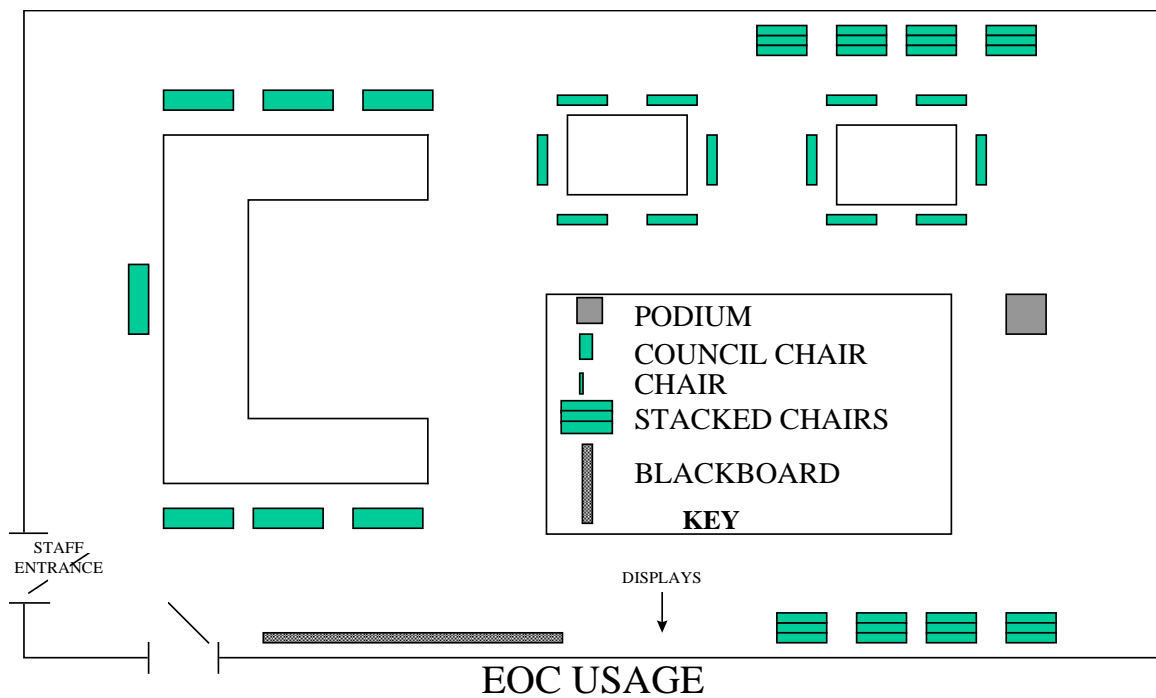
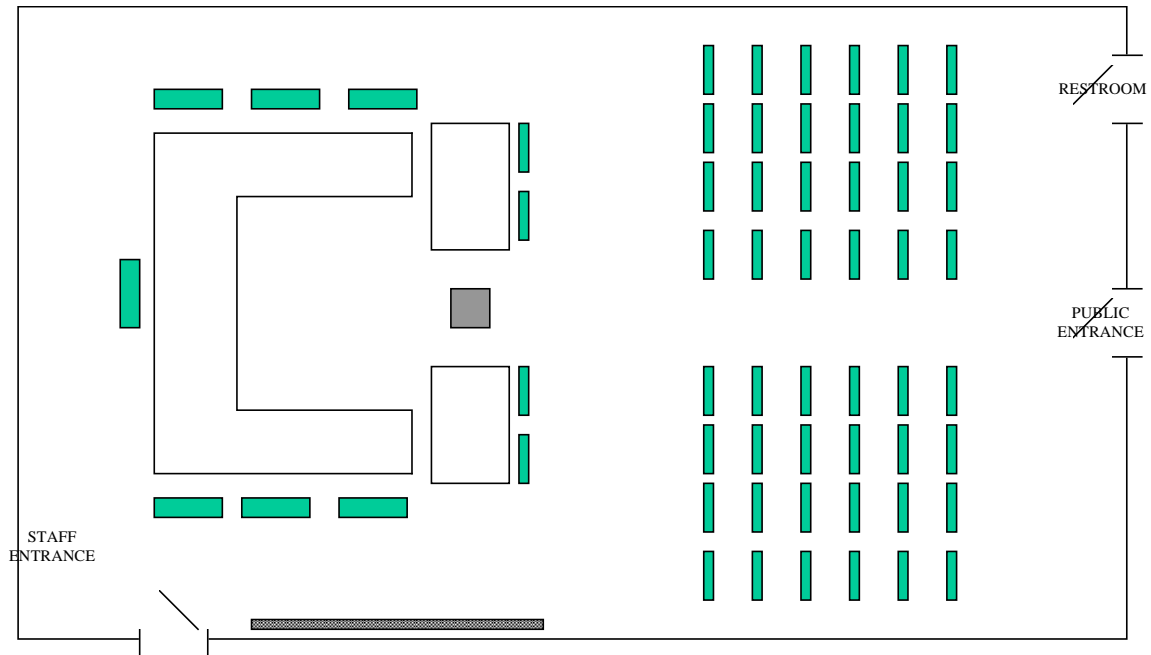
Amateur Radio Association (ARA)
Montgomery County Office of Emergency Management (MCOEM)
Public Health Dayton and Montgomery County (PHDMC)
Montgomery County Sheriff
Greater Dayton Area Hospital Association (GDAHA)
Ohio National Guard
Ohio State Patrol
Federal Bureau of Investigation
Federal Emergency Management Agency
Others

2.9 EOC Coordination / Multi Agency Coordination (MAC)

The Oakwood EOC may coordinate with the following MAC entities if they are established:

- **Montgomery County EOC** - Montgomery County may open its EOC for complex or multi-jurisdictional incident. The EOC is in the Riebold Building, 117 South Main Street, on the seventh floor.
- **State of Ohio EOC** - operated by the Ohio Emergency Management Agency (OEMA), the state EOC serves as the primary coordination point for state support of the incident. The Montgomery County Office of Emergency Management, primarily through its EOC, will serve as the conduit between the Oakwood EOC and the state EOC.

EMERGENCY OPERATIONS CENTER FLOORPLAN AND SETUP



**EMERGENCY OPERATIONS CENTER (EOC)
CHECK LIST**

**EMERGENCY OPERATIONS CENTER
ACTIVATION CHECKLIST**

CHECK

- ☐ Determine which EOC representatives have not been notified and notify.
 - ☐ CITY MANAGER
 - ☐ PUBLIC SAFETY DIRECTOR
 - ☐ SERVICE DIRECTOR
 - ☐ PERSONNEL DIRECTOR
 - ☐ FINANCE DIRECTOR
 - ☐ CITY ENGINEER
- ☐ Post sign-in log at entrance. (appendix A of this book)
- ☐ Set up furniture per floor plan. (appendix B of this book)
- ☐ Mount displays and organize maps.
- ☐ Activate phones and/or radios.
- ☐ Open **EVENT LOG** book, and log activation of EOC and any other significant events that have already occurred.
- ☐ Notify the Emergency Management Agency. (Appendix C of this book)
- ☐ Determine additional staff needed and notify.
 - ☐ ADMINISTRATIVE SUPPORT PERSONNEL
 - ☐ CITY ATTORNEY
 - ☐ SCHOOL SUPERINTENDENT
 - ☐ EMS ADVISOR

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

EMERGENCY CONTACTS

1.0 PURPOSE

The purpose of this Appendix is to outline the contact information by which Oakwood will reference during an Emergency Operation.

[This Section to be redacted prior to any public release]

2.0 OAKWOOD ELECTED AND APPOINTED CITY OFFICIALS AND DEPARTMENTS

2.1 Mayor and City Council

<u>MEMBER</u>	<u>HOME</u>	<u>WORK</u>
Mayor William Duncan	299-4569	223-7272
Vice Mayor Steven Byington	361-5466	
Robert Stephens	344-4810	293-6760
Anne Hilton	298-0382	
Chris Epley	271-5930	228-7511

2.2 Department Supervisors

<u>MEMBER</u>	<u>HOME</u>	<u>WORK</u>	<u>CELL</u>
City Manager Norbert Klopsch	750-2055	298-0600	608-1608
City Attorney Rob Jacques	776-7026	298-0600	776-7026
Public Safety Director Alan J. Hill	748-9314	298-2122	608-1595
Leisure Services Director Carol Collins	294-2155	298-0775	608-1591
Finance Director Cindy Stafford	219-6336	298-0402	219-6336
Personnel & Properties Director Jennifer Wilder	956-1106	298-0411	956-1106
Captain Mike Jones	298-6129	298-2122	546-3045
Captain Kevin Pruszyński	264-0979	298-2122	608-1594
Public Works Director Doug Spitler	422-6755	298-0777	422-6755
Public Works Foreman Tom Long	604-9699	298-0777	608-1604
Public Works Foreman David Shuey	305-3513	298-0777	608-1603
Public Works Foreman Chris Harold	765-0121	298-0777	608-1605
Water Plant Operator, Gary Dursch	855-6520	298-0777	608-1602

2.3 Health Commissioners

<u>MEMBER</u>	<u>HOME</u>	<u>WORK</u>	<u>CELL</u>
Dr. Steve Enseleit, MD Dr. John Ewing, MD		469-2087 321-4023	513-267-0154

2.4 Oakwood Public Schools

<u>MEMBER</u>	<u>HOME</u>	<u>WORK</u>	<u>CELL</u>
Dr. Kyle Ramey, Superintendent	293-1402	297-5343	974-5136
Julian & Marjorie Lange School Principal, Frank Eaton		299-8730	545-8638
Harman Elementary Principal, Sarah Patterson		297-1514	750-9390
Edwin D. Smith Elementary Principal, Lynn Cowell		297-1841	604-8437
Oakwood Junior High School Principal, Tim Badenhop		297-5347	513-594-6181
Oakwood High School Principal, Paul Waller	938-5572	297-7806	232-2554

3.0 OUTSIDE AGENCIES

3.1 Montgomery County

<u>MEMBER</u>	<u>CONTACT</u>
Montgomery County Administrator Joseph Tuss	225-4693
Montgomery County Board of Education Terry Smith	225-4598
Montgomery County Animal Shelter	898-4457
Montgomery County Combined Health District	225-4550
Montgomery County Coroner Dr. Kent Harshbarger	225-4156

3.2 Miami Conservancy District

<u>MEMBER</u>	<u>CONTACT</u>
General Manager, Michael Robinette	223-1271
Chief Engineer, Douglas Johnson	223-1271

3.3 Miami Valley Emergency Management Agency 224-8934

3.4 Miami Valley Regional Transit Authority 425-8300

3.5 Red Cross 222-6711

3.6 Dayton Regional HazMat Team

Coordinator, Denny Bristow 901-5112

3.7 Local Law Enforcement

Beavercreek PD
1388 Research Pk
Beavercreek OH 45432 426-1225

Bellbrook PD
15 E Franklin St
Bellbrook OH 45305 848-8484

Brookville PD
301 Sycamore St
Brookville OH 45309 833-2001

Butler Twp PD
3510 Sudachi Dr
Dayton OH 45414 890-2671

Centerville PD
155 W Springvalley Rd
Centerville OH 45458 433-7661

Clay Twp PD
8207 Arlington Rd
Brookville OH 45309 833-4015

Clayton PD
235 W Salem St
Clayton OH 45315 836-3500

Dayton PD
Safety Building, W Third St
Dayton OH 45401 333-2677

Englewood PD 333 W National Rd Englewood OH 45322	836-2678
Fairborn PD 70 W Hebble Ave Fairborn OH 45324	754-3000
Farmersville PD 49 E Walnut St Farmersville OH 45325	696-2522
Germantown PD 75 N Walnut St Germantown OH 45327	855-6567
Huber Heights PD 6121 Taylorsville Rd Huber Heights OH 45424	233-1565
Jackson Twp PD 316 W Walnut Dayton OH 45427	696-2522
Kettering PD 3600 Shroyer Rd Kettering OH 45429	296-2555
Miami Twp PD 2660 Lyons Rd Msbj OH 45342	443-2301
Miamisburg PD 10 N First St Msbj OH 45342	847-6600
Moraine PD 4200 Dryden Rd Moraine OH 45439	535-1166
New Lebanon PD 198 S Clayton Rd New Lebanon OH 45345	687-1341
Perry Twp PD 3025 Brookville-Johnsville Rd Brookville OH 45309	833-5487

Phillipsburg PD 10868 Brookville-Phillipsburg Rd Phillipsburg OH 45354	884-5594
Riverside PD 1791 Harshman Rd Riverside OH 45424	233-1801
Trotwood PD 3035 N Olive Rd Trotwood OH 45426	837-7777
Union PD 118 N Main St Union OH 45322	836-0912
West Carrollton PD 300 E Central Ave West Carrollton OH 45449	859-3688
Yellow Springs PD 100 Dayton St Yellow Springs OH 45387	767-7206
Xenia PD 101 N Detroit St. Xenia OH 45385	372-9901
Montgomery County Sheriff's Office 345 W 2 nd St Dayton OH 45422	225-4357
Greene County Sheriff's Office 120 E Main St Xenia OH 45385	562-4800
Liquor Control Department of Regional Office 8238 Winton Rd Cincinnati OH 45231	614-644-2360

3.8 Ohio State Highway Patrol

Montgomery County Post 400 Smith Dr Clayton OH 45322	832-4794
Greene County Post 517 Union Rd, Xenia OH 45385	372-7671
District #5 401 W US 36, Piqua OH 45356	773-1131

4.0 RADIO TEMPLATE

Oakwood Public Safety 7x Template FINAL 081116dl.xlsx

Page 1

County Zone	Zone 1	Zone 2	Zone 3F	Zone 3P	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
Ch	Z1	Z2	Z3 HOSP	57C WLE	57LE PSAPS	57LE PSAPS	57LE OTHER	57C COURT	OSP	57LE BUTLER A
1	57 OAK PS	57OAKPS	57OAKPS	57 LE 1 Countywide	57 CVPD DISP	57 RDC NORTH	57 SCC PD	57 JAIL	DAYTON 1	09 CALL
2	57OPS 64	57OAKC WIDE	57KMC	57 LE 2 Countywide	57 CVPD TAC 1	57 RDC SOUTH	57 SCC TAC 1	57 DPD COURT	DAYTON 2	09 TALK
3	57OPS 65	57UDPD	57MVH	57 LE 3 Countywide	57 DPD RCRD	57 RDC EAST	57 RANGER	57 SD CRT SEC	DAYTON 3	09 LE INFO
4	57MEDIC 6 B	57UDPD TAC 1	57CMC	57 LE 4 Countywide	57 DPD EVTS	57 RDC WEST	57 RNGR CC	57 PROS	PIQUA	09 J-CALL
5	57KFD DISP	57RDC NORTH	57GSH	57 LE 5 Countywide	57 DOA PD	57 RDC CENRL	57 UD PD	57 MC APD	SPRGFLD	09 LAW 05
6	57OPS 62	57RDC CENRL	57GSH N	57C W1	57 EPD DISP	57 RDC TAC 1	57 UD TAC 1	57 JUV CT DET	LEBENON	09 LAW 06
7	57OPS 63	57RDC SOUTH	57GVH	57C W2	57 EPD TAC 1	57 RDC TAC 2	57 VA PD	57 MC JUV CAS	PURSUIT 1	09 LAW 07
8	57MEDIC 6 A	57RDC WEST	57HETC	57C W3	57 HHPD DISP	57 RDC TAC 3	57 VA TAC 1	OPEN	PURSUIT 2	09 LAW 08
9	57RDC FIRE 1	57RDC EAST	57MVH S	57C W4	57 HHPD TAC 1	57 RDC TAC 4	57 GVH PD	OPEN	PURSUIT 3	09 LAW 09
10	57OPS 8 A	57MOPD DISP	57SVH	57C W5	57 KPD DISP	57 RDC TAC 5	57 GVH TAC 1	OPEN	PURSUIT 4	09 LAW 10
11	57OAK TAC 1	57C VLPDIS	57SYC	57 MCOEM	57 KPD TAC 1	57 RDC RCRD 1	57 MVHP DISP	OPEN	PURSUIT 5	09 LAW 11
12	57OAK TAC 2	57 WCPD	57VA	57 MCJAIL	57 MOPD DISP	57 RDC RCRD 2	57 MVHP TAC 1	OPEN	PURSUIT 6	09 LAW 12
13	57 KPD DISP	57CORONER	57ED1	57 MCARC	57 MOPD TAC 1	57 RDC HELP	57 GSHPD DISP	OPEN	PURSUIT 7	09 LAW 13
14	57 UDPS	57MVCC-1	57ED2	57CORONER	57 OAK PS	57 VPD DISP	57 GSHPD TAC 1	OPEN	DOT-FSP	09 LAW 14
15	57 RDC EAST	8CALL30 D	R3 MCI	57RTASUPV	57 OAKPS TAC 1	57 VPD TAC 1	57 WCPD TAC 1	OPEN	7AG58D	09 LAW 15
16	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	7AG60D	09 LAW 16
	User Defined	User Defined	Hospital Zone User Defined (Example)		Encrypt ADP SW				*Main Ca Region	Encrypt ADP SW

City of Oakwood Emergency Operations Plan

Oakwood Public Safety 7x Template FINAL 081116dl.xlsx

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CL	Zone 10	Zone 11	Zone 12	Zone 13	Zone 14	Zone 15	Zone 16	Zone 17	Zone 18	Zone 19
CL	09LE BUTLER B	12LE CLARK	29LE GREENE	68LE PREBLE	83LE WARREN 1	83LE WARREN 2	55LE MIAMI	57FD40	57FD60	57FD70
1	09 EVNT 01	12SODISP	29SODISP	68SODISP1	83PD PRI 1	83PD PRI 1	55LE-1	57 OAK PS	57 OAK PS	57 OAK PS
2	09 EVNT 02	12SOTC1	29BVPDIS	68SODISP2	83PD PRI 2	83PD PRI 2	55LE-2	57OPS 42	57OPS 62	57OPS 72
3	09 EVNT 03	SO-12	29FBPDIS	68SO-TA	83 HAILING	83 HAILING	55LE-TAC1	57OPS 43	57OPS 63	57OPS 73
4	09 EVNT 04	12SPD1	29XCPDIS	SO-68	83 NIMS	83 NIMS	55LE-TAC2	57OPS 44	57OPS 64	57OPS 74
5	09 MA 05	12SPD2	29SBPDIS	SC68EMG	83 TAC 2	83 TAC 12	55LE-TAC3	57OPS 45	57OPS 65	57OPS 75
6	09 MA 06	OPEN	29WSUDIS	OPEN	83 TAC 3	83 TAC 13	55LE-TAC4	57OPS 46	57OPS 66	57OPS 76
7	09 MA 07	OPEN	29YSPDIS	OPEN	83 TAC 4	83 TAC 14	55-311	57OPS 47	57OPS 67	57OPS 77
8	09 MA 08	OPEN	29LETAC1	OPEN	83 TAC 5	83 TAC 15	OPEN	57OPS 48	57OPS 68	57OPS 78
9	09 MA 09	OPEN	29LETAC2	OPEN	83 TAC 6	83 TAC 16	OPEN	57OPS 49	57OPS 69	57OPS 79
10	09 MA 10	OPEN	29LETAC3	OPEN	83 TAC 7	83 TAC 17	OPEN	57MEDIC 4A	57MEDIC 6A	57MEDIC 7A
11	09 MA 11	OPEN	29LETAC4	OPEN	83 TAC 8	83 TAC 18	OPEN	57MEDIC 4B	57MEDIC 6B	57MEDIC 7B
12	09 MA 12	OPEN	29Cw 1	OPEN	83 TAC 9	83 TAC 19	OPEN	57MEDIC 4C	57MEDIC 6C	57MEDIC 7C
13	09 MA 13	OPEN	29Cw 2	OPEN	83 TAC 10	83 TAC 20	OPEN	57HUBER FD DISP	57KETRING FD	57ENGLW/D FD
14	09 MA 14	OPEN	29Cw 3	OPEN	83 TAC 11	83 TAC 11	OPEN	57VANDLA FD DIS	57OAKWOOD PS	57MORAINIE FD
15	09 MA 15	OPEN	29Cw 4	OPEN	83 PRIM 2	83 PRIM 1	OPEN	57 HHFDIS 2	57WASH T FD	57W CARROL FD
16	09 MA 16	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC31D PD	8TAC33D FD	8TAC33D FD	8TAC33D FD

Zone 20	CL	Zone 21	Zone 22	Zone 23	Zone 24	Zone 25	Zone 26	Zone 27	Zone 28	Zone 29
57FD40	CL	57FD90	57PUBWORK	57PUBWORK	7-STAC I/O	7CALL50	7CALL70	7LAW61	7FIRE83	7AG-OFCA
57 OAK PS	1	57 OAK PS	57BUTLER SRV	57MORaine SRV	8CALL90 PRW	7CALL50	7CALL70	7LAW61	7FIRE83	7AG88D L2
57RDCFIRE2	2	57RDCFIRE2	57CENTRVIL SRV	57MC ENGINEER	8TAC30D	7TAC50D	7CALL70D	7LAW61D	7FIRE83D	7AG58D
57OPS 83	3	57OPS 93	57CLAYTON SRV	57MC SANITARY	8TAC31 GT	7TAC51	7TAC71	7LAW62	7FIRE84	7AG60D
57OPS 84	4	57OPS 94	57CLAY TWP SRV	MIAMI TWP SRV	8TAC31D	7TAC51D	7TAC61D	7LAW62D	7FIRE84D	7AG67D
57OPS 85	5	57OPS 95	57DAY STREET	57MBURG SRV	8TAC32 BC/VAND	7TAC52	7TAC72	7FIRE63	7MED86	7AG68D
57OPS 86	6	57OPS 96	57DAY HIWAY	57NEW LEB SRV	8TAC32D	7TAC52D	7TAC72D	7FIRE63D	7MED86D	7AG78D
57OPS 87	7	57OPS 97	57DAY WATER	57OAKWOOD SRV	8TAC33 HH	7TAC53	7TAC73	7FIRE64	7MED87	7AG80D
57OPS 88	8	57OPS 98	57ENGLW SRV	57PERRY TWP SRV	8TAC33D	7TAC53D	7TAC73D	7FIRE64D	7MED87D	7AG85D
57OPS 89	9	57OPS 99	57GERMTWN SRV	57PHILBRG SRV	8TAC34 PRDT	7TAC54	7TAC74	7MED65	7MOB59	OFCA 1
57OPS 80	10	57OPS 30	57GERMTWP SRV	57RIVERSID SRV	8TAC34D	7TAC54D	7TAC74D	7MED65D	7MOB59D	OFCA 2
57OPS 8A	11	57OPS 9A	57HARRISON SRV	57TROTWD SRV	57 RPT 1 (DAYCO)	7TAC55	7TAC75	7MED66	7MOB79	OSFA-1
57OPS 8B	12	57OPS 9B	57HUBER SRV	57UNION SRV	57 RPT 1 D	7TAC55D	7TAC75D	7MED66D	7MOB79D	OPEN
57OPS 8C	13	57OPS 9C	57JEFF TWP SRV	57VANDL SRV	57 RPT2 (BKVL)	7TAC56	7TAC76	7LAW81	7DATA69	OPEN
57OPS 8D	14	57OPS 9D	57JACKSN TWP SRV	57WASH SRV	57 RPT 2 D	7TAC56D	7TAC76D	7LAW81D	7DATA69D	OPEN
57RDCFIRE1 58023 E2A7	15	57AIRPORT FIRE	57KETT GOV 1	OPEN	57 DOA RPT 3 (Airport)	7TAC57	7GTAC77	7LAW82	7DATA89	OPEN
8TAC33D FD	16	8TAC33D FD	SW ROAD TAC	SW Transport	57 DOA RPT 3D	7TAC57D	7GTAC77D	7LAW82D	7DATA89D	OPEN

Zone 30	CL	Zone 31	Zone 32	Zone 33	Zone 34	Zone 35
MARCS	CL	LECOMM	ECOMM1	ECOMM2	SCOMM	575PLOPS
MARCS 1	1	LECOMM1	MCALL1	ECOMM15	SCALL	57 KPD SWAT1
MARCS 2	2	LECOMM2	MCOMM1	ECOMM16	SCOMM1	57 KPD SWAT2
MARCS 3	3	LECOMM3	MCALL2	ECOMM17	SCOMM2	57 SWAT CW
MARCS 4	4	LECOMM4	MCOMM2	ECOMM18	SCOMM3	57 CW/SW/TOPS
MARCS 5	5	LECOMM5	MCALL3	ECOMM19	SCOMM4	57DPSWAT
MARCS 6	6	LECOMM6	MCOMM3	ECOMM20	SCOMM5	57DPSW/TOP
MARCS 7	7	LECOMM7	MCALL4	ECOMM21	SCOMM6	57DPSWHNT
MARCS 8	8	LECOMM8	MCOMM4	ECOMM22	SCOMM7	23RRTAC
MARCS 9	9	LECOMM9	ECOMM7	ECOMM23	SCOMM8	23RRTOP1
MARCS 10	10	LECOMM10	ECOMM8	ECOMM24	SCOMM9	23RRTOP2
MARCS 11	11	LECOMM11	ECOMM9	ECOMM25	SCOMM10	23RRTOP3
MARCS 12	12	LECOMM12	ECOMM10	ECOMM26	SCOMM11	7LAW/61D
MARCS 13	13	LECOMM13	ECOMM11	ECOMM27	SCOMM12	7LAW/81D
MARCS 14	14	LECOMM14	ECOMM12	ECOMM28	BLANK	BLANK
MARC-RPT1	15	LECOMM15	ECOMM13	DYN RGRP	BLANK	BLANK
MARC-RPT2	16	LECOMM16	ECOMM14	HELP DESK	BLANK	8TAC/91D PD

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

DIRECTIONS FOR CONTACTING THE GOVERNOR

1.0 PURPOSE

The purpose of this Appendix is to outline the operational procedure by which Oakwood will make contact with the Governor of Ohio.

2.0 POLICIES

The City Manager or their duly authorized representative will ensure all local resources be exhausted before making contact with the Governor.

3.0 CONCEPTS OF OPERATIONS

Governor of Ohio contact phone numbers:

During business hours	614-466-4363
After business hours	614-466-2660

3.1 In natural or man-made disasters provide the following information

- Specific type of help needed
- Name and title of individual making request
- Description of disaster
- Estimate number of persons affected
- Estimate of damage to public and private property
- Statement of actions taken by local agencies and authorities

3.2 In civil disturbances provide the following information

- Name and title of individual making request
- Description of disorder
- Estimate number of persons involved
- Identify persons or groups involved
- Number of law enforcement officers available and an explanation statement of actions taken

3.3 Sending a confirming telegram to the Governor

- A telegram sent to the Governor should contain all information provided for either a disaster or disturbance.

**Office of the Governor
State House
Columbus, Ohio 43215**

Copy to:

**The Adjutant General
2825 West Granville Rd.
Worthington, Ohio 43085**

3.4 Ohio Emergency Management Agency (OEMA)

- 24 Hour contact number: 614-889-7150
- Initial contact to the OEMA will be made by the Montgomery County Emergency Management Agency.

CITY OF OAKWOOD EMERGENCY OPERATIONS PLAN APPENDIX

ANNUAL INSPECTION AND UPDATE

1.0 PURPOSE

The purpose of this Appendix is to outline the policies by which Oakwood will inspect and update the Emergency Operation Plan.

2.0 POLICIES

By order of the City Manager, each officially issued copy of the City of Oakwood Emergency Operations Plan shall be inspected for accuracy and completeness in January, February, or March of each calendar year. Updates of an emergent nature shall be distributed and replaced in each copy immediately upon release. Each copy of the Emergency Operations Plan shall contain a log of annual inspection and insertion of released updates.

3.0 RECORD OF ANNUAL INSPECTION

Copy of Manual: _____

YEAR	DATE OF INSPECTION	NAME OF INSPECTOR	SIGNATURE
2020			
2021			
2022			
2023			
2024			
2025			
2026			
2027			
2028			
2029			

4.0 RECORD OF UPDATES/INSERTIONS

Copy of Manual: _____

DATE	DESCRIPTION OF INSERTION / UPDATE INSERTED	PERSON INSERTING UPDATE	SIGNATURE

EMERGENCY INCIDENT COMMAND

203.1 POLICY

It is the policy of the Oakwood Public Safety Department to implement the Incident Command System on all emergency calls where the size of the incident, its complexity or potential impact require teamwork and a strong direct overall command from the time of arrival. Incident Command will also be used anytime the department responds to a hazardous materials incident.

203.2 PURPOSE

The purpose of this procedure is to provide a command and communications framework for emergency incidents. This system shall apply to all emergency calls where the size of the incident, its complexity or potential impact requires teamwork and strong direct overall command from the time of arrival. This procedure is to ensure that the responsibility for the resolution of any incident is clearly fixed and that in assuming command we provide a base upon which the department can systematically implement its operations.

203.3 PROCEDURE

203.3.1 INCIDENT COMMANDER (IC)

The Incident Commander has the tactical and organizational responsibility for bringing an emergency incident under control. This command begins at the time of arrival at the incident and continues until the incident is resolved or the scale of the incident no longer requires continuation of the Incident Command System. The IC can be any officer of the department up to and including the City Manager.

203.3.2 ASSUMPTION OF COMMAND

Assumption of command begins with the arrival of the first officer at the scene and continues until the incident is controlled or command is properly transferred to a higher authority. At the initial level command may be implied, meaning the first arriving officer must begin to deal with emergency at hand versus establishing formal command. The responsibility for overall emergency resolution is just as real and rests with the first arriving officer until command is properly transferred and formally established.

Command will normally transfer to the first arriving Command Officer once he has communicated with on-scene personnel. The Crew Commander will formalize command by advising the dispatcher he is on the scene, state he is in command and give a location where command will be located.

The Crew Command Officer will utilize the Personnel Accountability System any time the incident is likely to expand beyond the initial response, e.g. a recall of off duty personnel or mutual aid resources to the scene. The Incident Commander will utilize the Incident Command vest and helmet identification shields and be responsible for tracking the whereabouts of all crews operating at the emergency incident.

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EMERGENCY INCIDENT COMMAND

203.4 SECTOR OFFICERS

The Incident Commander should generally remain at the command post until the situation is under control. This will allow for command to be quickly located in the event a serious problem or crisis develops and information cannot be communicated by radio. At large scenes involving numerous personnel, command should assign Sector Officers and rely on them for status updates as to conditions, progress or potential problems in specific areas. The number of sectors will depend on the size of the incident.

Sector Officers allow command to be focused on the entire emergency scene and not develop tunnel vision to a specific area or problem. If the Incident Commander leaves the command post temporarily, he should make every effort to assign someone to remain at the command post who will know his whereabouts in the event information is needed to be relayed by personnel without access to radio communications or when radio traffic might otherwise be inappropriate.

203.5 COMMUNICATIONS

The Incident Command is responsible for maintaining communications between themselves, units on the scene and dispatch.

203.6 EMERGENCY EVACUATION

In the event it becomes necessary to have crews immediately vacate a structure or environment where an immediate danger exists from collapse or some other hazard, a radio broadcast will be made to abandon the building or area. This will be followed by a 20 second blast of the engine's air horn. Command will immediately commence a recall. All crews will abandon the structure or hazard area and report to command or their Sector Officers as part of the recall procedure. Command will then verify all personnel are accounted for.

Any officer may communicate directly with the Incident Commander or dispatch regarding an immediate hazard that would justify an emergency evacuation or require crews to be moved or repositioned.

203.7 SECTORS

Sectoring is simply dividing an incident into smaller work units or areas. Sectors reduce the span of control of the Incident Commander and allow him to communicate with other supervisors managing components of the incident. Each Sector Officer is responsible for his assigned area of operation. The Sector Officer operates with the same responsibilities as the Incident Commander but limited to his specific sector of operation. He is responsible for developing a plan to address command's objectives for his sector, maintaining accountability and safety of assigned personnel and keeping Incident Command informed as to progress and resources needed in his sector. All requests by the Sector Officer must go through Incident Command.

When effective sectors have been established, Command can concentrate on overall strategy and resource allocation. Command may establish a sector to perform functions as required by the situation including but not limited to safety, interior operations, roof operations, research, planning,

Oakwood Public Safety Department

Oakwood Public Safety Department Policy Manual

EMERGENCY INCIDENT COMMAND

water supply, staging/manpower, medical, rehab, and traffic and perimeter control. Sector Officers must have a radio or be in a position to directly communicate with Command at all times.

Any officer can be assigned the responsibilities of a Sector Officer. Command should communicate his expectations to the Sector Officer. Some examples include:

Command may assign the Interior Sector to size-up interior conditions, coordinate search and rescue, locate the fire, confine and extinguish it. Interior is directly responsible for accountability of personnel assigned to this sector and should be able to maintain direct communications with them to limit unnecessary radio traffic. The Interior Sector would need to maintain adequate crews and communicate tactical needs to accomplish objectives, which could include requesting ventilation, additional hose crews or personnel to open up walls and ceilings, etc.

On larger emergency scenes where the Incident Command cannot function as Safety Officer, he should consider assigning a Safety Sector Officer. Safety Sector is responsible for overall safe fire ground and emergency scene operations. Safety Sector has the full authority to stop unsafe practices, identify potential hazards (and notify Incident Command and crews), assure personnel are wearing proper protective equipment and getting relief as necessary. The Safety Sector Officer if so designated will, as soon as practical, don the Safety Officer vest and helmet shield so all crews at the scene know this individual's responsibility and authority.

When an emergency incident requires mutual aid assistance and recall of off-duty personnel, Incident Command should designate a Staging Sector or Manpower Sector. The Staging/Manpower Sector is responsible to Command for maintaining a list of resources available to him. As crews need relief, Staging/Manpower Sector tracks who is available for assignment and who is in rehab on break. Recalled personnel will check in with Incident Command upon arrival at an emergency scene or may be directed by Incident Command through the dispatcher to respond to the staging manpower area to await assignment.

The Staging/Manpower Sector Officer will as soon as practical don the manpower vest and helmet shield,

203.8 STAGING

Staging is the gathering of uncommitted resources at a location close but apart from the emergency scene where they can be quickly assigned or directed to handle a secondary emergency should it arise. The decision to stage and the location of the staging area will be made by the Incident Commander. He will notify the dispatcher and designate which resources he wishes to stage and their location. Staging is useful when the department receives significant mutual aid or recalls numerous personnel to an emergency scene.

In instances where staging is necessary, Command should designate a Staging/Manpower Sector Officer who will be responsible for the staging area and the assignments given to resources within including:

Oakwood Public Safety Department

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EMERGENCY INCIDENT COMMAND

Maintenance of a log of all resources within the staging area to track current resources available so Command can request additional resources.

Ensure equipment is parked in an appropriate manner.

Under the direction of Command assign resources to sectors directing them where to go and who to report to.

203.9 CIVIL EMERGENCY OPERATIONS PLAN

A civil emergency is defined as, "any event that would require a significant diversion of routine municipal resources and service scheduling for the purpose of eliminating or reducing any danger to persons or property." Each officer, whether on or off duty, has an obligation to report, through the department's chain of command, any knowledge of an impending or existing "civil emergency". Establishing command at each emergency incident allows for such implementation of the City's emergency operations plan as a natural and orderly transition.

The emergency operations plan provides a framework within which City resources can respond to any civil emergency. The plan delineates authority to manage, chain of command, development and staffing of an emergency operations center (EOC). The plan also identifies resources available to the City and suggested citizen action which might be taken in response to specific emergency circumstances.

Each officer is responsible for maintaining a working knowledge of the emergency operations plan promulgated under the authority of Codified Ordinance 150.

203.10 RESPONSIBILITY

It shall be the responsibility of the Administrative Captain to review this policy and make recommendations to the Public Safety Director regarding necessary changes and/or modifications.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____																
3. Objective(s):																	
4. Operational Period Command Emphasis:																	
General Situational Awareness																	
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:																	
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"><tr><td style="width: 33%;"><input type="checkbox"/> ICS 203</td><td style="width: 33%;"><input type="checkbox"/> ICS 207</td><td style="width: 34%;"><u>Other Attachments:</u></td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td><td><input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 206</td><td></td><td><input type="checkbox"/> _____</td></tr></table>			<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____	<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<u>Other Attachments:</u>															
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents	<input type="checkbox"/> _____															
<input type="checkbox"/> ICS 206		<input type="checkbox"/> _____															
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____																	
8. Approved by Incident Commander: Name: _____ Signature: _____																	
ICS 202	IAP Page _____	Date/Time: _____															

ICS 202

Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p><u>S</u>pecific – Is the wording precise and unambiguous?</p> <p><u>M</u>easurable – How will achievements be measured?</p> <p><u>A</u>ction-oriented – Is an action verb used to describe expected accomplishments?</p> <p><u>R</u>ealistic – Is the outcome achievable with given available resources?</p> <p><u>T</u>ime-sensitive – What is the timeframe?</p>
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	Incident Action Plan (the items checked below are included in this Incident Action Plan): <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/ Tides/Currents <u>Other Attachments:</u>	Check appropriate forms and list other relevant documents that are included in the IAP. <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by Incident Commander <ul style="list-style-type: none"> • Name • Signature • Date/Time 	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none"> • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer 	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none"> • Agency/Organization • Name 	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none"> • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists 	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	Logistics Section <ul style="list-style-type: none"> • Chief • Deputy Support Branch <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit Service Branch <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	Operations Section <ul style="list-style-type: none"> • Chief • Deputy • Staging Area Branch <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group Air Operations Branch <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	Finance/Administration Section <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: _____ Division: _____ Group: _____ Staging Area: _____																
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____																				
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information																
Resource Identifier	Leader																			
6. Work Assignments:																				
7. Special Instructions:																				
8. Communications (radio and/or phone contact numbers needed for this assignment): <table border="0"><tr><td style="width: 30%;">Name/Function</td><td style="width: 30%;"><u>Primary Contact:</u> indicate cell, pager, or radio (frequency/system/channel)</td><td style="width: 40%;"></td></tr><tr><td>/</td><td></td><td></td></tr><tr><td>/</td><td></td><td></td></tr><tr><td>/</td><td></td><td></td></tr><tr><td>/</td><td></td><td></td></tr></table>						Name/Function	<u>Primary Contact:</u> indicate cell, pager, or radio (frequency/system/channel)		/			/			/			/		
Name/Function	<u>Primary Contact:</u> indicate cell, pager, or radio (frequency/system/channel)																			
/																				
/																				
/																				
/																				
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____																				
ICS 204	IAP Page _____	Date/Time: _____																		

ICS 204

Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

[illegible]

ICS 205

Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

[illegible]

ICS 205A

Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

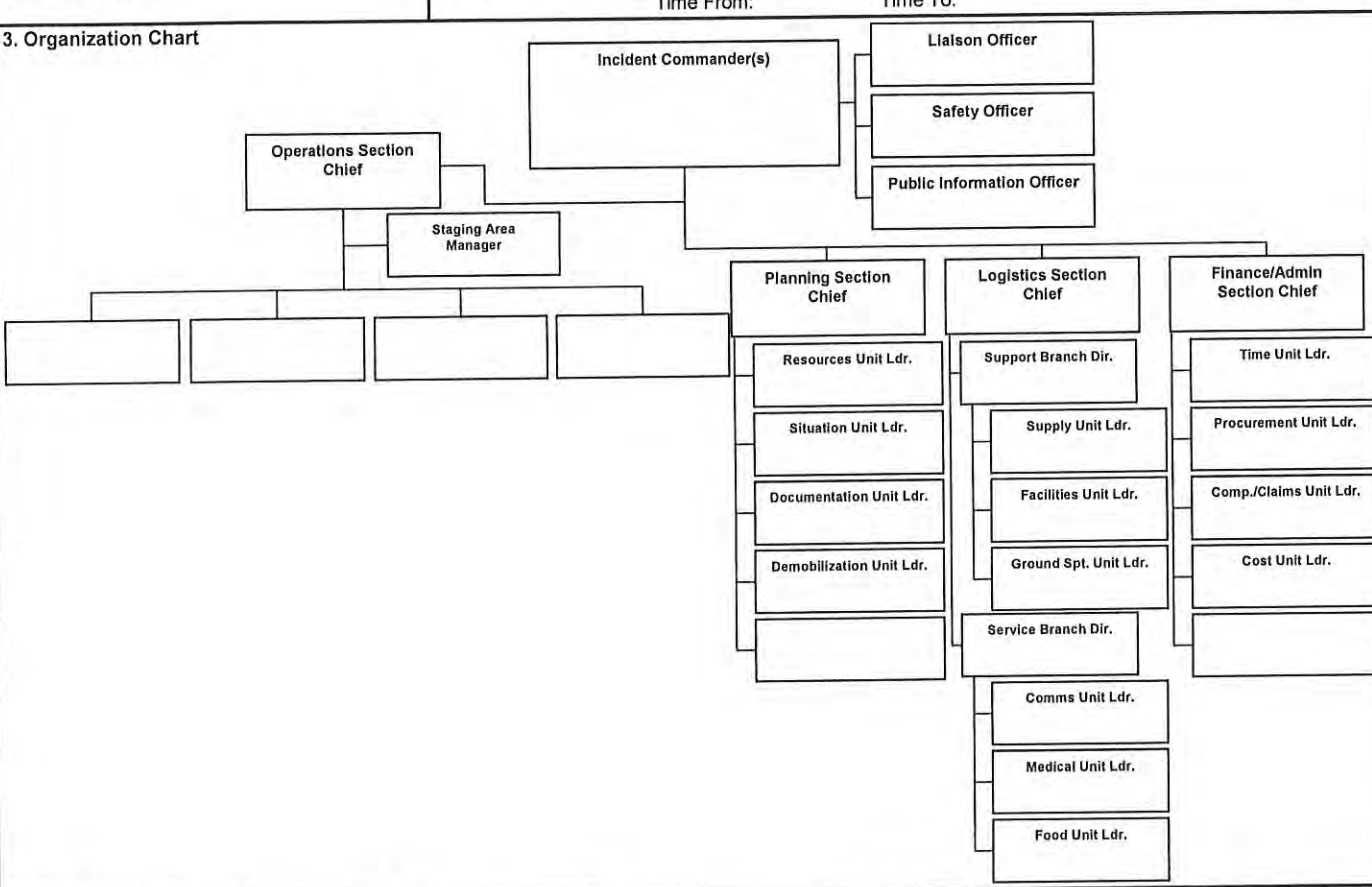
Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Organization Chart		
 <pre> graph TD IC[Incident Commander(s)] LO[Liaison Officer] SO[Safety Officer] PIO[Public Information Officer] OSC[Operations Section Chief] SAM[Staging Area Manager] PSC[Planning Section Chief] LSC[Logistics Section Chief] FASC[Finance/Admin Section Chief] IC --- LO IC --- SO IC --- PIO IC --- OSC IC --- SAM IC --- PSC IC --- LSC IC --- FASC OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- RUL[Resources Unit Ldr.] PSC --- SUL[Situation Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SUL2[Supply Unit Ldr.] LSC --- FLU[Facilities Unit Ldr.] LSC --- GSPU[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- CU[Comms Unit Ldr.] LSC --- MU[Medical Unit Ldr.] LSC --- FU[Food Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CCU[Comp./Claims Unit Ldr.] FASC --- CU2[Cost Unit Ldr.] FASC --- U6[] </pre>		
ICS 207	IAP Page ____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

MEDICAL PLAN (ICS 206)

1. Incident Name:	2. Operational Period: Date From: _____ Time From: _____	Date To: _____ Time To: _____					
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency					
		Paramedics on Site?					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency					
		Level of Service					
		<input type="checkbox"/> ALS <input type="checkbox"/> BLS					
		<input type="checkbox"/> ALS <input type="checkbox"/> BLS					
		<input type="checkbox"/> ALS <input type="checkbox"/> BLS					
		<input type="checkbox"/> ALS <input type="checkbox"/> BLS					
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____							
8. Approved by (Safety Officer): Name: _____ Signature: _____							
ICS 206		IAP Page _____		Date/Time: _____			

ICS 206 Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	<ul style="list-style-type: none"> • Name 	Enter name of the medical aid station.
	<ul style="list-style-type: none"> • Location 	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	<ul style="list-style-type: none"> • Contact Number(s)/Frequency 	Enter the contact number(s) and frequency for the medical aid station(s).
	<ul style="list-style-type: none"> • Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	<ul style="list-style-type: none"> • Ambulance Service 	Enter name of ambulance service.
	<ul style="list-style-type: none"> • Location 	Enter the location of the ambulance service.
	<ul style="list-style-type: none"> • Contact Number(s)/Frequency 	Enter the contact number(s) and frequency for the ambulance service.
	<ul style="list-style-type: none"> • Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS 	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	• Travel Time • Air • Ground	Enter the travel time by air and ground from the incident to the hospital.
	• Trauma Center <input type="checkbox"/> Yes Level: _____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

ICS 207

Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none">• Complete the incident organization chart.• For all individuals, use at least the first initial and last name.• List agency where it is appropriate, such as for Unified Commanders.• If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At:		
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 208	IAP Page _____	Date/Time: _____

ICS 208

Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).