

Promulgation Statement:

The Butler County Emergency Management Agency Executive Board recognizes that preparedness to disasters consists of many diverse, but interrelated elements. Each one of these elements must be intrinsically linked together through local government agencies, private support agencies, and the public. The Butler County Emergency Operations Plan is an integral element in the effort to provide the mitigation, preparedness, response, and recovery actions that will assure the public welfare is restored and preserved.

Disasters create an abrupt escalation in the material needs of a community as well as the sudden need to reorganize resources and specific personnel. Disorganization of the necessary resources and personnel required to address an emergency situation can lead to many lives lost. Therefore, the failure to develop a sound emergency operations plan may lead to disorganized salvage type activities instead of the necessary structured and coordinated response efforts.

Planning for a population's protection must be a cooperative effort to mitigate or minimize the effects of natural, technological, including hazardous materials, civil, and/or attack related disasters, protect lives and property; and restore the damaged area to its pre-disaster status with a minimum of social and economic disruption.

This emergency operations plan is a statement of policy that assigns tasks to specific personnel and agencies in the event of an emergency or disaster. In addition, this plan is consistent with the emergency planning requirements set forth in Chapters 5502 and 3750 of the Ohio Revised Code.

The Butler County Emergency Management Agency is dedicated to the maintenance and preservation of this plan.

Gary Salmon, Chairman,
Butler County EMA Executive Board

Date

1. Introduction

Butler County Emergency Operations Plan (EOP):

- Chapter 5502.22 of the Ohio Revised Code requires that all emergency management agencies develop an emergency operations plan (EOP) that is consistent with all federal regulations for such plans.
- The Butler County EOP is based on fifteen (15) Emergency Support Functions (ESFs) which are headed by lead agencies in coordination with support agencies that are selected based upon their authorities, knowledge, resources and capabilities. Emergency Support Functions are the primary ways that assistance to disasters and emergencies are managed at the local level.
- This plan will be activated at the discretion of the appropriate local authorities and/or the Butler County Emergency Management Director in the case of an emergency or disaster situation.

2. Purpose

- Ensure timely and efficient emergency response and recovery.
- Utilize the appropriate resources to protect the health, safety, and well-being of those affected by the event.
- Provide restoration and rehabilitation of persons and areas affected by the event in a judicious and timely manner.

3. Scope

The EOP:

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

4. Situation

a. Geography

- Butler County is located in the southwestern portion of the State of Ohio. It lies north of Hamilton County, south of Preble County, southwest of Montgomery County, west of Warren County, and just east of the Indiana state line.
- The county covers a 467.27 square mile area. The 2010 census showed the population to be 368,130. It has six (6) cities, thirteen (13) townships, and six (6) villages. The majority of the population resides in the six cities located within the county. The highest populated city is Hamilton followed by Middletown, Fairfield, Oxford, Monroe, and Trenton. The

highest populated village is New Miami while West Chester accounts for the highest population among townships. The county is at its peak population when Miami University, located in the City of Oxford, is in session from late August through early May.

- The climate in Butler County is considered mild. The average rainfall is about 40 inches annually while snowfall averages about 24 inches annually. During the warmer months of the year, the area is usually under the influences of warm moist air that can attribute to the development of many storms such as windstorms, thunderstorms, heavy rain storms, hailstorms, and tornadoes.

b. Hazards

- Butler County and its political subdivisions are vulnerable to the many hazards identified in the State of Ohio Hazards Analysis and the Butler County Natural Hazard Mitigation Plan developed in 2011 and currently under revision.
- Due to its location and geological features, Butler County is vulnerable to the damaging effects of certain hazards that include, but are not limited to:
 - Natural: Severe storms (summer and winter), flooding, tornadoes, droughts, earthquakes, epidemic (human/animal)
 - Technological: Hazardous materials (fixed facility, transportation), fire/explosion, building/structure collapse, dam/levee failure, power/utility outage, extreme air pollution, transportation accident (rail, aircraft, motor vehicle)
 - Civil/Political Disorder: Economic emergency, riot, strike, demonstration/special events, terrorism/sabotage, hostage situation, attack (conventional, nuclear, biological, chemical)

5. Assumptions

- The county and its political subdivisions have capabilities including manpower, equipment, supplies, and skills of public and private agencies and groups that will maximize preservation of lives and property in the event of an emergency.
- Emergencies may require coordination and cooperation among diverse governmental and private organizations in order to protect the lives and property of county residents.
- Emergencies may occur after the county has been alerted or they may occur with little or no warning.
- Organizations that have been assigned as either primary or support agencies are aware of their emergency responsibilities and will carry out their duties to the full extent.
- Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each

other as necessary to use their resources most effectively in response to emergencies and disasters.

6. Concept of Operations

a. Phases of Emergency Management

The primary goals of emergency management are to protect lives and preserve property by developing appropriate operational capabilities. To reach these goals emergency management is divided up into the following four (4) phases: mitigation, preparedness, response, and recovery.

i. Mitigation

- Activities that eliminate or reduce the probability of a disaster occurring, or lessen the damaging effects of those that do.
- Mitigation falls within recognized time periods.
- Mitigation takes place in the pre-emergency time period

ii. Preparedness

- Preparedness activities develop and improve response capabilities that are needed in an emergency. There are four primary activities associated with preparedness:
 - Training
 - Exercising
 - Planning
 - Resource identification (NIMS typing), acquisition, and management
- Preparedness falls within recognized time periods
- Preparedness takes place in the pre-emergency time period

iii. Response

- Actions taken during or directly following the emergency that will protect lives, minimize damage to property, and also enhance the effectiveness of recovery.
- Response falls within recognized time periods

iv. Recovery

- Activities that are on both a short-term and long-term scale
- Short-term activities return infrastructure systems at the site of an emergency to minimum operating standards
- Long-term activities return the devastated area to normal functioning conditions
- Recovery falls within recognized time periods

Mitigation, preparedness, response, and recovery all fall within recognized time periods. Mitigation and preparedness activities take place in the pre-emergency

time frame. Response activities occur trans-emergency and recovery activities occur in the post-emergency time frame.

Mitigation, preparedness, response, and recovery are all addressed in the Emergency Support Functions (ESFs) of this plan to include the essence of planned arrangements for each time frame.

7. Emergency Activation

a. Activation of the Emergency Operations Center

Emergencies that occur in Butler County may require the immediate activation of the entire EOP and Emergency Operations Center (EOC), or may require merely monitoring by emergency management personnel. The following are the stages of activation:

i. Monitoring

1. *The Emergency Management Agency notifies the Executive Committee of the current situation as well as begins the process of coordinating with affected jurisdictions.*
2. *Emergency Management personnel report to the EOC for monitoring duties and assessment.*
3. *Information is continuously gathered from locally affected agencies. Depending on the event, the situation is either brought to a close or upgraded to the next activation level.*

ii. Partial

1. *An Emergency Management Agency representative is sent to the emergency or disaster site to further evaluate the situation, provide information concerning the on-going incident and/or assess the needs of the jurisdiction(s). Emergency Management Agency personnel notify the Ohio Emergency Management Agency that state involvement or assistance may be required. Resources deemed necessary by the Incident Commander(s) will be notified and pre-positioned.*
2. *The following personnel will report to the EOC:*
 - a. Emergency Management Director
 - b. Available members of the Butler County Incident Management Team (IMT)
 - c. Other necessary EOC staff

3. *The EOC will activate on 12 hour shifts until the event is either brought to a close or upgraded to the next level of activation.*

iii. Full

1. *24 hour activation of the EOC occurs. Emergency declarations are passed by the Board of County Commissioners and state assistance will be requested.*
2. *The following personnel will report to the EOC*
 - a. All personnel named in the partial EOC activation section
 - b. All Emergency Support Functions (ESF) positions, as needed

b. Deactivation of EOC

- i. When the event is deemed concluded the EOC director will deactivate the EOC activity for the current incident and notify all participants. Deactivation of the EOC operations can either occur in phases or in its entirety, depending on the situation.
- ii. The following are the criteria for deactivating EOC operations:
 1. *Individual EOC functions are no longer required*
 2. *A State of Local Emergency is lifted*
 3. *Coordination of response activities and/or resources is no longer required*
 4. *Event has been contained and emergency personnel have returned to regular duties.*

8. Inter-jurisdictional Relationships

- a. The Chief Executive Officers of each jurisdiction within Butler County are ultimately responsible for protecting lives and property in an emergency or a disaster situation within their jurisdictions.
- b. Should there be an occurrence that affects only one jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control with the county-wide agency supporting the operation through augmentation of personnel, equipment and materials.
- c. Should there be an occurrence that affects two or more jurisdictions within the county, emergency operations will take place under each jurisdiction's direction and control with the county-wide agency coordinating the operation and managing resources for the affected areas.
- d. Should there be an occurrence outside of municipalities, the Township Trustees will assume direction and control with the county-wide agency supporting the operation through augmentation of personnel, equipment and materials.
- e. The Chief Executive Officers of affected County jurisdictions (i.e., villages, cities, townships and county) may exercise all necessary local emergency authority for response by issuing an Emergency Proclamation.

- f. If all available local resources are committed, including mutual aid, and assistance is still required, the counties incorporating the SOSINK (Southwest Ohio, Southeast Indiana, and Northern Kentucky) region will be contacted for assistance.
 - g. If all SOSINK resources are committed and assistance is still needed, state assistance may be obtained by contacting the Ohio Emergency Management Agency.
 - h. Requests for Federal assistance are made by local governments by coordinating requests through the Ohio Emergency Management Agency and appropriate state departments.
- 9. Assignments
 - a. Countywide Agreements
 - i. The Board of County Commissioners of Butler County and the governing board of each of the political subdivisions within the county have entered into a written agreement establishing a countywide emergency management agency.
 - b. Emergency Management Executive Board
 - i. The Executive Board implements emergency management in Butler County in accordance with the Ohio Revised Code.

- ii. The Executive Committee consists of at least thirteen (13) members; including one (1) county commissioner, nine (9) township trustees, one (1) fire official, one (1) law enforcement official, and one (1) citizen member at large.
- c. Butler County Emergency Management Director
 - i. The director has, along with the coordination of the Executive Committee, created a program for emergency management in Butler County that is in accordance to Chapter 5502 of the Ohio Revised Code.
 - ii. In coordination with officials of affected jurisdictions, the director, is responsible for implementing this Emergency Operations Plan.
 - iii. In cooperation with the officials of the affected jurisdictions during an incident, the director coordinates emergency response from the emergency operations center and supports fire, medical and law enforcement authorities directing the response at the scene.

10. Responsibilities

- a. General
 - i. Butler County Emergency Management Agency
 - 1. *Primary*
 - a. Make policy decisions for integrated emergency management
 - b. Plan for comprehensive emergency management
 - c. Coordinate all phases of integrated emergency management
 - d. Direct and control at emergency operations center
 - e. Update plans
 - f. Manage resources
 - g. Augment personnel
 - h. Coordinate with officials in affected jurisdictions
 - i. Provide communications support
 - j. Provide radiological protection
 - k. Liaise
 - 2. *Support*
 - a. Prepare warnings
 - b. Provide public information and education
 - c. Coordinate county exercises
 - ii. Law Enforcement
 - 1. *Primary*
 - a. Maintain law and order
 - b. Evacuation assistance and traffic control
 - c. Control restricted areas

- d. Protect vital facilities
- e. Provide communication support

2. *Support*

- a. Prepare warnings
- b. Provide search and rescue
- c. Conduct damage assessment

iii. Fire Service

1. *Primary*

- a. Perform fire control and rescue
- b. Enforce fire codes
- c. Perform hazardous materials response
- d. Perform search and rescue
- e. Provide radiological protection
- f. Perform evacuation

2. *Support*

- a. Provide direction and control
- b. Provide emergency medical services
- c. Provide communication support
- d. Conduct damage assessments
- e. Prepare warnings

iv. Health and Medical Services

1. *Primary*

- a. Provide public health (mental health, physical health, etc.) programs
- b. Facilitate food and drink inspections
- c. Inspect and enforce sanitation
- d. Facilitate HAZMAT
- e. Facilitate disease control

2. *Support*

- a. Provide direction and control
- b. Provide mortuary services
- c. Provide vector control
- d. Conduct damage assessments

v. Social Services

1. *Primary*

- a. Provide services for populations with Access and Functional needs (elderly, handicapped, etc.)
- b. Provide services for handicapped

- c. Assist in shelter operations
- 2. *Support*
 - a. Assist with mortuary services
 - b. Provide mental health services
 - c. Coordinate EOC operations for special needs groups
- vi. Public Works
 - 1. *Primary*
 - a. Coordinate water and sewer system services
 - b. Coordinate the clearance of debris
 - c. Coordinate public utilities
 - d. Coordinate street/road/bridge maintenance
 - e. Coordinate fuel storage
 - 2. *Support*
 - a. Provide damage assessment
 - b. Assist in shelter operations
 - c. Coordinate restoration of utilities
 - d. Assist in communications
 - e. Assist in evacuation
- vii. Emergency Medical Services
 - 1. *Primary*
 - a. Provide on-scene medical support
 - b. Provide triage
 - c. Coordinate mass casualty operations
 - 2. *Support*
 - a. Provides mortuary service support
 - b. Prepare warnings
 - c. Provides communication support
- viii. Fiscal Support
 - 1. *Primary*
 - a. Maintain complete financial records during emergency and non-emergency times
- ix. Legal Support
 - 1. *Primary*
 - a. Provide legal assistance in all emergency management issues
- x. Agricultural Support
 - 1. *Primary*

- a. Provide agricultural stabilization and conservation services (USDA) damage assessment
 - b. Provide resource management
 - xi. American Red Cross
 - 1. *Primary*
 - a. Provide mass care (shelters, food, clothing, etc.)
 - 2. *Support*
 - a. Assist in medical services (first aid)
 - b. Damage assessment (individual)
 - c. Provide public information
 - xii. Ohio EMA
 - 1. *Primary*
 - a. Provide damage assessment
 - b. Provide social services
 - c. Provide law enforcement (Ohio National Guard)
 - d. Provide health and medical services
 - e. Provide resources (equipment, personnel, etc.)
 - f. Provide financial assistance
 - g. Provide Presidential emergency/disaster declaration assistance
 - h. Provide support of local EOC operations
- b. Participating Organizations
 - i. Organizations that participate in EOC activities, report to the scene of emergencies, or participate in any response and recovery actions are required to do that following:
 - 1. *Develop internal Standard Operating Procedures (SOPs) that are in sync with this EOP.*
 - 2. *Develop and regularly update agency resource listings of equipment, supplies, and services that would be used by the agency in case of an emergency.*
 - 3. *Identify an emergency liaison for each organization responsible for coordinating with organizations in the Butler County EOC, with federal and state personnel, and local organizations throughout response and recovery. Ensure that sufficient liaisons are identified for 24-hour operations at the EOC and at the site of the emergency as needed. Maintain listings of these personnel and phone numbers where they can be reached on a 24-hour basis*
 - 4. *Provide regular briefings at the Butler County EOC or to persons at the Butler County EOC (by phone etc.) of on-going and projected activities and maintain contact with field personnel.*

11. Direction and Control

a. General

- i. Local government officials are responsible for supporting policy, and coordination efforts made within Butler County.
- ii. The EOC Executive Group will assume direction and control of emergency activities at the primary and/or alternate EOC. They will also provide support to facilities used for disaster response and recovery operations, such as disaster field offices and disaster application/assistance centers.
- iii. Activities at the scene of an emergency, public information releases, requests for emergency support, and local emergency declarations will be coordinated with the personnel in the activated EOC.

12. Continuity of Government

a. General

- i. Each department of Butler County government and each city, village, and township along with their departments are responsible for:
 1. *Predestinating lines of succession*
 2. *Pre-delegating authorities for the successors to key personnel*
 3. *Making provisions for the preservation of records*
 4. *Developing procedures for the relocation of essential departments*
 5. *Developing procedures to deploy essential personnel, equipment and supplies*
- ii. Each jurisdiction will include this information in their emergency operations plan
- iii. The line of succession for Butler County is in accordance with Ohio Revised Code Chapter 305
- iv. This function is also covered in separate paragraphs of most Emergency Support Functions to this plan.

13. Administration and Function

a. Emergency Authority

- i. All applicable laws are found under the Authority's and References section of this basic plan

b. Agreements and Understandings

- i. In the event that the county's resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions, higher levels of government and other agencies in accordance with existing or emergency-negotiated mutual aid agreements and understandings. All agreements and understandings will be entered

into by duly authorized officials and will be formalized in writing whenever possible.

c. Logistics

- i. Requests for material support will be coordinated with the Chief Executive Officer of the affected jurisdiction and presented to the Butler County Emergency Management Director.
- ii. The County EMA Director will present the request to the Executive Committee and the Executive Committee will approve or deny the expenditure.
- iii. If the expenditure is denied, it is up to the legislation authorities in the affected jurisdiction to approve or deny the expenditure

d. Emergency Operations Center

- i. The Butler County EOC is the primary site for the coordination of all emergency operations in the county.

14. Plan Development and Maintenance

a. General

- i. The Butler County Emergency Management Agency has the overall responsibility for emergency planning, coordination of state and local resources including the responding agencies and organizations in the conduct of disaster operations.
- ii. The Butler County Emergency Management Director is responsible for ensuring that necessary changes to the EOP are prepared, coordinated, published, and distributed. The Director will forward revisions of the EOP to all affected/responsible organizations for acceptance before the final version is printed.
- iii. The Chief elected officials within the county and its political subdivisions will be responsible for ensuring that an annual review of this plan is conducted by all officials involved. Any portion of this plan implemented during an actual emergency occurrence will be reviewed at the termination of the emergency response activities. The EMA Director will coordinate all review and revision efforts.
- iv. This plan shall stand approved by the concurrence (signatures) of the Butler County Executive Board.
- v. This plan applies to all agencies, boards, commissions and departments assigned emergency responsibilities and to all elements of local government.

b. Drills and Exercises

- i. Orientation Seminars
 1. Seminars will be conducted as needed to make those persons given responsibilities within this plan aware of their duties.
- ii. Tabletop Exercises
 1. Tabletop exercises will be conducted as needed
- iii. Functional Exercises

1. Functional exercises will be conducted annually to meet State of Ohio Emergency Management as well as FEMA requirements.
- iv. Full-Scale Exercises
 1. A full-scale exercise involving the county EMA and emergency response elements of the county will be held in conjunction with local hospitals at least once every year.
- v. Local Emergency Planning Committee (LEPC)
 1. The LEPC is required by the State Emergency Response Commission (SERC) to conduct a tabletop exercise, functional exercise, and a full-scale exercise within a 3 year time frame cycle.

15. Authorities

a. Federal

- i. Civil Defense Act of 1950 (PL 81-920) as amended
- ii. The Disaster Relief Act of 1974 (PL 93-288)
- iii. Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA)
- iv. Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988(PL 93-288 as amended by PL 100-707)
- v. Homeland Security Presidential Directive (HSPD)-5, 2004, President George W. Bush
- vi. National Incident Management System (NIMS), March 2004 Department of Homeland Security
- vii. National Response Plan (NRP). December 2004, Department of Homeland Security

b. State

- i. State of Ohio Constitution, Article II, Section 42 -Power of the Governor to act for the citizens in the event of attack or other disaster.
- ii. Ohio Revised Code

Table 1-1: Applicable Ohio Revised Code Sections	
Section	Application
107.01 et seq.	Powers, duties and functions of government
161.01 - .29	Continuity of government
305.09	Filling vacancies in local county government positions
305.12	Powers and duties of county commissioners
311.07	Powers and duties of county sheriff
313.06	Powers and duties of county coroner
315.08	Powers and duties of county engineer
329.01	Powers and duties of county department of human services
733.03	Powers and duties of mayors (cities)
733.23	Powers and duties of mayors (villages)
737.11	Powers and duties of police and fire departments
3701.01 - .04, .13	Powers and duties of state health department

3709.06, .22	Powers and duties of county health department
3750	Emergency Planning Community Right-to-Know
4905.81	Pre-notification of hazardous materials
5101.01 - .02	Powers and duties of human services
5502	Emergency Management Agency

c. Local

- i. The Butler County Commissioners entered into an agreement (Resolution #89-7-975) to allow a countywide local organization for emergency management in accordance with federal and state laws on July 13th, 1989

16. Emergency Management Terms

Table 1-2: Emergency Management Terms	
A	
Agency	A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
Agency Representative	A person assigned by a primary, assisting, or cooperating state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
Area Command (Unified Area Command)	An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.
Assessment	The evaluation and interpretation of measurements and other information to provide a basis for decision-making
Assignments	Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.
Assisting Agency	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.
Available Resources	Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
B	

Branch	The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.
C	
Chain of Command	A series of command, control, executive, or management positions in hierarchical order of authority.
Chief	The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Command Staff	In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
Communications Unit	An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.
Cooperating Agency	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate	To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
D	
Deputy	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
Dispatch	The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.
Division	The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is

	located within the ICS organization between the branch and resources in the Operations Section.
E	
Emergency	Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
Emergency Operations Centers (EOC)	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.
Emergency Operations Plan (EOP)	The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.
Emergency Public Information	Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.
Emergency Response Provider	Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.
Evacuation	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.
F	
Federal	Of or pertaining to the Federal Government of the United States of America.
Function	Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g.,

	the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.
G	
General Staff	A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
Group	Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.
H	
Hazard	Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.
I	
Incident	An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
Incident Action Plan	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
Incident Command Post (ICP)	The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.
Incident Command System (ICS)	A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management Team (IMT)	The IC and appropriate Command and General Staff personnel assigned to an incident.
Incident Objectives	Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Initial Action	The actions taken by those responders first to arrive at an incident site.
Initial Response	Resources initially committed to an incident.
Intelligence Officer	The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.
J	
Joint Information Center (JIC)	A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.
Joint Information System (JIS)	Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

L	
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.
Local Government	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.
Logistics	Providing resources and other services to support incident management.
Logistics Section	The section responsible for providing facilities, services, and material support for the incident.
M	
Major Disaster	As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.
Management by Objective	A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain

	buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.
Mobilization	The process and procedures used by all organizations-state, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Multiagency Coordination Entity	A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.
Multiagency Coordination Systems	Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.
Multijurisdictional Incident	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.
Mutual-Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
N	
National	Of a nationwide character, including the state, local, and tribal aspects of governance and policy.
National Disaster Medical System	A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.
National Incident Management System	A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of

	resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
National Response Plan	A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.
Nongovernmental Organization	An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith based charity organizations and the American Red Cross.
O	
Operational Period	The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.
Operations Section	The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.
P	
Personnel Accountability	The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.
Planning Meeting	A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).
Planning Section	Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations	The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Private Sector	Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).
Processes	Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.
Public Information Officer	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
Publications Management	The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.
Q	
Qualification and Certification	This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R	
Reception Area	This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.
Recovery	The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.
Recovery Plan	A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
Resource Management	Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.
Resources Unit	Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.
Response	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or

	disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
S	
Safety Officer	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.
Section	The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.
Span of Control	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)
Staging Area	Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.
State	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Strategic	Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.
Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel.
Strategy	The general direction selected to accomplish incident objectives set by the IC.
Supporting Technologies	Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.
T	
Task Force	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
Technical Assistance	Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills

	needed to perform a required activity (such as mobile-home park design and hazardous material assessments).
Terrorism	Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Threat	An indication of possible violence, harm, or danger.
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Tribal	Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Type	A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.
U	
Unified Area Command	A Unified Area Command is established when incidents under an Area Command are multijurisdictional.
Unified Command	An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.
Unit	The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command	The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.
V	
Volunteer	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101

Butler County Emergency Operations Plan

Emergency Support Function #1

Transportation

Primary Agencies: Butler County Engineers Office

Support Agencies: City Road Departments
Township Road Departments
Butler County Regional Transit Authority
Butler County Department of Disabilities
Butler County Emergency Management Agency
Local School Districts
Ohio Department of Transportation
Butler County Regional Airport
Hook Field Airport
Miami University Airport
Private Busing Services

I. Introduction:

A. Purpose

- i. Maintain the land, air, and water transportation systems during an emergency by coordinating government, private, and non-profit agencies.
- ii. Assess damage to all transportation systems.
- iii. Provide transportation of materials, goods, and services to affected area.

II. Situations and Assumptions

A. Situation

- i. Disasters may damage the transportation infrastructure of the county which may require the rerouting of traffic and hamper the movement of emergency personnel as well as delay the delivery of vital resources.
- ii. Local resources, supplies, and equipment being transported from undamaged areas will need information concerning the status of transportation routes and the availability of alternate routes.
- iii. Assistance from State and Federal agencies will be coordinated through the Butler County Emergency Management Office.

B. Assumptions

- i. The transportation infrastructure in the county will sustain some damage during a disaster causing difficulty coordinating immediate response efforts since routes may be blocked by traffic, debris, and/or damage.
- ii. Repair of access routes will permit a sustained flow of emergency relief although localized distribution patterns may be disrupted for a significant period.

- iii. The need for transportation capabilities during the immediate lifesaving response phase at the site of the disaster may exceed the availability of local assets.
- iv. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained.

III. Concept of Operations

A. General

- i. The Butler County Engineer's office is the lead agency on ESF-1. A liaison from this agency is required to report to the Emergency Operations Center (EOC) to coordinate with the appropriate agencies in the event of an emergency. The agency will provide support to all agencies responding to the needs of the affected area. Some of these support tasks may include the following:
 - 1. Damage assessment of transportation routes
 - 2. Transportation infrastructure repair
 - 3. Debris clearance from transportation routes
- ii. The County Engineer's office is equipped with the 800 MHz radio's for communication purposes throughout the county. While EMA radios do not have the programmed "public works" channels, communication between EMA, the Engineer's office, and other public works agencies can occur on mutual aid channels and by patching of channels by the Butler County Communications Center (9COM).

B. Mitigation

- i. Develop and maintain resource lists (personnel, vehicles, and equipment).
- ii. Develop mutual aid agreements with local jurisdictions for engineering support.
- iii. Develop and maintain maps of state roads, county roads, city streets, township roads, and water and sewer lines.
- iv. Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.

C. Preparedness

- i. Ensure that all equipment that could be utilized in an emergency situation is in working order.
- ii. Participate in emergency management training and exercise.
- iii. Review departmental Standard Operating Procedures (SOPs) and maintain personnel lists.

D. Response

- i. Provide Butler County Engineer representative to the EOC who will help coordinate response efforts between agencies.

- ii. Maintain communications between Engineer's office and the EOC.
 - iii. Clear debris along transportation routes.
 - iv. Assess damage to transportation routes.
- E. Recovery
- i. Continue to coordinate resources, supplies, and personnel.
 - ii. Continue to perform tasks necessary to advance restoration and recovery operations.
 - iii. Provide damage estimates

IV. Organization and Assignment of Responsibilities

A. Butler County Engineers Office

- i. The Butler County Engineer will be the overall coordinator of the engineering and public works functions during a major emergency in the county.
- ii. Repair roads and bridges.
- iii. Maintain debris and garbage disposal operations.
- iv. Perform damage assessment on infrastructure.
- v. Provide engineering services and advice.
- vi. Store and provide limited fuel for emergency vehicles.
- vii. Maintain contact with the Emergency Operations Center.
- viii. Update county map.
- ix. Clear debris in an emergency.
- x. Place barricades where necessary.
- xi. Drain flooded areas.

B. City Road Departments

- i. The six (6) cities within the county (Hamilton, Middletown, Fairfield, Oxford, Monroe, and Trenton) have their own street and public works departments and should be up-to-date on all their responsibilities and duties in an emergency event.
- ii. Repair and maintain city streets.
- iii. Perform damage assessment.
- iv. Clear debris in an emergency.
- v. Provide equipment and operators as needed.
- vi. Drain flooded areas.
- vii. Maintain contact with EOC.

C. Township Road Departments

- i. The thirteen (13) townships within the county have their own street and public works departments and should be up-to-date on all their responsibilities and duties in an emergency event.
 - ii. Maintain and repair township roads.
 - iii. Clear debris in an emergency
 - iv. Provide equipment and operators as available.
 - v. Assess damages.
 - vi. Maintain contact with EOC
- D. Butler County Regional Transit Authority
 - i. Provide transportation of personnel and report damages encountered during routine operations.
- E. Butler County Departments of Disabilities
 - i. Provide transportation of personnel
- F. Local School Districts
 - i. Provide transportation of personnel
- G. Ohio Department of Transportation (ODOT)
 - i. ODOT within the county has their own street and public works departments and should be up-to-date on all their responsibilities and duties in an emergency event.
 - ii. Assist with the repair of damaged transportation routes
 - iii. Assist in the clearance of debris
 - iv. Assist with damage assessments
 - v. Provide engineering support
- H. Butler County Emergency Management Agency
 - i. Coordinate State and Federal Assistance
- I. County Airports
 - i. Provide transportation of personnel
 - ii. Assist in clearance of debris
 - iii. Assist with damage assessment
- J. Private Busing Services
 - i. Provide transportation of personnel
- V. Direction and Control
 - A. The Butler County Engineer (or a department representative) will report to the EOC in the event of an emergency. This EOC representative will provide advice and direction to the decision makers in the EOC. The representative will also coordinate response efforts with utilities, municipal and village departments, state, federal, and volunteer organizations.

- B. Each responding organization will communicate directly with its own field personnel, and will also keep the Emergency Operations Center informed of appropriate information (casualties, damage observations, evacuation status, etc.) during emergency operations.

VI. Continuity of Government

- A. The line of succession for the County Engineer who will serve as the primary coordinator for engineering, utility and public works in the EOC is:
 - i. Operations Deputy
 - ii. Utility Specialist
 - iii. Construction Deputy
- B. Succession of authority for water department, street department, sanitation department and utility personnel are contained in SOPs for those organizations.

VII. Administration and Logistics

- A. Responders will coordinate with each other for the placement of work crews, supply lines, staging areas and emergency command centers.
- B. All responding organizations will provide regular reports to the EOC on their location, activities and resources being utilized so that information can be updated and logged by the EOC.
- C. Fuel for emergency vehicles will be provided by the Butler County Fueling Station located on Fairgrove Avenue in the City of Hamilton. Additional information regarding this process can be found in Annex M In the event of an emergency limited fueling can also be provided by the county engineer's office. If local fueling sources are maxed out, fuel will be requested from the State of Ohio Emergency Management Agency, as well as, private contractors in the region.

VIII. Plan Maintenance

- A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forwarded all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #2

Communications

Primary Agencies: Butler Regional Interoperable Communications System (BRICS)

Support Agencies: American Red Cross
Butler County Communications Center (9COM)
Fairfield Communications Center (3COM)
Miami University Communications Center (4COM)
Middletown Communications Center (8COM)
Monroe Communications Center (6COM)
Trenton Communications Center (5COM)
West Chester Communications Center (7COM)
Butler County Radio Amateur Civil
Emergency Services (RACES)
Butler County Amateur Radio Emergency Services (ARES)
Butler County Information Services
Time Warner Cable
Cincinnati Bell
Other Commercial Phone Providers
WCCTV- West Chester
TV Fairfield
WPTO-TV- Oxford
WCPO-TV- Cincinnati
WKRC-TV- Cincinnati
WXIX-TV- Cincinnati
WLWT-TV- Cincinnati
WOFX- Radio- Cincinnati
WHSS-Radio- Hamilton
WMOH-Radio- Hamilton
WMUB-Radio- Oxford
WMSR-Radio- Oxford
WCNW-Radio-Fairfield
WPFB-Radio- Middletown
WLHS- Radio- West Chester

I. Introduction:

A. Purpose

- i. Outline communications procedures and capabilities that will be utilized by Butler County's **responders** in the event of an emergency in the county.

II. Situations and Assumptions

A. Situation

- i. Disasters affect the ability to communicate by damaging and overloading systems and equipment, overwhelming staff and creating conditions that prevent the expedient repair to existing communications systems or transport of new equipment into the affected area. County-level communications are vital in order to protect life and property and restore the affected area to pre-disaster conditions.
 - ii. The BRICS office is located at 1810 Princeton Road, Hamilton, Ohio 45011.
 - iii. The county has an enhanced 9-1-1 system with 6 primary Public Safety Answering Points (PSAPS) and 3 secondary PSAPS. The 4 primary PSAPS receive all emergency calls while the 3 secondary PSAPS receive calls transferred to them. The locations of the 4 are listed below by the agency that operates them and for what jurisdictions they answer 9-1-1 calls:
 - a. Primary PSAPS:
 - (I) Butler County Sheriff's Office, 1810 Princeton Road, Hamilton, Ohio. *Fairfield, Hamilton, Hanover, Liberty, Madison, Milford, Morgan, Oxford, Reily, Ross, St. Clair, and Wayne Townships. Villages of Jacksonburg, Millville, New Miami, Seven Mile and Somerville.*
 - (II) City of Fairfield Police Department, 5230 Pleasant Ave, Fairfield, Ohio *City of Fairfield*
 - (III) City of Middletown Police Department, One Donham Plaza, Middletown, Ohio *City of Middletown*
 - (IV) West Chester Township Communications, 9113 Cincinnati Dayton Road, West Chester, Ohio *West Chester Township*
 - b. Secondary PSAPS:
 - (I) Miami University Police Department, 4945 Trenton-Oxford Road, Oxford Ohio *Miami University exclusively*
 - (II) City of Monroe Police Department, 233 South Main Street, Monroe, Ohio *City of Monroe*
 - (III) City of Trenton Police Department, 11 East State Street, Trenton, Ohio *City of Trenton*
 - iv. The county has two-way radio, facsimile, email and telephone capabilities with the Ohio EMA.
- B. Assumptions
- i. Emergencies may require communications capabilities beyond the normal capacities of equipment of local government.
 - ii. BRICS, as well as, Butler County RACES and ARES will have the equipment to support communication efforts during EOC operations.
 - iii. Regular communications (i.e. cell phones) may be temporarily down during emergency situations.
- III. Concept of Operations
- A. General
- i. A representative from BRICS will respond to the scene to secure and make operable communications equipment and supplies necessary to carry out required emergency activities. A BRICS representative will also report to the

Butler County EOC upon notification to coordinate activities on-scene.
Support personnel will report to the EOC as necessary.

ii. Notification of the Public

1. The public will be notified of emergency events through specific systems set up by the BCEMA. These notifications and warnings of the public can be found in the Notifications and Warnings Annex F of this operations plan.

iii. Emergency Notifications of County Officials

1. The EOC is staffed appropriately according to the degree of the disaster.
2. When the decision to activate the EOC is made, notifications will be made to all appropriate EOC representatives.
 - a. The 911 dispatcher receiving the initial report notifies:
 - (I) Appropriate jurisdictional first responders (Fire, Police)
 - (II) Butler County EMA Director
 - b. The BCEMA Director notifies (as necessary):
 - (I) Butler County Administrator
 - (II) Butler County Commissioners
 - (III) RACES Officer
 - (IV) Butler County EMA Office Staff
 - (V) Mayors of the villages within Butler County
 - (VI) All Township Trustees within Butler County
 - (VII) Butler County's Public Information Officer
 - (VIII) American Red Cross
 - (IX) Ohio EMA
 - (X) Fire Chiefs
 - (XI) Police Chiefs
 - (XII) Butler County Engineer
 - (XIII) County Coroner
 - (XIV) County Health Commissioner
 - (XV) County School Superintendents
 - (XVI) Media Outlets
 - c. County Commissioners notify:
 - (I) Governor, if necessary

iv. Digital 800MHz Radio System

1. This radio system supports all 14 law enforcement agencies, 23 fire and EMS agencies, 4 dispatch centers, and 6 hospital emergency departments.
2. The radio towers for this system are designed to be sustainable during the severe weather experienced in the county—specifically, ice and wind. The entire system's infrastructure is self-sustaining during emergencies when utility power becomes unavailable. Every component is powered by battery. The batteries, normally charged by utility power, are backed up by generator to provide long-term service in the absence of normal utilities.
3. Every radio on the Butler County system is provided channels to communicate with users of the Hamilton County, Cincinnati, Montgomery County, Warren County and State of Ohio radio systems. In addition,

national mutual aid frequencies will allow for communication with anyone with a compatible and properly programmed radio.

4. In the event that the 800MHz Radio System goes down all Primary and Secondary PSAPS should refer to the BRICS website (<http://butlersheriff.org/radio/>) for emergency policies. These policies will also be on hand at the EOC ESF-2 desk.

v. State Communications System – MARCS

1. MARCS has been described as the backbone of Ohio's Homeland Security programs. It replaces outdated single-agency radio systems with a state of the art communications network, providing state and local emergency personnel with voice and data transmission of digital clarity, regardless of weather or terrain. These radios will work in vehicles or on foot.
2. MARCS radio channels are available for use on compatible 800MHz radios. BRICS is responsible for ensuring these channels are available to those who need to access them.

B. Mitigation

- i. Develop an adequate communications system by procuring additional equipment, systems integration, and training communications operators.
- ii. Formulate plans for additional improvement to the communications system.
- iii. Coordinate communications capabilities with the surrounding jurisdictions
- iv. Develop radio repair capabilities under emergency conditions

C. Preparedness

- i. Develop and maintain SOPs for the EOC
- ii. Test and maintain communications equipment on a regular basis
- iii. Arrange training programs for all communications staff, volunteers and repair personnel
- iv. Continually identify potential sources of additional equipment and supplies

D. Response

- i. Activation of the EOC
- ii. Implementing emergency communications procedures
- iii. Activating backup communications capabilities as necessary
- iv. Butler County Weather Spotters will self-deploy in the county. Damage and weather reports will be relayed to the county EOC.
- v. The EOC will regularly communicate with the National Weather Service Wilmington via phone at (800) 899-2748.
- vi. The EOC will send damage reports to the National Weather Service
- vii. Utilize radio logs and EOC message forms for the recording of all incoming radio transmissions
- viii. Ensure 24-hour communications capability for the duration of the emergency

E. Recovery

- i. Maintain emergency communications systems for the duration of the emergency

IV. Organization and Assignment of Responsibilities

A. BRICS

- i. During large-scale emergencies, communications personnel will coordinate response efforts and assist other agencies/departments to the extent possible with the provision of communications capabilities.
 - ii. BRICS will be the overall coordinator of the countywide radio system function during a major emergency in the county.
- B. Radio Operators
 - i. Radio operators, while operating their equipment in the EOC, will remain under direct control of their own agency/department/office or organization, but work under the direction of communications representatives in the EOC
 - ii. Provide communications in an emergency
 - iii. Maintain EOC Communications Log
 - iv. Handle messages according to EOC Standard Operating Procedures
- C. Television Providers
 - i. Assist in the dissemination of information
 - ii. Maintain all television operations within the county
 - iii. Provide restoration of services
 - iv. Provide information to the public as needed
 - v. Coordinate with Butler County EOC
- D. Radio Providers
 - i. Assist in the dissemination of information
 - ii. Maintain all radio operations within the county
 - iii. Provide restoration of services
 - iv. Provide information to the public as needed
 - v. Coordinate with Butler County EOC
- E. Telephone Providers
 - i. Assist in the dissemination of information
 - ii. Maintain all telephone operations within the county
 - iii. Provide restoration of services
 - iv. Provide information to the public as needed
 - v. Coordinate with Butler County EOC
- V. Direction and Control
 - A. The communications representative of BRICS, the Butler County Communications Center and/or local Primary or secondary PSAPs relocates to the EOC upon its activation. From this location, direction and control is provided over all communications activities within the county, while coordinating with other EOC representatives.
 - B. Field forces of each supporting agency with radio communications capabilities in the Emergency Communications Center report activities and current status of on-site operation to the EOC.
 - C. Field forces of supporting agencies without radio communications capabilities may contact BRICS or BCEMA to coordinate access to radio caches and other communications equipment. Equipment may be delivered via BRICS or BCEMA staff or picked up at locations identified by the EOC. Representatives of these supporting agencies will be asked to sign hand receipts to ensure appropriate accountability of communication resources.
- VI. Continuity of Government

- A. Lines of succession for each department are according to the standard operating procedures established in each department.

VII. Administration and Logistics

- A. All requested resources will be coordinated through the EOC
- B. Resources will be managed through the EOC and via WebEOC

VIII. Plan Development and Maintenance

- A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forwarded all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #3

Public Works

Primary Agencies: Butler County Water and Sewer

Support Agencies: Butler County Engineers Office
City Road Departments
Butler County Building Department
Public Utilities Commission of Ohio (PUCO)
Southwest Regional Water District
Butler County Solid Waste Management District
City Sanitary and Public Works Departments
Township Public Works Departments
City of Hamilton Public Utilities
Dayton Power and Light
Duke Energy
Butler County Rural Electric Cooperative
Township Road Departments
Ohio Department of Transportation (ODOT)

I. Introduction

A. Purpose

- i. Outline duties and responsibilities of engineering, utility and public work segments of the county in the event of a major emergency.
- ii. Agencies included in ESF-3 may be involved in the following emergency activities that assist Local governments in response and recovery efforts:
 1. Damage assessment
 2. Provision of technical advice
 3. Demolition and stabilization projects
 4. Inspections
 5. Evaluations
 6. Contracting
 7. Reconnaissance
 8. Emergency repairs
 9. Temporary and permanent construction
 10. Debris removal
 11. Public works/engineering emergency supply and services

II. Situations and Assumptions

A. Situation

- i. Disasters cause property damage to homes, public buildings and other facilities. Those structures may require reinforcement, demolition or isolation to ensure safety. Public utilities may be partially or fully inoperable following disasters.
- ii. This plan is based on the concept that initial emergency management (response) will, to the maximum extent possible, be executed by appropriate local authorities. Mutual aid agreements between supporting organizations will be implemented as specified within written agreements and/or memoranda of understanding.
- iii. A variety of energy, public works and utility problems may be created as a result of an emergency including flooded/icy roads, debris interfering with response and recovery efforts, downed power lines, wastewater discharges, contaminated drinking water supply and ruptured underground storage tanks.

B. Assumptions

- i. Most engineering and public works equipment and personnel would be available to cope with any anticipated disaster.
- ii. Without assistance, the engineering & public works departments may not have sufficient resources to cope with a disaster.
- iii. Local contractors have enough resources to backup engineering and public works recovery efforts in any foreseen disaster situation.
- iv. Rapid damage assessment of the disaster area will be necessary to determine potential workload.

III. Concept of Operations

A. Mitigation

- i. Train personnel in emergency procedures
- ii. Coordinate the identification of vulnerabilities in electric, gas, water, maintenance and disposal systems and develop remedies.
- iii. Develop mutual aid agreements with neighboring jurisdictions for engineering support.
- iv. Coordinate the development and update maps of city streets, water and sewer lines and utility service areas.
- v. Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
- vi. Prepare and assist Butler County's EMA Director in updating the County's resource database, which identifies source, location and availability of

earthmoving equipment, dump trucks, road graders, fuels, etc. that could be used to support disaster response and recovery.

vii. Participate in emergency exercises.

viii. Work with planning commission to ensure that new constructions do not increase hazard threat.

ix. Work with legislative bodies to improve building codes.

B. Preparedness

i. Ensure that debris removal equipment is in good repair and that barrier and road block materials are available.

ii. Ensure that storm sewers are in good repair.

iii. Review and update all utility and public works maps of jurisdiction.

iv. Coordinate the development prioritized listing for restoration of utilities.

v. Train response staff and volunteers to perform emergency functions.

vi. Maintain notification and recall rosters that include a communications system to implement call down for personnel assigned to response teams, dispatch points and the EOC.

vii. Coordinate the development and update maps of city streets, water and sewer lines and utility service areas.

viii. Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.

ix. Prepare and assist Butler County's EMA Director in updating the County's resource database, which identifies source, location and availability of earthmoving equipment, dump trucks, road graders, fuels, etc. that could be used to support disaster response and recovery.

x. Participate in emergency exercises.

C. Response

i. Provide Engineering, Utility, and Public Works representation to the EOC, who will advise decision makers and coordinate response efforts among departments and agencies.

ii. Coordinate the prioritization detection and repair of leaking gas lines.

iii. Restore utilities to critical and essential facilities.

iv. Provide back-up electrical power to the EOC as requested by the Butler County Emergency Management Director.

v. Coordinate with the Health Department for the provision of potable water.

vi. Maintain communications between EOC and engineering, utility, and public works personnel in the field.

- vii. Coordinate with water and sewer departments, the Health Department and the EPA to ensure the integrity of water supplies and sewage systems from the effects of hazardous materials and disaster situations.
- viii. Assist with the coordinate sanitation services throughout emergency.
- ix. Contact private contractors for additional assistance, as necessary (coordinate contractual obligation with Emergency Management representative).
- x. Support emergency communications until telephone service is restored.
- xi. Provide emergency repair of water and sewer systems.
- xii. Assist in search and rescue operations through clearing of debris and other public works operations, as directed.
- xiii. Inspect emergency facilities, public shelters and reception centers before they are used by the public after an earthquake, tornado, wind storms and flooding.
- xiv. Provide emergency road clearance for ongoing emergency operations
- xv. Assist in debris management and removal activities

D. Recovery

- i. Support cleanup and recovery operations during disaster events.
- ii. Provide damage estimates as requested by the Butler County Emergency Management Director.
- iii. Support decontamination activities.
- iv. Coordinate utility repair with public and private providers and the Public Utilities Commission of Ohio (PUCO).
- v. Coordinate the inspection, designation and demolition of hazardous structures with the Butler County Health Department and Butler County Department of Development.
- vi. Drain flooded areas.

IV. Organization and Assignment of Responsibilities

A. Butler County Water & Sewer

- i. Butler County Water & Sewer will be the overall coordinator of public works functions in the event of a major emergency in the county.
- ii. Determine location and extent of any main breaks.
- iii. Coordinate with other departments of any main breaks.
- iv. Coordinate with utility companies for shutting down water lines and pumping out flooded areas.
- v. Coordinate utility start-up procedures with maintenance personnel and utility companies.

vi. Coordinate with fire and police officials for evacuation at the site.

B. Butler County Engineers office

- i. The engineer's office has a staff of 50 personnel that can be called out to a scene. If the emergency exceeds the engineer's office capabilities or expertise, support agencies and private contractors will be contacted and employed.
- ii. Coordinate to provide back-up electrical power to the Emergency Operations Center.
- iii. Coordinate debris and garbage disposal operations.
- iv. Coordinate damage assessment operations.
- v. Provide engineering services and advice.
- vi. Assist with materials, supplies and equipment in decontamination operations.
- vii. Store and provide limited fuel for emergency vehicles.
- viii. Maintain contact with the Emergency Operations Center.
- ix. Update county map.
- x. Clear debris in an emergency.
- xi. Place barricades where necessary.
- xii. Drain flooded areas.
- xiii. Participate in development and execution of emergency exercises.
- xiv. Coordinate the protection of the water supply and sewage system from the effects of hazardous material incidents.
- xv. Coordinate with appropriate departments to inspect, designate, and demolish hazardous structures.

C. Cities

- i. Cities located within Butler County have their own public works, engineering, and sanitary departments and are responsible for their own disaster planning and responses. As a part of the countywide emergency management program they are committed to supporting the county when requested.
- ii. Repair and maintain streets.
- iii. Perform damage assessment.
- iv. Clear debris in an emergency.
- v. Assist in decontamination work.
- vi. Provide equipment and operators as needed.
- vii. Drain flooded areas.
- viii. Maintain contact with EOC.

D. Townships

- i. Townships located within Butler County have their own road departments and are responsible for their own disaster planning and responses. As a part of the county-wide emergency management program they are committed to supporting the county when requested.
- ii. Maintain and repair township roads.
- iii. Clear debris in an emergency
- iv. Provide equipment and operators as available.
- v. Assess damages.
- vi. Maintain contact with Emergency Operations Center.

E. City Sanitation Departments

- i. Maintain scheduled pick-up service.
- ii. Obtain additional equipment if needed for debris removal.
- iii. Provide temporary sanitary facilities as necessary, including portable restroom facilities.

F. County Electric companies

- i. Determine the extent of power failure and report information to the Emergency Management Agency.
- ii. Provide emergency power at care facilities and individuals with emergency power needs.
- iii. Assist with fire prevention related to downed lines.
- iv. Activate in-house emergency response actions.
- v. Advise the EOC on whether or not to rely on alternate communications/warning systems until power is restored.
- vi. Follow the prioritization list for restoration of service.
- vii. Coordinate shut-down and start-up procedures.

G. County Gas companies

- i. Notify fire departments of ruptured lines
- ii. Determine the extent of risk areas and coordinate with fire and law enforcement for evacuation.
- iii. Coordinate with utilities and fire departments in shutting down systems that present hazards.
- iv. Ensure that the scene is ventilated to disperse accumulation of natural gas.
- v. Coordinate utility start-up procedures.

H. Southwest Regional Water District

- i. Ensure that all water distribution is maintained and evaluated.
- ii. Butler County Solid Waste Management District
- iii. Coordinate waste and debris disposal processes.
- iv. Identify adequate temporary landfill sites if needed.

I. Ohio Department of Transportation (ODOT)

- i. Assist with the repair of damaged transportation routes.
- ii. Assist in the clearance of debris.
- iii. Assist with damage assessments.
- iv. Provide engineering support.

V. Direction and Control

- A. Representatives from Butler County Water & Sewer will relocate to the Emergency Operations Center during an emergency to advise decision makers and coordinate response efforts with utilities, municipal and village departments, state, federal, and volunteer organizations.
- B. Internal resources of all operating departments are managed by internal SOPs
- C. Each response organization communicates directly with its own field forces, and in turn keeps the EOC informed of appropriate information such as casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.

VI. Continuity of Government

- A. Lines of succession for each department are according to the standard operating procedures established in each department.

VII. Administration and Logistics

- A. Responders will coordinate with each other for the placement of work crews, supply lines, staging areas and emergency command centers.
- B. All responding organizations will provide regular reports to the EOC Coordinator on their location, activities and status at the site.
- C. Logistical support for the dispatch points, including food, water, emergency power, fuel and lighting will be provided internally by the organizations. Support will be given by the EOC when internal resources are exhausted.

VIII. Plan Development and Maintenance

- A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forward all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #4

Firefighting

Primary Agencies: Butler County Fire Chiefs Association
Emergency Medical Services Council (EMS)

Support Agencies: All County Fire Departments
Butler County Emergency Management Agency
Ohio Fire Chiefs Association

I. Introduction

A. Purpose

- i. Provide local support for the detection and suppression of fires resulting from, or occurring coincidentally with, an incident requiring a coordinated response for assistance.

II. Situation and Assumptions

A. Situation

- i. Butler County is served by twenty-one (21) fire departments encompassing forty-eight (48) total fire stations.
- ii. County fire departments are made up of a network of both paid and volunteer firefighters.
- iii. Mutual aid agreements exist among fire departments within the county, while some agreements exist with departments from surrounding counties.
- iv. The Ohio Intrastate Mutual Aid Compact (Ohio Revised Code Section 5502.41) provides a mechanism for political subdivisions to request and receive mutual aid assistance from any other political subdivision in the state without a formal declaration by the chief executive of a political subdivision.
- v. The Ohio Fire Chiefs Response System may also be used to access fire service resources within the state. The system provides “for the systematic mobilization, deployment, organization and management of fire service resources to assist local agencies in a major fire, disaster or other major emergency.” The Ohio Fire Chiefs Association has developed and maintains this system.
- vi. If necessary, specialized local response organizations/teams, including the Butler County Incident Management Team, Butler County Hazardous Materials Co-Op and the Butler County Technical Rescue Team, may be called upon brought in to assist at an emergency scene. Examples of the operational expertise such teams could provide include, Incident Management,

Search and Rescue, Hazardous Materials, Technical Rescue, Water Rescue and Emergency Medical Services.

B. Assumptions

- i. Existing fire personnel and equipment will be able to handle most emergencies through the use of existing mutual aid agreements.
- ii. Fire departments utilize the Incident Command System (ICS) at the scene of a disaster. The management and coordination of all resources, personnel, equipment, procedures, and communications will take place through the ICS. The Incident Commander, or their representative, will report this information, and any updates or changes to appropriate local emergency operations centers.
- iii. When local jurisdictions have exhausted all of their resources, the SOSINK region may make resources available, as well as the State.

III. Concept of Operations

A. General

- i. During emergencies, fire/EMS departments may be called upon to perform the tasks that they perform in day-to-day operations as well as additional tasks. Operations will have to be coordinated with other emergency response organizations in addition to reporting activities to personnel with the Incident Command System.
- ii. Each fire department in Butler County has standard operating procedures and training that addresses firefighting practices, techniques, incident command and rescue for specific hazards.
- iii. The following procedures are addressed by each fire department in Butler County in their organizational Standard Operating Procedures:
 1. Fire suppression
 1. Victim rescue
 2. Hot/Evacuation Area
 3. Warm/Safety Buffer zones
 4. Activating staging areas
 5. Confined space rescue
 6. Heavy equipment rescue
 7. River rescue
- iv. Arrangements have been made which allow SOPs to expand to incorporate outside response and support organizations when local abilities are limited or exhausted. When necessary, incident command can be expanded to a unified command structure which provides a coordinated management team for multi-jurisdictional and/or multi-agency incidents.

- v. Incident Command will provide an initial damage assessment to the Butler County Emergency Management Agency and also use the information to make protective action decisions and establish response priorities.
- vi. Incident command will constantly monitor the emergency scene in order to apply the most effective response and recovery efforts.

B. Mitigation

- i. Assessing areas most vulnerable to fires and determining if present regulations address hazards.
- ii. Reviewing, upgrading, and enforcing fire codes.
- iii. Presenting fire safety programs.
- iv. Ensuring that all new construction conforms to fire codes.

C. Preparedness

- i. Negotiating, coordinating, and preparing mutual-aid agreements.
- ii. Training response staff and volunteers to perform emergency functions.
- iii. Developing a communications SOP in cooperation with the BRICS for interaction with the EOC during an emergency.
- iv. Developing a listing of available equipment for county-wide response.
- v. Developing SOPs for incident command, including coordination among the incident command, the EOC and other response forces.
- vi. Developing and participating in emergency preparedness exercises.

D. Response

- i. Establish Incident Command System
- ii. Assist in the dissemination of warnings to the public
- iii. Direct and/or support emergency search and rescue operations
- iv. Deploy equipment and personnel to sites in the greatest need during an emergency
- v. Provide fire protection in public shelters
- vi. Assign a fire and rescue representative to the active EOC
- vii. Establish on-going radio communications between the EOC and the Incident Command Post
- viii. Develop a prioritized listing for response in county-wide disasters
- ix. Activate the necessary mutual aid
- x. Designate specific staging areas for equipment and personnel
- xi. Provide support for decontamination operations

- xii. Alert all emergency services to the dangers associated with hazardous materials and fire during emergency operations.
- xiii. Assist EMS units in providing emergency medical care and transportation during emergencies.

E. Recovery

- i. Support cleanup and recovery operations.
- ii. Designate and maintain decontamination locations.
- iii. Identify and contain potential fire hazards, such as damaged gas lines and down power lines.
- iv. Replace or repair damaged and expended equipment.
- v. Compile a record of events.
- vi. Review laws, plans, and SOPs utilized during the emergency and recommend changes to the initiating authority.
- vii. Monitor demolition operations.

IV. Organization and Assignment of Responsibilities

A. Butler County Fire Chiefs Association

- i. Coordinate all fire service activities with other emergency response organizations at the scene and within an activated EOC.

B. First Fire Department on the Scene/On-Scene Commander

- i. Activate the incident command system
- ii. Direct firefighting and rescue operations.
- iii. Prioritize the assignment of personnel and equipment to emergency sites.
- iv. Establish and maintain ongoing communications with the Butler County EOC, via phone, radio and/or email.
- v. Supply initial damage assessment reports to EOC, as requested.
- vi. Establish Safety Officer position

C. Safety Officer

- i. Ensure safe operations on scene
- ii. Consult with Incident Commander on topics relating to personnel and public safety

D. EMS Council

- i. Coordinate all EMS activities with other emergency response organizations at the scene and within an activated EOC.

E. Other Surrounding Fire Jurisdictions

- i. Support the Incident Command System as required.

- ii. Support firefighting and rescue operations.
- iii. Prioritize the assignment to personnel and equipment to emergency sites.

F. Butler County Emergency Management Agency

- i. Support firefighting and rescue operations through EOC activation, coordination of local assistance, and requests for state and federal assistance as needed.

G. Ohio Fire Chiefs Association

- i. Provide support and guidance during as needed.
- ii. Coordinate Ohio Fire Chiefs Response System activities with the Butler County EOC and agency having jurisdiction

V. Direction and Control

- A. The fire and rescue representative coordinates county-wide fire service efforts from the Butler County EOC. Fire service organizations are responsible for operations within their respective jurisdictions. Routine operations are handled by SOPs. State and federal support will be requested by the IC through the EOC.

VI. Continuity of Government

- A. The IC designates the fire and rescue representative and his/her successors at the initiation of an emergency requiring the activation of the EOC.

VII. Administration and Logistics

- A. Mutual-aid agreements are kept on file by all respective fire jurisdictions. Mutual-aid is activated in accordance with procedures set down in the agreements among the fire and rescue organizations.
- B. Each fire service organization in Butler County maintains up-to-date internal personnel notification and recall rosters, including communications to implement call personnel assigned to the EOC and response teams.
- C. SOPs written by each department include specific methods for assigning personnel during an emergency, and detail assigned responsibilities that support this plan.
- D. Each fire and rescue organization provides necessary support to its response personnel for food, water, fuel, and emergency power. Requests and support for necessary items may be coordinated through the EOC.

VIII. Plan Development and Maintenance

- A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forwarded all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #5

Emergency Management

Primary Agency Butler County Emergency Management Office

Support Agencies Ohio Emergency Management Agency (OEMA)
Federal Emergency Management Agency (FEMA)

I. Introduction

A. Purpose

- i. Establish a standardized method for the chief executives and key personnel to respond and recover from the threat and/or occurrence of a disaster and to provide county-wide information and guidance to each Butler County jurisdiction and its residents.

II. Situations and Assumptions

A. Situation

- i. Butler County has designated an Emergency Operations Center (EOC) located at 1810 Princeton Road, Hamilton, Ohio 45110. This will serve as the primary EOC for the county.
- ii. An alternate EOC will be located at 315 High Street, Hamilton, Ohio 45011, Suite 670.
- iii. The EOC is established for the purpose of providing centralized direction and control for local government emergency operations. The Primary EOC is also used as needed by the Emergency Management Agency staff for training and meeting purposes.
- iv. Mutual aid for the support of direction and control functions is addressed by agreements between the Butler County Emergency Management Agency Directors and Emergency Management Directors in the SOSINK region.
- v. In the event the alternate EOC is activated, direction and control authority will be transferred to that location and response personnel will be notified of the change. EOC representatives will transport themselves to the alternate EOC or they will be transported by emergency vehicles if circumstances make this necessary.
- vi. The operational capability of the primary and alternate EOCs includes, but is not limited to: radio & telephone communications, emergency power generators, fuel and fuel supplies, lavatories, limited kitchen facilities and other support materials.

B. Assumptions

- i. The Primary EOC or the alternate EOC will be activated and deactivated at the order of the Butler County Emergency Management Agency Director **and/or** Butler County EMA Executive Board upon the occurrence or threat of an occurrence of a major disaster or emergency.

- ii. Butler County's Primary EOC is adequate for coordinating county-wide emergency operations.
- iii. Sufficient procedures have been developed to direct and control disaster operations.
- iv. Upon its activation, the EOC, in coordination with the Incident Command Center (or Command Post) at the site, will be the point of contact for all operating responders both within and without the county.
- v. Emergency Operations for all levels of government will be carried out according to plans and standard operating procedures.

III. Concept of Operations

A. General

- i. The EOC is the central point for coordinating the operational, logistical and administrative support needs of the response personnel at the disaster site. Within the EOC, local decision makers direct and coordinate the emergency activities. The EOC staff gathers and disseminates situation reports and information for the local decision makers and other units of local, state and federal governments. Through this process, resources can be utilized without duplication of effort and operations can be more efficient. The EOC is the central coordinating point for obtaining, analyzing, evaluating, reporting and recording disaster-related information.
- ii. The decision to activate the primary EOC, or transfer operations to an alternate EOC, is made by the Butler County EMA Director in unison with the Butler County EMA Executive Board.
- iii. Executive heads of local departments are responsible for conducting emergency functions assigned by the chief executive. They will determine the number of persons necessary to carry out emergency operations in the EOC.
- iv. Internal EOC operational procedures will be the responsibility of the Emergency Management Agency Director.
- v. When the Primary EOC is not activated, an Incident Command Post established at or near the scene will be used to provide direction and control for the emergency or disaster operations.

B. Mitigation

- i. An Emergency Operations Center with an Emergency Management Director.
- ii. A complete hazard analysis and identification for the county.
- iii. Upgrading of communications capabilities.
- iv. Development of EOC training programs.

C. Preparedness

- i. Prepare plans and operating procedures for the EOC as well as the county, including support materials such as displays, message forms, record and report forms, etc..
- ii. Conduct exercises to test the readiness capabilities of the EOC and provide experience in EOC operations to responders.
- iii. Train EOC personnel on the use of all internal forms and procedures.
- iv. Reviewing and update Butler County resource manual along with the IRIS database.

- v. Determine internal staffing needs and designate personnel to fulfill EOC staffing requirements.
 - vi. Regularly testing equipment, including generators.
 - vii. Preparing EOC information packets.
- D. Response
- i. Activation of the EOC as required
 - ii. Alerting EOC representatives
 - iii. Checking equipment and supplies
 - iv. Distributing EOC Information packets
 - v. Coordinate all EOC operations.
 - vi. Establish contact with the State EOC, neighboring counties, and other jurisdictions as necessary.
 - vii. Hold staff briefings for all EOC representatives.
 - viii. Provide security for the EOC.
 - ix. Provide bedding, washroom facilities, food and other necessities to the EOC representatives and staff.
 - x. Should the situation exceed the capability of the county and its political subdivisions, a request to the Governor through the Ohio Emergency Management Agency (OEMA) to declare a state of emergency will be made and to identify the specific types of assistance required.
- E. Recovery
- i. Hold initial meeting to determine recovery needs.
 - ii. Make assignments for each recovery function.
 - iii. Prepare damage assessment reports.
 - iv. Request and apply for disaster assistance as necessary.
 - v. Critique operations.
 - vi. Return EOCs to pre-emergency conditions.
- IV. Organization and Assignment of Responsibilities
- A. Butler County Emergency Management Agency Staff
- i. The activated Butler County EOC is organized into four groups;
 - ii. Executive, Communications, Operations and Administrative.
 - 1. The Executive Group consists of the Butler County Emergency Management Executive Board, Emergency Management Agency Director, Butler County Commissioners, and participating mayors or other elected officials of affected jurisdictions. Responsibilities of this group include: policy development coordination of EOC operations and coordination with the Incident Command.
 - 2. The Communications Group consists of the BRICS communications officers, radio operators from supporting agencies, RACES members, ARES members, and CB operators. Responsibilities of this group include: radio and telephone communications between field forces and the EOC, other jurisdictions and the State EOC.
 - 3. The Operations Group consists of an Emergency Operations Manager/Director and department/agency heads or their representatives who will coordinate the implementation of assigned emergency support functions.

4. The Administrative Group consists of the administrative officer, message runners, typists, loggers and other EOC support staff.
 - iii. Staff and operate the EOC
 - iv. Provide support personnel and services.
 - v. Coordinate response and recovery activities.
 - vi. Begin and maintain a significant events log recording all significant emergency events, request for assistance, and casualty information, and property damage, size of affected area, evacuations, sheltering activities, and health concerns.
 - vii. Provide copies of the latest available significant events log to EOC representatives on a regular basis and as updated.
- B. Chief Executive(s) of Affected Jurisdictions
- i. Formulate, review and approve policy and operational guidelines affecting their jurisdictions;
 - ii. As necessary, appropriate and authorize expenditure of funds, approve contracts and authorize distribution of equipment, materials, and supplies for disaster purposes.
 - iii. Coordinate information given to the public via the Public Information Officer;
 - iv. Coordinate with Butler County Emergency Management Agency throughout the course of the disaster/emergency for status reports and assistance;
 - v. Maintain liaison and coordination with elected officials from political subdivisions that are included within this plan for the use of personnel and equipment in responding to the disaster;
 - vi. Issue a proclamation declaring an emergency or disaster;
 - vii. Request a disaster or emergency declaration from the Governor;
 - viii. Assign and make available for duty the employees, property or equipment of the county or political jurisdiction;
 - ix. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster;
 - x. Assist the Butler County Emergency Management Director with damage assessment documentation; Coordinate with the Board of Commissioners for their affirmative approval of disaster relief actions;
 - xi. Authorize that protective action guidelines be implemented based on recommendations from regulating agencies.
- C. Butler County Emergency Management Director
- i. Maintain EOC in a constant state of readiness;
 - ii. Provide a timely activation and recall of key officials and EOC staff;
 - iii. Open, manage and coordinate activities within the Primary and Alternate Emergency Operations Centers;
 - iv. At the direction of the Chief Executives, forward a disaster declaration request to the State for assistance;
 - v. Conduct EOC staff briefings at least hourly;
 - vi. Forward Initial Disaster Reports and damage and injury assessment information to the State. Insure that the damage assessment reports are compiled;(See Recovery Function Annex, Damage Assessment)

- vii. **Ensure** that all available information is supplied to the Emergency Operations Center staff. Maps, status boards, etc. will be in position at all times providing for the collection and display of operational information in the EOC;
 - viii. Maintain liaison and coordination with the State, adjacent jurisdictions and local municipalities that are included within the scope of emergency management for Butler County;
 - ix. Insure that security is provided for the EOC facility;
 - x. Coordinate the logistical aspects of the EOC operation.
 - 1. Auxiliary power is provided.
 - 2. Food will have to be provided at the time of activation.
 - 3. Logistical support for food, water, lighting, fuel, etc. to support the EOC staff and personnel.
 - xi. Insure that Standard Operating Procedures of each agency/department are retained in the EOC as well as a complete inventory of current county resources;
 - xii. Ensure that mutual aid and other written agreements with voluntary organizations and other Federal, State, and local organizations are on file and will be maintained, reviewed and updated.
 - xiii. Advise senior decision makers on the emergency situation and recommend actions to protect the public.
 - xiv. **Ensure** that the EOC operations are coordinated among all responding organizations.
- D. Municipal Chief Executives
- i. Coordinate with Incident Command/EOC for evacuation.
 - ii. Coordinate the actions of all municipal disaster relief forces in conjunction with the information and coordination received through the County Emergency Operations Center.
 - iii. If the disaster occurs solely within the confines of the municipality and the Chief Executive Officer deems it beyond the control of the municipality, he/she may request State assistance or a declaration of a state of disaster through the county.
- E. Ohio Emergency Management Agency
- i. Support ongoing emergency management efforts by providing resources and other necessary items
- F. Federal Emergency Management Agency
- i. Support ongoing emergency management efforts by providing resources and other necessary items
- V. Direction and Control
- A. Incident Command/EOC Coordination
- i. Incident Command will be established at the site of the emergency by the organization having jurisdiction at the scene. The Incident Commander is the highest-ranking official of the organization having jurisdiction at the site. The Incident Commander is responsible for appointing a Coordinator who will act as liaison between the EOC and the Incident Command Center or Command Post.

- ii. The Incident Commander will establish and identify the on-scene command post.
 - iii. When the incident requires activation of the Emergency Operations Center (EOC), direction and control will be through the combined capability of the EOC and the Incident Command Post. The exchange of critical information between facilities such as requests for support and key decisions will enable first response efforts and support operations to be synchronized.
 - iv. The EOC will be the contact point to request and receive additional resources (Federal, State).
 - v. Incident Command will relay regular reports to the Fire and/or Law Enforcement Coordinators at the EOC. The coordinators will provide regular reports to the Executive Group in the EOC and material and personnel support for responders.
 - vi. The ICS has considerable internal flexibility and can grow or shrink to meet different needs. The organization of ICS is built around the following five major management activities all or part of which may be activated by the Incident Commander.
 - 1. Command
 - a. Sets objectives and priorities and has overall responsibility at the site of the incident or event.
 - 2. Operations
 - a. Conducts and develops tactical objectives and directs resources.
 - 3. Planning
 - a. Develops the Action Plan to accomplish the objectives, collects and evaluates information and maintains the status of resources.
 - 4. Logistics
 - a. Provides support to meet incident needs and provides resources and all other services needed to support the incident.
 - 5. Finance and Administration
 - a. Monitors costs related to the incident, provides accounting, procurement, time recording and cost analysis.
 - 6. Safety
 - a. Provides briefings on known incident hazards, develops accountability measures for on-scene personnel, manages overall on-scene safety.
 - vii. The ultimate responsibility for the safety of all individuals at an emergency scene rests with the IC. The IC must be aware of the status of operations and be prepared to alter, suspend, or terminate those operations that are identified as unsafe or dangerous.
- B. Executive Group**
- i. The Executive Group in the activated EOC will coordinate with the highest elected officials of the affected jurisdictions and with the Incident Commander in order to provide direction and control during an emergency or disaster.
 - ii. The EOC will ordinarily be fully activated and Executive Group will assume control of emergency operations during any emergency situation of such magnitude as to require widespread mobilization of elements of local

government other than those principally involved in emergency services on day-to-day basis.

- iii. The county's Emergency Management Agency Director will coordinate EOC operations including notification of EOC representatives, conducting briefings for staff and key officials, and maintaining contact with the Ohio
 - iv. Emergency Management Agency and neighboring counties. Upon the arrival of state and federal officials, coordination with these officials will take place within the county EOC.
 - v. The Executive Group will coordinate with the Incident Commander for direction and control, approve all public information releases, direct protective actions, approve emergency expenditures and request a disaster declaration from the Governor.
- C. State and/or Federal Officials
- i. State and/or Federal Officials arriving at the site of the emergency or at the County EOC will assume direction and control activities only at the request of local executives and the Incident Commander.
- VI. VII. Continuity of Government
- A. Succession of Command
- i. Each staff member shall be responsible for notifying his/her replacement in the line of succession.
 - ii. EOC staffing on a 24-hour-a-day basis will be accomplished in two shifts consisting of 12 hours each. Not all positions will require 24-hour-a day coverage.
 - iii. Organizations supplying response personnel will include their SOPs pertaining specific emergency authorities that may be assumed by designated successors during emergencies.
- B. Preservation of Important Records
- i. Preservation of important records and measures to ensure continued operation and reconstitution is necessary for local government during and after catastrophic disasters or national security emergencies. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., City Clerk, Auditor) be protected and preserved in accordance with applicable state and local laws(i.e., ordinances, resolutions, minutes of meetings, land deeds, and tax records).
- VII. VIII. Administration and Logistics
- A. EOC Forms & Records
- i. Message forms will be used to record all information coming into the EOC via telephone or radio.
 - ii. Each individual sending and/or receiving messages will maintain an individual message log recording every message sent or received.
 - iii. Messages will then be transmitted via a message runner to the master message logger who will record every message on the master message log.
 - iv. The message will then be transmitted via a message runner to the appropriate work station for action and information.

- v. The Initial Disaster Report will be completed as soon as possible after the emergency and the information transmitted to the Ohio Emergency Management Agency.
 - vi. During the operation of the EOC, the staff shall:
 - 1. Manage the county governmental resources and determine where each will be used and assigned, implementing resource controls.
 - 2. Protect resources such as personal equipment during disaster situations and equipment during disaster situations.
 - 3. Provide for the identification and use of resources for special or critical facilities, including radiological laboratories.
 - 4. Maintain accurate and adequate records to document any costs that may be incurred from public/private sources and those that were used in responding to, or recovering from any day-to-day operations.
 - 5. Retain all records and reports until all operations are completed and the obligations and accounts have been closed.
 - 6. Provide operational and logistical support needs of response personnel directed by, but not located in the EOC or Alternate EOCs.
 - 7. Disaster Effects Reporting and Acknowledgement/Authentication of Information Received in the EOC.
 - 8. When reports of damages or injuries are received in the EOC or at an emergency services dispatch point, emergency response personnel (e.g., fire and rescue, law enforcement etc.) will be deployed to the site to verify reports and provide assistance.
 - 9. Radio and Telephone Communications personnel acknowledge and authenticate reports by recording incoming information on message forms and logging each message on a log sheet.
 - 10. When information received is unclear or questionable, the original transmitter of such information will be contacted by radio or telephone for clarification of the information.
- B. EOC Security
- i. The EOC is a secure facility that requires specific access cards to enter.
 - ii. All individuals requiring access to the EOC will be required to enter through designated entrances.
 - iii. All individuals requiring access to the EOC will be required to use an access card to enter the EOC. If a person is requested to enter the EOC but does not have an access card, the EOC Manager/Director must first clear that person before he/she can enter the facility.
 - iv. Each authorized person entering the EOC must sign the registration log to maintain a record of who is in the EOC at all times.
 - v. Media representatives and other visitors will only be allowed access to the EOC upon the approval of Emergency Management Agency Director.
 - vi. Each EOC staff participant will be requested to sign-out on the registration log and record an emergency call-back telephone number to insure their expeditious recall to the EOC in the event conditions worsen, or to resume their shift to **relieve** their replacements.

- vii. If needed, law enforcement agencies will be contacted to provide additional security to the EOC.
 - C. Fiscal Procedures and Administration Authorities
 - i. Fiscal procedures followed during emergency operations are the **vouch** system, the same as is utilized on a day-to-day basis for routine business.
 - ii. Vouchers must be approved by the County Administrator, the County Director of the Office of Management and Budget, or the Butler County Commissioners.
 - D. Alternate EOC
 - i. In the event of the primary EOC is not functional because of damage, inaccessibility or evacuation, the alternate EOCs will be activated. The established activation, manning, and staffing procedures developed for the operation of the primary EOC will be utilized.
 - ii. The alternate EOC, will contain sufficient area for the executive, operations, communications, and administrative groups to function. Maps and display equipment can be relocated from the primary EOC, if necessary.
 - iii. The alternate EOC normally serve as multi-use local government centers. Communication needs must be supplemented through the installation of additional equipment at the time of the alternate EOC activation. Cellular phones, portable and mobile radios, owned by government & private sources may be utilized.
- VIII. Plan Development and Maintenance
 - A. The Butler County Emergency Management Director is responsible for ensuring that necessary changes and revisions to this ESF are prepared, coordinated, published, and distributed. Deficiencies identified through drills, exercises, actual emergencies and changes in government structure and emergency organizations will be addressed by the Butler County Emergency Management Director. The EMA director will forward all revisions of this ESF to affected organizations.

Butler County Emergency Operations Plan

Emergency Support Function #6

Mass Care

Primary Agency: Cincinnati Regional Chapter of the American Red Cross (ARC)

Support Agencies: Butler County Emergency Management Agency
Butler County Salvation Army
Butler County Area Schools

I. Introduction

A. Purpose

- i. Coordinate the delivery of mass care, and human services throughout Butler County in an emergency or disaster event.

II. Situations and Assumptions

A. Situation

- i. Differing types of emergencies require activation of the shelter/mass care organization.
- ii. The sheltering, feeding, and meeting of individuals' personal needs during various types of emergencies might require more personnel and resources than available on a normal basis.
- iii. Butler County has been designated as a host county, which allows at-risk populations to be relocated to our county for sheltering.
- iv. The Cincinnati Regional Chapter of the American Red Cross will respond first to cases of mass care in an emergency situation.
- v. The ARC maintains agreements with a number of other service organizations to assist them when needed.

B. Assumptions

- i. Most evacuees will seek shelter with friends or relatives rather than use established shelters.
- ii. The ARC has estimated that 18 to 20 percent of an evacuating population would need some type of mass care.

III. Concept of Operations

A. General

- i. Ultimate responsibility for sheltering evacuated individuals rests with local government.

- ii. ARC officials are responsible for organizing shelter services in coordination with the Butler County EMA.
- iii. Nationally, ARC has been designated the agency for coordinating shelters and other mass care facilities.
- iv. Shelter officials will coordinate with EOC officials in order to provide protective actions necessary to limit the exposure of sheltered residents to hazardous materials and other harmful contaminants while in the shelters.
- v. Other agencies in the county such as the Salvation Army, area schools, etc. may also assist in sheltering operations.

B. Notification of the General Public

- i. When people are advised to evacuate, instructions on appropriate reception centers and/or shelter/mass care feeding facilities will be disseminated by the County EMA through:
 - 1. Emergency public information broadcasts over local radio/TV stations, and the National Weather Service Radio.
 - 2. Door-to-door notification by emergency services personnel working in the area to be evacuated.
 - 3. Neighborhood-by-neighborhood announcements from emergency vehicles with public address systems.
 - 4. The Butler County Emergency Hotline will be relied upon to assist in the dissemination of warning to the general public.
 - 5. Where available, EAS stations will be used to help disseminate warning information.

C. Reception Centers

- i. The purpose of a reception center is to register evacuees and assign them to specific shelter/mass feeding locations.
- ii. Upon arrival at the centers, occupants will:
 - 1. Be monitored for contamination if radiological hazardous materials are involved in the incident. If the vehicle and/or occupants are found to be contaminated they will be directed to the nearest decontamination point.
 - 2. Complete Red Cross registration form and be directed to assigned shelter/mass feeding locations.
- iii. The Red Cross provides management staff for reception centers, mass feeding facilities and shelters.
- iv. Pertinent evacuee information will be provided to evacuees from the Public Information Officer through the Red Cross.

D. Designation of Shelters

- i. When a need for shelter arises outside of a declared emergency, shelters will be designated by the Red Cross using facilities for which signed agreements are on file with the Red Cross.
 - 1. Specific shelters have been designated.
 - 2. Evacuees will be assigned to shelters by the American Red Cross based upon the safe location of the structure and the living facilities available at the shelter.
 - 3. Evacuees with access to recreational vehicles will, whenever possible, be accommodated at campground facilities within the area.
 - 4. Shelters nearest but external to the hazard area will be reserved for housing essential workers and their families.
 - ii. The National Shelter System (NSS) is a database that contains information for over 56,000 potential shelter facilities. In case of a disaster, this database will allow for the location, managing agency, capacity, current population, and other relevant information pertaining to shelters.
 - iii. In the event of a nuclear attack situation, shelters offering protection from radiological fallout will be designated by the County EMA office.
 - iv. In the event that the above mentioned shelters should prove to be insufficient to house the required number of evacuees, upgradeable facilities identified in the NSS will be designated.
 - v. In the event that shelters providing protection from radiological fallout would prove to be inadequate, instructions on the development of expedient fallout shelters will be provided to the general public through all available media outlets.
 - vi. Administrators of hospitals, mental health facilities, nursing homes and similar access & functional needs organizations, to include local law enforcement agencies will cooperate with the County EMA in designating alternate safe locations if evacuation and sheltering is necessary.
- E. Mass Feeding
- i. The American Red Cross is primarily responsible for mass feeding operations. ARC regulations and procedures entitled Disaster Operations Regulations will govern mass feeding operations.
- F. Crisis Marking of Shelters
- i. Upon shelter activation, signs will be displayed by ARC employees outside the shelters for easy identification by evacuees.
- G. Crisis Shelter Stocking
- i. Additional bedding and some food supplies may be on hand at local schools and churches. There are two shelter trailers housed at the county Engineer's office. Additional shelter supplies can be requested from the Cincinnati Regional Chapter.

- ii. In the event of a nuclear attack relocation, each relocating family from the risk area will be instructed to bring sufficient bedding and clothes for the immediate family, special medicines, and food for at least the first three days.
- iii. The risk area will share the responsibility for resource supply when requirements in host areas exceed capabilities.

H. Radiological Instrument Kits

- i. Radiological monitoring kits are available at the Butler County EMA office as well at each fire station to maintain contamination- free shelters in the event of a nuclear incident.

I. Mitigation

- i. Determine hazard vulnerabilities of the county.
- ii. Discourage development, particularly residential, in flood plains and other hazardous areas.
- iii. Prepare and execute agreements with building owners to guarantee access to facilities during emergencies.
- iv. Task individuals in police, fire and the sheriff's department and elected officials in municipal and county governments to develop SOPs detailing their assigned responsibilities in the event of an emergency evacuation to include development of prisoner evacuation SOPs.
- v. Include procedures for evacuation assistance in mutual-aid agreements.
- vi. Develop a public information program to make citizens aware of availability and locations of shelters.
- vii. Provision of training for managers, staffs and radiological personnel for shelters.

J. Preparedness

- i. Yearly updates of shelter resource lists
- ii. Notification of and coordination with agencies and organizations identified in Shelter/Mass Care list about possible need for services and facilities.
- iii. Preparation of plans and SOPs for shelters.
- iv. Preparation of Shelter Management Kits.

K. Response

- i. Provide crowd control at the site.
- ii. Provide public information for evacuees.
- iii. Maintain liaison with EOC representatives by radio from the Incident
- iv. Command Center at the scene.
- v. Selection of shelters in accordance with:

1. Hazard vulnerability considerations.
 2. Locations in relation to evacuation routes.
 3. Services available in facilities.
- vi. Coordinate with EOC staff to insure that:
1. Communications are established.
 2. Routes to shelters are marked.
 3. Appropriate traffic control systems are established.
- vii. Distribution of Shelter Kits and supplies as necessary.
- viii. Display shelter identification signs at shelter locations.
- ix. Make public announcements about shelter availability and locations through PIO.
- x. Maintain records of financial expenditures and shelter supply use.
- xi. If necessary, coordinate with EOC for radiological support of shelters.
- L. Recovery
- i. Keep shelters operational as long as necessary.
 - ii. Arrange for return of evacuees to home.
 - iii. Deactivate unnecessary shelters.
 - iv. Clean and return shelters to original condition.
 - v. Define the need for more shelters and supplies. Exhausted supplies should be replaced.
 - vi. Maintain listing of expended resources and man hours.

IV. Organization and Assignments of Responsibilities

A. Organization

- i. The Shelter/Mass Care representative will locate at the EOC upon its activation. All aspects of activating, staffing and running shelters will be coordinated through this individual.

B. Responsibilities

- i. America Red Cross Shelter/Mass Care representative
 1. Identify Shelter Managers.
 2. Review shelter listings annually.
 3. Ensure training of shelter managers (State EMA Operations and Training can provide assistance).
 4. Review supply procedures for shelters.

5. Establish public information and education programs in conjunction with ARC.
6. Activate and deactivate shelters, as needed.
7. Provide communication capabilities.
8. Arrange with local health, mental health, and social service agencies to provide support personnel.
9. Develop a policy concerning pet care at shelter facilities.
10. Designate support staff as needed.
11. Develop/review plans for Shelter/Mass Care, to include tracking procedures.

ii. American Red Cross

1. Identify shelter sites.
2. Arrange for public/private sector organizations to staff shelters.
3. Activate, staff and stock shelters.
4. Provide shelter marking signs.
5. Coordinate shelter use.
6. Manage reception and care teams.
7. Provide for mass feeding.
8. Coordinate with applicable agencies/departments to provide support services.
9. Counseling.
10. Health and medical attention, supplies and resources.
11. Provide mobile canteen services.
12. Work with County EMA in the development of public education/information groups regarding sheltering/mass care.
13. Provide first aid/nursing services for sheltered individuals.
14. Conduct blood donor/blood mobile programs.

iii. Shelter Managers

1. Staff and operate shelters.
2. Provide individual and family support services at shelter sites, including family reunification and/or family assistance centers
3. Follow American Red Cross registration, tracking and inquiry procedures.

iv. Salvation Army

1. Assist the ARC in the provision of staff to operate shelters.

2. Provide mobile canteen services for disaster victims/emergency workers.
3. Provide emergency clothing to victims.
4. Provide disaster counseling to victims.
- v. Butler County Emergency Management
 1. Arrange for training of radiological monitors for shelters.
 2. Assist the ARC in the development of public information and education programs regarding sheltering/mass care.
- vi. Butler County Area Schools
 1. Provide buses for evacuation, as requested by the EOC/Incident Commander.
 2. Assist Red Cross in establishing reception centers.
 3. Provide listing of private transportation resources.

V. Direction and Control

- A. During the mitigation and preparedness phases, the Butler County EMA is responsible for initiating the shelter plan development with the Red Cross.
- B. The American Red Cross organizes shelter activities, and determines the extent of assistance needed from other governmental and non-profit organizations.

VI. Continuity of Government

- A. The line of succession for the Shelter/Mass Care representative
 - i. Emergency Services Director of the Cincinnati Regional Chapter of the American Red Cross
 - ii. Disaster Coordinator of the Butler County Office of the Cincinnati Regional Chapter of the American Red Cross
- B. Administration and Logistics
 - i. All training will be arranged by the Emergency Management Agency in cooperation with the Red Cross.
 - ii. Material support will be planned for by the Emergency Management and the Shelter/Mass Care representative.
 - iii. The Cincinnati Regional Chapter of the American Red Cross maintains updated records on food and water supplies, sanitary facilities, and related shelter supplies within the region. Butler County Emergency Management Agency maintains updated records of supplies specifically within Butler County.
 - iv. The Cincinnati Regional Chapter of the American Red Cross communications chairman maintains plans for fixed and mobile radio communications between shelters and the ARC headquarters.

- v. Shelter managers develop SOPs for their shelters, with the shelter/mass care representative final approval, and complete shelter inventory forms and logs.

VII. Plan Development and Maintenance

A. Sheltering

- i. The Shelter/Mass Care representative is responsible for reviewing this ESF and submitting new/updated information to the County Emergency Management Director with all necessary changes and revisions. Changes will be made when deficiencies are identified through drills, exercises, and actual occurrences.
- ii. All involved agencies (Red Cross, Salvation Army, Area Schools) are responsible for developing and maintaining departmental SOPs, mutual aid agreements, personnel rosters including 24-hour emergency notification telephone numbers and resource inventories.

VIII. Authorities

A. American Red Cross

- i. Public Law 4, January 5, 1905
- ii. Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended.
- iii. Statement of Understanding between the Federal Emergency Management Agency and the American National Red Cross, October 22, 2010.
- iv. Statement of Understanding between the State of Ohio and the American National Red Cross, Sep. 2009
- v. Red Cross Emergency Management Regulations and Procedures are specified in the Series 3000 Disaster Manual.

B. Salvation Army

- i. Charter of May 12, 1899 (Amended April 26, 1957)
- ii. Statement of Understanding between the Salvation Army and the American National Red Cross, October 18, 1984.

Butler County Emergency Operations Plan

Emergency Support Function #7

Logistics Management and Resource Support

Primary Agency: Butler County Emergency Management Agency

Support Agencies: Butler County Geographic Information Services (GIS)
Butler County American Red Cross
SOSINK Region
State of Ohio Emergency Management Agency

I. Introduction:

A. Purpose

- i. Provide for prompt and effective acquisition, distribution, and use of personnel and material resources for essential purposes in the event of an emergency or disaster.

II. Situations and Assumptions

A. Situation

- i. Considering the overwhelming demands placed on local government in developing and executing a response to a major disaster, complete and detailed identification as well as effective utilization of available resources is paramount. Local government seldom, if ever, possesses the necessary resources to handle a major disaster, thus resource management becomes one of the limiting factors in the effective response by local agencies.
- ii. Essential services, supplies, material and equipment likely to be needed in emergency operations will vary with the type and magnitude of the disaster, geographic location, time of year, and any number of variables. Emergency resource management planning must take all factors into consideration, developing a capability for the worst case scenario.
- iii. Emergency response and recovery often create overwhelming resources requirements that are beyond the capabilities of the jurisdiction.
- iv. State and federal agencies have resources available for use by local jurisdictions, however specific procedures have been established to access these resources.

B. Assumptions

- i. Local government owned and controlled resources typically can handle most emergency situations within the county.
- ii. State and local codes provide for the procurement via emergency allocations, and appropriations of essential resources in time of a declared emergency.

- iii. Essential supplies, personnel, material, and equipment are available from other governmental resources, private business, industry, and volunteer agencies.
- iv. The private sector has the capability through its day-to-day economic pursuits to provide expertise for continued handling and distribution of their respective resources in time of emergency.
- v. State and federal agencies have resources available for use by local jurisdictions; however, specific procedures have been established to access these resources.
- vi. Resources acquired and/or used by a jurisdiction during an emergency may require payment upon termination of the emergency activity.
- vii. Mutual aid will be available to cover some resource shortfalls.

III. Concept of Operations

A. General

- i. During a disaster, or the threat of one, the county EOC will be activated to coordinate the response of county government and to support incident commanders with evaluation, planning, and information and resource management.
- ii. Resources will be provided upon the request of recognized field command personnel, such as an Incident Commander, or upon the direction of the EOC Manager.
- iii. Resources within the county will be managed through the Incident Resource Inventory System (IRIS) database.
- iv. Resource management within the county may include the use of Points of Distribution (PODs), Staging Areas and Logistical Staging Areas.

B. Mitigation

- i. Develop and update the resource directory of personnel skills, equipment and facility resources.
- ii. Identify essential facilities.
- iii. Develop and maintain up-to-date directory of key personnel.
- iv. Maintain IRIS system.

C. Preparedness

- i. Review and update plans, SOPs and resource information.
- ii. Identify special resources required.
- iii. Coordinate resources with other agencies and volunteers in order to maintain adequate supplies.

D. Response

- i. Distribute and manage resources.

- ii. Identify resource distribution centers for disaster response.
 - iii. Continuously update IRIS system with all committed and available resources.
- E. Recovery
- i. Estimate costs of resources provided.
 - ii. Coordinate the return of resources to home location
 - iii. Assist in recovery operations.

IV. Organization and Assignment of Responsibilities

A. Emergency Management Director

- i. Butler County EMA will be the overall coordinator of Logistics and Resource Management.
- ii. The coordination of essential resources and materials will be handled by the logistics and resource management representative in the EOC. All resources will be coordinated and distributed to the incident sites through the EOC.
- iii. Develop and annually update the county resource manual along with the IRIS database which will be located in the EOC.
- iv. Coordinate with emergency organizations, and private and volunteer groups for development of Standard Operating Procedures.
- v. Update, revise, prepare and distribute changes and revisions to this Emergency Support Function to the appropriate organizations.
- vi. Request additional resources through the EMA Directors of neighboring counties.
- vii. Contact the State for assistance when local resources are exhausted and assistance is mandatory.

B. Logistics and Resource Management representative

- i. Maintain the resources document/directory.
- ii. Maintain all written agreements pertaining to resource management.
- iii. Maintain the Resource Management Plan, Standard Operating
- iv. Procedures (SOPs), and other specific written procedures.
- v. Maintain an up-to-date directory of key personnel contact points.
- vi. Maintain necessary records of all resources which were required or utilized.
- vii. Establish and maintain Staging Areas and Logistical Staging Areas for incoming resources.
- viii. Coordinate communications with Staging Areas and Logistical Staging Areas to ensure timely delivery of resources.
- ix. Identify and fill requests for resources submitted through the county EOC.
- x. Coordinate with EOC Finance Section staff to track resource costs.

- C. Emergency organizations, Volunteer groups, and Private Sector Organizations
 - i. Provide the Logistics and Resource Management representative with current, updated inventories of resources to include personnel, equipment, and materials.
 - ii. Plan for and train adequate personnel for maximum use of resources.
 - iii. Develop, with coordination of the Emergency Management Director, Standard Operational Procedures.
 - iv. Coordinate donation management for the jurisdiction.
- D. Geographic Information Services (GIS)
 - i. Provide mapping services
- E. SOSINK Region
 - i. Provide resources and personnel as needed
 - ii. State of Ohio Emergency Management Agency
 - iii. Provide resources and personnel as needed

V. Direction and Control

- A. The executive board of Butler County EMA and the Logistics and Resource Management representative will be responsible for coordinating resource management activities. The executive board of Butler County EMA is responsible for identifying available sources from which needed resources can be obtained during an emergency situation and approving memorandums of understanding between Butler County EMA and other agencies, organizations and companies. Logistics and Resource Management representatives are responsible for identifying potential sources of resources. Coordination of these resources during emergencies will be handled from the EOC. Routine checks of supplies will be made in order to maintain an accurate list of supplies.

VI. Continuity of Government

- A. Line of Succession
 - i. If the Logistics and Resource management representative is not available, the Emergency Management Agency will fill the position with the adequate staff.

VII. Administration and Logistics

- A. Communications
 - i. The resource management network of communications is a primary responsibility of the EOC and should be effectively functional during an emergency situation.
- B. Resources
 - i. All suppliers of foods, materials, and equipment are on file in the Butler County Resource document/directory.

- ii. Assistance will be requested by activating in place Mutual-Aid Agreements with neighboring jurisdictions, private sector organizations, and volunteer groups.
- iii. Each department of county government, and each city, village, and township and their departments will specify procedures for inventory, storage, maintenance, and replacement of administrative and logistical support items during emergency conditions.
- iv. The identification of special or critical resources required for radiological and chemical analysis, environmental assessment, biological sampling, plume movement tracking, and contamination surveys, i.e., radiological protection equipment inventory, radiological health services, hazardous materials inventory, hazardous materials response, hazardous waste removal, laboratories, local radiological monitors, dosimeters, etc., is included in the Butler County Resource document/directory.
- v. Requests for resources from military installations, governmental and private organizations in neighboring counties will be made through the EMA Directors of those counties.
- vi. SOSINK assistance will be available when local resources are exhausted.
- vii. State assistance is available when SOSINK resources are exhausted or when state assistance is mandatory to protect the lives and welfare of the population.
- viii. Federal emergency/disaster assistance is available when state resources are exhausted.

VIII. Plan Development and Maintenance

- A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forwarded all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #8

Public Health and Medical Services

Primary Agencies Butler County Health Department
 City of Hamilton Health Department
 City of Middletown Health Department

Support Agencies Atrium Hospital
 Mercy Hospital of Fairfield
 Fort Hamilton Hospital
 McCullough Hyde Memorial Hospital
 University Pointe Surgical Hospital
 Children's Hospital – Liberty Campus
 West Chester Medical Center
 Ohio Environmental Protection Agency
 Ohio Department of Health (ODH)
 Butler County Emergency Management Agency
 American Red Cross – Cincinnati Region

I. Introduction

A. Purpose

- i. To design and manage an appropriate, timely response to mass casualty, medical, biological or other health related incident affecting the public health in Butler County.
- ii. Butler County is composed of three primary agencies that will function as partners in supporting this plan.

II. Situations and Assumptions

A. Situation

- i. The responsibility of the three local health departments is to control communicable disease and to protect the health and welfare of the people in the community.
- ii. Disasters occurring in Butler County typically impact community health standards and typically require a public health response. Waste water, solid waste, potable water, food supplies, air quality, health supplies and public health services are commonly affected. This necessitates public health advisories and interventions including disease control measures.

Communities may become overwhelmed addressing the medical needs of disaster victims.

- iii. Health Departments, in coordination with Ohio Department of Health (ODH), will ensure access to public health and medical care for the affected population.

B. Assumptions

- i. Health Departments will notify Butler County Emergency Management Agency and ODH of the status of local health emergencies and the need for assistance. Conversely, the Emergency Management Agency will notify Health Departments of emergencies in their jurisdictions.
- ii. Emergency events may render local Health Departments temporarily inoperable.
- iii. Although a primary hazardous event may not initiate a public health emergency, secondary events stemming from the initial event may do so.
- iv. Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.
- v. A disaster may exceed the resources of the Health Departments and the medical community. Regional, state, and federal emergency resources may be required.
- vi. Requests for support will be coordinated through county and state Emergency Operations Centers.
- vii. Catastrophic disasters may require the relocation of hospital and medical facilities.
- viii. Local emergency operation procedures and resource manuals describe the following medical resources in their jurisdictions: nursing homes, hospitals, emergency medical squads, ambulance services, morgue locations and Mutual Aid Agreements (MAA) for EMS and public health needs.
- ix. A major disaster may require activation of the National Disaster Medical System (NDMS) if county, regional, and state resources are overwhelmed.
- x. Mutual Aid will be integrated between the local and regional health jurisdictions.
- xi. Health Department and medical employees may be asked to perform duties under dangerous circumstances and consideration will always be given to employee safety.

III. Concept of Operations

A. General

- i. The Health Departments in Butler County activate this plan during any disaster as needed.
- ii. The Health Commissioner and/or designee shall be available to staff the

Butler County EOC, coordinate with the affected community at the site of the emergency, and work with ESF-8 support organizations to answer the needs of affected populations.

- iii. First responders at the scene coordinate EMS and request county, regional, and state assistance through the Butler County Emergency Management Agency.

B. Ohio Strategic National Stockpile Plan

- i. The Ohio Strategic National Stockpile (SNS) Plan addresses supplemental assistance to Butler County health agencies, treatment centers, and designated Points of Dispensing (POD) locations to facilitate a system to quickly distribute critical medical assets.
- ii. The Butler County Health Department, city health departments, and the Butler County Emergency Management Agency will develop a separate annex which will implement the Ohio Strategic National Stockpile Plan specifically to the county which will specifically list POD policies and locations.

C. Mitigation

- i. Provide personnel with appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.
- ii. Immunize/inoculate county residents against diseases.
- iii. Provide continuous health inspections.
- iv. Research and address the prevention and detections of communicable diseases through epidemiology surveillance and reporting.
- v. Provide public health awareness programs.

D. Preparedness

- i. Develop and regularly update the ESF 8
- ii. Develop and regularly update the health district's Standard Operating Guidelines (SOGs) and Emergency Response Plans (ERPs)
- iii. Develop procedures for supplemental water supplies, back-up sanitation measures, water and food quality testing, garbage disposal, and sewage treatment.
- iv. Maintain contact with support agencies, health, medical, and volunteer organizations
- v. Train and exercise staff on emergency plans, communications, National Incident Management System (NIMS), and Incident Command System (ICS)
 - 1. Response
- vi. Initiate disease control operations.
- vii. Request material support from other departments/districts and related organizations through EOC.

- viii. Initiate steps to **request** SNS POD site and/or temporary health care facilities.
 - ix. Implement control and surveillance measures for communicable diseases.
 - x. Establish effective communications with primary personnel and support agencies.
 - xi. Maintain all records and documentation pertaining to incident.
- E. Recovery
- i. Assist in the provision of medical care if demand exceeds what local medical facilities are able to provide
 - ii. Continue to monitor potential health hazards due to contamination of food, water, and possible disease sources if necessary
 - iii. Participate in post event critiques of response activities and adjust plans and protocols as necessary
 - iv. Assist affected populations in clean up of follow up activities with technical advice or field service on health and safety issues related to returning to damaged areas.
 - v. Document and report activities undertaken during the emergency and any other pertinent information.

IV. Organization and Assignment of Responsibilities

A. Health Departments

- i. The Health Commissioner or designee of each jurisdiction is responsible for the planning and administration of all public health services on a daily basis and is responsible for directing operational response of departmental personnel during a major emergency.
- ii. Evaluate the potential health risks associated with the hazard and recommend appropriate correctional measures to EOC.
- iii. Inspect for purity and usability and quality control of vital food stuffs, water, and other consumables.
- iv. Coordinate with the water, public works, or sanitation departments, as appropriate, to ensure the availability of potable water and an effective sewage system, and the sanitary removal of solid waste and other debris.
- v. Establish isolation/quarantines.
- vi. Provide epidemiological surveillance.
- vii. Monitor food handling, mass feeding and sanitation service in emergency facilities.
- viii. Assure adequate sanitary facilities are provided in emergency shelters.
- ix. Assist in providing medical aid in shelters.

- x. Inspect environmental and sanitary conditions at assembly points, shelters or other facilities.
 - xi. Veterinary support for animal healthcare and/or vector-borne disease control.
 - xii. Develop standard operating guidelines and emergency protocols to implement various portions of this plan.
 - xiii. Maintain vital records and statistics.
 - xiv. Implement emergency public health information campaign
 - xv. Maintain documentation of response and recovery efforts.
- B. Area Hospitals
- i. Maintain liaison with Health Officials.
 - ii. Provide nursing care, hospitalization, and communications as needed and available
 - iii. Support other hospitals as available.
- C. Butler County Emergency Management Agency
- i. Liaison with Ohio Emergency Management Agency and other state resources.
 - ii. Assist in the declaration of a state emergency.
 - iii. Provide coordinating services.
 - iv. Assist with direction and control.
 - v. Arranges for materials, supplies and equipment.
- D. Ohio Department of Health
- i. Provide technical support to the Health Departments as requested.
 - ii. Provide supplies and resources as requested.
 - iii. Provide laboratory support.
- E. Ohio Environmental Protection Agency
- i. Monitor contamination and pollution of public water supplies
 - ii. Decontamination of public waterways for use as potable water supply.
 - iii. Provide technical support to the Health Departments as requested.
- F. American Red Cross
- i. Provide food, clothing, and shelter for emergency medical workers, volunteers, and patients, if requested.
 - ii. Provide medical and volunteer staff as requested.
 - iii. Assist in handling injuries and emergency first aid.
 - iv. Coordinate with hospitals, EMS, aid stations, and field triage units to collect,

receive, and report information about the status of victims.

V. Direction and Control

- A. The designated County Health Department representative will report to the county EOC upon its activation. There, they will coordinate response efforts to health related activities, advise decision makers, and maintain contact with other emergency groups.
- B. Procedures and policies for management of Health Department resources will follow internal SOGs and ERPs.

VI. Continuity of Government

- A. The line of succession for the Butler County Health Department, City of Hamilton Health Department, City of Middletown Health Department, and all support agencies will follow their internal SOGs.

VII. Administration and Logistics

- A. During an emergency the Health Departments will utilize all local resources. If additional assistance is required the Ohio Department of Health will be contacted through the EOC.
- B. The Health Departments will maintain accurate and up-to-date resource listings.
- C. Logistical support for food, water, power, and fuel will be provided to the Health Department representative located in the EOC.

VIII. Plan Development and Maintenance

- A. The Health Commissioner or designee of each jurisdiction has the responsibility of reviewing this Emergency Support Function and submitting any new or updated information to the Butler County Emergency Management Agency. Changes to this support function are to be prepared and coordinated based on deficiencies identified by exercises, emergencies, and changes in the governmental structure. The Butler County Emergency Management Director will publish and forward all revisions to all applicable organizations.

Butler County Emergency Operations Plan

Emergency Support Function #9

Search and Rescue

Primary Agency Butler County Technical Rescue Team

Support Agencies Local Fire Departments
Butler County Sheriff's Office
City Police Departments
CERT
Ohio Special Response Team
Butler County Geographical Information Services (GIS)

I. Introduction

A. Purpose

- i. Provide search and rescue coordination and support services during emergency events in Butler County.
- ii. ESF-9 can provide personnel and resources to support mitigation, preparedness, response, and recovery activities in support of the primary emergency management objectives.

II. Situation and Assumptions

A. Situations

- i. Every day in Butler County, agencies and/or departments may be tasked to initiate a search and rescue mission that may require the utilization of air, ground, and water rescue operations to preserve life.
- ii. The Butler County Technical Rescue Team is the lead agency during search and rescue missions within the county and has been trained in wide variety of response efforts such as, Structural Collapse (Urban) Search and Rescue (US&R), Maritime/Coastal/Waterborne Search and Rescue, and Land Search and Rescue.
- iii. Agencies that conduct preplanning for search and rescue mission(s) must consider hazards such as fire, confined space rescue, high-rise structures, forested areas, recreational areas/facilities, waterways, chemical/nuclear/biological locations.
- iv. Responders must also take into consideration when their safety and the safety of the victims are being impacted by severe weather conditions such as temperature extremes, snow, rain, and high winds.

B. Assumptions

- i. Responders may face added difficulties or hindrances after a disaster because of extensive damage to the local infrastructure. Such damage then may create

environmental safety and health hazards such as downed power lines, unstable foundations or structures, exposure to biohazards, toxins, and blood-borne pathogens.

- ii. Fire, Police, and other agencies will coordinate activities with the Butler County Technical Rescue Team.
- iii. People may become lost, injured, or die while outdoors, requiring search and rescue activities in Butler County.
 - a. iv. An emergency or disaster can cause buildings to collapse, or leave people stranded due to rising water, threatening lives and requiring prompt search, rescue or medical care.
- iv. Access to damaged sites and/or wilderness locations may be limited. Some sites may be initially accessible by only air or water.

III. Concept of Operations

A. General

- i. In most rescue cases, local response agencies will have the ability to respond appropriately. However, in some cases that may include confined spaces, structural collapses, high angles, etc. the Butler County Technical Rescue Team will respond to the event.

B. Mitigation

- i. Develop capabilities to perform specialized search and rescue operations
- ii. Provide personnel with the appropriate training to participate in activities designed to reduce or minimize the impact of future disasters.

C. Preparedness

- i. Actions and activities that develop Search and Rescue response capabilities may include planning, training, orientation sessions, and exercises for ESF-9 personnel (i.e., Local, State, Regional, and Federal) and other emergency support functions that will respond with ESF-9. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- ii. Coordinate training and exercises for EOC and Technical Rescue Team members.
- iii. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- iv. Maintain liaison with support agencies.

D. Response

- i. Coordinate all search and rescue operations through the search and rescue representative located in the emergency operations center.

- ii. Respond to requests for specialized search and rescue operations.
- iii. Coordinate with other ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- iv. Coordinate with support agencies, as needed, to support emergency activities.
- v. Establish ICS for search and rescue operations and become Incident Command for all search and rescue operations.

E. Recovery

- i. Continue to provide support as required to support the recovery phase.
- ii. Assist in the return of all search and rescue resources in an organized fashion, so as to be able to respond to future search and rescue missions.
- iii. Assist in body recovery activities in coordination with the Butler County Coroner's Office.

IV. Organization and Assignment of Responsibilities

A. Butler County Technical Rescue Team

- i. The Butler County Technical Rescue Team Advisory Committee is responsible for the planning and administration of all search and rescue operations prior to any major emergency.
- ii. Upon activation of the EOC, the assigned representative from the Technical Rescue Team will report to EOC to coordinate all search and rescue activities.
- iii. Provide leadership in directing, coordinating and integrating overall county efforts to provide Search and Rescue assistance to affected areas and populations.
- iv. Coordinate and direct the activation and deployment of county agencies Search and Rescue personnel, supplies, and equipment and provide certain direct resources.
- v. Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.
- vi. Monitor Search and Rescue emergency response and recovery operations. ESF-9 Representatives or designees will coordinate all State and Federal Search and Rescue resources into the affected areas from staging areas.
- vii. Manage Search and Rescue and other emergency incidents in accordance with each department's Standard Operating Procedures and under the direction of ESF-9 Representatives or designee.
- viii. Provide assistance in initial needs assessment, and augment Search and Rescue operations through specialized response capabilities.
- ix. Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Search and Rescue needs.

B. Local Fire Departments

- i. Assist in lost person searches when resources are available.
- ii. Provide medical aid and medical transport.
- iii. Provide technical rescue support when commensurate with training.
- iv. Provide incident command and staff for rescue operations when requested.

C. Butler County Sheriffs Office

- i. Assist in lost person searches when resources are available
- ii. Support SAR operations within the county and respective jurisdictions when requested.

D. Local Law Enforcement Agencies

- i. Assist in lost person searches when resources are available
- ii. Support SAR operations within the county and respective jurisdictions when requested.

E. CERT

- i. Assist in lost person searches when resources are available
- ii. Support SAR operations within the county and respective jurisdictions when requested.

F. Ohio Special Response Team

- i. Assist in lost person searches when resources are available
- ii. Support SAR operations within the county and respective jurisdictions when requested.

G. Butler County Geographic Information Services (GIS)

- i. Provide mapping services

V. Direction and Control

- A. The ESF- 9 representative located in the EOC will work with all executives of the primary and support agencies to fulfill necessary needs of the county in the case of an emergency.

VI. Continuity of Government

- A. Lines of succession for each department are according to the standing operating procedures established in each department.

VII. Administration and Logistics

- A. All resource requests will be made through the EOC.
- B. All resources will be managed through the EOC and the IRIS database

VIII. Plan Development and Maintenance

- A. The Butler County Technical Rescue Advisory Committee is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forwarded all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #10

Hazardous Materials

Primary Agencies Butler County Regional Hazardous Materials Team
 Butler County Emergency Management Agency
 Butler County Local Emergency Planning Committee

Support Agencies Local Fire Departments
 Butler County Health Departments
 Butler County Water and Sewer Department
 Butler County Engineers Office
 City Health Departments
 City Environmental Services
 Ohio Environmental Protection Agency

I. Introduction

A. Purpose

- i. Provide hazardous materials coordination for Chemical, Biological, Radiological and Nuclear (CBRN) incidents and support services in support of emergency events in Butler County in conjunction with the Regional Hazardous Materials Team Guidance Manual. The goal is to assist local responders in saving lives and protecting property from a hazardous materials release by developing the following plan to help mitigate the effects of, prepare for, respond to and recover from, an emergency caused by a hazardous materials or extremely hazardous materials release within Butler County.

II. Situation and Assumptions

A. Situations

- i. Fixed Site Risks
 1. According to the most up-to-date data, there are 363 hazardous substance sites and 130 extremely hazardous substances sites within the county.
- ii. Transportation Risks
 1. There are 14 state routes, 3 U.S. routes, and 1 Interstate which run through the county.
- iii. There are 3 railways that operate within the county
 1. CSX railway
 2. Norfolk Southern railway
 3. Indiana & Erie

iv. Pipeline Risks

1. There are 11 pipeline operators within the county.

B. Assumptions

- i. The existence of hazardous materials provides the potential for a release of a substance into the air, land, or water at any given time in the County. The release hazard may impact the citizens located in the vulnerable zone of each fixed site facility.
- ii. This county has the capability to make protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.
- iii. The Butler County Regional Hazardous Materials Team is Type 1 Hazardous Materials Team, designated as such by the Ohio Hazardous Materials Technical Advisory Committee, and possess the requisite equipment and training required to respond to any hazardous materials incident within the county
- iv. Protective action recommendations during an incident may include in place sheltering, evacuation, and notification of contaminated foodstuffs or water supplies.
- v. The amount of lead-time available to determine the scope and magnitude of the incident will impact the protective action recommended.
- vi. In the event of a serious incident, many residents in the vulnerable zone may choose to evacuate spontaneously without official recommendation. Many may leave by way of routes not designated as main evacuation routes. Some may not evacuate at all from the hazard area.
- vii. A transportation incident may require the evacuation of residents at any location within the county.
- viii. EHSs entering the sewage or drainage systems may necessitate the shutdown of sewage plants, which may result in the release of untreated sewage.
- ix. Wind shifts may occur that result in designating protective action measures.
- x. The resources of the county may need to be augmented by the State and/or Federal government, either separately or in combination, to cope with the situation. They will act under the Incident Commander.

III. Concept of Operations

A. Mitigation

- i. Support and plan for mitigation measures pertaining to hazardous materials
- ii. Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities

- iii. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

B. Preparedness

- i. Actions and activities that develop hazardous materials response capabilities may include planning, training, orientation sessions, and exercises for ESF-10 personnel (i.e., Local, State, Regional, and Federal) and other emergency support functions that will respond with ESF-10. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis
- ii. Prepare an inventory of existing threats using SARA Title III, Tier II information.
- iii. Coordinate planning with ESF-10 support agencies and other emergency support functions to develop hazardous materials response operations.
- iv. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.

C. Response

- i. Coordinate operations at the ESF-10 desk in the County Emergency Operations Center and/or at other locations as required.
- ii. Establish and maintain a system to support on-scene direction, control and coordination with the local incident commander, the county EOC, State EOC, and / or other coordination entities as appropriate.
- iii. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- iv. Coordinate with support agencies, as needed, to support emergency activities.
- v. Coordinate with other County ESFs to obtain resources and to facilitate an effective emergency response among all participating agencies.
- vi. Once all local resources have been utilized and expended, coordinate with the logistic section to assist in locating additional support resources.

D. Recovery

- i. Continue to provide support as required to support the recovery phase of the incident through the appropriate incident commander.
- ii. The County has an agreement on a standard documentation and cost recovery procedure. The Emergency Management Agency will put together a bill for the responsible party to reimburse Butler County Hazardous Materials Team. All other agencies that responded will prepare and submit for their respective reimbursements from the responsible party. If this is not accomplished, the agencies involved should follow ORC Chapter 3745.13 in recovering costs. If this is not applicable, the LEPC may request reimbursement from the USEPA under the Superfund legislation for cost recovery, (40 CFR 310-

Reimbursement to local Governments for Emergency Response to Hazardous Substances Releases).

IV. Organization and Assignment of Responsibilities

A. Butler County Regional Hazardous Materials Team/LEPC

- i. Proper response to an incident involving the release of hazardous materials requires the coordinated actions of numerous city, township, and village departments or agencies under a unified command system. Rapid communications must be utilized to inform responsible officials of the situation, in order to facilitate decision-making. The following tasks are not intended to be all-inclusive or exclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken when a hazardous materials incident occurs.
- ii. The Butler County Regional Hazardous Materials Team will provide leadership in directing, coordinating and integrating overall County efforts to provide hazardous materials assistance to affected areas and populations.
- iii. Maintain a list of mutual aid agencies and private contractors that are trained and qualified to respond to an incident
- iv. Ensure that all first responders are trained in awareness and operations level of hazardous materials response as defined in the guidelines established by the State Emergency Response Commission
- v. A Butler County Regional Hazardous Materials Team member will staff ESF-10.
- vi. ESF-10 will coordinate the response and recovery efforts to hazardous materials incidents upon notification of a release by ensuring that coordination and cooperation is maintained in identifying the material. Then securing, removing and properly disposing of the hazardous material.
- vii. ESF-10 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

B. Butler County Emergency Management Agency

- i. The senior Emergency Management official notified will, based upon the response level and the Incident Commander's input, initiate EOC activation (See Emergency Support Function-5).

C. Public Works

- i. The senior department official at the scene will report to the integrated on-scene command post and perform the following in addition to the responsibilities and procedures outlined in Emergency Support Function-3 (Public Works/Engineering):
- ii. Provide material for building dikes to contain liquids and absorbing hazardous materials.

- iii. Cooperate with police to establish an efficient detour with the appropriate signs, arrows, and police officers to expedite movement of traffic.

D. Health Department

- i. A representative from the Health Department, when requested, may report to the on-scene command post and will perform the following in addition to the responsibilities and procedures outlined in Emergency Support Function-8 (Health and Medical Services):
 - 1. Make a medical estimate of the situation, based on the materials involved, and take appropriate actions.
 - 2. A senior representative of the County's Health Department will, when requested, report to the on-scene command post and:
 - 3. Assist in determining the identity of the hazardous material and establish the type and degree of the hazard involved.
 - 4. Provide assistance or advice on public protective actions required.
 - 5. Determine the proper method for neutralizing, containing or removing the hazardous materials.

E. Facility Owners and Operators

- i. Designate Facility Emergency Coordinator (FEC) to participate in the LEPCs planning efforts.
- ii. Develop on-site contingency plan in accordance with OSHA 1910.120, which specifies notification and emergency response procedures. Plans will be coordinated with the local Fire Department and the County's LEPC coordinator.
- iii. Provide technical support when the LEPC conducts its hazard analysis of the Facility.
- iv. Initiate emergency notification and written follow-up as outlined in ORC 3750.06.
- v. During a release, provide an emergency response liaison to the Command Post or the EOC, as requested.
- vi. Provide a public information representative to work with the incident's PIO for the accurate release of public information.

F. State Government Role

- i. Five primary agencies provide personnel, equipment and advice to the IC/County EOC/LEPC as needed. Thirteen support agencies also provide personnel and support to local government. Below are those agencies most likely to be used by this County. State roles are further defined in the State of Ohio's Hazardous Materials Emergency Management Plan, which is on file with the Butler County EMA office.
- ii. State Emergency Response Commission (SERC)

1. Oversees the implementation of ORC 3750 in the State of Ohio. The Commission has no responsibility. It is a planning body only. It coordinates the preparedness efforts of the State and LEPC.

iii. Ohio Emergency Management Agency (OEMA)

1. Develops and implements the State's Hazardous Materials Emergency Management Plan which includes State roles for mitigation preparedness, response, and recovery.
2. Coordinates requests for the State/Federal assistance from local political subdivisions.
3. Activates and maintains the State EOC, as needed.
4. Co-Chairs and acts as the SERC's Plan/Exercise Review Team by providing planning and exercise guidance and training to LEPCs.

iv. Ohio Environmental Protection Agency (OEPA)

1. Provides an On-Scene Coordinator to assist the IC in response and recovery decision-making. Will act as coordinator between the Federal On-Scene Coordinator (OSC) and the IC. OEPA will be the lead State agency on-scene when the primary threat is to the environment.
2. Monitors contamination and pollution, advises on acceptable cleanup operations, and provides guidance on disposal procedures. May investigate spills, if necessary.
3. Co-Chairs the SERC, and acts as the State's Information Coordinator by maintaining facility and spill reports, distributing Grant monies, and providing advice to LEPCs

v. State Fire Marshal (SFM)

1. Provide trained personnel and dedicated equipment from regional offices to assist the IC in response and recovery decision-making regarding materials with fire/explosive hazards. The Fire Marshal will be the lead State agency on-scene when the primary threat is fire or explosion.
2. Provide hazardous materials training through the Ohio Fire Academy and the SFM's Outreach Program.

vi. Ohio Department of Health (ODH)

1. Assist local departments in ensuring the restoration of public health and sanitation. Investigate potential health problems stemming from releases. Assist in ensuring the safety of private water supply sources. Coordinate the safety and health of shelters used during a response.

vii. State Highway Patrol (OSP)

1. Will close and divert traffic from State Highways when requested by the IC, will support local Law Enforcement operations, and can provide communication and weather data as needed.

viii. Public Utilities Commission of Ohio (PUCO)

1. The Transportation Department's Hazmat Section can provide on- scene accident assessment of transportation railroad hazardous material spills. They can cite the spiller for improper handling, storage, or transport of materials.
2. The Consumer Service's Pipeline Safety Section can provide field and technical assistance should a release occur along a pipeline in the County.

ix. Ohio Department of Transportation (ODOT)

1. Local offices may supply personnel and equipment to support Cold Zone operations. Primarily, ODOT will coordinate with local entities to designate alternate traffic routes. Will support traffic control and provide technical assistance regarding road conditions.

x. Ohio Department of Natural Resources (ODNR)

1. The Department is responsible for maintaining the State lands. They can provide damage assessment teams (field inspectors or geologists), provide watercraft for related operations, and assist in sheltering.

G. Federal Government Roles

- i. Federal operations will be coordinated with the IC and fall under his/her ICS. Requests for Federal assistance shall be requested through the Ohio EMA. If the National Response Center (NRC) was notified by the spiller or IC, the National/Regional Contingency Plan may already be in effect. Federal roles are defined in the State of Ohio's Hazardous Materials Emergency Management Plan which is on file with the Butler County LEPC / EMA.

V. Direction and Control

A. On-Scene Direction and Control

- i. The senior Fire Official(s) of the jurisdiction(s) on-scene shall have overall responsibility for the direction and control of the scene as per ORC 3737.80.
- ii. The integrated command post (CP) will be established upwind and at a safe distance from the scene consistent with the hazards, accessibility and response personnel safety. It will coordinate on- scene activities and support to deployed emergency service response elements.
- iii. The CP is supported by a representative of the local jurisdiction who can monitor and transmit on all County emergency service channels. This group will coordinate action between on-scene and off-scene agencies.
- iv. The jurisdictional Fire Department is in charge of the operation, maintenance and deployment of the CP.

B. Off-Scene Direction and Control

- i. When the incident requires activation of the Emergency Operations Center (EOC), direction and control will be through the combined capability of the EOC and the Incident Command Post. The exchange of critical information

between facilities such as requests for support and key decisions will enable first response efforts and support operations to be synchronized.

- ii. The activated EOC is the Focal point for coordinating resource requirements in support of on-scene activities and off-site protective action decisions. EOC procedures are detailed in Emergency Support Function -5 (Emergency Management).

VI. Continuity of Government

- A. Lines of succession for each department are according to the standing operating procedures established in each department.
- B. On-Scene succession is the Incident Commander, followed by his/her designee.
- C. Response Organizations Heads are identified in ESF-5.
- D. Succession within the EOC is defined in ESF-5.

VII. Administration and Logistics

A. Administration

i. Information Requests

- 1. The LEPC Information Coordinator is responsible for maintaining the files containing MSDSs, reports generated under 3750.07 and.08, emergency reports and follow-up notices, and the plan. The Information Coordinator shall annually publish a notice indicating the location and availability of this plan and the above information for public review.
- 2. As required by ORC 3750.10, the County makes available the information during normal working hours at the Butler County Emergency Operations Center. Trade secret and chemical location materials are not available in accordance with the law. Any request to review information must be made in writing to the Information Coordinator. If information is not on file with the County, the Information Coordinator will contact the Facility for the required information to fulfill the request. Copies of material will be in accordance with the Public Documents Act.
- 3. The Information Coordinator will maintain a record of the types and frequencies of information requests. This information may be annually provided to the Facilities within the County, but will not include names or addresses of persons making such requests.

B. Logistics

i. Resource Management

- 1. When a situation exceeds the capability of local government, requests for State/Federal assistance will be initiated by the IC, and made by the Chief Elected Official or by another official duly authorized.
- 2. Requests for assistance from local, private, and public sector groups will be made as appropriated by contacting agencies listed in the County Resource Manual (see Emergency Support Function-7). The manual and

ESF-7 will be maintained by the EMA Director. It identifies agencies or groups that can provide assistance along with the telephone number and contact person. Resources to be used in an EHS response are listed in ESF-7.

ii. Relationships to Other Plans

1. Butler County Emergency Operations Plan

- a. The County's all-hazard Emergency Operations Plan (EOP) creates an umbrella for protecting the health, safety, and property of the public from transportation or fixed site hazardous material incidents. This Emergency Support Function is supported by standard operating procedures (SOPs) that address specific situations and operational concepts.

2. Butler County Hazardous Materials Team Guidance Manual

- a. The County has established a standard operational concept for activation, assessment, personnel safety, site control, identification, containment, command post, staging areas, monitoring, on-site/offsite response coordination, and recovery during incidents involving EHSs or non-EHSs.

iii. Fixed Facility Plans

1. Fixed Facility Contingency Plans are required under OSHA 1910.120. Each Facility plan specifies notification, emergency response organization and responsibilities, emergency response organization procedures and coordination procedures for interfacing with off-site and response organizations. If the Facility will not respond to a release at their site they will then have a plan which will define basic fire and procedures to be followed by the Facility's employees.
2. Of the EHS Facilities within the County, some have a response plan, while many have only a fire and evacuation plan. Some of these plans have been coordinated with the local Fire Departments and the County CEC.
3. Some Local Fire Departments have coordinated these Facility plans into their pre-Fire plans for the Facilities in their jurisdiction.

iv. The State of Ohio's Hazardous Materials Emergency Management Plan.

1. The plan describes the procedures, methods, and roles by which the State of Ohio will respond to hazardous materials emergencies. This plan provides for the support of many State agencies in large scale hazardous materials by establishing clear methods for interfacing local government. The plan is activated by the Ohio EMA in consultation with the primary agencies in the plan.

v. The Regional Contingency Plan (Region V)

1. The regional plan provides for the coordination of a timely response by various Federal agencies and other organizations to discharges of oil, and

releases of hazardous substances, pollutants and contaminants in order to protect public health, welfare and the environment. The plan will be activated either by a request of regional agencies thru the Ohio EMA or by the NRC when it is notified of an incident. The regional plan will direct federal functions and will be coordinated thru the IC.

vi. The National Contingency Plan

1. This plan provides for a coordinated Federal response to a large scale hazardous materials incident. A request for activation of this plan is made as done for the Regional Plan above. It is used when regional federal sources are insufficient to handle the situation.

VIII. Plan Development and Maintenance

A. LEPC Annual Plan Review

- i. All agencies assigned responsibilities in this ESF are responsible for developing or updating internal procedures that will assure a continuing acceptable degree of operational readiness to carry out their. The LEPC will meet as a group to complete the plan review. The plan shall also be reviewed following each exercise or actual incident, Critique comments made from either event will be discussed by the LEPC regarding changes needed to the plan.
- ii. The LEPC coordinator is responsible for the overall development and of this ESF. However, any plan holder who identifies a necessary update should provide such revision to the LEPC coordinator. The LEPC coordinator will solicit comments from plan holders regularly.

IX. Authorities and References

A. Authorities

i. State Laws

1. Ohio Revised Code (ORC) Chapter 3750: Emergency Planning (as amended and the rules adopted under it).
 - a. This is Ohio's version of the Federal EPCRA, and establishes the framework for EHS planning and response in Ohio.
2. ORC Chapter 5502: Effects of SARA Title III on Emergency Management.
 - a. This states that the EMA Director may serve on and even Chair an LEPC, and must incorporate the LEPCs plan into the County's planning and preparedness activities.
3. ORC Chapter 3745.13: Recovery of Costs from Persons Causing Environmental Emergencies.
 - a. This defines how costs incurred by a District's EMA office from the spiller in conjunction with the appropriate legal counsel support.
4. ORC Chapter 3737.80: Hazardous Materials Emergencies.

- a. This defines that the Fire Chief will be responsible for primary coordination of on-scene activities of all agencies.
5. ORC Chapter 2305.232: Civil Immunity for Persons Assisting in Cleanup of Hazardous Material.
 - a. This is Ohio's "Good Samaritan" law and defines the steps necessary for receiving civil immunity when providing assistance at a hazardous material release or cleanup.
6. Ohio Administrative Code (OAC) 3750 et al.
 - a. This lists and defines the rules adopted by the SERC under ORC Chapter 3750.
7. Ohio Fire Code 1301:7-1-03 Section F-102.8 Authority at Fires and Emergencies.
 - a. This complements ORC 3737.90 by stating that the Fire Chief is in charge at the scene of a fire or other emergency involving the protection of life or property.
8. Ohio Attorney General (OAG) Opinion, No. 91-014.
 - a. This discusses the liability of SERC and LEPC members when acting under Chapter 3750.
- ii. Federal Laws
 1. Superfund Amendments and Reauthorization Act (SARA), Title III:Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (Public Law 99-499).
 - a. This sets the framework for EHS planning in the U.S. Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund) (Public Law 96-510). This provides Federal funds for response to releases of Hazardous Substances and requires notification to the National Response Center (NRC) of accidental releases.
 2. Occupational Safety and Health Administration (OSHA), Standard 29 CFR 1910.120(q): Emergency Response.
 - a. This section of the HAZWOPER Standard describes the training and planning required of those who will take part in an emergency response to a release of hazardous materials. It also prescribes the use of an Incident Command System during a response.
 3. SARA, Title I; Section 126: Worker Protection Standards.
 - a. This directed OSHA to develop training standards for persons responding to hazardous emergencies who may be exposed to toxic. OSHA established the HAZWOPER standards. These standards were adopted by the USEPA for non-OSHA states such as Ohio.
 4. Oil Spill Pollution Act of 1990 (OPA 90) (Public Law 101-380).

- a. This defines that Facilities with Hazardous Substances or Oil under Clean Water Act must have a Facility plan for accidental releases.
- 5. Clean Water Act of 1977 (CWA) (Public Law 95-217).
 - a. This the Federal Water Pollution Act regulating discharges of toxic pollutants into waterways.
- 6. Hazardous Materials Transportation Uniform Safety Act of 1977 (HMTUSA) (Public Law 101-615).
 - a. This amends the Hazardous Materials Transportation Act of 1977 and establishes uniform licensing of hazardous materials transporters. It also established a training grant fund to supplement State-training programs for LEPCs and Fire Departments.
- 7. Resource Conservation and Recovery Act of 1976 (RCRA) (Public Law 94-580).
 - a. This provides for the safe treatment and disposal of hazardous wastes from cradle to grave, and defines that underground storage tank owners are financially responsible for cleaning up leaks.
- 8. Toxic Substance Control Act of 1976 (TSCA) (Public Law 94-469).
 - a. It defines the testing and screening of chemicals produced/imported into the US.

Butler County Emergency Operations Plan

Emergency Support Function #11

Agriculture and Natural Resources

Primary Agencies Ohio State University Extension, Butler County
Butler County Soil and Water Conservation

Support Agencies Tri-State County Animal Response Team (CART)
Butler County Humane Society
Butler County Dog Warden
Butler County Health Department
Butler County Fairgrounds
City of Hamilton Health Department
City of Middletown Health Department
Ohio Department of Agriculture
Ohio Environmental Protection Agency (OEPA)
Ohio Department of Natural Resources (ODNR)
USDA Farm Services Agency- Butler County Office
Natural Resources Conservation Services – Butler County Office
Private and Non-Profit Animal Shelters
Local Veterinary Hospitals

I. Introduction

A. Purpose

- i. Provide for the coordination of services to animals and the agricultural community in an emergency situation.
- ii. To protect domesticated and wild animal resources, the public health, the public food supply, the environment and to ensure the humane care and treatment of animals in case of a large scale emergency.
- iii. To protect and/or preserve the agricultural resources, the public health, the public food supply, and the environment in case of a large scale emergency.

II. Situations and Assumptions

A. Situations

- i. A significant emergency may deprive substantial numbers of county residents from access to safe and reliable supplies of food and water.
- ii. An emergency may be caused by or cause the spread of a contagious disease through the food and water supply systems or from animals to people.
- iii. Any displacement or evacuation of people from their homes will cause household pets to be placed at risk for food, shelter, and care.

B. Assumption

- i. Disasters have the potential to affect crops, livestock, and food supplies, domestic and non-domestic animals.
- ii. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
- iii. The sheltering and protection of domestic and non-domestic animals (including livestock) is ultimately the responsibility of the owner.
- iv. Each animal shelter will identify resources for potable water, food, medical, cleaning, and shelter supplies in advance of an emergency.

III. Concept of Operations

A. General

- i. The EOC representative assigned ESF-11 will coordinate all applicable support efforts through the EOC in the event of an emergency.

B. Mitigation

- i. The EOC representative will familiarize themselves with all agencies and agency functions that support and provide assistance to ESF-11.

C. Preparedness

- i. The ESF-11 representative will develop plans, procedures, arrangements and agreements to identify, acquire and mobilize agricultural, nutritional and animal related resources for emergencies and disasters.
- ii. The ESF-11 representative will develop and maintain information and liaison with agriculture, nutritional and animal related resources in local, state government, federal government, private industry and volunteer organizations that could furnish assistance in an emergency or disaster.
- iii. Identify sources to augment emergency food and water supplies
- iv. Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- v. Develop mutual aid agreements with government agencies, professional associations and private agencies and organizations with personnel and equipment to support ESF-11 activities.
- vi. Conduct and participate in training to support the implementation of ESF-11.

D. Response

- i. Support the disaster response and recovery with all available resources.
- ii. Provide assistance to established pet shelters.
- iii. Restrict movement, detain or move animals, equipment, products and personnel as necessary to control and eradicate animal or plant disease.
- iv. Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.

- v. Provide and/or receive appropriate mutual aid.
- vi. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health or any act of agro terrorism.

E. Recovery

- i. Continue to support disaster operations as needed.
- ii. Restore equipment and restock supplies to normal state of readiness.
- iii. Participate in after action reports and meetings.
- iv. Make changes to plans and procedures based on lessons learned.
- v. As permitted by the situation, return operations to normal.

IV. Organization and Assignment of Responsibilities

A. Ohio State University Extension, Butler County

- i. The lead agencies for ESF-11 are the Ohio State University Extension, Butler County and the Butler County Soil and Water Conservation.
- ii. The lead agency acts as the spokesperson for the ESF on animal and agriculture issues and maintains an overview of countywide operations during emergencies.
- iii. The lead agency may defer to support organizations for briefings and information releases related to support agency's specific programs or areas of concern.
- iv. Coordinate support agencies to manage animal protection.
- v. Provide and coordinate personnel, equipment, and shelters as required for domestic animals.
- vi. Provide and coordinate personnel, equipment, and shelters as required for sick and/or injured non-domestic animals.
- vii. Coordinate with the Butler County Health Department as to the disposal of deceased animals that may impact the public health.
- viii. Provide necessary support to all agri-business and agriculture facilities during emergencies.

B. Butler County Soil and Water Conservation District

- i. Assist with any emergency issues regarding natural resources within Butler County.
- ii. Provide listings of private contractors which would assist in natural resource areas such as ponds, forestry, waterways, etc. in an emergency event.

C. Tri-State County Animal Response Team (CART).

- i. Coordinate the effective evacuation of animals and household pets.

- ii. Coordinate the care and housing of animals and household pets.
- D. Butler County Humane Society
 - i. Provide a list of volunteers to aid in the protection of animals.
 - ii. Provide animal tracking capabilities.
 - iii. Provide equipment as needed.
 - iv. Shelter and care for pets of evacuated citizens, as needed.
 - v. Assist with non-companion animal species (livestock, wildlife, and exotic animals).
- E. Butler County Dog Warden
 - i. Provide animal tracking capabilities.
 - ii. Provide equipment as needed.
 - iii. Provide animal management and registration as needed.
 - iv. Health Departments.
 - v. Coordinate food inspections, investigations, and advisories.
 - vi. Test and/or coordinate disposal of contaminated food, livestock, and agricultural products.
- F. Butler County Fairgrounds
 - i. Provide facilities to house animals.
- G. Ohio Department of Agriculture
 - i. Conduct agriculture assessments at the site of the disaster to determine agriculture needs and priorities.
 - ii. Request subject-matter expertise from supporting agencies to assist in the response and recovery effort.
 - iii. Conduct product tracing to determine the source, destination, and disposition of adulterated or contaminated products.
 - iv. Oversee the destruction and disposal of contaminated food and agricultural products.
 - v. Ensure close coordination and cooperation among regional, State, Federal, and international agencies, and with the private sector and nongovernmental associations to facilitate response efforts.
 - vi. Coordinate state-level agricultural emergency response and recovery.
- H. Ohio Environmental Protection Agency (EPA)
 - i. Provide technical assistance for disposal-related issues.
 - ii. Work to identify the potentially hazardous material impacts on food supplies
- I. Ohio Department of Natural Resources (ODNR)

- i. Provide personnel and equipment as required to protect wildlife.
 - ii. Provide information on the care or handling of wild animals affected by disasters.
- J. USDA Farm Services Agency- Butler County Office
 - i. Assist with Coordination claims regarding agricultural emergencies
- K. Natural Resources Conservation Services- Butler County Office
 - i. Assist with Coordination claims regarding agricultural emergencies
- L. Private and Non-Profit Animal Shelters
 - i. Provide animal housing assistance
- M. Local Veterinary Hospitals
 - i. Provide animal health services
- V. Direction and Control
 - A. The ESF-11 representative located in the EOC will work with all executives of the primary and support agencies to fulfill necessary needs of the county in the case of an emergency.
- VI. Continuity of Government
 - i. A. Lines of succession for each department are according to the standard operating procedures established in each department.
- VII. Administration and Logistics
 - A. If local resources are inadequate to the tasks assigned within this ESF, state and federal resources may be requested. State and Federal resources will be coordinated and requested through the EOC.
 - B. Reimbursement for the use of facilities, supplies, and personnel will be handled on a situation-by-situation basis with the Butler County Emergency Management Director.
 - C. All responding organizations will provide regular reports to the EOC on their location, activities and resources being utilized so that information can be updated in the county wide IRIS database.
- VIII. Plan Maintenance
 - A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forward all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #12

Energy

Primary Agency Butler County Emergency Management Agency

Support Agencies Duke Energy
City of Hamilton Public Utilities
Butler County Rural Electric Cooperative
Dayton Power and Light
Public Utilities Commission of Ohio (PUCO)

I. Introduction

A. Purpose

- i. Establish policies to be used in the coordination with private providers for restoration of power during emergencies or following a major disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses.

II. Situations and Assumptions

A. Situations

- i. Power outages can be expected to occur following a major disaster. Outages may also be caused by severe cold or hot weather, fuel shortages, transportation disruptions, power plant outages, and transmission line and distribution problem
- ii. Emergencies/disasters may cause shortages in energy supplies by disrupting transmission or fuel supply levels, or increasing energy use.
- iii. Energy emergencies can include acute shortages caused by power outages and flow disruptions and chronic shortages caused by panic buying of fuels/electricity.
- iv. Energy providers may have created their own EOC and may not directly have a representative in the Butler County EOC. Coordination between energy providers and the EOC will therefore be via telephone, radio, or fax.

B. Assumptions

- i. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and may also affect firefighting, transportation, communication, food storage, and other lifelines needed for public health and safety.

- ii. There may be widespread and/or prolonged electric power failure. With no electric power, communications may be effected, water treatment and distribution systems will not operate properly, waste treatment plants will be affected, food storage facilities will start to degrade affecting supplies, and traffic signals may not operate, which could lead to localized transportation safety problems.
- iii. There may be extensive distribution failure in water, wastewater, and gas utilities. These may take hours, days, or even weeks to repair.
- iv. There may be panic hoarding of fuel in areas served by severed pipelines or by individuals from neighboring jurisdictions where shortages have occurred.
- v. Natural gas lines may break causing fire, danger of explosion, or health (inhalation) hazards.

III. Concept of Operations

A. General

- i. Energy providers use priority restoration policies to determine what facilities will be address immediately in an outage event. The priority list is as follows:
 - 1. Police
 - 2. Fire
 - 3. 911 dispatch centers
 - 4. Hospitals
 - 5. Water and Sanitation facilities
 - 6. Nursing homes
 - 7. Shelters
 - 8. Other facilities deemed “critical” within the county
- ii. Once all priority restoration targets are addressed, energy providers will work to clear all downed lines throughout the county, as well as, restore power to private residences as necessary.

B. Mitigation

- i. Identify vulnerability in electric, gas, water, maintenance, and disposal systems.
- ii. Develop and maintain maps of city streets, water, and sewer lines and utility service areas.
- iii. Develop and maintain listings of local private contractors who can provide support during emergencies.

C. Preparedness

- i. All public utilities will maintain emergency call lists, operating procedures and emergency resources and update them as needed.

- ii. Conduct and participate in energy emergency exercises with the energy industry and local governments to test written plans and to prepare for energy emergencies.
- iii. Review and update maps annually.

D. Response

- i. Prioritize the detection and repair of leaking gas lines
- ii. Work to restore utilities to critical and essential facilities
- iii. Maintain communications between EOC and field operations
- iv. Contact private contractors for additional assistance, as necessary through the EOC.

E. Recovery

- i. Support cleanup and recovery operations during disaster events.
- ii. Provide damage estimates as requested by the Butler County Emergency Management Agency.
- iii. Coordinate utility repair with public and private providers.
- iv. Coordinate with PUCO to restore utilities

IV. Organization and Assignment of Responsibilities

A. Butler County Emergency Management

- i. The lead agency for ESF-12 is the Butler County Emergency Management Agency.
- ii. Maintain a close working relationship with the local energy companies to ensure that timely notification of potential problems are received and requests for support and resources are processed as quickly as possible.
- iii. Coordinate with power companies to prepare and release public information regarding the power emergency. This activity will be in cooperation with ESF-15.
- iv. Coordinate with power companies to identify estimated restoration times.
- v. When requested, coordinate with other ESF-12 support agencies to obtain needed resources and make requests to the State Emergency Management Agency when local resources have been exhausted through the logistics section.

B. Local Energy Companies

- i. All companies will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event.
- ii. They will ensure that the Butler County Emergency Management Agency is kept abreast of problems or potential problems and will have a representative in the EOC when possible.

- iii. Perform damage assessment on systems and identify problems or shortfalls in electrical and gas supply.
 - iv. Within available resources, protect electrical and gas systems and restore damaged systems.
- C. Public Utilities Commission of Ohio (PUCO)
 - i. Alerts appropriate state agencies of the possible requirement to supplement local energy and utility needs.
 - ii. Helps identify what resources are needed and help in coordinating the resources to ensure local utility impact on the communities is minimal, and working with the Emergency Operations Center
- V. Direction and Control
 - A. The ESF-12 representative located in the EOC will work with all executives of the primary and support agencies to fulfill necessary needs of the county in the case of an emergency.
- VI. Continuity of Government
 - A. Lines of succession for each department are according to the standing operating procedures established in each department.
- VII. Administration and Logistics
 - A. If local resources are inadequate to the tasks assigned within this ESF, state and federal resources may be requested. State and Federal resources will be coordinated and requested through the EOC.
 - B. Resources will be managed through the EOC and in the IRIS database.
- VIII. Plan Development and Maintenance
 - A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forward all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #13

Public Safety/Law Enforcement

Primary Agency Butler County Police Chiefs Association

Support Agencies Butler County Sheriff's Office
 Local Law Enforcement Agencies
 Ohio State Highway Patrol
 National Guard

I. Introduction

A. Purpose

- i. Provide guidance for the organization of law enforcement resources in Butler County to respond to emergency situations exceeding normal law enforcement capabilities.

II. Situation and Assumptions

A. Situations

- i. During emergencies, law enforcement must expand their operations to provide the increased protection required by disaster conditions.
- ii. The Butler County Police Chiefs association is a collaborative group of police officials within the county that work jointly to ensure the safety of all residents of the county.
- iii. State and federal law enforcement organizations may assist at the request of local authorities.

B. Assumptions

- i. Activities of local law enforcement agencies will increase significantly during emergency operations.
- ii. Mutual Aid may provide additional resources and services needed in an emergency.
- iii. If local and county capabilities are overtaxed, support can be obtained from federal and/or state law enforcement agencies.

III. Concept of Operations

A. General

- i. Emergency law enforcement will be an expansion of normal functions and responsibilities.

- ii. Each law enforcement agency or department will retain responsibility and authority within their own jurisdictions.
- iii. All emergencies will be handled according to day-to-day operations as long as possible.
- iv. The maintenance of law and order and the protection of lives and property will be the objective of each law enforcement agency.
- v. With the fire service, law enforcement personnel are first-line responders to all routine or emergency situations.

B. Deploying Personnel

- i. On-duty deputies are notified of emergencies by dispatcher. Each law enforcement headquarters serves as the dispatch point for its personnel and resources.
- ii. Off-duty and auxiliary deputies are notified by telephone and/or pagers.
- iii. Vehicles are provided to full-time deputies and may be obtained by auxiliary deputies upon reporting to the Sheriff, as available.
- iv. The Sheriff's Department dispatches for a majority of township police departments, fire departments, and EMS units.
- v. Mutual Aid Agreements with local law enforcement agencies, and those in surrounding counties, are both verbal and in writing.
- vi. Call down is implemented according to the written SOPs.

C. Reporting Information

- i. Information concerning damage assessment, evacuation status, etc. is forwarded to the appropriate dispatcher at the respective dispatch center.
- ii. If the EOC is activated, this information will be forwarded to appropriate agencies and/or organizations.
- iii. Inquiries concerning individuals injured or missing and casualties will be handled by the Red Cross.

D. Prisoners

- i. Prisoners will be transported and jailed in surrounding jurisdictions or other facilities as outlined in plans and procedures on file with the County Sheriff.
- ii. If prisoners cannot be moved, the Sheriff/Police Chief will initiate protective actions to insulate them from the effects of a hazard.
- iii. Establishment of a temporary field detention facility for prisoners may be necessary until all involved prisoners can be moved to an established correctional facility.

E. Evacuation

- i. In the event of an evacuation the Sheriff's Office and other local law enforcement agencies will assist one another with warnings and moving individuals to shelters (additional information can be found in Annex A).
- ii. Shelter locations will be designated, in safe areas, by the Red Cross, upon notification by the agency or department recommending the evacuation.
- iii. Additional information concerning sheltering and mass care can be found in ESF-6.

F. Traffic Control

- i. Traffic control is a major problem in any emergency, but escalates in major disasters. Relatives and/or friends of persons involved in the incident and the curious will converge on the area and may hinder response effort.
- ii. Major traffic will be re-routed around the damaged area, and a continuous flow of traffic maintained, to the extent possible.
- iii. When evacuation routes are determined, access roads will be barricaded. Traffic control points will be established along these routes to assist evacuees and to maintain a continuous flow of traffic toward reception centers and/or shelters.

G. Security

- i. Security will be provided at reception centers, shelters, and feeding facilities as resources permit.
- ii. Security will be provided by a local law enforcement agency at the Emergency Operations Center, including the Joint Information Center. Security will also be provided at other key facilities, as need is identified, and personnel is available.
- iii. The disaster area will be secured by establishing road blocks and setting up barricades at selected locations. Road blocks on major roads will be manned continuously.
- iv. Access to the disaster area will be limited. Emergency response and other authorized personnel will be required to show identification or travel in a recognized official emergency vehicle before being admitted to the area. Others will be admitted only with approval of the Incident Commander, or other person in authority.
- v. Law Enforcement Personnel shall patrol the evacuated area to protect against looting. Unauthorized persons found in the area will be placed under arrest. Major businesses and industries within the evacuated area should also consider the use of private security to guard against looting.

H. Mitigation

- i. Review, coordinate and prepare mutual-aid agreements.
- ii. Determine areas vulnerable to sabotage, hostage and terrorist threats.

- iii. Provide information determined above to PIO for training, planning and public information purposes.
- iv. Identify resources, i.e., vehicles, equipment, etc. available for police service function.
- v. Review and update plans SOPs

I. Preparedness

- i. Assist in preparing plans and SOPs for the police departments that lack specific emergency guidelines.
- ii. Prepare plans for traffic control during an evacuation.
- iii. Provide education and training to personnel from other agencies that may assist in traffic control during an evacuation.
- iv. Train response staff and volunteers to perform assigned emergency functions.
- v. Coordinate with the Fire Services Coordinator, Emergency Management Coordinator, and Shelter Coordinator on evacuation movement.
- vi. Determine probable traffic control points on evacuation routes.

J. Response

- i. Report status at the site to EOC representatives to include evacuation status, casualties, damage observations and related information.
- ii. Provide mobile units for warning.
- iii. Coordinate EOC staff operations in law enforcement activities.
- iv. Provide security and traffic control for EOC.
- v. Ensure that essential police records are protected from the hazard.
- vi. Provide security to shelter and key facilities.
- vii. Patrol evacuated and disaster areas.
- viii. Provide food, water, emergency power, fuel and other material support to dispatch center and response personnel.
- ix. Provide backup communications for shelter operations.
- x. Provide traffic and crowd control.
- xi. Control access to restricted areas.
- xii. Maintain records.
- xiii. Provide Radiological support, as appropriate, especially for traffic control.
- xiv. In the event of suspected terrorist activity and/or sabotage, contact the Federal Bureau of Investigation.

K. Recovery

- i. Support cleanup/recovery operations by providing security and traffic management.
- ii. Phase down when directed by Executive Group.
- iii. Release any auxiliary forces and volunteers.
- iv. Assist in damage assessment.
- v. Assist in return of evacuees to homes.

IV. Organization and Assignment of Responsibilities

A. Butler County Police Chief's Association

- i. The lead agency for ESF-13 is the Butler County Police Chief's Association
- ii. The assigned ESF-13 representative will coordinate all Law Enforcement operations through the EOC. Any further resources that are imperative to the ESF operations will be requested through the EOC.
- iii. Provide a representative to the EOC.
- iv. Work in a collaborative way to ensure efficient law enforcement activities.
- v. Provide assistance in all necessary public information measures.

B. Butler County Sheriff's Office

- i. Maintain law and order.
- ii. Coordinate all law enforcement activities in the county.
- iii. Provide for traffic control and monitor impediments to traffic flow.
- iv. Provide security for key facilities (EOC, jail, etc.).
- v. Provide 24-hour communications and warning.
- vi. Limit access into controlled area.
- vii. May provide personnel for damage assessment.
- viii. Advise support agencies regarding road access and law enforcement activities within the county.
- ix. Coordinate use of signs, barricades, etc. with the County Engineer for perimeter control.
- x. Coordinate use of Ohio National Guard personnel.

C. Local Law Enforcement Agencies

- i. Maintain law and order.
- ii. Provide traffic and crowd control.
- iii. Provide security and limit access to controlled areas.
- iv. Provide communications.
- v. Assist in warning.

- vi. Assist other law enforcement agencies.

D. Ohio State Highway Patrol

- i. Maintain law and order.
- ii. Provide traffic and crowd control.
- iii. Provide security and limit access to controlled areas.
- iv. Provide communications.
- v. Assist in warning.
- vi. Assist other law enforcement agencies.

E. National Guard

- i. Support local law enforcement agencies, when requested.

V. Direction and Control

- A. The ESF-13 representative located in the EOC will with executives of the primary and support agencies to fulfill necessary needs of the county in the case of an emergency.
- B. The County Sheriff is responsible for coordinating emergency law enforcement activities within the county. Police agencies will have the authority and responsibility within their respective jurisdictions.
- C. Local governments are responsible for coordinating law enforcement activities within other jurisdictions.
- D. Routine law enforcement activities will be conducted according to standard operating procedures from usual locations when possible. The EOC Law Enforcement representative will set priorities for resources and coordinate activities of the various forces.
- E. Mutual aid forces will function under the supervision of their supervisors. Coordination of their use will be directed by the chief law enforcement official at the EOC in the jurisdiction in which they are operating.
- F. Auxiliary and volunteer forces will work under the supervision of the chief law enforcement official in the jurisdiction to which they are sent or activated. Certified officers shall be armed and have arrest powers.
- G. Supporting military forces will work under the direct supervision of their superiors and will assist the chief law enforcement official of the jurisdiction to which they are sent.

VI. Continuity of Government

- A. Lines of succession for each department are according to the standing operating procedures established in each department.

VII. Administration and Logistics

- A. Emergency authority granted to law enforcement officials will be as described in the Ohio Revised Code.
- B. Mutual-aid agreements existing between law enforcement agencies within the county and with surrounding counties are either verbal or written.
- C. Resources will be maintained through WebEOC.

VIII. Plan Development and Maintenance

- A. The County Sheriff and police chiefs of Butler County are responsible for developing SOPs that address in detail the assigned responsibilities to be performed during emergencies.
- B. The Butler County Police Chiefs Association is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forwarded all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #14

Long Term Community Recovery

Primary Agencies Butler County Emergency Management Agency
State of Ohio Emergency Management Agency (Recovery Branch)

Support Agencies Butler County Commissioners
Butler County Planning Department
Butler County Engineers Office
Butler County Water and Sewer
Butler County Solid Waste Management District
City Elected Officials
City Planning Departments
City Public Works Departments
City Road Departments
Township Elected Officials
Township Road Departments
Non-Profit Organizations

I. Introduction

A. Purpose

- i. Provide a framework for local, state, and federal government support to non-governmental organizations and the private sector in long-term recovery operations. Enable community recovery from the long term consequences of a disaster, as well as, provide for effective coordination for recovery and restoration tasks, including assessment of damages.

II. Situations and Assumptions

A. Situations

- i. Recovery efforts in Butler County are largely dependent on the nature of the disaster and the degree of damage experienced or population affected. The event may require a small number of county agencies or it may involve every department of Butler County.
- ii. For large disaster events requiring response and recovery, the EOC will be activated for the response phase, and will transition into the recovery phase.
- iii. Disasters affect public entities and the private sector. Resources available for recovery are established by private and public categories.
 1. Private:
 - a. Individual

- b. Associations
- c. Clubs and Businesses (This includes banks and financial institutions, retail and wholesale, transportation, leisure, import/export, services, insurance, construction, power and some utilities.)

2. Public:

- a. Schools
- b. Fire Districts
- c. Water and Sewer Districts
- d. Library
- e. Private non-profit government-like agencies (e.g., American Red Cross)

B. Assumptions

- i. An emergency or disaster has occurred causing significant damage so as to require recovery and restoration activities.
- ii. Resources are available.
- iii. Circumstances of an emergency or disaster may affect a program or agency's ability to participate in local recovery efforts.
- iv. The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster and will have great bearing upon the manner in which recovery is affected in Butler County.
- v. State and federal assistance will be dependent upon the adequate and timely documentation of the results of the disaster on the local community.
- vi. The private sector is likely to be affected by shortages of food, clothing, shelter/housing, normal employment, access to public transportation and roadways, and repairs to their homes and possessions. To recover, residents may need to remove debris, maintain employment, access funds for repairs and provide care for children and the elderly or disabled. Permits and licenses may be needed for rebuilding. Utilities such as phones, safe drinking water and sewer services will need to be re-established. Supplies of food and fuels will be required. People will be seeking reunification with their families. The public will need assistance with insurance claims, public programs and consumer fraud topics. Personal records will need to be recovered and positive identification verified. Critical workers will be needed to maintain commerce. Long-term housing and historical site preservation will require attention. Language barriers may impede delivery of services.
- vii. The public sector problems will include infrastructure repair, delivery of emergency programs and services, and recovery of vital records. Emergency repairs will be needed on bridges, roads, and public buildings. Government directed recovery will address functions, like: courts, health, water/sewer, public transportation, licenses, law and order, fire service, EMS, and

inspections. Long-term business recovery strategies, building codes and ordinances may be needed. Emergency local expenditure ordinances may be required.

III. Concept of Operations

A. General

- i. The recovery process for a disaster should begin early in the response phase through the declaration of a local emergency, followed by a fast and accurate assessment of and a formal request for state assistance. In addition, a complete record of expenditures for local response personnel, equipment and supplies should be maintained in the event that a federal disaster is declared and funds are made available to reimburse the documented response cost of public/non-profit agencies, as well as providing funds for disaster damage to the infrastructure of the state and local government.
- ii. The Emergency Management Agency representative assigned to this ESF will coordinate all needed resources, personnel, and other materials through the EOC.
- iii. Each political subdivision, special purpose district, public utility, agency and organization will:
 1. Complete a detailed damage assessment process.
 2. Coordinate recovery and restoration activities with Butler County Emergency Management Agency
 3. Apply for public assistance programs, if eligible.
 4. Designate an 'Agency Representative' responsible for all recovery activities.
- iv. Each agency or organization is responsible for recovery costs within existing budget limitations. If costs exceed existing budget authority, the legislative authority of the respective jurisdiction needs to provide appropriate action.
- v. Each agency or organization is responsible for documenting all disaster related costs and activities.

B. Mitigation

- i. When repairing and restoring services and facilities, each entity is encouraged to investigate alternative plans and activities to potentially reduce future damages and impacts.
- ii. Establish zoning codes for building in particular hazard areas.
- iii. Support requests and directives resulting from the Governor and/or Ohio Emergency Management Agency concerning mitigation and/or re-development activities.
- iv. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

C. Preparedness

- i. Develop and maintain a county wide hazard mitigation plan.
- ii. Maintain all necessary resource lists
- iii. Conduct exercises training of personnel in disaster recovery activities.

D. Response

- i. Following a disaster the EOC will remain open to coordinate all initial restoration and recovery activities in the county. The EOC will remain open until its coordination activities are no longer needed.
- ii. If necessary, a state of Ohio Emergency Management field office will be created within Butler County to address all recovery efforts.
- iii. The EOC staff as well as the Ohio field office staff will support all county-wide recovery efforts by maintaining a liaison with federal, state, city, village, American Red Cross, and other volunteer organizations.

E. Recovery

- i. Coordinating and integrating the resources and assistance programs of voluntary agencies and other community-based organizations
- ii. Restoring and making permanent repairs to public infrastructure damaged in the disaster
- iii. Reestablishing an adequate supply of housing, including affordable housing, to replace housing stock destroyed by the disaster
- iv. Restoring the economic base of disaster-impacted communities, including lost jobs and employment opportunities
- v. Identifying hazard mitigation opportunities and implementing long-term hazard mitigation plans, projects and measures (e.g., land use plans, hazard-zone restrictions and building codes).

IV. Organization and Assignment of Responsibilities

A. Butler County Emergency Management Agency

- i. The Butler County Emergency Management Agency is the lead agency on this ESF and will coordinate all recovery efforts through the EOC as well as the State of Ohio Emergency Management Agency.
- ii. Coordinate comprehensive disaster recovery efforts.
- iii. Coordinate the collection of Preliminary Damage Assessment information for Butler County and its cities.
- iv. Serve as liaison with the State Disaster Recovery Branch

B. State of Ohio Emergency Management Agency (Recovery Branch)

- i. Administer disaster assistance programs for individual victims and for governmental entities

- ii. Coordinate local government's requests for technical and financial assistance from the state following a local or gubernatorial disaster declaration
 - iii. Conduct damage assessment and disaster recovery assistance training for state, county and local governments, voluntary organizations and members of the general public
 - iv. Provides technical assistance to public officials regarding emergency management programs and types of available disaster assistance
- C. Butler County Commissioners
 - i. Coordinate with all recovery services
 - ii. Appropriate adequate funds to support recovery
- D. Butler County Planning Department
 - i. Provides assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction.
- E. Butler County Engineers Office
 - i. Provide resources to clear debris and assist with recovery operations
- F. Butler County Water and Sewer
 - i. Provide resources to assist with recovery operations
- G. City Elected Officials
 - i. Coordinate with all recovery services
 - ii. Appropriate adequate funds to support recovery
- H. City Planning Departments
 - i. Provides assistance for housing, community redevelopment and economic recovery, public services, infrastructure, mortgage financing, and public housing repair and reconstruction
- I. City Public Works Departments
 - i. Provide resources to assist with recovery operations
- J. City Road Departments
 - i. Provide resources to assist with recovery operations
- K. Township Elected Officials
 - i. Coordinate with all recovery services
 - ii. Appropriate adequate funds to support recovery
- L. Township Road Departments
 - i. Provide resources to assist with recovery operations
- M. Non-Profit Organizations

- i. Provides short-term shelters, food, volunteers and other resources and sends a representative to the EOC if necessary.

V. Direction and Control

- A. The ESF-14 representative located in the EOC will work with all executives of the primary and support agencies to fulfill necessary needs of the county in the case of an emergency

VI. Continuity of Government

- A. Lines of succession for each department are according to the standing operating procedures established in each department.

VII. Administration and Logistics

- A. All requested resources will be coordinated through the EOC.
- B. Resources will be managed through the EOC and in WebEOC.

VIII. Plan Development and Maintenance

- A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forward all revisions to this support function to all organizations with implementation responsibilities.

Butler County Emergency Operations Plan

Emergency Support Function #15

External Notification

Primary Agency Butler County Emergency Management Agency

Support Agencies Butler County Public Information Officer (PIO)
Butler County Police Chiefs Association
Butler County Fire Chiefs Association
Butler County Commissioners
Local Municipalities Officials
Butler County Engineer's Office

I. Introduction

A. Purpose

- i. Ensure that adequate information is sent out to the general public and/or first responders during a potential or actual emergency incident.

II. Situations and Assumptions

A. Situations

- i. The Butler County Hazard Identification and Risk Analysis (HIRA) is located in the county Hazard Mitigation Plan located within the Emergency Management Agency office.
- ii. A Joint Information Center (JIC) may be established in a designated area during an emergency. This will be used as a central location to provide briefings to all media representatives and to develop coordinated press releases of public information.
- iii. News releases in Butler County will initiate from one location during emergencies. The JIC will serve as that location, if it is activated. If not, the location will be through the Butler County Public Information Officer (PIO) in the Butler County EOC.

B. Assumptions

- i. Agreements for the broadcast of emergency public information will be coordinated with the radio and television stations that broadcast programming into Butler County by the Emergency Management Agency and the Public Information Officer.
- ii. Training programs combining emergency information and educational materials are presented by the staff of OEMA in advance of emergencies in order to reduce casualties, injuries and property damage.

- iii. Local print and broadcast media will cooperate in broadcasting and publishing detailed disaster-related instructions to the public. The national media will likely focus on the human interest aspects of local disasters.
- iv. Some emergencies may cause power outages and broadcast media failures, electronic pulse effects, or both. Therefore, the standard sources of news, such as newspapers, radio, and television may not be available. Butler County EMA will consider alternative methods of communicating emergency-related information.

III. Concept of Operations

A. General

- i. Emergency information efforts will focus on specific, incident-related information.
- ii. A special effort will be made to report accurate information about emergency response efforts to reassure citizens that the situation is under control.
- iii. The Public Information Officer will disseminate information through the Butler County EOC. If the situation progresses to a larger event, a JIC may be opened at the Butler County Board of Elections building to allow for a large scale press conference.

B. Mitigation

- i. A Public Information Officer should be appointed by the Butler County Commissioners to coordinate public information with the Emergency Operations Center
- ii. Butler County Emergency Management Agency maintains ongoing relationships with the local media.
- iii. Maintain a relationship with the Ohio Emergency Management Agency PIO for coordination of news releases during emergencies.

C. Preparedness

- i. Conduct public education programs.
- ii. Prepare emergency information packets for release during emergencies. Distribute pertinent materials to the local media.
- iii. Review and maintain all plans and guidance related to emergency public information.
- iv. Designate staff having responsibilities under the PIO in the event of an emergency/disaster.
- v. Designate sources for assistant PIOs who will be activated for a news dissemination network in a major disaster affecting Butler County.

D. Response

- i. Disseminate emergency instructions and critical information to the public.
- ii. Provide the public (through the media) with accurate information regarding the event.
- iii. Establish a Joint Information Center (JIC) for briefing the news media.
- iv. Establish a rumor control function to respond to public and media inquiries.

E. Recovery

- i. Continue emergency public information with emphasis on restoration of services, travel restrictions and available assistance.
- ii. Assess effectiveness of information and education programs and update Public Information Annex E as required.
- iii. Assist planning section in compiling a chronological record of events and perform operational documentation.

IV. Organization and Assignment of Responsibilities

A. Butler County Emergency Management

- i. The EOC Public Information Officer is appointed to the position by the Director of the Emergency Management Agency.
- ii. The Butler County Emergency Management Agency will coordinate all public information.
- iii. Coordinate all public information notices through the EOC.
- iv. Provide the EOC PIO with information to release to the public.

B. Butler County PIO

- i. Develop and distribute all public information that has been coordinated through the EOC.
- ii. Coordinate public information activities with the State and Federal PIOs when Federal emergency support teams respond to a disaster.

C. Butler County Police Chiefs Association

- i. Provide support and information for emergency management and PIO.

D. Butler County Fire Chiefs Association

- i. Provide support and information for emergency management and PIO.

E. Butler County Commissioners

- i. Reviews emergency public information messages and press releases prior to public delivery through broadcast media.

F. Local Municipalities Officials

- i. Reviews emergency public information messages and press releases prior to public delivery through broadcast media.

G. Butler County Engineer's Office

- i. Provide support and information for emergency management and PIO.

V. Direction and Control

- A. The EOC Public Information representative facilitates organized operation of emergency personnel, facilities, equipment and procedures in an effort to provide accurate, coordinated and timely instructions and information to the public during an emergency.
- B. All organizations involved in emergency response and recovery and having requirements to release information to the media will coordinate with the EOC and the Public Information representative.

VI. Continuity of Government

- A. Lines of succession for each department are according to the standard operating procedures established in each department.

VII. Administration and Logistics

- A. All requested resources will be coordinated through the EOC
- B. Resources will be managed through the EOC and in the IRIS database

VIII. Plan Development and Maintenance

- A. The Butler County Emergency Management Agency is responsible for making changes to this support function based upon deficiencies identified through drills, exercises, emergencies and changes in government function. The Butler County Emergency Management Director will publish, distribute and forwarded all revisions to this support function to all organizations with implementation responsibilities.

ANNEX A

EVACUATION

Primary Agencies	Butler County Sheriff's Department City/Township/Village Police Departments
Support Agencies	Butler County Emergency Management Agency American Red Cross Butler County Transit Authority Butler County Fire Departments Butler County School Districts Butler County Engineer's Office Local Elected Officials

PURPOSE

This annex provides for the coordinated evacuation of the population of Butler County in the event of Natural, Technological, or Civil Hazards. This Annex will function in conjunction with ESF-7 (Logistics) of the EOP.

SITUATIONS AND ASSUMPTIONS

Situation

There are several flood locations in Butler County which could flood and potentially affect populated areas. In addition, there are numerous dams that could flood populated areas downstream in the event of a dam failure.

In accordance with FEMA guidelines, Butler County has areas associated with a potential blast overpressure of 2.0 PSI or more. Residents living within 2.0 PSI radii must be evacuated.

There are populated areas within Butler County that are in close proximity to hazardous material production / storage facilities. The residents in these areas might have to be evacuated in the event of a hazardous materials incident. ***Maps and evacuation routes are identified at the end of this Annex.***

A map designating pick-up points where evacuees without cars can obtain transportation, as well as, areas where evacuees can obtain fuel, water, medical aid, vehicle maintenance, and information are identified at the end of this Annex.

The Ohio Revised Code gives Township and Municipal Police and Fire Departments and the County Sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the Sheriff and the Chiefs of these organizations are empowered to determine the need for and order an evacuation during emergencies. In Butler County, when time allows, all evacuation orders will be coordinated with the chief executive officer of the affected jurisdiction

before they are released to the public.

The number of people requiring transportation to the reception areas in Butler County in the event of an emergency would be minimal.

Assumptions

Fifty percent or more of the residents in the county may spontaneously evacuate a threatened jurisdiction before an evacuation order is given, if there is advance warning. Some people will refuse to evacuate, regardless of the threat.

The evacuation of Butler County residents to an adjacent county will be done in coordination with the Emergency Management Agency and the ARC Representative of the hosting county.

Some owners of companion animals will refuse to evacuate unless arrangements have been made to care for their animals (*See Animal Shelter and Evacuation Annex L*).

Access and Functional Needs populations will require assistance in evacuating. Those facilities that serve this population have specific plans in place for emergencies (*See Access and Functional Needs Annex J*).

According to the Highway Capacity Manual referenced in FEMA CPG 2-15; the following capacities for an ideal evacuation movement are: A) 1,200 vehicles per hour per lane in two-lane undivided rural roads, B) 2,000 vehicles per hour per lane in multi-lane rural highways with two or more lanes in each direction and C) 2,400 vehicles per hour per lane in multi-lane divided freeways or expressways with limited access.

The PIO will keep the public informed during an emergency. If there is a need to evacuate, the PIO will inform the public on evacuation routes and shelters.

CONCEPT OF OPERATIONS

The Butler County Emergency Management Agency is responsible for initiating the activities listed under mitigation and preparedness.

Mitigation

- Identify areas that might require evacuations.
- Discourage development, particularly residential, in flood plains and other hazardous areas.
- Develop public information messages for the areas where the risk population and the evacuation routes can be predetermined.
- Task individuals in police, fire and the sheriff's department and elected officials in municipal and county governments to develop SOP's detailing their assigned responsibilities in the event of an evacuation.
- Include procedures for evacuation assistance in mutual-aid agreements.
- In cooperation with municipal and county government and private industry, determine the critical industries/organizations in Butler County and the Critical workers and prepare security passes for their use to gain access to an evacuated area.

- Identify special needs population groups (handicapped, senior citizens, daycare centers, different language populations) who may require special assistance during evacuation. Advise fire and rescue forces to maintain files of the special needs groups in their jurisdictions.
- Evaluate the need for an evacuation and coordinate with the appropriate officials in the affected jurisdiction if time is sufficient.

Preparedness

- In cooperation with the county and municipal school superintendents, develop a listing and location of school buses and 24 hour numbers.
- Identify special needs population groups (handicapped, senior citizens, day care centers) that may require special assistance during an evacuation.
- Notify law enforcement organizations in Butler County of the need to develop prisoner evacuation SOPs.

The Butler County Sheriff, Emergency Management Agency, Police, IC, and Fire Chiefs of affected jurisdictions are responsible for response phase activities and recovery.

Response

- Evaluate the need for an evacuation and coordinate with the appropriate officials in the affected jurisdiction if time is sufficient.
- Notify hospitals, nursing homes, schools, day care centers, retirement communities and other special needs facilities to activate emergency plans / SOPs and assist them as needed.
- Notify law enforcement organizations in the affected areas to activate emergency SOPs and evacuate prisoners.
- Systematically notify residents in the affected area to assure notification. List addresses notified and mark homes with chalk or tape to prevent duplication of efforts.
- Provide traffic control for evacuating population and establish evacuation routes.
- Provide crowd control at pick up sites and shelters.
- Provide public information for evacuees.
- Maintain liaison with EOC Representative by radio from the Incident Command Center at the scene.
- Coordinate with Emergency Medical Services (EMS) for medical transportation and related support for the handicapped and elderly during an evacuation emergency.
- Notify school superintendents and / or bus company officials of additional vehicle needs and routes.
- Notify American Red Cross to open shelters in safe areas and reception centers.
- Provide security for evacuated area with roadblocks and check entry points.
- Designate and maintain staging area outside the hazard area for continual resource and personnel support.
- Provide passes to critical workers with assignments within the evacuated areas.

Recovery

- Monitor area in cooperation with other response organizations and review findings in

order to determine when the environment is safe.

- Coordinate the order to return with the chief executive officers of the affected jurisdiction.
- Designate re-entry routes and provide appropriate public information to evacuees.
- Provide barriers to keep sightseers away from area.
- Coordinate with utility providers for resumption of service.
- Maintain listing of expended resources and man hours.

Notification of the Public

The public will be notified of emergency events through the BCEMA controlled system The Communicator This system allows for messages to be sent via phone to the general public. Notification of county and city officials, county and city department heads, and police and fire officials will be in accordance with ESF-2 of the EOP.

Evacuation Policy

The highest level officer of the first responding fire department on the scene of an emergency is the Incident Commander until relieved of duty by the fire chief of the affected jurisdiction or appropriate designee. The Incident Commander coordinates with the local elected officials of affected jurisdictions before an evacuation is ordered.

The Incident Commander will appoint an Evacuation Coordinator to the activated Butler County Emergency Operations Center. This person will act as the liaison between the site and the EOC.

The Evacuation Coordinator will be responsible for obtaining and documenting the resources needed for response and will brief the Executive Group in the EOC.

Police of the affected jurisdiction and mutual-aid police departments will provide movement control for the evacuation and support fire departments in notification efforts.

Critical workers are responsible for moving essential resources from the area to be evacuated and relocating those essential resources to safe sites outside the evacuated area and coordinate with law enforcement.

Transportation Policy

The Evacuation Coordinator will be designated at the onset of the emergency and will be responsible for public transportation resources in an evacuation as well as coordinate with recreation centers or shelters.

Buses will pick up passengers who do not own automobiles at announced pick-up points.

Most Evacuees will evacuate in their own vehicles. The American Red Cross, in cooperation with local authorities at the shelter sites, will designate parking areas.

Vehicle security will be provided by the jurisdiction's law enforcement officers or their designated volunteer forces.

Prisoner evacuation is the responsibility of the Butler County Sheriff's Department or local jurisdiction and will be transported and jailed in surrounding jurisdictions or other designated facilities by the County Sheriff's Department. Specific plans are kept at the Butler County Sheriff's Department.

Evacuation Considerations

- Availability of shelters, open and ready to receive evacuees.
- Evacuation routes and their capacities, traffic control measures, and susceptibility to hazards.
- Modes of transportation for those who are unable to provide their own
- Security of evacuated areas
- Availability of rest areas and gas stations along evacuation routes.

Evacuating Special Needs Populations (See Access and Functional Needs Annex J)

Butler County, using local resources, will provide emergency services, as able, to access and functional needs population agencies and facilities that recognize and accommodate access and functional needs, and expedite requests for assistance to the state to needed services until routine assistance is re-established.

Local jurisdictions develop and maintain emergency planning response capabilities that accommodate the diverse and access and functional needs represented in their communities. Accommodations include but are not limited to interpreter and translation services; adaptive equipment and services; and access and referral to medical and specialized support services in shelter and feeding environments.

Evacuation of Hospital Medical Facilities:

- The handicapped and elderly will be assisted by family, friends and neighbors to the extent possible. Special needs persons under the care of Butler County Board of Developmental Disabilities will be taken home at notification or onset of a disaster. If their homes are located in a disaster-impacted area, then further assistance for evacuation and relocation will be provided by County or jurisdictional law enforcement, BCEMA, and ARC.
- Facility administrators, hospital, nursing home, or designated representative, will coordinate the evacuation. Once evacuation becomes necessary, the receiving hospitals outside the County will contact the BCEMA Director/EOC to activate the coordination procedure.
- Transportation of patients to other institutions will be organized, and provision of medical care for those patients remaining will be maintained with the evacuating facility, as assistance is required.
- Transportation will be provided by paratransit, ambulance, school bus, and air ambulance

service. Should additional transportation be required, support would be requested through the ~~Governor's Office for assistance from the Ohio National Guard~~ State EOC.

- Patients will be received according to established plans and procedures. Receiving facilities will be selected according to the ability to receive additional patients for care according to the patient's specific medical needs.

Modes of Transportation

The BCEMA Director, or designated representative, will participate in the coordination and recommendation of public transportation resources for use in an evacuation coordination.

Assembly Areas

Pickup points will be designated in areas to be evacuated. These points will be publicized in the media, broadcast by on-scene personnel using public address systems, and by door-to-door contact, if needed.

Security will be provided in reception center parking areas by law enforcement officers and auxiliary police personnel.

Re-Entry and Return of Evacuees

The return of large numbers of evacuees from mass care centers can be accomplished by the use of school buses, transit buses, and other modes of adequate transportation.

The BCEMA, in coordination with law enforcement and ODOT, will decide when re-entry and return of evacuees is safe. Designated re-entry routes will be publicized and law enforcement will continue to provide movement control. It may become necessary to stagger re-entry of returning evacuees in the County. Certain portions of the population may not be able to return immediately.

CONTROL AND ASSIGNMENT OF RESPONSIBILITIES

Evacuation activities are under the direction and control of the Incident Commander, Evacuation Coordinator, and BCEMA Director.

The Evacuation Coordinator will coordinate evacuation operations. This position could will most likely need augmentation personnel from local school district superintendents, or Butler County Board of Developmental Disabilities officials.

When there is a threat of, or an actual evacuation, the EOC will be activated to the extent dictated by the emergency. During a major evacuation, such as that involving an entire municipality, several jurisdictions, or a large rural area, the EOC will be fully activated.

Evacuation orders will be issued by the highest ranking official in the affected jurisdiction, or by a designated representative. The designee is usually the highest official-in-charge of the police or fire services. On-scene law enforcement officials implement evacuation.

Director of the Butler County EMA

- Coordinate with Incident Command for evacuation support.
- Develop in-depth evacuation plans and SOPs in cooperation with response organizations.
- Coordinate with localities to identify and list critical industries and workers.
- Coordinate relocation into other jurisdictions with executive officers and shelter officials.
- Assure appropriate public information is prepared and released.
- Establish disaster centers, if appropriate.
- Set up a joint public information office where press briefings can be provided away from the site of the evacuation.
- Notify and brief state and federal officials as required.

Incident Commander

- Responsible for direction and control of the evacuation at the scene
- Coordinates with the highest-elected officials of the affected jurisdiction, before an evacuation order is issued, if time permits.
- Coordinates with the Evacuation Coordinator in the EOC for material support, release of public information, and briefings to officials.

Evacuation Coordinator

- All responsibilities located in Evacuation Checklist Tab 1-a

Law Enforcement

- Provide movement control for evacuation.
- Coordinate law enforcement activities with EOC.
- Provide security in evacuated areas.
- Support fire departments in providing notification to evacuees.
- Establish perimeter and crowd control.
- Assist in public information.

Butler County School Superintendent

- Provide buses for evacuation, as requested by the EOC/Incident Commander.
- Assist the American Red Cross in establishing reception centers.
- Provide listing of private transportation sources.

Local Municipalities

- Develop a roster of essential employees who must remain during an evacuation.
- Develop plans for the relocation of essential documents and resources.

Fire and Rescue Services

- Designate an Incident Commander at the scene and provide direction and control at the scene of the evacuation in coordination with the CEOs of the jurisdiction.
- Notify Transportation Coordinator of need for buses.
- Provide liaison (Evacuation Coordinator) to the EOC for coordination of material /personnel support.

- Notify individuals to be evacuated.

Determine when environment is safe for return of evacuees.

Military Support (Must be requested by local officials through the Butler County and State of Ohio EMA).

- Inform EOC team of evacuation support availability from the local military installations and provide liaison after it has been requested by the locality.
- Coordinate use of shelter facilities on military facilities.
- Provide logistics support for evacuation operations when possible.
- Assist law enforcement in providing security for evacuated area.

County Engineer

- Assist with debris removal along potential evacuation routes, roadblocks, and fuel (See Debris Management Annex I).

County Transit Authorities

- Provide vehicles for evacuation

CONTINUITY OF GOVERNMENT

Incident Commander

- Next senior official to Incident Commander.
- Second senior official

Evacuation Coordinator

- Official appointed by Butler County Emergency Management Agency
- Relief for official appointed by Butler County Emergency Management Agency

Law Enforcement

- Local Jurisdiction's Chief of Police
- Butler County Sheriff

ADMINISTRATION AND LOGISTICS

Administration

The Butler County Emergency Management Director in cooperation with police, fire, and governmental officials of the jurisdictions represented in the Butler County Agreement for Emergency Management will administer the policies necessary to fulfill the responsibilities listed in this annex.

Critical industries, businesses, and workers identified by county and municipal officials will be notified of their critical status and directed to develop SOPs detailing their emergency assignments.

Butler County Fire Departments have entered into a county-wide mutual-aid agreement to assure adequate material and personnel support and response in the event of emergencies. Activation of mutual-aid will occur according to procedures listed in the agreements.

Requests for state assistance will be made according to the Basic Plan of the EOP. For Hazardous Material response, see ESF-10. Requests for Federal Assistance should be coordinated through The Ohio Emergency Management Agency.

Butler County has an enhanced 9-1-1 System that relays information by computer for residents requesting assistance during evacuations.

Evacuation sites and routes for preplanned risk areas shall be developed. The Incident Commander in cooperation with officials from the affected jurisdiction(s) will determine evacuation boundaries for areas not predetermined.

Logistics

Transportation for essential workers:

Transportation for essential workers to and from the risk area(s) will be provided by their respective organizations. Should additional transportation be required, requests will be made through the Evacuation Coordinator in the activated EOC or through the Incident Commander, if the EOC is not activated.

Impediments to Evacuation:

- Potential impediments to evacuation such as physical barriers, time, and lack of transportation resources will be addressed in organizational SOPs.
- Overcoming unforeseen impediments is the responsibility of the Incident Commander in cooperation with local officials of the affected jurisdiction(s) if the EOC is not activated.
- If the EOC is activated, the Incident Commander will request assistance in resolving the difficulties through the Evacuation Coordinator.
- Vehicles having mechanical problems during an evacuation will be moved to the side of the road and law enforcement organizations providing movement control on the routes will transport stranded evacuees to pick-up point.

PLAN DEVELOPMENT AND MAINTENANCE

The Butler County Emergency Management Agency is responsible for coordinating with the appropriate municipal, county, and state level organizations to make necessary changes and revisions to this annex.

The Butler County Emergency Management Agency will forward plan revisions to all organizations having responsibilities for emergency evacuation activities.

Each organization having responsibilities for emergency evacuation will update this annex and organizational SOPs based on experience in emergencies, changes in organizational structure and State and Federal requirements.

Law Enforcement, Fire Officials, EMS Personnel and any other emergency response worker who may be involved in an evacuation may submit new / updated information to the Emergency Management Agency for incorporation into this annex.

All emergency response agencies who might participate in an evacuation effort are responsible for developing and maintaining departmental SOPs, mutual aid agreements, personnel rosters including 24 hour notification telephone numbers, and equipment inventories.

AUTHORITIES AND REFERENCES

Authorities

Ohio Public Transportation & Safety Rules,
3301-83-16 Non-routine use of school buses
3301-83-15 Emergency and evacuation procedures

Ohio Revised Code Chapters
733.03, 733.23 General Powers of Mayors
737.11 Duties for Municipal Police and Fire Departments
311.07 General Powers and Duties of the Sheriff

ANNEX B COMMUNICATIONS

Primary Agencies	Butler County Communications Butler County Dispatch Centers
Support Agencies	Butler County Emergency Management Agency Butler County Sheriff's Office Butler County Police Departments Butler County Fire Departments

PURPOSE

This annex outlines communication procedures and capabilities to be employed in the event of emergencies affecting Butler County. It also outlines procedures for direction and control during emergencies.

SITUATION

After activation of the EOC, an emergency communications center is located at the EOC 1810 Princeton Road, Hamilton, Ohio. Sufficient communications are available to provide the communications necessary for most emergencies. In severe emergencies, augmentation is required.

The county has an enhanced 9-1-1 system with nine (9) dispatch centers. The dispatch centers receive all emergency calls within the county limits. The locations of the dispatch centers are listed below by the agency that operates them and for what jurisdictions they answer 911 calls:

- Butler County Sheriff's Office, 1810 Princeton Road, Hamilton, Ohio.
 - *Fairfield, Hamilton, Hanover, Liberty, Madison, Milford, Morgan, Oxford, Reily, Ross, St. Clair, and Wayne Townships. Villages of Jacksonburg, Millville, New Miami, Seven Mile and Somerville.*
- City of Fairfield Police Department, 5230 Pleasant Avenue, Fairfield, Ohio
 - *City of Fairfield*
- City of Middletown Police Department, One Donham Plaza, Middletown, Ohio
 - *City of Middletown, City of Trenton, Lemon Township*
- West Chester Police Department, 9113 Cincinnati-Dayton Road, West Chester, Ohio
 - *West Chester Township*
- Miami University Police Department, 4945 Oxford-Trenton Road, Oxford Ohio
 - *Miami University exclusively*
- City of Monroe Police Department, 233 South Main Street, Monroe, Ohio
 - *City of Monroe*
- City of Trenton Police Department, 11 East State Street, Trenton, Ohio
 - *City of Trenton*

All police, fire and EMS agencies in Butler County are now using the new countywide Butler Regional Interoperability Communications System (BRICS).

The county has radio, facsimile, e-mail and telephone capabilities with the Ohio EMA. There is an amateur radio club to supplement existing communications.

EMS units communicate with area hospitals by radios and cellular phones in their vehicles.

ASSUMPTIONS

Communications, facilitating a timely response, are required for all phases of any emergency that occurs.

Communications equipment is assumed to withstand the effects of the emergency.

Sufficient communications equipment and personnel are available at the EOC to communicate with all 911 dispatch centers that serve the county.

Radios are the primary means of communicating during an emergency for first responders.

The RACES organization deploys radio operators with radios to the EOC to support the communications efforts in certain circumstances under the direction of the Butler County EMA Director.

CONCEPT OF OPERATIONS

General

Each jurisdiction is responsible for communications capabilities to operate its own departments. During emergency operations, each jurisdiction maintains its existing equipment in operational condition, capable of communicating with its field forces.

The Butler County EMA or EOC is responsible for coordinating all communication activities during emergency incidents, unless the incident is localized to one of the cities which maintain its own Communications Center. In these cases, that particular communications center shall coordinate all communications for their jurisdiction of responsibility. Requests made to the EOC for county assistance will be coordinated through the Butler County EOC via ESF #2 Communications or ESF #5 Emergency Management.

Notifications

The EOC is staffed according to the activation level and size of event. When the decision to activate the EOC is made, notifications are made to all appropriate EOC representatives.

- *The 911 dispatcher receiving the initial report notifies:*
 - The current supervisor - Communications Officer
 - Butler County EMA Director
- *The BCEMA Director notifies:*
 - Butler County Administrator
 - Butler County Commissioners
 - RACES Officer
 - Butler County EMA Office Staff
 - Mayors of the cities and villages within Butler County

- All Township Trustees within Butler County
- Butler County's Public Information Officer
- Gas/Electric Service Manager
- Telephone Service Manager
- American Red Cross
- Ohio EMA
- Salvation Army
- Fire Chiefs
- *County Commissioners notify:*
 - Governor, if necessary
- *Butler County Administrator notifies:*
 - County Engineer
 - County Chief Building Official
 - County Building Maintenance Superintendent
 - County Coroner
 - County Health Commissioner
 - Job and Family Services Director
 - County Prosecutor
- *Village/City Managers/Mayors notify:*
 - City Council Members
 - Police Chiefs
 - City Fire Chiefs
 - City Public Works Directors
 - City Utilities Directors
 - City School Superintendents

Butler County Communications Center

The Butler County Communications Center is a vital part of the EOC. Its purpose is to provide both primary and backup communications support for the EOC.

The Communications Center is capable of being operated continuously for the duration of the emergency. Maximum staffing will be maintained during periods of full activation of the EOC. Communications staff will work 12 hour shifts.

Primary communications with EOC will be conducted by telephone, whenever possible. If telephones are inoperable, information will be relayed by radio. Amateur radios will be utilized to provide back-up communications to disaster sites and shelters, lodging and feeding facilities.

PHASES OF EMERGENCY MANAGEMENT

Mitigation

- Develop an adequate communications system by procuring 800 MHz radios for the Butler Regional Interoperability Communications Systems (BRICS).
- Coordinating communication capabilities with surrounding counties and Ohio EMA.
- Developing radio repair capability under emergency conditions.

Preparedness

- Testing and maintaining communications equipment on a regularly scheduled basis.
- Arranging training programs for all communications staff, volunteers and repair personnel.
- Identifying potential sources of additional equipment and supplies.

Response

- Implementing emergency communications procedures.
- Activating backup communications capabilities as necessary.
- Utilizing radio logs and EOC message forms for the recording of all incoming radio transmissions.
- Ensuring 24-hour communications capability for the duration of the emergency.

Recovery

- Maintaining emergency communications systems for the duration of the emergency.

ORGANIZATION

During large-scale emergencies, communications personnel coordinate response efforts and assist other agencies/departments to the extent possible with the provision of communications capabilities.

ASSIGNMENT OF RESPONSIBILITIES

- While operating the equipment, radio operators remain under direct control of their own office, but coordinate information with the communications officer.
- Task assignments include providing communications in an emergency, retaining a message log, and handling messages in accordance with SOPs.

DIRECTION AND CONTROL

The communications officer relocates to the EOC upon its activation. From this location, direction and control is provided over all communications activities within the county, while coordinating with other EOC representatives.

CONTINUITY OF GOVERNMENT

The line of succession for the Butler County communications officer begins with the most senior dispatcher on duty at the 911 dispatch center and follows the line of seniority.

ADMINISTRATION

EOC Communications

- Telephones
 - The EOC is equipped with telephone lines. There are emergency phones in the EOC that are operational at all times. Each is equipped with incoming/outgoing call capability.
- Radios
 - Radios are currently installed in the EOC, and two in each staff vehicle. These radios operate on the BRICS communication system in the County.
 - If necessary, amateur radio operators will be stationed at activated at shelters stations to provide communications with the EOC if telephones are not available. They will operate under the direction of the EOC Director.
 - State EOC and adjacent county EOCs will be contacted by telephone whenever possible. If phones are inoperable, information will be relayed by the Disaster Services/Amateur Radio Net.
 - Communications with the federal government will be carried out through the state (Ohio EMA).
- Other communications systems in EOC:
 - NOAA Weather Radio System
 - Fax Machines
 - Networked computer
 - Communicator System
 - MARCS – State radio system

PLAN DEVELOPMENT AND MAINTENANCE

All department/organizations with the county providing emergency communications are responsible for developing and maintaining communications SOPs, mutual-aid agreements, personnel rosters, including 24-hour emergency telephone numbers, and communications equipment inventories.

AUTHORITIES AND REFERENCES

Authorities

Federal Communications Commission (FCC) Rules and Regulations

ANNEX C

DIRECTION AND CONTROL

Primary Agency Butler County Emergency Management Agency

Support Agencies Butler County Communications
Butler County Sheriff's Office
Butler County Police Departments
Butler County Fire Departments
Butler County Engineer's Office
Butler County GIS and IT Departments

PURPOSE

This annex addresses the facility, personnel, procedures, and support requirements for activating the county Emergency Operations Center (EOC) and for directing and controlling the conduct of emergency operations from that center or from an alternate facility during emergencies.

SITUATION AND ASSUMPTIONS

Situation

The Butler County Emergency Operations Center (EOC) is located at 1810 Princeton Road, Hamilton, Ohio 45011. Primary power for the EOC is commercial power with generator power for backup with fuel capacity to provide power to the EOC for six weeks.

In the event that the primary EOC is damaged, inaccessible, and unsafe or must be vacated, a secondary site will be activated at the EMA offices in Hamilton, Ohio at the Government Service Center.

The EOC was established for the purpose of providing centralized direction and control for local government emergency operations, and for day-to-day use by the emergency management staff.

Mutual aid for support of direction and control functions is addressed by agreements between the Emergency Management Directors in the State of Ohio.

In the event one of the alternate EOCs is activated, direction and control authority will be transferred to the executive group at the alternate location. EOC representatives will transport themselves to the alternate EOC or they will be transported by emergency vehicles if circumstances make this necessary. The operational capabilities of the alternate EOCs vary by location.

Assumptions

The designated EOC will be activated upon the occurrence or threat of occurrence of a major emergency by the Butler County EMA Director or appropriate designee.

The Butler County EOC is adequate for coordinating county-wide emergency operations.

When activated, the Butler County EOC will either be in an Incident Management Team Command & Control situation or in an ESF function.

Sufficient procedures have been developed to direct and control disaster operations.

Upon its activation the EOC, in accordance with the incident command center at the site, will be the point of contact for all operating/responding departments and agencies, other counties and the state.

Emergency operations for all levels of government will be carried out according to plans and standard operating procedures.

CONCEPT OF OPERATIONS

General

- The EOC is the central point for coordinating the operational, logistical and administrative support needs of response personnel at the disaster site, in public utilities, at the EOC and at dispatch points. Within the EOC, local decision makers direct and coordinate emergency activities. The EOC staff gathers and disseminates situation reports and information for the local decision makers and other units of local, state and federal governments. Through this process, resources can be utilized without duplication of effort and operations can be more efficient. The EOC is the central coordinating point for obtaining, analyzing, evacuating, reporting, and recording disaster-related information.
- The decision to activate the primary EOC or transfer operations to an alternate EOC is made by the EMA Director.
- Those individuals from various local and county agencies, who are trained to work in the EOC, will be notified by telephone, the Communicator system or 800 MHz radio.
- Internal EOC operational procedures will be the responsibility of the Emergency Operations Center Director.
- When the EOC is not activated, an incident command post established at or near the scene will be used to provide direction and control for emergency operations.

Phases of Management

Mitigation

- Mitigation activities may include, but are not limited to:
 - An Emergency Operations Center with an Emergency Management Director.
 - Completing hazard identification for the county.
 - Development of the EOC through training at specific desks and functions.

Preparedness

- Preparedness activities may include, but are not limited to:
 - Preparing plans and operating procedures for the EOC, including supporting materials such as displays, message forms, record and report forms, etc.

- Conducting exercises to test the readiness capabilities of the EOC and providing experience in EOC operations to responders.
- Training EOC personnel on the use of all internal forms and procedures.
- Determining internal staffing needs and designating personnel to fulfill EOC staffing requirements.
- Regularly testing equipment, including generators.
- Preparing EOC information packets.
- Upgrading of communications capabilities.

Response

- Response activities may include, but are not limited to:
 - Activation of the EOC as required.
 - Alerting EOC representatives
 - Checking equipment and supplies
 - Distributing EOC Information packets
 - Coordinating all EOC operations.
 - Establishing contact with state EOC, neighboring counties and other jurisdictions as necessary.
 - Holding staff briefings for all EOC representatives.
 - Providing security for the EOC.
 - Should the situation exceed the capability of the county and its political subdivisions, a request to the governor to declare a state of emergency will be made and the type of assistance required will be identified.
 - Arrange Damage Assessment Teams to make initial damage assessment reports.
 - Keep an accurate and up-to-date County-wide resource list of all equipment and resources available to the County

Recovery

- Holding initial meeting to determine needs for recovery.
- Making assignments for each recovery function.
- Preparing comprehensive damage assessment reports.
- Requesting and applying for disaster assistance if necessary.
- Conducting critique of operations.
- Returning EOC to pre-emergency conditions.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Emergency Operations Center (EOC) Activation

Emergencies that occur in Butler County may require the immediate activation of the entire EOP and EOC, or may require merely monitoring by emergency management personnel. The following are the stages of activation:

Monitoring Stage

The Emergency Management Agency notifies the Executive Committee of the current situation as well as begins the process of coordinating with affected jurisdictions.

Emergency Management personnel will report to the EOC for monitoring duties and assessment. Partial and/or selected members of BCEMA will activate the EOC and determine the staffing needs and how many operational periods will be needed. Butler County IMT Team members may assist with the activation of the EOC during the monitoring stage. A request for IMT Team members, CERT or OSRT Team members may be issued by the BCEMA Communicator system depending on the size and type of event or incident.

Information is continuously gathered from locally affected agencies. Depending on the event or situation the activation may need to proceed to the next level.

Monitoring an event in a surrounding County for the possibility of requesting County resources.

Monitoring a planned or significant event within Butler County.

Partial Activation

An Emergency Management Agency representative is sent to the emergency or disaster site to further evaluate the situation, provide information concerning the on-going incident and/or assess the needs of the jurisdiction(s). Emergency Management Agency personnel notify the Ohio Emergency Management Agency that state involvement or assistance may be required. Resources deemed necessary by the Incident Commander(s) will be notified and pre-positioned. The EOC will activate on 12-hour operational shifts until the event is either brought to a close or upgraded to the next level of activation. A partial activation will staff the EOC in an IMT Command & Control situation and not in an ESF function.

The following personnel will report to the EOC for a partial activation:

- Emergency Management Director or appropriate Designee
- Emergency Management Staff
- Members of current on-duty IMT Team (RED or BLUE)
- Members of County GIS and IT Department
- Other necessary EOC staff
- CERT and Ohio Special Response Team (OSRT) as needed
- RACES/HAM radio communication members as needed

Full Activation

24-hour activation of the EOC occurs with all Emergency Support Function (ESF) desks activated. Emergency declarations are passed by the Board of County Commissioners and state assistance will be requested. The EOC will operate on 12-hour operational periods with an EOC Director.

The following personnel will report to the EOC:

- Emergency Management Director or appropriate Designee
- All Emergency Support Function (ESF) positions
- County GIS and IT staff
- Emergency Management Staff
- CERT and Ohio Special Response Team (OSRT)
- RACES/HAM radio communication members

Deactivation of EOC:

When the event is deemed concluded the EOC director will deactivate the EOC activity for the current incident and notify all participants. Deactivation of the EOC operations can either occur in phases or in its entirety, depending on the situation.

The following are the criteria for deactivating the EOC operations:

- Individual EOC functions are no longer required
- A State of Local Emergency is lifted
- Coordination of response activities and/or resources is no longer required
- Event has been contained and emergency personnel have returned to regular duties
- Transfer of operations back to local jurisdiction
- Determination by EOC Director to deactivate

Responsibilities

- General duties of all EOC staff:
 - Staff and operate the EOC.
 - Provide support personnel and services.
 - Coordinate response and recovery activities.
 - EOC workers will acknowledge and authenticate reports.
 - As needed, EOC staff will use the WebEOC for significant events and resource requests.
- Butler County Commissioners:
 - Appropriate and authorize expenditure of funds, approve contracts and authorize distribution of equipment, materials, and supplies for disaster purposes.
 - Authorize and control information given to the public via the public information official.
 - Maintain liaison and coordination with elected officials from municipalities that are included within this plan and the use of personnel and equipment in responding to the disaster.
 - Issue a proclamation declaring an emergency or disaster exists.
 - Request a disaster or emergency declaration from the governor.
 - Assign and make available for duty the employees, property or equipment of the county or municipality.
 - Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
 - Authorize and order that protective action guidelines, such as evacuation, etc., be implemented based on recommendations from regulating agencies.
- Butler County Emergency Management Director:
 - Maintain the EOC in a constant state of readiness.
 - Provide for a timely activation and capability of key officials and EOC staff.
 - Open, manage and coordinate activities within the Emergency Operations Center as the EOC Director, or appoint an appropriate designee as EOC Director.
 - Conduct EOC staff briefings.

- Forward initial disaster reports and damage and injury assessment information to the state. Insure that the damage assessment reports are compiled.
 - Insure that all available information is supplied to the Emergency Operations Center staff. Maps, status board, etc., will be in position at all times providing for the collection and display of damage assessment information to the center.
 - Maintain liaison and coordination with the state, adjacent jurisdictions and local municipalities that are included within this plan and their use of personnel and equipment in responding to the disaster.
 - Ensure that security is provided for the EOC facility.
 - Ensure that standard operating procedures from each agency/department are retained in the EOC. Ensure that mutual aid and other written agreements with voluntary organizations and other federal, state, and local organizations are on file and will be maintained, reviewed and updated.
 - Ensure the EOC operations are coordinated among all responding organizations.
 - Make initial contact with the Ohio EMA office and continue to update the State on efforts in the County while the EOC is in operations.
 - Designate a WebEOC Administrator and monitor the WebEOC during EOC activation. The WebEOC may be activated at any stage and works with the ESF and IMT functions.
- Local Elected Officials:
 - Coordinate with incident command/EOC for evacuation.
 - Coordinate the actions of all municipal disaster relief forces in conjunction with the information and coordination received through the county Emergency Operations Center.
 - If the disaster occurs solely within the confines of the municipality and the local elected officials deem it beyond the control of the municipality, they may request state assistance or a declaration of a state of disaster through the county.
- Law Enforcement Officials:
 - Provide security for the EOC.
 - Provide transportation for EOC damage assessment teams and staff, if necessary.
 - Control traffic in vicinity of the EOC.
 - Provide backup communications for EOC through mobile units.
 - Provide direction and control for law enforcement activities.
- Fire and Rescue Officials:
 - Survey EOC and supporting facilities for fire security.
 - Maintain contact with fire/rescue personnel in the affected jurisdictions.
 - Provide backup communications for the EOC through mobile units.
 - Obtain and record reports on situations of:
 - fire control
 - victim treatment and transportation
 - rescue -emergency site operations
 - casualties
 - Inform other jurisdictions of existing situations and advise on actions to be taken.

DIRECTION AND CONTROL

Incident command/EOC coordination

Incident command will be established at the site of the emergency. The incident commander is the highest ranking fire official of the organization having jurisdiction at the site. The incident commander is responsible for appointing a fire and rescue coordinator who will act as liaison between the EOC and the incident command center.

During civil emergencies (riots and terrorist incidents) law enforcement officials for the affected jurisdiction will set up incident command and provide a liaison to the activated EOC.

Incident command will relay regular reports to the fire and/or law enforcement coordinators at the EOC. The coordinators will provide regular reports to the EOC Director and material and personnel support for responders.

The EOC Director in the activated EOC will coordinate with the highest levels of officials of affected jurisdictions and with the incident commander in order to provide direction and control during an emergency.

The EOC can be activated fully or partially if or when there is a need for response coordination because of a County-wide event, limited local resources, uncertain conditions and a potential for a significant threat to people and property in the County. The EOC can be activated by requesting activation through any of Butler County's Communications Centers.

The EMA Director will coordinate EOC operations including notification of EOC representatives, conducting briefings for staff and key officials, and maintaining contact with state EMA and neighboring counties. Upon the arrival of state and federal officials, coordination with these officials will take place within the county EOC.

State and/or federal officials arriving at site of the emergency or at the county EOC will assume direction and control activities only at the request of local executives and the incident commander.

CONTINUITY OF GOVERNMENT.

The line of succession to each department head is in accordance to the operating procedures established by each department and has been designated in each annex.

Each staff member shall be responsible for notifying his/her replacement in the line of succession.

EOC staffing on a 24-hour-a-day basis will be accomplished in two shifts consisting of 12 hours each. Not all positions will require 24-hour-a-day coverage.

Organizations supplying response personnel will include in their SOPs specific emergency authorities that may be assumed by designated successors during emergencies.

Preservation of Records

Preservation of important records and measures to ensure continued operation and reconstitution is necessary for local government during and after catastrophic disasters or national security emergencies. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., city clerk, tax collector) be protected and preserved in accordance with applicable state and local laws (i.e., ordinances, resolutions, minutes of meetings, land deeds, and tax records).

ADMINISTRATION AND LOGISTICS

- During the operation of the EOC, the staff shall:
 - Manage the county governmental resources and determine where each will be used and assigned, implementing resource controls.
 - Protect resources such as personnel and equipment during disaster situations.
 - Provide for the identification and use of resources for special or critical facilities, including radiological laboratories.
 - Maintain accurate and adequate records to document any costs that might be incurred from public/private sources and that were used in responding to, or recovery from any day-to-day operations.
 - Retain all records and reports until all operations are completed and the obligations and accounts have been closed.
 - Provide operational and logistical support needs of response personnel directed by, but not located in, the EOC.

EOC Security

- All individuals requiring access to the EOC will be required to enter through designated entrances.
- The officer on duty may request identification before allowing access to the EOC.
- Media representatives and other visitors will only be allowed access to the Joint information Center (JIC) located at the Butler County Board of Elections Building.

Fiscal Procedures and Administration Authorities

- Fiscal procedures must be followed during emergency operations, including the voucher system. The process for the voucher system is same as is utilized on day-to-day basis for routine business.
- Vouchers must be approved by the county administrator, the county auditor or the county commissioners.
- The Director of the County's Office of Management and Budget will see that an account code is established for tracking all emergency-related expenditures. The Executive Group will be kept apprized of financial conditions through a regular reporting procedure.

PLAN DEVELOPMENT AND MAINTENANCE

The Butler County Emergency Management Agency is responsible for ensuring that necessary changes and revisions to this annex are prepared, coordinated, published and distributed. Deficiencies identified through drills, exercises, actual emergencies and changes in government

structure and emergency organizations will be addressed by the Butler County Emergency Management Agency.

ANNEX E

EMERGENCY PUBLIC INFORMATION

PURPOSE

This annex provides for the development and distribution of coordinated Emergency Public Information (EPI) through the Public Information Officer (PIO) in order to protect the citizens of the county from hazards that may affect the community. It also relieves primary responders from the obligation of dealing directly with the media, if they choose; which facilitates a more effective response to hazards.

SITUATION AND ASSUMPTIONS

Situation

Butler County is vulnerable to hazards identified in the Hazard Identification portion of this Emergency Operations Plan (EOP).

Instructions detailing what citizens of Butler County should do in the event these hazards occur have been developed. They are located in Annex F of Notification and Warning.

The Butler County Emergency Management Agency (BCEMA) provides classes; an emergency hotline updated daily, public meetings, informative website, and written materials on a number of topics in order to prepare citizens to protect themselves during emergencies.

There is a good selection of newspaper and electronic media coverage to the Butler County area. There are two weekly newspapers, one zoned to six Butler areas and two daily newspapers. There are numerous radio stations and five local television stations with strong signals broadcast to the county. There are numerous other regional stations available via television cable. All these resources are able to provide public instructions during emergencies.

Agreements should be developed between the State Emergency Alert System and local Broadcasters Association for the dissemination of emergency public information.

An Emergency Operations Center (EOC) Public Information Desk is established at the Butler County Emergency Operations Center, 1810 Princeton Road, Hamilton, Ohio. The public information desk will be available as a center for coordinated briefings to media representatives. The Emergency Operations Center Public Information Desk will develop coordinated releases of public information among responders, unless it becomes necessary to reassign. If it becomes necessary to reassign, it will be well posted at the location listed above.

Assumptions

News media resources are able to disseminate emergency instructions to residents.

News releases in the county will originate from one source. That source will be the Emergency Operations Center (EOC), if activated, or the County Public Affairs Coordinator or designated Public Information Desk staff if the EOC is not activated.

State level news releases will be coordinated with the PIO and will not conflict with county level releases.

The PIO will undertake rumor mitigation procedures to prevent incorrect information from affecting emergency response activities. Accurate informational press releases will aim to prevent incorrect information from affecting emergency response activities and will promote proper and responsible citizen compliance and actions.

If electrical systems fail during the emergency, information will either be announced verbally or in written form door-to-door, by bullhorns or public address systems by law enforcement officers and fire responders.

CONCEPT OF OPERATIONS

Phases of Emergency Management

Mitigation

Mitigation activities may include but are not limited to:

- Consideration of agreements with local media for the dissemination of emergency public information.
- Consideration of agreements with media and Emergency Management Directors in adjacent counties in preparation for multi-county emergencies.
- Consideration of an agreement with the Ohio Emergency Management Agency (Ohio EMA) PIO for coordination of news releases during emergencies.

Preparedness

Preparedness activities may include but are not limited to:

- Butler County Emergency Management Agency (BCEMA) will maintain a current listing of news media contacts and capabilities.
- Media contacts will be provided with up-to-date hazard specific emergency public information that is ready for immediate release in event of an emergency.
- An adequate supply of pamphlets and brochures will be maintained that contains hazard specific guidance that can be distributed to the public.

Response

Response activities may include but are not limited to:

- The EOC Public Information Desk will direct, coordinate and supervise release of all public information.
- The desk will participate in regular briefings with EOC representatives.
- The desk will relay instructions on measures that could save lives and limit property damage.

Recovery

Recovery activities may include but are not limited to:

- The desk will inform citizens of availability of disaster assistance.
- The desk will provide public information and/or PIO representation at the Disaster Assistance Center.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

The PIO will be appointed by the EMA Director, or appropriate designee, to be the designated media spokesperson for the county during an emergency.

Dissemination of public information will be made from the EOC Public Information Desk primarily through issuing of news releases. The Desk will serve as the single official point of contact and release of information during an emergency. The EO Public Information Desk may be collocated at the Joint information Center (JIC) if a JIC is activated.

When possible, the desk will arrange for news conferences and interviews as requested by media representatives. These news conferences and interviews will take place at the Joint Information Center (JIC) located at the Board of Elections, 1802 Princeton Road, Hamilton, Ohio.

An agreement has been developed for activation of the County's Emergency Alert System.

Emergency Public Information will be released through media outlets as soon as the disaster threat has been evaluated.

All press releases will be coordinated with the EOC Director, appropriate local officials and appropriate Emergency Operations Center personnel who are available on site before release.

Specific Responsibilities of the PIO and Her/His Staff are as follows:

Coordinate with available the Incident Commander, EOC Director and appropriate local officials for the release of emergency public information.

Develop and maintain a public information and education program that includes Emergency Public Information packets prepared in advance.

Provide announcements urging residents to share their homes with evacuees in a large-scale disaster, if necessary.

Coordinate public information activities with the State and Federal PIOs when Federal emergency support teams respond to a disaster.

Prepare materials that describe the health risks associated with each hazard, the appropriate self help first-aid actions, and other appropriate survival measures.

Prepare instructions and survival tips for people who must evacuate from high-risk areas. These materials include the following for each threat: definition of the population at risk, health risks, first-aid actions, evacuation routes, suggestions on the types and quantities of clothing, food, medical items, etc., evacuees should take with them, locations of reception/shelter, lodging/feeding facilities, medical clinics, safe travel routes for return to residences, and locations of staging areas and pickup points for evacuees without private transportation.

Prepare materials those individuals with Access and Functional Needs, if appropriate.

Prepare instructions that identify centrally located staging areas and pickup points for evacuees without access to transportation.

Coordinate with the Red Cross in preparing instructions for evacuees to use upon arrival in a hosting area, designating reception centers, shelters and lodging, feeding facilities and medical clinics.

Provide for rumor mitigation. Designate personnel and dedicate phone lines to handle inquiries from the public. Make arrangements to keep personnel up-to-date on the disaster situation through briefings, fact sheets and news releases.

Refer inquiries about injured or missing relatives to the Red Cross representative in the EOC or to the local American Red Cross Chapter.

Make arrangements with the Incident Commander, EOC Director, and/or appropriate local official to speak on television and radio when possible. The PIO will coordinate officials at affected sites with EOC representatives for press releases describing the emergency services being rendered in damaged areas with restricted access.

Issue periodic news releases relating to Emergency Management and its function so the public is familiar with the topic before an emergency occurs.

Responsibilities of EOC Members to PIO:

All designated EOC representatives will cooperate in public education programs.

All representatives in the activated EOC will verify reports received from the field.

Butler County Communications Center Personnel will assist the PIO by providing telephone equipment and a power supply for the media if it does not interfere with appropriate response/recovery operations.

All representatives in the EOC will clear press releases relating to their response efforts with the EOC Director when possible.

The Medical Coordinator will provide the PIO with timely information concerning casualties, numbers and types of injuries. This information will be given to the Red Cross for next of kin notifications before it is released to the public.

DIRECTION AND CONTROL

The EOC Public Information Desk facilitates organized operation of emergency personnel, facilities, equipment and procedures in an effort to provide accurate, coordinated and timely instructions and information to the public during an emergency.

All organizations involved in emergency response and recovery and having requirements to release information to media will coordinate with the EOC Public Information Desk setup by the PIO.

The PIO manages the activities at the EOC Public Information Desk in coordination with the EOC and Incident Command Centers at the site of the emergency.

CONTINUITY OF GOVERNMENT

The line of succession for the PIO is as follows:

- Designated Public Information Officer
- Members of the EOC's Public Information Team as designated by the EOC Director.
- If the Public Information Officer and designated team members are unavailable for duty, the Butler County EMA Director is responsible for appointing an individual to serve in this capacity.
- When the EOC is activated, the PIO and staff may serve 12hourshifts if necessary, with flexible and shared shifts of shorter duration whenever possible.

ADMINISTRATION AND LOGISTICS

Copies of all press releases will be reviewed and approved by appropriate authorities (Elected Officials, Incident Commanders, etc.) or their representatives on site at the EOC before release.

Copies of all press releases will be maintained on file at the Butler County EMA.

When the EOC is activated, the PIO on duty will keep a log listing all media contacts made, press releases issued and any other major PIO functions accomplished during shifts. The PIO will log incoming and outgoing messages.

PIOs from County, State, Federal and private sector organizations will coordinate with the PIO for provision of technical information for release to the public. Such information includes, but is not limited to, health risks related to the hazard, type and availability of assistance, geographic, meteorological and demographic information related to population protection. PIOs from County, State and Federal Government will coordinate public information activities when Federal Emergency Support teams respond to a disaster.

PLAN DEVELOPMENT AND MAINTENANCE

The Butler County Emergency Management Agency is responsible for updating this Annex based on deficiencies identified through drills, exercises, actual experience and changes in government structure and emergency organizations.

The PIO will coordinate with EOC Public Information Desk representatives and with representative of industry, media, response groups, state and federal organizations for development of Standard Operating Procedures that detail assigned responsibilities.

AUTHORITIES AND REFERENCES

Authorities
See Basic Plan

ANNEX F

NOTIFICATION & WARNING

PURPOSE

This annex provides the process for the dissemination of warning information to response agencies/organizations and the general public throughout Butler County in the event of an emergency. It describes the warning systems in place

SITUATIONS AND ASSUMPTIONS

Situations

The aim of the alert systems in the county is to reach those outdoors and the occupants of a wide variety of structures: industrial buildings, schools and universities, nursing homes, shopping centers and residences.

Local broadcast media as well as the Butler County Emergency Hotline will be relied upon to assist in the dissemination of warning to the general public.

Operational telephone pager and radio communications will be utilized to notify public officials, EOC staff and emergency personnel.

Many Weather Alert Radios are in place in various schools, nursing homes, institutions, and places of public assembly.

Where available, EAS stations will be used to help disseminate warning information.

Where available, National Oceanographic and Atmospheric Administration (NOAA) Weather Radio Stations will disseminate watches and warnings issued by the NWS; NOAA tone alert radios are automatically activated, when such watches and warnings are issued.

Local broadcast media, along with public safety personnel, are relied upon to assist in the dissemination of warnings to the general public.

Weather alert radios are in place in all schools, nursing homes, county and municipal buildings and primary manufacturing sites.

Assumptions

The BCEMA receives weather alert bulletins from the National Weather Service through the iNWS alert.

Existing forms of warning require augmentation in order to provide sufficient warning to the public.

The use of mobile public address systems and door-to-door notification by emergency responders are required when a quick onset emergency occurs necessitating an evacuation.

Weather alert radios and/or plectrons are in place throughout the county. All schools have a minimum of one tone alert weather radio. Additionally, warning sirens, radio broadcasts, and public address systems are used to provide warning to schools, nursing homes, major industries, institutions and places of public assembly.

CONCEPT OF OPERATIONS

Receipt and Dissemination of Warning/Notification Officials and Responders

The Ohio State Highway Patrol and/or the Ohio EMA located at the state EOC is the State of Ohio Warning Point for the National Warning System (NAWAS), and operates the Ohio portion of the NAWAS. The Butler County OSHP (post 9) is the warning point located at 4751 SR4 (Hamilton-Middletown Road) Hamilton, Ohio.

Upon receipt of a NAWAS warning, the Ohio State Patrol notifies the Butler County Sheriff's Office Communications Center. In addition, all warnings are sent over the LEADS to law enforcement agencies in the warning area.

The Butler County Sheriff's Office Communications Center may also receives warnings regarding severe weather, technological hazards, dam failures, wide-spread fires, and other emergencies affecting the county.

The Butler County EMA Director or designee notifies:

- Local law enforcement agencies, including the Butler County Sheriff
- Local fire departments
- Local EMS services
- and activates the All County Broadcast System (ACB)
- Updates the County-wide Emergency Hotline number based on the real-time information received from iNWS.

The EMA/EOC notifies:

- County Administrator
- Board of County Commissioners
- Butler County EMA Assistant Director & Secretary
- Mayors of villages in Butler County
- Butler County Township Trustees
- County and City Health Departments
- County Safety Director
- Public Information Officer
- Communications Centers
- Gas/Electric Service Manager
- Telephone Service Manager
- American Red Cross

- Ohio EMA
- Salvation Army
- Fire Chiefs
- Radiological officer

County commissioners' office notifies:

- Butler County Clerk
- Governor (if necessary)

All police departments notify their respective:

- Mayor and City Manager
- Local fire department
- OSP (notification and/or confirmation)
- Sheriff (notification and/or confirmation)
- and activates city siren system (if necessary)

Mayors notify:

- Service/safety director
- School Superintendent

Service/safety director notifies:

- Fire department
- Police department
- City engineer
- City street departments
- City utilities departments
- City clerical support staff

Fire Department notifies:

- Service/safety director (notification and/or confirmation)
- Police Department (confirmation)
- EMS

PIO notifies:

- Local radio stations within the county
- Local newspapers within the county
- Coordinates with Sheriff's Office and local incident commander

Radiological officer (if necessary) notifies:

- Radiological monitors
- Radiological response team members

Dissemination of Warning to the General Public

1. Activation of sirens where available.

2. County-wide Emergency Hotline updated daily, or when necessary, with information collected from iNWS.
3. Local broadcasts and print media.
4. Weather radios, where available.
5. Door-to-door notification by emergency responders within time constraints.
6. Pre-scripted text to officials and residents (Communicator system).
7. The use of crawlers during commercial and cable television, EAS broadcasts and devices for the hearing impaired.
8. Warning and notification to non-English speaking persons through public officials, door-to-door notification, and agencies who serve this population. Also using foreign language broadcasts in conjunction with standard pre-scripted text over the EAS.
9. Maximum use of family, friends and neighbors is made in initiating contacts especially with those individuals with Access and Functional Needs.

PHASES OF EMERGENCY MANAGEMENT

Mitigation

- Identifying warning resources
- Identifying public service agencies that can augment the county's warning capabilities
- Analyzing siren locations in relation to potential hazards
- Coordinating warning capabilities with neighboring counties

Preparedness

- Testing, maintaining and repairing warning equipment
- Developing plans to warn areas not covered by existing warning systems
- Developing a list of warning equipment and locations
- Maintaining a list of telephone numbers of key personnel for emergency notification
- Daily updates to the County-wide Emergency Hotline.

Response

- Activating warning systems
- Implementing warning procedures
- Working with the PIO to distribute necessary information to the media and the public
- Continually updating the Emergency Hotline with information as it becomes available.

Recovery

- Continuing dissemination of emergency information through the PIO as needed
- Inspect and repair equipment used during the emergency

ORGANIZATION

The Butler County EMA serves as a continuous 24-hour county warning system to alert key officials and activate a public warning system or methodology.

Notification of governmental departments and agencies is conducted through the use of telephone (Communicator), radio, pager, or LAN.

Public notification is accomplished by sirens, EAS broadcasts, and door-to-door notification.

Attention or alert warning is a 35-minute steady signal from sirens, horns or other devices. This signal is used as authorized by local officials to alert the public to peacetime emergencies. It also may be used to tell people to turn on the radio or TV for essential information.

ASSIGNMENT OF RESPONSIBILITIES

Federal responsibilities

FEMA has the responsibility of warning the nation of an impending or actual attack or an accidental missile launch upon the United States.

NAWAS is a FEMA dedicated nationwide party line telephone warning system operated on a 24-hour basis. It has two National Warning Centers staffed continuously by attack warning officers.

Dedicated telephone circuits connect the National Warning Centers to FEMA headquarters, 10 FEMA regional offices, 346 other federal agencies and military installations in the continental United States, and more than 2,300 city and county warning points.

Weather warning centers are located at National Weather Service (NWS) offices in Cleveland and Wilmington. Wilmington is the weather warning center for Butler County.

The NWS of the U. S. Department of Commerce, National Oceanic and Atmospheric Administration (NOAA), declares and disseminates severe weather watches and warnings.

An agreement between FEMA and NOAA provides for the utilization of NAWAS by the NWS for dissemination of severe weather watches and warnings. NAWAS points are located in each NWS office.

NOAA weather radio stations provide continuous 24-hour broadcasts of the latest weather information directly from the NWS.

State responsibilities

The director of the Ohio Department of Highway Safety operates the state-level portion of NAWAS. The Ohio primary warning point is located at the state EOC, 2855 West Dublin-Granville Road, Columbus, OH 43235-2206. The alternate warning point is at OSHP headquarters, 600 East Main St., Columbus, OH 43205.

There are 23 warning points located throughout the state. The Butler County warning point is located at the Ohio State Patrol Post # 9, 4751 SR4 (Hamilton-Middletown Road) Hamilton, Ohio.

The Ohio LEADS provides for rapid dissemination of severe weather warnings to all Ohio law enforcement agencies with LEADS terminals.

The Emergency Alert System (EAS) provides an operational public warning for national, state, and local governments for all hazards. It uses personnel and facilities in the communications

industry licensed by the FCC, and are operated by the industry on a voluntary basis under appropriate government regulations.

Our local EAS station is WLW AM 700 Radio. WRRM FM 98.5 Radio is the alternate EAS station.

Local responsibilities

Local responsibilities are explained in greater detail in several sections of this annex.

DIRECTION AND CONTROL

The Butler County Communications Officer, in cooperation with the Public Information Officer (PIO) for BCEMA, will coordinate the dissemination of warning information to the general public.

The PIO coordinates the release of emergency public information through the media.

Should public warning become necessary, The PSAP's and locations with sirens will activate those systems. NWS issues warnings over the alert radios. EAS activates broadcasted warnings over local radio and television, with the Butler County Sheriff and Butler County EMA Director being the two official contacts for activating the EAS system.

LOGISTICS

Warning special locations such as schools, day care centers, nursing homes, and major industries is handled by these entities maintaining their own weather alert radios. However, priority efforts are made by Butler County EMA personnel to reach these special locations by telephone as time allows.

Measures are being sought to warn hearing impaired and non-English speaking groups of hazards.

Government officials are alerted by the most immediate communications methods available, as determined by the type of emergency incident.

Special provisions for notification and warning of hazardous materials incidents are in the hazardous materials protection annex.

Tests of the Butler County outdoor tornado warning sirens are conducted at 12 noon on the first Wednesday of each month.

The county notification list is tested periodically for drills, exercises, and/or events at least once each year.

PLAN MANAGEMENT

Law enforcement agencies and fire departments with warning duties develop and maintain SOPs, mutual aid agreements, personnel rosters with 24hour notification

ANNEX G

FINANCIAL MANAGEMENT

Primary Agency Butler County Emergency Management Agency

Support Agencies Butler County Office of Management & Budget
Butler County Auditor's office
Butler County Treasurer's office

PURPOSE

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

SITUATIONS AND ASSUMPTIONS

Situations

- Disasters have an immediate impact on local resources resulting in shortages that may require the unplanned expenditure of funds by local governments. In addition, coordination may be required between local, state and federal organizations to administer funding designed to assist in the response and recovery from disasters.
- State funding may be made available to a local jurisdictions when a Governor's
- Emergency Declaration is issued that includes that jurisdiction.
- Local governments are responsible for first response to emergencies impacting their jurisdictions including the application of fiscal procedures and remedies designed to be used for various applications during local emergencies.
- A State Individual Assistance Program may be made available for limited private sector losses when an event has been declared locally, by the Governor and the U.S. Small Business Administration and declaration criteria has been met.
- A State Disaster Relief Fund program makes funding available from the State Controlling Board to local jurisdictions when eligible response and recovery expenses exceed one-half of one percent of the jurisdiction's eligible budget.
- Supplemental federal assistance for eligible response and recovery expenses incurred by governmental entities and/or the private sector may be available from the Federal Emergency Management Agency (FEMA) after a Presidential Disaster Declaration has been issued and a FEMA/State Agreement has been signed.

Assumptions

- Local jurisdictions will seek emergency supplemental response and recovery funding when funding resources within their jurisdiction have been exhausted.
- The state will seek supplemental response and recovery funding from the federal government when event-related costs meet or exceed federal thresholds and declaration factors.

CONCEPT OF OPERATIONS

Overview

The primary and support agencies to this Annex will act as a team to address emergency finance issues to ensure the flow of funds during and after disasters. Butler County EMA will act as the lead in coordination of emergency finance information and in facilitation with other local agencies on any other financial issues.

Accurate emergency logs and expenditure records must be kept by all affected department heads from the beginning of an emergency or disaster to receive the maximum amount of entitled reimbursement should state or federal assistance become available.

When the EOC is activated and an emergency has been declared, a declaration will be made to the Butler County Auditor's Office for pre-authorized requisition numbers to be assigned for use in an emergency or disaster. Once the declaration has been made, it must pass by majority vote from the Butler County Commissioners.

Any department or response personnel who incur disaster-related expenditures or damages are responsible for completing and submitting appropriate documentation to the Finance Section Chief. Response cost and damage estimates should be submitted at regular intervals or when requested.

Relationship between Levels of Government

- Federal
 - FEMA will coordinate with Ohio EMA regarding finance issues when federal resources are activated in response to emergency response and recover operations in Ohio.
 - Upon request, FEMA will provide Ohio EMA with supplemental financial assistance from FEMA when needed to address incident-related needs.
- State
 - The Financial Team maintains a working relationship throughout emergency response and recovery operations to ensure that policies and procedures are followed.
- Butler County Emergency Management Agency
 - The ICS Finance/Administrative Branch Director is responsible for employing and activating the provisions of this Annex.
 - Spend grant funds properly and effectively to alleviate the effects of a disaster.
 - Take necessary steps to ensure that citizens are aware of all available grants.

Efforts will be made during a disaster to ensure that all federal, state and local finance organizations maintain consistent and timely communication and coordination with one another to ensure that adequate funding is available to disaster victims.

RESPONSIBILITIES

- **Butler County Emergency Management**
 - The EMA Director, or appropriate designee, will assign a Finance Section Chief for the EOC, if necessary.
 - Assemble the finance team when needed.
 - Provide guidance and oversight to department heads for the development of fiscal emergency procedures.
 - Assist in the identification of funding sources to meet disaster-related expenses if department budgets are exceeded.
- **Butler County Auditor's Office**
 - Lead agency for establishing and publishing policy for essential record preservation to ensure continuity of government.
 - Provide guidance and oversight to department heads for the development of fiscal emergency procedures.
 - Assist in the identification of funding sources to meet disaster-related expenses if department budgets are exceeded.
- **Butler County Commissioners**
 - Proclaim a county state of emergency when indicated.
 - Direct the expenditure of appropriated funds.
 - Assist in the identification of funding sources to meet disaster-related expenses if department budgets are exceeded.
 - Approve the expenditure of non-appropriated funds when indicated.
- **Butler County Department Heads**
 - Track, compile and submit accurate and complete disaster-related expenditures and other fiscal activities to the EOC Finance Section Chief, when requested.
 - Maintain inventories of department resources and assets.
 - Establish and follow departmental emergency administrative procedures to ensure record preservation to ensure the ability to provide services.

Annex H

Butler County Emergency Management Agency

Closed Point of Dispensing (POD) Plan for First Responders

Primary Agency Butler County Emergency Management Agency

Support Agencies Butler County Health Department
Butler County Fire and Police Departments
Butler County Sheriff's Office
Butler County Commissioners
Local Elected Officials

I. Introduction

A. Purpose

The purpose of the Closed POD Plan is to augment traditional Open Point of Distribution (POD) sites. Closed PODs are pre-identified organizations that pick up emergency event medications from the Butler County Health Department (BCHD) distribution site. Butler County Emergency Management Agency (BCEMA) Closed Point of Dispensing (POD) Plan will be critical in emergencies and help reduce the demand on public dispensing sites as well as ensure continued emergency services during a community wide event.

B. Scope

This plan is intended to supplement ESF #8 Public Health and Medical Services, as well as the BCHD Mass Prophylaxis Plan. It will follow guidance as outlined in those plans to effectively manage emergencies when the Strategic National Stockpile (SNS) is deployed and Closed PODs are utilized to distribute medical countermeasures. For the purposes of this plan, first responders are defined as initial front line personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence and the environment. In this plan, front line personnel are police, fire, EMS, County and local Dispatch stations, and the Emergency Management Agency.

II. Assumptions

A. Planning

Rapid prophylaxis of emergency first responders is essential to maintaining emergency services during a community wide event. Prophylaxis of emergency first responders will be a priority.

The protection of life, health and safety of the community is the utmost priority during any public health emergency.

BCEMA will develop, maintain and activate their internal plans to distribute medications.

Effective communications and information dissemination is absolutely essential during a public health emergency.

III. Concept of Operations

A. General

The BCHD will establish a location where prophylaxis can be picked up by a pre-identified representative from BCEMA.

In the event of a declared public health emergency that requires the deployment of SNS resources within Butler County, the BCHD will be the contact agency for the BCEMA.

BCEMA, prior to a declared public health emergency, has signed an MOA with BCHD. BCEMA has also identified the number of first responders who will receive the prophylaxis as well as accompanying family members. BCEMA had identified the three individuals who are authorized on behalf of BCEMA to pick up the medication from the BCHD distribution point. These records are kept at BCEMA and BCHD and are updated regularly.

BCEMA or appropriate designee will transport and ensure security of the medication. The mode of transportation and size should be planned and be adequate for the allotment.

Confidentiality of medical information and documentation shall be maintained.

B. Response Actions

The BCHD will notify the BCEMA via email, fax, or telephone once the distribution site has been established. The BCHD will provide the location of the distribution site and the time the facility will begin distributing medication.

BCEMA will send the designated representative to the distribution site at the specified time.

Upon arrival at the distribution site, the representative will present organization ID and photo ID. The BCHD and the BCEMA representative will sign and date the Chain of Custody Form and note the quantity relinquished/received.

The Butler County Sheriff's Office/Law Enforcement will provide security at the distribution site. Additional security or assets will be requested through the Butler County Emergency Management Agency as needed.

All unused medication will immediately be picked up by BCHD. BCHD may request documentation of amount dispensed by BCEMA representative.

IV. Dispensing Medication

A. Operations

BCEMA will assume responsibility for distributing SNS assets to first responders in Butler County. A specific plan and coordination effort in the mass prophylaxis of first responders in Butler County are outlined in a Standard Operating Guideline (SOG) at BCEMA.

An approved team of first responders will be the primary coordinators for dispensing operations in Butler County. The number of personnel will depend on the nature and scope of the event. Transportation of medication to the first responders will follow routes designated by BCEMA and outlined in the SOG. Routine reports on the status of dispensing from the Closed POD will be made to the EMA.

V. Responsibilities

A. Primary Agency

Butler County Health Department (BCHD) – Determine the distribution site and provide the necessary staff to operate the distribution location. Segregate the medication allotment designated for Closed POD BCEMA. Notify BCEMA Representative of the location and time for medication distribution. Dispense the medication to the BCEMA designated representative. Provide information and guidance with the medication.

B. Closed POD Agency

Butler County Emergency Management Agency – Complete the Memorandum of Agreement (MOA) and the Emergency Event Medication Form (EEMF) prior to an emergency. Identify three individuals authorized by the organization to pick up prophylaxis. Submit an updated EEMF to the BCHD as needed via fax or mail. Train and exercise the mass dispensing plan.

C. Support Agencies

Butler County Sheriff's Office (BCSO)/Law Enforcement – Provide security for the Closed POD distribution site and for the designated representatives picking up medications at the distribution site. Officer will escort the representatives and the medications to their vehicles.

Butler County Emergency Management Agency (BCEMA) – Activate the Emergency Operations Center (EOC) if needed and assist in requested assets.

ANNEX I

Debris Management

Primary Agency Butler County Emergency Management Agency

Support Agencies Butler County Solid Waste District

I. PURPOSE

This Annex will facilitate and coordinate the management of debris following a disaster 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 improved public or private property.

The plan provides for a management structure with redundancy built in so areas of the county affected by an emergency can potentially rely on management staff from unaffected parts of the county.

A. Definitions

For the purpose of this plan the following definitions are used:

1. Debris Coordinator (DC): The person responsible for coordinating the activities of the local Debris Managers. The Debris Coordinator is an authorized representative of the Primary Agency. The DC operates out of the County Emergency Operations Center (EOC) when a debris generating event is on-going.
2. Debris Manager (DM): The person designated by each local jurisdiction to coordinate activities with the Debris Coordinator.
3. Debris Management Planning Team: The team responsible for the creation and revisions of this plan.
4. Emergency Operations Center (EOC): Location where DC and other agency representatives gather to establish incident priorities, allocates and manages resources, and communicates with stakeholders.
5. Public Information Officer (PIO): The person responsible for crafting messages for the public. All messages must be approved by the DC and EOC manager prior to release. This does not have to be the spokesperson for the message.
6. Technical Advisor: the individual who has expert knowledge in a particular field, in this case, debris management. And the (TA) is able to provide information to ensure that debris management activities are carried out accurately.

II. SITUATION & ASSUMPTIONS

A. Situation

1. Debris may be the result of natural, man-made, and technological hazards.

2. Butler County may experience events which result in large amounts of debris.
3. All communities have unique circumstances that impact types, amounts, and responses to debris; these may include types of local business/industry, land use, size of the community, topography, and economics.
4. Jurisdictions must be prepared to conduct emergency debris removal on their own during the initial phases of an emergency or disaster.
5. Individuals and businesses may or may not be responsible for the removal and disposal of debris on private property depending on the situation.
6. Debris management activities can be a major burden on the time and resources of everyone affected.
7. Vegetative waste is normally very bulky but lends itself to volume reduction methods. Volume reduction lessens the demand on transportation resources. Large quantities of vegetative waste can overwhelm the capacity of the landfills and composting facilities. Recycling of the vegetative waste at the TDSR will be done if the capabilities are present.

B. Assumptions

1. Extraordinary demands will be placed on public and private resources for debris management following a disaster event.
2. The debris generated by an emergency will be a combination of many types of debris. The debris categories include Construction and Demolition Debris (CDD), Solid Waste, Hazardous Waste, Infectious Waste and Special Wastes. The appropriate Ohio Revised Codes and Ohio Administrative Codes are applied to the handling and disposal of the various categories of wastes. Debris will be separated at the TDSR before taken to the appropriate dump site. This will avoid cross-contamination with other debris and maximize efficiency.
3. A coordinated effort will be required to effectively collect, remove, and dispose of debris following a disaster.
4. Proper planning and conduct of debris operations will be vital to ensure cost effective and environmentally sound practices are used.
5. During major emergencies technical and/or material assistance from the state or federal government may be needed.
6. The public will bring their own debris to the TDSR sites. An area will be designated for public disposal once the Debris Management Team establishes it is disaster-related and appropriate for the debris site.

III. CONCEPT OF OPERATIONS

A. Debris Planning

Butler County's Waste Management District and Emergency Management Agency co-chair the Debris Management Planning Team.

1. Complete team membership includes representation by the following: Butler County Recycling and Solid Waste District, Butler County Emergency Management Agency, Butler County Health Department, Butler County Engineer, and officials from local jurisdictions, Ohio Emergency Management Agency, and Ohio Environmental Protection Agency.
2. Representatives with specific expertise and state or federal liaisons may be added as needed.

B. Debris Operations

1. Butler County Debris Coordinator will coordinate all disaster-related debris management activities and serve as Technical Advisor to local jurisdiction during debris generating events.
2. The Debris Coordinator will be activated through the Emergency Operations Center (EOC) as soon as possible following the discovery that an event has generated debris that is hazardous or in large quantities and will overwhelm the resources of the local jurisdiction.
3. A representative of the Engineer's office will serve as the Debris Coordinator, and will be responsible for operational functions.
 - a. Operations functions include:
 - 1) Contact with each affected jurisdiction.
 - 2) Scheduling and coordination of resources.
 - 3) Conducting debris operations to include debris quantity calculations.
4. The EMA Director, or designee, will serve in the Emergency Management Support Function and be responsible for opening the EOC, finance, logistics, and incident action planning functions.
 - a. Financial guidance will include:
 - 1) Contacts and negotiations with contractors.
 - 2) Coordination with jurisdiction officials for expenses and scheduling, and documentation of all resources, personnel, materials, and costs for potential reimbursement purposes.
 - b. Logistics support will include:
 1. Preparation and submission of requests for state assistance through Ohio EMA
 2. Assessments for requests for federal assistance
 3. Provision of needed materials for the conduct of debris collection and disposal.
 - c. Incident Action Planning coordination will include:
 - 1) Prioritization of needed activities in coordination with the DC.
 - 2) Determination of appropriate strategies for collection and disposal.
 - a) FEMA guidelines will be complied with in the disposal efforts. FEMA's Debris Management Guide (FEMA 325) provides detailed information

and is available in the Butler County Emergency Operations Center (EOC).

C. Phased Approach

1. The Butler County EOC / DC will address debris management issues using a phased approach. The following are the four phases as they will be addressed:
 - a. Priority Phase One – Debris clearance to open access on major roadways for emergency response vehicles and necessary traffic. This may be accomplished by jurisdiction officials due to the immediate nature of the situation.
 - b. Priority Phase Two – Debris issues affecting health and safety. This may include such issues as chemical, sewage, and flood contaminated debris, as well as dangerous limbs and trees, dead animals, and spoiled food.
 - c. Priority Phase Three – Other actions necessary to protect health, safety, and prevent public health nuisances. This may include, but not be limited to, pest or rodent control activities associated with the presence of debris.
 - 1) It is important to note that these activities may or may not qualify for reimbursement under a state or federal declaration; however, they may be critical to preventing the spread of disease.
 - d. Priority Phase Four – Remaining debris activities necessary to restore the county to pre-disaster condition.
 - e. All activities should be documented for possible reimbursement.

D. Evaluation of Need for Phased Approach

1. EMA Director and/or Local EMA Damage Assessment Teams will review the extent of the disaster and relate known information about debris.
2. Local Jurisdictions will provide any response activities, resource needs, and debris information that they have to the Debris Coordinator.
3. Required actions will be prioritized by the EOC based on the four phases of debris activities as listed above.
4. Mutual aid assistance from unaffected jurisdictions and from other counties will be requested whenever possible as needed.
 - a. Assistance may be available from surrounding county health departments, solid waste districts, road departments, EMA, etc.
 - b. Written agreements should be signed to clarify the terms of the assistance prior to events.

E. Determination of Appropriate Strategy for Phased Approach

1. The EOC / DC / DM will discuss ideas, including the pros and cons of each, and determine the appropriate course of action for each phase. Solutions will vary based on the type of debris to be addressed and the affected area, but are not limited to the following.
2. Debris types may include:
 - a. Woody and tree material
 - b. Household goods, including furniture, personal belongings, and appliances

- c. Food waste
 - d. Utility poles and wires
 - e. Hazardous materials
 - f. Infectious waste
 - g. Vehicles and tires
 - h. Building materials
 - i. Animal carcasses
 - j. Silt and mud
3. Means of collection may include:
 - a. Use of authorized waste transfer or disposal facilities
 - b. Establishment of alternate or **Temporary Debris Storage and Reduction (TDSR)** sites
 - c. Direct pickup
 - d. Placement of dumpsters, roll off containers
 4. Means of Reduction may include:
 - a. Segregation into debris types
 - b. Grinding and chipping
 - c. Recycling
 - d. Controlled Burn – Only in special cases will this method be used and with the pre-approval of the EPA and local officials.
 5. Means of Disposal may include:
 - a. A licensed facilities
 - b. Composting
 - c. Sale or donation of reduced material
 - d. Decontamination and reuse
 6. Demolition of a structure rendered dangerous/unsafe may be the only option in certain instances when severe damage has occurred. This will only be recommended after all other options have been explored.
 - a. Permits for demolition are issued by Butler County Community Development.
 - b. Responsibility for all costs and removal of debris from private property demolition is the responsibility of the property owner. Local jurisdictional funding, or other funds, may be available, but funding needs to be secure prior to demolition.
 - c. When demolition is recommended, contracts and legal guidance will be necessary.

F. Environmental Compliance

1. Following a disaster event, compliance with environmental protection laws and regulations are still required.
2. Federal and State Environmental Protection Agencies and the local Health Department should be consulted for applicable regulatory requirements.

G. Documentation

1. Documentation of debris management activities is important for potential reimbursement of costs. In addition, documentation is important to record activities performed, authorizations granted, and to develop a historical record for updating plans.
2. Documentation of activities is the responsibility of the local jurisdiction who's performing work, as well as those who provide oversight and direction.
3. FEMA has prescribed forms for use in cost recovery; however those forms can also be used as the primary form of documentation, without the promise of recovery of funds. The EOC can assist with documentation needs, before, during and after a debris generating event.
4. At a minimum, documentation needs to address the following:
 - a. Labor - to include overtime and backfill costs
 - b. Equipment and rental fees
 - c. Material costs – to include receipt/invoices of in-stock materials as well as those needed to supplement activities
 - d. Mutual-aid agreement expenses
 - e. Use of volunteered resources – to include tracking their hours
 - f. Administrative expenses
 - g. Disposal costs
 - h. Load tickets; for types of debris collected, amounts of each type, and location of origin
 - i. Copies of any new contract(s) specific to the project.
5. It is recommended that pictures, videos, and measurements also be taken for documentation.
 - a. Example: If you have a large woody debris pile - measure approximate length, width, and height for record keeping purposes.
 - b. Taking pictures/videos of sites prior to use, as they are being used, and after cleanup is complete – is highly recommended.
6. The following FEMA forms are available in Public Assistance Debris Management Guide P-325 appendices from FEMA. This information is also available online at www.fema.gov .
 - a. Force Account Labor Summary Record
 - b. Applicant's Benefits Calculation Worksheet
 - c. Force Account Equipment Summary Record
 - d. Contract Work Summary Record

- e. Materials Summary Record
- f. Project Worksheet – Photo Sheet

7. **Failure to document eligible work and costs may jeopardize possible Public Assistance reimbursement.**

H. Procurement and Contracts

1. Contracting procedures **must** comply with Federal, State, and local procurement standards. Butler County follows the Federal Procurement Standards as outlined in 44 CFR, Part 13.36 and Ohio Revised Code on Purchasing (ORC 307.86).
2. The Butler County EOC can provide a listing of resources of equipment, personnel and materials available from the Public Sector and the Private Sector, Potential Temporary Debris Storage and Reduction (TDSR) sites. Landfills, composting, and other authorized facilities along with the types of waste that can be accepted and the restrictions that apply to those sites.
3. The following types of contracts may be used in conducting debris management operations.
 - a. Unit Price: A unit price contract is based on weight (tons) or volume (cubic yards) of debris hauled, and should be used when the scope of work is not well defined. It requires close monitoring of collection, transportation, and disposal to ensure that quantities are accurate. A unit price contract may be complicated by the need to segregate debris for disposal.

Unit Price contract is preferable when available.

- b. Time and Material: Under a time and material contract, the contractor is paid on the basis of time spent and resources utilized in accomplishing debris management tasks. The Federal Emergency Management Agency policy requires that the use of time and material contracts be limited to the first 70 work hours following a disaster event.
 - c. Lump Sum: A lump sum contract establishes a total price using a one item bid from a contractor. It should be used only when a scope of work is clearly defined, with areas of work and quantities of material clearly identified. Lump sum contracts can be defined in one of two ways:
 - 1) Area Method, where the scope of work is based on a one time clearance of a specified area, or
 - 2) Pass Method, where the scope of work is based on a certain number of passes through a specified area, such as a given distance along a right of way.

I. Qualified Contractors

1. The EOC will maintain a list of requirements all contractors must meet. The list does not serve as a recommendation. The Butler County EMA maintains a list of approved Butler County vendors. It is the responsibility of the local jurisdiction to establish a contract with a vendor PRIOR to any work being done.

J. Right-of-Entry/Hold Harmless Agreements

1. Disaster response activities may require entering private property to remove debris that is a threat to the health and safety of occupants.
2. Entry onto private property will be made only when absolutely necessary.
 - a. Butler County Legal Council will provide legal counsel and review of all proposed agreements.

IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Debris removal operations will be divided by public and private property.
 - a. Public Property/Rights-of-Way Debris Removal: Debris deposited on public lands including the right-of-way will be the responsibility of local government.
 - 1) In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by government forces.
 - 2) Government forces or volunteers may assist private property owners if necessary to remove event-related debris to the public right-of-way for removal that poses a health and/or safety threat.
 - b. Private Property Debris Removal: Debris deposited on private property is the responsibility of the property owner.
 - 1) In some cases, where a health and/or safety threat exists, private property owners may move event-related debris to the public right-of-way for removal by government forces.
 - a) Debris removal schedules will be published through local media outlets and provided to officials in affected jurisdictions for release to private individuals.
 - b) Instructions for separation of debris and steps to follow if assistance is required in getting debris to the curbside will be published with the removal schedules.
 - 2) Volunteers or voluntary groups may assist property owners.

B. Roles & Responsibilities

1. Agencies with primary responsibility for debris management are tasked with attending team meetings as often as practicable, participating in the planning process, and documenting of their actions.
 - a. EMA Director
 - 1) Activate and manage the EOC and JIC (Joint Information Center), as necessary.
 - 2) Activate the Debris Management Plan and Coordinator, as necessary
 - 3) Update the EOC, partners and stakeholders on disaster situation and known debris issues
 - 4) Prepare and submit requests for assistance from the State of Ohio and others as needed.

- 5) Provide monitors for temporary debris storage and reduction sites, as needed & if available
 - 6) Coordinate/Perform damage assessments
 - 7) Perform resource management functions.
 - 8) Coordinate, collect and prepare records of financial transactions for reimbursement of debris removal activities
 - 9) Ensure that contracts and expenses follow FEMA guidelines
 - 10) Coordinate After Action Review
 - 11) Work with the liaison from Ohio EPA at the EOC to ensure compliance with debris removal and site restoration as well as monitoring for illegal dumping.
 - 12) Assign a PIO and coordinate with JIC/EOC operations.
- b. Butler County Recycling & Solid Waste District
- 1) Coordinate debris management activities with affected jurisdictions by working with local area Debris Managers through the EOC
 2. Coordinate information back to EOC
 3. Provide County-wide PIO assigned to the JIC/EOC
 4. Provide a representative to serve on Debris Management Planning Team
- c. Butler County Engineer's Office
- 1) Serve as a technical advisor to county recycling & solid waste district on debris clean-up efforts
 - 2) Assess debris issues in public rights-of-way and on public roads
 - 3) Serve as County Debris Coordinator for debris generating events
 - 4) Prepare and submit debris calculations
 - 5) Provide debris clearing personnel and equipment, as available
 - 6) Provide information to the County PIO for publication and distribution
 - 7) Provide a representative to serve on Debris Management Planning Team
- d. Butler County Health Department
- 1) Provide a representative to serve on Debris Management Planning Team
 - 2) Provide a representative to the EOC
 - 3) Provide County-wide PIO assigned to the JIC/EOC
 - 4) Assist in identification of health issues
 - 5) Inspect and coordinate appropriate actions by restaurants and grocery stores in addressing contaminated or spoiled food
 - 6) Provide monitors for temporary debris storage and reduction sites, as needed & if available

- 7) Provide information about health risks and safety procedures to the team and to the PIO
- 8) Conduct health and safety inspections, and coordinate abatement activities
- e. Officials of Affected Jurisdictions
 - 1) Provide representative to serve as Jurisdictional Debris Manager
 - 2) Clear roadways and assess debris to be collected, as possible.
 - 3) Coordinate local debris operations.
 - 4) Communicate current assessment and future needs to the EOC.
 - 5) Distribute debris separation instructions (coordinated with county-wide PIO) and collection schedules to residents.
 - 6) Ensure that contracts and expenses follow FEMA guidelines.
 - 7) Maintain proper documentation of local expenses for purposes of possible reimbursement and historical records.
 - 8) Arrange for security at TDSRs as needed. Local law enforcement will take responsibility for providing security at the debris sites and to deter illegal dumping. If local law enforcement is unable to provide security, then Butler County Sheriff's department will assume responsibility for security at the temporary debris sites.
 - 9) Ensure easement and Hold Harmless agreements have been reviewed by designated legal council.
 - 10) Coordinate with the JIC/EOC in disseminating information out to the public.
2. Secondary responsibilities apply to the following agencies or individuals. They will possibly have limited involvement in the planning process, but fill a vital role in the overall picture of debris management operations.
 - a. Butler County Commissioners
 - 1) Authorize necessary expenditures for debris operations
 - 2) Coordinate with County PIO and the JIC to release information to the public
 - b. Butler County Community Development
 - 1) Perform building inspections for structural integrity
 - 2) Issue rendering dangerous or unsafe notices
 - 3) Issue permits for demolition
 - c. Butler County Prosecutor / Local Legal Council
 - 1) Review insurance information and other assets to ensure benefits and resources are fully utilized
 - 2) Review easements and hold harmless agreements, and any other legal documents.
 - 3) Ensure that contracts and expenses are reviewed for legal sufficiency
 - 4) Ensure compliance with historical preservation issues

- 5) Review any other legal documents as required
- d. Groundwater Consortium
 - 1) Serve as a technical advisor for groundwater wells on debris clean up sites.
 - 2) Provide information to the County PIO for publication and distribution
 - 3) Provide a representative to serve on Debris Management Planning Team
 - 4) If necessary, provide a representative to the EOC
 - 5) If necessary, provide a PIO assigned to the JIC/EOC
- e. Butler County Storm Water District
 - 1) Serve as a technical advisor for storm water on debris cleans up and debris sites.
 - 2) Provide information to the County PIO for publication and distribution
 - 3) Provide a representative to serve on Debris Management Planning Team
 - 4) If necessary, provide a representative to the EOC
 - 5) If necessary, provide a PIO assigned to the JIC/EOC
- f. Public Information Officer
 - 1) Collaborate with Debris Coordinator to release public information
 - 2) Coordinate with all agency PIOs
 - 3) Coordinate JIC Operations.
- g. Private Citizens
 - 1) Follow guidance provided for separation, drop-off, and/or collection of debris
 - 2) Assist neighbors, as able
 - 3) Report dangerous debris to local law enforcement

V. DIRECTION & CONTROL

A. Activation of the plan

1. The DC will be activated and notified by the EOC when the EMA Director and/of jurisdictional officials recognize that hazardous or excessive amounts of debris will present a problem.
2. The DC will be a component of the EOC and will coordinate and manage debris removal operations with the local DM's

B. Establishment of Debris Removal Priorities

1. When a debris-generating event occurs there is an immediate need for prioritization of actions managed at the EOC, in accordance with the outlined phased management approach of this plan.

- a. The first priority shall include roadways that allow ingress and egress to the critical public facilities such as fire stations, police stations, hospitals, and other critical facilities.
- b. Other essential, but perhaps not critical facilities include schools, municipal buildings, water treatment plants, wastewater treatment plants, power generation units, airports, temporary shelters for disaster victims, etc.
- c. The EOC and the DC will need to prioritize debris removal from roadways that allow ingress or egress to these facilities in accordance with outlined phased management approach.

VI. ADMINISTRATION AND LOGISTICS

A. Temporary Debris Storage and Reduction Sites

- 1. Some specific considerations when using these types of sites include:
 - a. Location: Care should be taken in selection of TDSR sites. Land use, access and roads, proximity to housing, location of the nearest water table and/or public water supply, and other factors that may impact the use of the site should be taken into account.
 - b. Operations: Monitoring receipt of debris and verifying types of debris received are critical functions for successful operation of a TDSR site. Included in this Annex is a list of approved Butler County TDSR sites as well as corresponding maps outlining access roads and entries.
 - 1) Procedures for establishing a separate staging area for household hazardous waste, to include lining with an impermeable material so chemicals do not leak into the groundwater and soil, may need to be developed.
 - 2) DC will coordinate with the Debris Management Team to staff the debris sites for verifying and monitoring debris and trucks. The DC will coordinate with the EOC and staff if multiple TDSR sites are needed.
 - c. Closeout: In order to close out a TDSR site, care should be taken to restore the site to its original condition in an environmentally friendly and timely manner.

B. Tracking of Resources

- 1. Tracking of resources, expenses, and actions taken during disasters will be a function of each jurisdiction, with assistance available from the EOC.
- 2. Resources can be ordered through the EOC as a single point ordering system; Resources include personnel, volunteers, equipment, etc. The resources ordered in this manner will be tracked by the EOC.
- 3. The level of detail in the tracking system will be dependent upon the size and magnitude of the disaster.

C. Communication

- 1. Briefings will be conducted by or through the County EOC. The main purpose is to provide information to EOC staff, partners, and stakeholders on current and future debris management activities.

2. Debris Management Coordinator and Debris Managers staff should participate and provide briefings as often as able.
3. Debris Coordinator provides information to PIO messages for media releases.

D. Documentation

1. Evaluation of decisions made and activities performed is key to the success of future debris operations. This will be done following all debris generating exercises and events via an After Action Report (AAR) conducted by the EMA

E. Monitoring Debris Removal Activities

1. The Debris Coordinator and Managers will designate a person or persons that verifies that the following actions are taking place:
 - a. Drop off of debris that is a direct result of the disaster.
 - b. Trucks hauling debris are fully loaded.
 - c. Debris pick-up areas are being managed properly.
 - d. Temporary storage site activities are in accordance with this Debris Management Plan.
 - e. Verification of security and control for temporary debris storage and reduction sites.
2. Refer to FEMA Debris Monitoring Fact Sheet 9580.203 in Public Assistance Debris Management Guide FEMA P-325, for detailed information regarding debris monitoring & documentation.

F. Direct State/Federal Assistance

Direct state / federal assistance may be available during certain incidents; however, this applies only to emergency work (debris removal and emergency protective measures) and must meet general FEMA eligibility criteria. Debris activities that are eligible for Direct Federal Assistance include:

1. Debris removal from critical roadways and facilities.
2. Debris removal from curbsides or from eligible facilities and hauling to either temporary or permanent sites
3. Identification, design, operation, and closeout of debris management sites
4. Monitoring debris contractor's activities
5. Demolition or removal of disaster damaged structures and facilities in accordance with FEMA regulations and policies

VII. PLAN DEVELOPMENT & MAINTENANCE

- A. The Debris Management Planning Team is responsible for updating this annex based on deficiencies identified through actual events, drills and exercises, and changes in government structure and emergency organizations.
- B. The Butler County EMA will review and evaluate this plan based on the four year emergency management plan cycle.

- C. The Butler County EMA Director will prepare, coordinate, publish and distribute necessary changes and revisions to this plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

- 1. 44 CFR (Code of Federal Regulations) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 2. 44 CFR Part 206, Disaster Assistance (subparts G-L pertain to the Public Assistance Program)

B. References

- 1. Debris Management Guide, FEMA P-325, July 2007
 - a. **NOTE: This guide contains many useful forms, policies and fact sheets.**
- 2. Public Assistance Policy Digest, FEMA 321, January 2008
- 3. Public Assistance Guide, FEMA 322, June 2007
- 4. FEMA Debris Management Course (G202)

Appendix A – List of Pre-selected TDSR Site Locations and maps

*Maps attached

Agency / Company	Address	City	Phone

Support Annex J

Population with Access and Functional Needs

Primary Agency Butler County Emergency Management Agency

Support Agencies Butler County Transit Authority
Butler County Health Department
Hamilton Health Department
Middletown Health Department
Butler County Job and Family Services
Butler County Board of Developmental Disabilities
Butler County Sheriff's Office
American Red Cross
Medical Reserve Corps

I PURPOSE

In the event of a disaster or emergency in Butler County, regardless of the cause, there may be individuals with access and functional needs that require assistance over and above that of the general population. These individuals have a variety of needs and are located both in communities and in rural areas across the entire county. The goal of this Annex is to address three important areas of concern for people with functional needs: communication (alert, warning, and notification), evacuation (transportation) and sheltering as well as to describe the most expeditious and safest process to ensure residents of Butler County with access and functional needs are assisted.

The purpose of this Annex is to define guidelines for handling access and functional needs population who may need additional assistance during any man-made or natural emergency situation within Butler County. Those persons considered having access or functional needs are defined as individuals who may not be able to maintain independence, understand communications, acquire transportation, and keep adequate supervision and medical care.

These individuals, whose needs are not fully addressed by traditional service providers or who feel that the specific needs, either temporary or chronic, do not allow them to comfortably or safely access and use the standard resources offered in emergency preparedness, relief and recovery.

The access and functional needs population includes individuals with physical, mental, sensory, cognitive, cultural, ethnic, socio-economic (including homeless), age, citizenship status, or any other circumstance creating barriers to understanding or the ability to act/react as requested of the general population during all phases of emergency management.

Examples include:

- Persons with a disability – visually, hearing, mobility impaired, medically dependent, emotional problems, severe mental problems.
- Institutions/Groups – hospitals, nursing homes, halfway houses, assisted care facilities, day care centers, prisons, jails, homeless shelters, spouse-abuse shelters.
- Other – transients, tourists, culturally isolated, migrants, those without vehicles.
- Vulnerable – elderly, socially isolated, children, low-income, homeless, can't leave home due to mobility or in-house medical assets, non-English speaking.

This Annex will define the roles and responsibilities for those Butler County departments working with access and functional needs population during an event and to provide information and technical assistance to local jurisdictions to more effectively support person with access and functional needs populations in within individual communities. The general framework within which these various entities function during an emergency shall promote flexible and creative strategies and solutions that are consistent with the County's strengths and resources.

II SITUATIONS AND ASSUMPTIONS

A. Situations

Butler County is subject to many potential disasters such as earthquakes, tornadoes, floods; fire and severe weather that could endanger large numbers of people (see Basic Plan). Butler County recognizes that people with access and functional needs may require additional assistance with medical services, equipment, shelter, transportation, communication support, and so on.

Butler County faces special challenges in identifying, locating and responding to the varied access and functional needs associated with a significant number of the persons who reside in or visit Butler County. The population is diverse, frequently changes and has many reasons for being reluctant or hesitant to identify themselves as having access or functional needs.

A proactive approach including education and preparedness of the community and organizations that assist those with functional needs will improve the effectiveness of response efforts for people with access and functional needs in emergency situations.

Butler County will depend on access and functional needs population agencies and facilities to manage the needs of their clients through encouragement of individual preparedness education, agency and facility preparedness planning and follow-up with clientele preceding a major disaster.

Many people who are self sufficient are dependent on tools and/or medicine to sustain their self sufficiency. All persons are encouraged to create contingency plans for their own emergency preparations.

Awareness and response to emergency situations commonly begins with recognition of its existence through direct observation or through organized public service announcements by radio, telephone, television, loudspeaker, or by being informed by a friend or family member. Conventional response usually involves special planning and/or positive action as necessary to accommodate the problem. Portions of the population are hard of hearing, blind or other sight impairments are not fully mobile or able to comprehend the problem or have some other disability and therefore, must receive special consideration in times of emergency crisis.

B. Assumptions

The County's ability to provide for individuals with access and functional needs is extremely limited. Butler County maintains a general knowledge of the types and numbers of individuals with access and functional needs that live within the boundaries of each jurisdictions through care facilities, etc. and the general resources to assist those individuals, as should each jurisdiction.

Individuals with access and functional needs will require assistance only after exhausting their usual resources and support network. It is expected that those support networks will continue to coordinate resources, develop call lists, and continue preparedness discussions for on-going development of response plans.

The media (radio, TV, internet), augmented by personal contact with family and caregivers, is the most common source of current information for persons with access and functional needs. In some cases, the nature of the impairment may well be a barrier to such a flow of information. In other cases they may, for a wide variety of economic, social, and physical reasons, be denied access to these more common sources of warning and information. Ordinary procedures routinely utilized by responders, care givers, and emergency managers may not suffice for those of access and functional needs. Routine practices must therefore, be adjusted accordingly.

Health care providers are accustomed to address individuals with access and functional needs and will continue to support health care delivery needs of these individuals as part of health care delivery and, in the event of an emergency, as defined within regional and provider-specific emergency preparedness plans.

Failure of public officials, human services agencies, and communities to consider and incorporate access and functional needs planning and preparedness into emergency operations plans increases risk of failure and shortcomings in response and recovery operations, particularly for those with access and functional needs.

The American Red Cross will be the primary agency for the establishment and management of shelters within Butler County and for the registration and record keeping for all people at those established facilities/shelters along with any other documentation required according to their criteria to establish shelters facilities.

ARC and Butler County Emergency Management have identified shelters within the County for the general population and for those with access and functional needs (See Annex K). These

shelters may not be equipped with adequate staff or equipment to handle some access and functional needs situations. Care must be taken to not shelter without another person responsible for total care of the specific need.

III CONCEPT OF OPERATIONS

A. General

All response activities will be managed and documented using NIMS as a basis for the National Incident Command System (ICS) structure in compliance with Homeland Security Presidential Directive 5 (HSPD5) as outlined in the NIMS plan for the County.

B. Butler County

Butler County, using local resources, will provide emergency services, as able, to access and functional needs population agencies and facilities that recognize and accommodate access and functional needs, and expedite requests for assistance to the state that requests services until routine assistance is re-established.

Local jurisdictions develop and maintain emergency planning response capabilities that accommodate the diverse and access and functional needs represented in throughout each community. Accommodations include but are not limited to interpreter and translation services; adaptive equipment and services; and access and referral to medical and specialized support services in shelter and feeding environments.

Butler County Emergency Management is not able to maintain lists of individuals potentially needing additional assistance during emergency operations nor a list of resources required for each specific type of access and functional need. Should these lists be obtained at the time of an event, under no circumstances will the identification, address, phone number, disability, or other information pertaining to persons with access and functional needs be divulged to unauthorized persons.

Butler County Emergency Management and ARC will attempt to coordinate with private sector vendors to provide essential adaptive equipment and supplies to assist individuals with access and functional needs during disaster events.

If people with access and functional needs are affected by an incident, both the individual and the all local jurisdictions including Butler County share responsibility to meet their needs. The local authority must respond and address these needs beyond the capabilities of individuals. The needs of some persons may be met within their current residence. Others may need assistance with evacuation. Consideration is made for those who cannot access transportation through family and friends or agencies/facilities.

With individuals who are displaced from their homes by the disaster situation, coordination is necessary among officials and ARC to ensure that the shelters are available for the general population as well as for persons with access and functional needs and have sufficient resources

to assist people with specific needs, and are ready to receive evacuees. Shelter officials should be advised about the duration of evacuation and when to close the shelters.

Butler County Emergency Management will work to develop procedures that anticipate potential impediments to providing assistance to access and functional needs populations.

Butler County will depend on access and functional needs population agencies/department staff and first responders to be trained in the use of specialized mobility equipment such as wheelchair lifts and in moving persons who are totally immobile or bedridden, and also to encourage identification of relatives or neighbors who may be readily available to assist in an evacuation is also highly desirable. Due to the Privacy Rule in HIPAA, communications with certain individuals will need to occur through appropriate health care channels.

Basic protection options, in-place sheltering, and evacuation are the same for access and functional needs persons as for the general public. The unique requirements of access and functional needs persons were given careful consideration during the process of selecting shelters and reception and care centers.

C. Operating Time Frames

Actions to be taken by operating time frames refer to the general responsibilities in the Basic Plan. The following agency-specific responsibilities may also be addressed:

i. Awareness

Butler County Emergency Management encourages each department, agency, and/or division, and local jurisdiction, which are responsible for collecting, analyzing, and disseminating information to its staff that anticipates requirements to assist the access and functional needs population and allows staff to react effectively in an emergency.

Integrate emergency planning needs into all existing local programs, policies, and plans.

ii. Prevention

Promote and advocate values and practices that recognize and respect the legal and human rights and strengths of persons with access and functional needs. The goal of Butler County Emergency Management Agency is to minimize the disruption to persons and trauma incurred during an emergency of those people in the County with access and functional needs.

ARC and Butler County EMA want to ensure that all persons in shelters are able to maintain their health and dignity and when they are able to return to their homes, to be able to maintain the level of independence they have become accustomed to enjoying.

Comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA) standards.

iii. Preparedness

It is suggested that departments, agencies or divisions with tasks assignments for assisting the access and functional needs population develop emergency procedures.

Develop Emergency Public Information (EPI) material for preparing to meet the access and functional needs of diverse populations at the local jurisdiction level.

Exercise access and functional needs population plans.

Establish mutual aid and memorandums of understanding (MOU) with agencies and public/private partnerships.

iv. Response

The Butler County Emergency Management Director may activate the access and functional needs population emergency plan during emergencies which require evacuation of people who may need additional assistance.

Information regarding evacuation will be distributed using multiple sources to increase the likelihood of all residents being informed of an evacuation.

For those who do not have transportation and are housebound, evacuee pickup points may be established, as able. Buses or other transportation may be provided and evacuees will be transported to established assistance centers, as able.

v. Recovery

Assess continuing needs of agencies involved in recovery, and work with the Public Information Officer (PIO) to communicate those needs.

When requested and the situation is feasible, provide assistance to the access and functional needs population in returning to their homes.

IV DIRECTION AND CONTROL

A. Organization and Assignment of Responsibilities

Caring for access and functional needs population is the primary responsibility of local jurisdictions.

B. Butler County Emergency Management

Provide for the access and functional needs of the population in emergency planning throughout the county. Ensure that such considerations encompass the access and functional needs of pets and livestock in addition to individuals (see Animal Evacuation and Shelter Annex L).

Develop an inventory of all agencies that represent and provide services to persons with access and functional needs in Butler County. Will periodically review and evaluate those agencies'

emergency preparedness plans to determine the adequacy of their emergency response procedures.

Assist agencies that do not have emergency plans to develop such plans where appropriate.

Develop cooperative agreements between agencies serving persons with access or functional needs for the provisions of specialized vehicles and trained drivers to evacuate persons with access and functional needs and to provide trained support personnel at shelters designated for persons with access and functional needs.

Recruit individuals/organizations to provide services to the access and functional needs population during all phases of emergency management.

Promote development of local emergency operation plans to address the access and functional needs population for cities, other agencies, and departments.

Seek to involve those with experience and those with specialized needs themselves in the emergency planning process, particularly as related to evacuation, the provision of shelter and matters of recovery.

Consider specialized requirements for transportation, rescue and shelter when planning for emergencies. Such consideration will be required for pre-incident planning, incident response, and post-incident recovery.

C. County Public Health and County Mental Health

Coordinate emergency planning with Butler County Emergency Management and such other agencies and officials as may be appropriate to meet access and functional needs.

Medical-Emergency medical services at shelters for illnesses and injuries to people will be provided by local emergency medical service (EMS) through 911 as necessary. Medical services for people will be coordinated with local medical service providers or Medical Reserve Corp, as necessary.

Behavioral-Emergency behavioral services at shelters for response to people with these specific needs will be provided by mental health counselors, as available, through ARC.

D. County Law Enforcement Agencies

Local law enforcement provides security for shelters and traffic control during evacuations and movement to shelters in their jurisdiction. Butler County Sheriff's Department will only assume a security role when local law enforcement agencies are unable or incapable of assisting in providing security in their jurisdiction.

E. American Red Cross

Maintain close working relationship with the American Red Cross Greater Cincinnati-Dayton Region serving Butler County based on mutual cooperation and professional need.

Local government may request assistance from the ARC to already have in place those agreements necessary to secure sheltering and feeding of a majority of those persons displaced. That reliance may also include provisions for caring for the access and functional needs population. The ARC is mandated by Federal declaration to provide certain needs which include: sheltering, feeding and trained personnel to manage shelter operations.

F. Individual Responsibilities

Persons with access and functional needs are responsible for being aware of their own particular warning, evacuation and sheltering needs. This includes:

Developing and maintaining a personal 72-hour supply kit including stocks of supplies, extra batteries, generator, food and water, equipment, medication, extra oxygen, eye glasses, hearing aid, etc.

Being aware of county warning procedures, evacuation plans and shelter locations.

Developing a personal communication plan including who to call for help evacuating.

Developing a personal support plan including personal friends/family that will assist in a disaster with issues such as food, shelter and evacuation.

Including the needs of service animals in your planning efforts.

Including the plans for special medical needs such as dialysis.

V ADMINISTRATION, CONTINUITY OF GOVERNMENT AND LOGISTICS

A. Administration

Refer to the Basic Plan.

B. Continuity of Government

Lines of Succession – refer to the Basic Plan.

C. Logistics

i. Transportation and Evacuation

Accessibility is the key in providing for access to modes of transportation and the various forms of shelter which may be provided. Until such time as all shelters have accessible parking, exterior routes, entrances, interior routes, toilets, provisions for refrigeration of medications and other back-up power requirements and the like, emergency managers will need to widely

publicize to the public and to the response community the locations of the most accessible emergency facilities and what capabilities and limitations may be associated with each.

Consideration of procedures and facilities to accommodate people with disabilities who use service animals so that they will not be separated from these important aids must be included in planning and response throughout all phases of disaster and emergency management in the evacuation and sheltering process (See Evacuation Annex A).

Reference ESF #1 and ESF #13 the Butler County EOP for further instructions for transportation and evacuation.

D. Communication, Warning & Notification and Public Information

i. Communication

Communication is a critical factor throughout all phases of disaster and emergency planning and response, particularly when individuals possessing access and functional needs are involved. And yet, traditional means of exchanging information, particularly as regards notification methods, are frequently not accessible to or usable by people with disabilities. Such a flow of information is crucial to ensure that all citizens will have the information necessary to make sound decisions and take appropriate, responsible action.

Often using a combination of methods will be more effective than relying on one method alone. Combining visual and audible alerts, and directions and notifications will reach a greater audience than either method would by itself. Emergency managers and responders will need to be sensitive and innovative.

ii. Warning & Notification

Assist the development of a communications network among the agencies that serve persons with access and functional needs, for the purpose of augmenting the dissemination of warning and evacuation orders to individuals who will require added assistance.

iii. Public Information

Local jurisdictions develop the ability to disseminate information and instructions to the access and functional needs population via radio, television and other available media as necessary. Measures to reach individuals with added communication needs – including hard of hearing, inability to comprehend the English language and so on – must be established. Communication information should include immediate actions to be taken and other pertinent information.

Development, testing and use of systems to provide alert or warning to access and functional needs persons in an emergency situation should include but not necessarily are limited to:

- ◆ Captioned television
- ◆ Commercial radio alert system (EAS)
- ◆ Telephonic devices for the deaf (TDD)
- ◆ Standard warning systems such as sirens and public address loudspeaker systems

- ◆ Individualized house to house notification by law enforcement, fire or other emergency response personnel
- ◆ Neighbor or neighborhood watch assistance or CERT

E. Mass Care Operations & Job and Family Services

Primary responsibility for providing for the access and functional needs population during times of emergency or disaster rests with County and Local Governments. These jurisdictions are charged with the protection of life and property for ALL segments of Butler County and are inherent in the trust placed on elected officials of each jurisdiction to carry out those expectations.

Local government may request assistance from the American Red Cross to already have in place those agreements necessary to secure sheltering and feeding of a majority of those person displaced. That reliance may also include provisions for caring for the access and functional needs population. needs to include: sheltering, feeding and trained personnel to manage shelter operations.

American Red Cross shelters may not be equipped with adequate staff or equipment to handle some access and functional needs situations. Care must be taken not to place segments of this population in the general population shelter without another person responsible for total care of the individual. Alternate sheltering may be required and should be planned for in advance.

Registered sex offenders and incarcerated persons are the responsibility of the Butler County Sheriff's Department or local law enforcement agency. The evacuation and sheltering of these persons falls under their jurisdiction and authority.

Identification of shelters suitable for persons with access and functional needs: basic protection options, in-place sheltering and evacuation are the same for access and functional needs persons as for the general public. The unique requirements of access and functional needs persons must be given careful consideration during the processes of selecting and reception and care centers. These factors include:

- ◆ Ramp entrances and exits
- ◆ Accessible restrooms
- ◆ Refrigeration for medications
- ◆ Emergency electric generator for respiratory and other equipment
- ◆ Availability of oxygen
- ◆ Facilities for accommodating a service animal

Those individuals needing acute medical care will be transported to a hospital. A medical shelter may become necessary if local hospitals are overwhelmed or unavailable. It may become necessary to use the Medical Reserve Corp to staff a medical shelter.

F. Job and Family Services - Identification

There are common problems in the identification of disabled and elderly which emergency managers must appreciate. As a rural county, most of those suffering from some form of impairment are known to the community in which they reside.

As the county grows, however, there will be more than likely an increasing trend toward anonymity. New or seasonal persons may not be known by the community at large.

Some access and functional needs person may avoid being identified as such because they fear heightened vulnerabilities to crime or they may fear social discrimination or threat to their employment if their disability is revealed. And some just do not want to accept their limitations.

Many of the persons having access and functional needs may be involved in full or part-time care. Clinics, hospitals, retirement homes and licensed care facilities form the core of support for the access and functional needs population. Many of these individuals receive home-based care. Community organizations such as local churches, non-profit organizations and senior citizen agencies can be of assistance, as can the Health Department and Job & Family Services.

G. Animal Services

Pet owners primarily seek specialized emergency information for pets and other animals from their veterinarians. Secondary sources include the various media, books, pamphlets, brochures, volunteer groups such as CART and the internet. Nevertheless, emergency managers will be expected to make appropriate provisions for such animals and include procedures to care for them during all phases of an emergency, including sheltering, to the extent that available resources will permit.

Pet and livestock owners rarely include considerations of this nature when making their personal emergency plans, yet, this will be a significant factor in disaster response operations in the event of an emergency (see Animal Evacuation and Shelter Annex L).

Ensure that the veterinarian representative to the County Dog Warden/Animal Control is available and active throughout all phases of an emergency.

In the event that the individual and the animal cannot be separated due to the individual's handicap, every attempt to shelter the assistance animal with the individual will be made by providing shelter apart from the main population in the same facility, room or area.

VII ANNEX DEVELOPMENT AND MAINTENANCE

The Butler County office of Emergency Management will assume the primary responsibility for this annex with the assistance of County Public Health and County Mental Health under the health section; American Red Cross under the shelter and feeding section, and County Law Enforcement under the evacuation and transportation section of this annex. All other agencies will perform their respective functions.

Evaluation of emergency operations plans, as needed, to assure that they are appropriate, practical and flexible in addressing the requirements of Access and Functional Needs persons.

Authorities and References

- Americans with Disabilities Act (1990)
- Emergency Management Under Title II of the ADA (2007)
- Homeland Security Act (2002)
- Title VII of the Civil Rights Act (1968)
- Robert T. Stafford Act (1988)
- The Post-Katrina Emergency Management Reform Act (2006)
- ORC 4112.02
- ORC Title 51 – Public Welfare

ANNEX K

SHELTER AND MASS CARE

Primary Agency	American Red Cross
Support Agencies	Butler County Emergency Management Medical Reserve Corps Butler County Sheriff's Office Butler County Police and Fire Departments Butler County Medical Centers Butler County Area Hospitals Butler County Health Department Butler County Social Service Agencies Local Elected Officials Butler County CERT

PURPOSE

This annex provides for the shelter and mass care of the population affected by any and all hazards. Shelters are identified and minimal guidelines are detailed for their operation. This annex provides for the execution of emergency tasks through the coordination of various agencies. It is the responsibility of Butler County to provide shelter and mass care to protect local residents displaced from their homes and others who evacuate into our jurisdiction due to emergency situations. It is the goal of Butler County EMA to quickly and efficiently address the emergency situation and to attend to the needs of the affected community.

SITUATION

Many types of emergencies require activation of the shelter/mass care organization. Each of these situations may generate a need for shelter and mass care operations in Butler County.

The sheltering, feeding and meeting of individual needs during various types of emergencies might require more personnel and resources than available on a normal basis. Sheltering and mass care may range from very short term for a limited number of people to a large number of evacuees with a variety of assistance.

Evacuees may seek refuge in the area. Butler County has been designated as a host county, which allows at-risk populations to be relocated to our county for sheltering.

The American Red Cross (ARC) has been chartered under federal law to provide mass care to victims of disasters. Butler County coordinates with ARC to operate shelter and mass care operations.

The ARC maintains agreements with service organizations to assist them when needed. The ARC identifies suitable shelter facilities based on a set of standards, maintains a list of approved

shelters under the guidelines, maintains the shelter kits and trains the shelter management personnel.

ASSUMPTIONS

Shelters may have to be opened with little notice. Until the ARC personnel arrive and assume responsibility for managing such shelters, Butler County EMA, or appropriate designee, may have to manage and coordinate shelter and mass care activities.

Most evacuees seek shelter with friends or relatives rather than using established shelters. Thus, the shelter/mass care coordinator need not plan for sheltering and feeding the entire affected population.

Some residents with access and functional needs will require individualized attention in the shelters. The ARC and Butler County EMA will coordinate with individuals and care givers to ensure that the needs are met during the sheltering and mass care phase (See Access and Functional Needs Annex J).

Approximately 50 percent of residents will evacuate when there is a risk. The majority of evacuees will seek refuge with friends or relatives or go to commercial accommodations rather than a public shelter. In addition, some people who are not at risk may spontaneously evacuate and some of those individuals may seek public shelter.

The ARC estimates that 18 to 20 percent of the evacuating population will require mass care. Also, ARC estimates that 10 percent of the general population will require shelter.

When sheltering outside-county evacuees, officials of the evacuated risk area assist with providing supplies.

CONCEPT OF OPERATIONS

General

The American Red Cross is the designated agency for operating shelter and other mass care facilities. ARC officials organize shelter services in coordination with Butler County EMA. Other non-profit or governmental agencies may assist the ARC in shelter operations.

Ultimate responsibility for sheltering evacuated individuals rests with local government.

Shelter officials coordinate with Red Cross Headquarters to protect sheltered individuals from exposure to harmful contaminants.

When shelter/mass care needs exceed availability, a request for mutual aid to other Red Cross Chapters or National Headquarters will be made.

Notification and Warning of the General Public

When evacuation is needed, instructions on appropriate reception centers and/or shelter/mass

care feeding facilities is disseminated by Red Cross Public Affairs and coordinated with local government and the county Emergency Management Agency. Joint news releases may be made, including:

- (1) Emergency public information over radio and television.
- (2) Door-to-door notification by emergency responders working in the area.
- (3) Neighborhood-by neighborhood announcements with public address systems.

Reception Centers

During emergencies the Incident Commander and the American Red Cross may open an ARC reception center to register evacuees and assign them to specific locations.

Operation of the reception center is conducted by ARC, in accordance with disaster operations regulations in the ARC disaster plan.

Pertinent information from the Red Cross PIO is provided to evacuees as it is obtained from the Incident Commander or the Emergency Operations Center.

Designation of Shelters

Peacetime shelters are designated by the ARC, using facilities for which signed agreements are on file.

Care facilities are required by law to have their own shelter plan. In the event that their alternate location is not useable because of the emergency, they will work with Butler County EMA to designate alternate locations if shelter evacuation is needed.

Shelter Operations

Mass feeding is performed by the ARC. Operations are conducted in accordance with Disaster Operations Regulations in the ARC disaster plan.

Marking of shelters is performed by the ARC with outdoor signs for easy identification by evacuees.

Shelter stocking is performed by the ARC with bedding and food supplies on hand from the ARC, local schools and churches. Deficits are made up through requests of ARC National Headquarters.

In the event of relocation due to any incident, each relocating family from the risk area should bring sufficient bedding, clothes, and medicines.

Officials of the risk area share responsibility for providing supplies when needs exceed supplies.

PHASES OF EMERGENCY MANAGEMENT

Butler County Emergency Management Agency is responsible for the activities listed under

mitigation and preparedness; and coordinating with ARC for response and recovery.

Mitigation

- Determining hazard vulnerabilities of the county.
- Executing agreements with building owners to guarantee access to facilities.
- Executing agreements with restaurants and grocery stores for the provision of mass feeding.
- Developing an information program to make citizens aware of the availability of shelters.

Preparedness

- Reviewing and updating shelter resource lists each year.
- Notifying and coordinating with agencies and organizations identified in the shelter/mass care list about possible need for services and facilities.
- Preparing plans and SOPs for shelters.
- Preparing shelter management kits.
- Providing training for managers, staff and radiological personnel for shelters.

Response

- Selecting shelters in accordance with hazard vulnerabilities, locations in relation to evacuation routes, and services available in the facilities.
- Coordinating with EOC staff to ensure that communications are established, routes to shelters are marked, and appropriate traffic control systems are established.
- Distributing shelter kits and supplies.
- Displaying shelter identification signs at shelter locations.
- Making public announcements about shelter availability and locations through the ARC PIO.
- Maintaining records of financial expenditures and shelter supply use.
- The Butler County EMA Director, or designee, will appoint a Mass Care Officer.

Recovery

- Keeping shelters operational as long as necessary.
- Arranging with local government for return of evacuees to their homes or alternate housing
- Arrange relocation of victims displaced permanently by the disaster.
- Cleaning and returning shelters to original conditions.
- Defining the need for more shelters and supplies
- Replacing exhausted supplies

ORGANIZATION

The Mass Care Officer will activate and run the shelters.

ASSIGNMENT OF RESPONSIBILITIES

Mass Care Officer

- Appointing shelter managers.
- Reviewing supply procedures for shelters.

- Reviewing plans for shelter and mass care.
- Seeing that communications from the EOC to shelters are established.
- Activating and closing shelters as needed.
- Managing reception centers.
- Arranging, by advanced agreement, with local health, mental health and social service agencies to provide personnel.
- Coordinating with others to see that counseling, medical attention and supplies are provided.
- Reassessing the need for shelters, and closing shelters when appropriate.
- Arranging with local government for return of evacuees to home.

American Red Cross

- Executing agreements with building owners to guarantee access to facilities during emergencies.
- Executing agreements with restaurants and wholesalers for mass feeding.
- Promoting and providing to citizens of Butler County education programs about sheltering and mass care as requested.
- Coordinating with agencies and organizations about possible need for services and vaccination.
- Displaying identification signs outside shelter locations.
- Staffing shelters in accordance with disaster-caused needs.
- Distributing shelter kits and supplies.
- Maintaining financial records on disaster operations.
- Providing mobile canteen services.

Butler County Emergency Management Agency

- Determining the County's hazard vulnerabilities.
- Maintaining an information program to make citizens aware of the availability of shelters.
- Maintaining a current National Facility Survey printout.
- Seeing that public announcements are coordinated with ARC PIO about shelter availability and locations.
- Maintaining a record of telephone numbers of shelters.
- Appoints Mass Care Officer.

Salvation Army

- Assisting the ARC in the provision of staff to operate shelters and mass feeding.

Department of Job and Family Services

- Providing emergency assistance for the affected communities.

Health and Medical Organizations

- Providing hospital services for the critically ill and injured.
- Triage medical teams will be provided by the EMS providers.
- Assist in distribution of exposure-inhibiting drugs, vaccines and other preventive

treatments.

- Performing water sample testing to ensure quality drinking water supplies.
- Providing health-related information on health/medical issues.

Law Enforcement Officials

- Providing traffic control during movement to shelters.
- Providing security and law enforcement for shelters.
- Providing alternate communications for shelters, if requested.
- Assisting private suppliers in delivering shelter supplies.

Fire Service Officials

- Surveying shelter sites for fire safety.
- Advising about fire security during operations.
- Training selected evacuees to serve on shelter fire teams.

Public Works Officials

- Inspecting shelter sites for serviceability and structural soundness.
- Maintaining water supplies and sanitary facilities at shelters.

DIRECTION AND CONTROL

During the mitigation and preparedness phases, the Butler County Emergency Management Agency initiates shelter plan development with the American Red Cross.

The American Red Cross organizes shelter activities, and determines the extent of assistance needed from other governmental and non-profit organizations.

CONTINUITY OF GOVERNMENT

The line of succession for the Red Cross is the local disaster director of the local chapter ARC, followed by the disaster services designate of the local chapter ARC.

ADMINISTRATION

All shelter training and material support is arranged and planned by the ARC.

LOGISTICS

The Red Cross maintains updated records on food and water supplies, sanitary facilities, and related shelter supplies.

The ARC communications chairman maintains plans for fixed and mobile radio communications between shelters and the ARC headquarters.

Shelter managers develop SOPs for their shelters, with the shelter/mass care officer's final approval, and complete shelter inventory forms and logs.

PLAN MANAGEMENT

The ARC Disaster Director reviews this annex and submits new or updated information to the Butler County EMA Director with all necessary changes and revisions. Changes are made when deficiencies are identified through drills, exercises and actual occurrences.

The Butler County EMA Director coordinates, publishes and distributes any revisions to this annex to all appropriate organizations.

All involved agencies develop and maintain departmental SOPs, mutual aid agreements and personnel rosters, including 24-hour emergency notification telephone numbers and resource inventories.

AUTHORITIES

Department of Job and Family Services

Public Law 91-606, Disaster Relief Act of 1970

Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988

Ohio Revised Code, Chapter 5101 and Chapter 327

Ohio Administrative Code, Chapter 5101, Sections 1-19

Ohio Department of Human Services 1974 Public Assistance Manual

American Red Cross

Public Law 4, January 5, 1905

Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988

Statement of Understanding Between the FEMA and American National Red Cross, January 22, 1982

Statement of Understanding Between the State of Ohio and American National Red Cross, May, 1995

3000 Series Red Cross Emergency Management Regulations and Procedures

Salvation Army

Charter of May 12, 1899 (amended April 26, 1957)

Statement of Understanding Between the Salvation Army and American National Red Cross, October 1984

ANNEX L

ANIMAL EMERGENCY RESPONSE PLAN

Primary Agency Butler County Dog Warden

Support Agencies Butler County Emergency Management Agency

Tri-State CART

The Humane Society of Butler County

Butler County-Ohio State University Extension Office

PURPOSE

Butler County recognizes a need for pro-active disaster planning for its agencies, farms, businesses, and individual citizens. This animal disaster plan has been developed primarily for the safety of Butler County residents and visitors. It also supports the continuance of vital operations, promotes responsible animal care and companionship, and reduces harmful interactions between humans and non-domestic animals in the event of a disaster. It is intended to organize a system to allocate proper and pertinent resources.

This plan addresses planning and response with regard to all-hazards, however incidents which are due to significant animal disease will require oversight by the Ohio Department of Agriculture based on established laws and response plans. If incidents of this nature come to attention, the Ohio Department of Agriculture's State Veterinarians Office should be notified immediately. For your safety and for bio-security reasons, do not attempt to move or handle sick or dead animals that may have been affected by an animal disease

SITUATIONS AND ASSUMPTIONS

Situations

Failure to plan for the animal population will affect the viability of disaster plans for people. For instance, if the disaster warrants an evacuation, many people will not evacuate without their animals or will delay their own evacuation to first make preparations for animals they must leave behind. These refusals or delays begin a chain reaction that can seriously jeopardize the overall disaster plan.

Further, failure to plan for animals prior to a disaster may lead to serious public health concerns during an incident. Injured, ill or dead animals can pose disease and injury hazards to the public, which may add strain to an already over-taxed emergency medical system.

To protect the public health, the public food supply, domesticated and wild animal resources, the environment, the agricultural economy, and to ensure the humane care and treatment of animals in case of a disaster, including floods, severe storms, tornadoes, drought, fire, explosion, building collapse, commercial transportation accidents, chemical spills, winter storms, power outages, or other situations that can cause animal suffering. This plan is intended for use by Butler County government, cities within Butler County and private agencies as a guideline for implementing immediate action to provide care and control of animals, thereby minimizing animal suffering in the event of a significant Disaster. In the event of a disaster, care and control measures outlined herein will apply to all animals, wild and domestic, regardless of ownership.

Assumptions

If an evacuation is required, some individuals will refuse to follow the evacuation orders for fear of leaving their animals. Others will evacuate and then attempt to return to retrieve their pets. Proper planning and coordination with various county agencies will help protect animals and individuals during an emergency as well as reunite them after the disaster.

Through effective animal protection planning and organization, all disaster relief efforts will be more expedient.

The owners of household pets, exotics and livestock, when notified of an impending disaster, will take reasonable steps to shelter and provide for animals under their care and/or control. Owners of animals should make every effort to have all animals identified and to maintain records of this identification. Some livestock species require identification by law, and owners must keep these records.

Natural, technological, or manmade disasters could affect the well being of domesticated and / or non-domesticated animals. This, in turn can affect the county's overall disaster response plans.

Butler County provides a plan for animal-related disaster situations and implement response and recovery operations utilizing local resources. State, federal, and private organizations may provide animal care and rescue assistance in emergencies, when requested.

Animal protection planning should ensure the proper care and recovery of animals impacted during a disaster. This should include measures to identify housing and shelter for animals, establish methods of communicating information to the public, collect stray or lost animals, procure necessary supplies for the care of the animals, and plan for animal release and return to owners or to natural habitat for non-domestic animals.

Public information statements, including locations where animals may be accepted during disaster situations, will be issued through various media outlets.

A large-scale disaster in Butler County may warrant an immediate response from state and local personnel, agencies, and organizations. However, disaster situations may become compounded due to the nature of the disaster and may also require activation of additional specialized agencies through mutual aid agreements.

CONCEPT OF OPERATIONS

General

The welfare of household pets is of concern to the general public during any emergency. Pets are not allowed in shelters provided for evacuees for health and safety reasons. Therefore, the care and sheltering of these pets is required for any evacuation planning.

The primary and support agencies will manage and coordinate, or assist in coordinating, local animal protection activities. These agencies will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs in the event of a large-scale disaster lies primarily with Butler County Office of Emergency Management, the local incident commander, and Butler County Dog Warden.

The sheltering, protection, and identification of domestic animals (including livestock) are the responsibility of their owners. In times of emergency or disaster, public interests may take precedence with regard to sheltering, evacuation, and care of animals.

Domestic animals that are lost, stray, incapable of being cared for by their owners, or a danger to themselves or the public will be the responsibility of the Butler County Dog Warden. These animals will be sheltered, fed, and, if possible, returned to their owners. If the animals cannot be returned to their owners, their disposition will be handled in accordance with established animal control guidelines. The animal control guidelines regarding holding periods may need to be extended to provide time to locate owners during a time of disaster.

Non-domestic animals should be left to their own survival instincts. Non-domestic animals out of their natural habitats that are a danger either to themselves or the public will be the responsibility of the Department of Natural Resources. These animals will be returned to their natural habitat if possible.

Notification & Communications

This plan and its procedures will be activated in the event of a disaster that results in a significant need for animal protection. Butler County Emergency Management will determine when these procedures will be implemented and notify the appropriate primary, support, and mutual aid agencies.

Communications among the Emergency Management Director, the Butler County Dog Warden, and support agencies will occur primarily through telephone, facsimile, and cellular telephone transmission. Amateur radio will be used as a backup system if other communication is impossible due to the nature of the disaster situation.

The Butler County Public Information Officer will be responsible for the coordination of all media activities and press releases associated with the protection of animals.

Responsibilities may include:

- Notifying the public of appropriate shelters at which to leave lost/stray animals, animals that citizens cannot care for, or animals that need immediate medical assistance.
- Delivering instructions to the public to prepare their pets or farm animals for an impending disaster.
- Coordinating with Butler County Dog Warden, the EOC and supporting agencies in obtaining animal-related information.
- Disseminating public messages for the purpose of recruiting of volunteers to assist where needed in the event of a disaster.

Search and rescue procedures

Equine, cattle, and other livestock

Equine, cattle, and other livestock loose or in need of assistance due to the disaster will be the responsibility of the owner; or in the event of the death or evacuation of their owners, will become the responsibility of the Butler County Dog Warden. All reasonable steps will be taken to involve the owner in this process.

Domestic pets

Domestic pets loose or in need of assistance due to the disaster will be the responsibility of the owner. In the event of the death or separation from their owners, pets will become the responsibility of the Butler County Dog Warden. All reasonable steps will be taken by Butler County Dog Warden to provide assistance under these circumstances. Steps:

Wildlife

Non-domestic animals out of their natural habitat that are endangering either themselves or the human population will be handled in accordance with Ohio Department of Natural Resources guidelines. If possible, non-domestic animals outside of their natural habitat will be transported back to their natural habitat. Licensed wildlife rehabilitators may be able to provide care and handling of wildlife that need to be relocated or are injured.

Evacuation and sheltering of animals

Evacuation / sheltering of equine, cattle, and other livestock

In most cases, equine, cattle, and other livestock should be sheltered in place. If not feasible, animals will be transported to private or public facilities by the owner of the animals. Livestock owners should have evacuation plans, including multiple evacuation routes decided upon before the need to evacuate arises. Owners are expected to have official identification on all animals which require this (varies by species).

Transportation will be provided by individuals licensed as livestock haulers when possible. The livestock owner is expected to reimburse transport personnel. Every effort will be made to prevent the spread of communicable diseases during the shipping/sheltering period through prevention of co-mingling of animals and appropriate isolation, cleaning and disinfecting protocols. If practical, vaccination of animals and measures to control endo- and ectoparasites should be employed. These protocols should be established in consultation with a veterinarian.

Strong consideration should be given to using the county fairgrounds as a large animal shelter. Mutual aid agreements with surrounding counties for the use of their fairgrounds should be considered. Private boarding barns or other privately owned facilities may also be considered for shelters with prior approval of the owner, pending the availability of liability insurance and bio-security measures.

Evacuation / sheltering of domestic pets

If the need arises, the Butler County Dog Warden may open a pet shelter. The shelter will be at a location that can provide effective confinement and provision of basic animal care needs such as food, water, and bedding, and will be located as close as possible to the evacuated citizen shelter. Prior to an event, it should be determined if public transportation resources will allow companion animals to accompany their owners during an emergency evacuation. An area at the citizens' evacuation center should be available to provide directions to the pet shelter. This shelter should provide housing and care for common household pets, including dogs, cats, ferrets, rabbits, guinea pigs, etc. For exotic species which require specialized housing or care, the Butler County Dog Warden may refer owners of these animals to shelters specializing in the care of these species, if such shelters are available. Owners of exotic animals requiring specialized care should be encouraged to plan for evacuation and sheltering of their animals.

Domestic pets of evacuated citizens may be sheltered at private boarding kennels and veterinary hospitals, at the owner's expense.

Owners are encouraged to have a means of proving identification and ownership of pets. This may include microchips, photographs of the owner with the pet, licensing information, medical records, etc.

Pets with significant injuries or illnesses will be transported to a designated animal hospital or provided with medical treatment on-site by veterinary professionals.

A representative of the Butler County Dog Warden and support organizations will provide assistance in the transportation of the evacuated pets to either the shelter facility or hospital and ensure that a tracking system is in place to reunite sheltered pets with their rightful owners. Every effort will be made to prevent the spread of communicable diseases during this transportation/sheltering period through prevention of co-mingling of animals and appropriate isolation, cleaning, and disinfecting protocols. If practical, all animals admitted to the shelter should be vaccinated and measures to control endo- and

ectoparasites should be taken. These protocols should be established in consultation with a veterinarian.

Individuals with Access and Functional needs may also require assistance in evacuating their pets. Therefore, in the interest of public safety, animal owners may be assisted with finding shelter and care for their animals during a public emergency. Upon arrival at the shelter, pets not trained specifically to assist the individual (e.g. seeing-eye dogs) will be transported to a private boarding facility or other animal evacuation facility.

Shelter Staff & Supplies

Staff

The Butler County Animal Shelter/Northern Ohio Animal Control will be responsible for prearranged staffing of both the large and small animal sheltering facilities they establish. Private boarding kennels and veterinary hospitals, if utilized, will be responsible for staffing their own boarding facilities and will be compensated by the animal owners according to established policies.

Supplies

For shelter facilities established by the Butler County Dog Warden, the shelters will be responsible for pre-identifying sources for critical supplies, for example: portable water, food, medical, cleaning and other shelter supplies. In the event of a disaster, the suppliers will be asked to deliver the needed items to a delivery point, which will serve as a storage center and a distribution center for the shelter.

Private boarding kennels, animal shelters and veterinary hospitals are encouraged to pre-identify sources for critical supplies.

If the need arises, resource agencies (e.g., humane groups, pet stores, pet food companies, etc.) may be asked to donate cages and other various shelter supplies.

Medical Assistance

Animal Treatment Facilities

The Butler County Dog Warden will coordinate resources to establish a medical facility for domestic animals that require medical care due to illness or injury. This medical care area may be in the same location or near the animal shelter area for convenience. The Butler County Dog Warden will identify private veterinary hospitals and other locations that may serve as alternate medical facilities and/or shelters as space permits.

Staff

Under the supervision of a licensed veterinarian, trained volunteers may assist in providing care in the medical shelters. Depending upon the extent of the disaster situation, volunteer veterinarians and technicians or Veterinary Medical Assistance Teams (VMAT) from the American Veterinary Medical Association may be requested to assist in the treatment of domestic and non-domestic animals.

Bites/Disease Control

In the event of a bite or scratch to a person by an animal with unknown rabies status, measures will be in place to quarantine the animal according to the Ohio Department for Public Health guidelines. People who have been bitten or scratched should be directed to their private physicians for treatment or in a temporary shelter situation, be cared for by medical personnel at the site.

Recovery

Recovery of Companion Animals with Owners

Butler County Dog Warden and volunteers will support efforts to identify owners of stray/lost animals. If owners cannot be found, disposition of animals that cannot be placed in adoptive care or sold, will be handled in accordance with established animal control guidelines. The animal control guidelines regarding holding periods may need to be extended to provide time to locate owners during a time of disaster.

Disposal of Animal Carcasses

Disposal of deceased animals will be coordinated by the Ohio Department of Agriculture, in cooperation with the Butler County Health Department. Depending on the emergency will determine what method will be used to dispose of animal carcasses. The methods include: landfill, on-site composting and incineration.

County Animal Populations

Determining the number and type of animals in Butler County is an important component of planning for a disaster. Ascertaining what livestock industries exist and how many animals those industries represent, as well as estimating the number of companion animals in the area, is crucial for resource planning.

Nationally, approximately 60% of households own companion animals, with most owning more than one animal. The American Veterinary Medical Association provides estimation formulas for dogs, cats, birds, and horses at: www.avma.org/membshp/marketstats/formulas.asp. Other web sites that may be helpful are the U.S. Census Bureau www.census.gov and the American Pet Products Manufacturer's Association www.appma.org

ROLES AND RESPONSIBILITIES

Butler County Office of Emergency Management

Responsibilities: Coordinate support agencies to manage animal protection in emergencies. Activate the Emergency Operations Center, if necessary. Responsible for overall direction and control of the disaster incident.

Butler County Dog Warden

Responsibilities: Provide and coordinate personnel and equipment to collect, rescue and shelter stray or aggressive companion animals. Assist in identifying, surveying, and maintaining a list of small animal sheltering facilities and transportation as part of the County Animal Response Team.

Butler County Humane Society

Responsibilities: Provide handling, transportation, and a means of correlating the persons leaving the pets with the pet (i.e. tagging the pet with the owner's name, recording the dog license). After the emergency has passed, the animals will be released to their owners by the animal wardens.

Butler County Health Department

Responsibilities: Provide services which address injuries/bites/diseases related to the protection of humans and animals. Assist the Ohio Department of Agriculture in the disposal of dead animals that may impact the public health and in minimizing zoonotic disease outbreaks during an emergency.

Butler County Extension Service

Responsibilities: Assist in identifying and procuring additional resources, expertise, volunteers, personnel, equipment, and shelter as required caring for livestock and large companion animals during an emergency. Assist in identifying, surveying, and maintaining a list of large animal and equine sheltering facilities and transportation as part of the County Animal Response Team.

Ohio Department of Agriculture- Division of Animal Health

Responsibilities: Assist in providing information and direction whenever possible with regard to the general health of animals. Responsible for enforcement of state regulations concerning animal health and the movements of animals affected by those regulations.

Butler County Private Veterinarian(s)

Responsibilities: Assist in providing information and direction with regard to the general health of animals within their expertise. Provide assistance with identifying needs of animals in shelter situations.

Butler County Dog Warden

Responsibilities: Provide trained personnel (staff or volunteers) and equipment to assist in capture, daily care, transportation, reunification, the protection of animals during an emergency, working in cooperation with animal control division.

American Red Cross

Responsibilities: Advise and work with the Butler County Dog Warden when planning locations for human shelters so that animal shelters can be co-located if possible. Advise on general issues related to human care and sheltering which may be impacted by animal care facilities.

Local Animal Rescue Groups

Responsibilities: Provide trained volunteers and equipment to assist in the rescue and sheltering of animals during a Disaster.

Private Farms, Kennels, and Stables

Responsibilities: Provide shelter and supplies to care for displaced livestock and / or domesticated animals.

Ohio Department of Natural Resources

Provide resources necessary for protection of environment and water quality related to animal carcass disposal and decomposition.

Ohio Department of Fish and Wildlife Resources

Provide trained personnel and equipment as required to protect sick and/or injured non-domestic animals. Coordinate measures to minimize damage and danger to wildlife, as appropriate.

DEVELOPMENT AND MAINTENANCE

The primary responsibility for coordinating the development and maintenance of this Annex rests with Butler County Emergency Management Agency.

This procedure will be reviewed and updated as appropriate by the Butler County Dog Warden, Butler County Emergency Management Agency and other affected agencies. This Annex will be periodically tested by appropriate exercise methods.

AUTHORITIES AND REFERENCES

Robert T. Stafford Disaster Relief and Emergency Assistance Act (1988)
Pets Evacuation and Transportation Standards Act (2006) (PETS Act)
Ohio Revised Code 955.43
Ohio Revised Code 955.011

APPENDICES

Appendix A – Public Education Messages
Appendix B – Guidelines for Handling Horse and Cattle during Emergencies
Appendix C – Emergency Housing and Care of Household Pets and Exotics

APPENDIX A - PUBLIC EDUCATION MESSAGES

Domestic Pets

- ✓ If you evacuate your home, **DO NOT LEAVE YOUR PETS BEHIND**. Pets cannot survive on their own and you may not be able to find them when you return..
- ✓ Make sure identification tags are current and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site or an out-of area emergency contact. Micro-chipping is recommended as a permanent form of identification. Have a current photo of you and your pet or microchip information for identification purposes.
- ✓ For pets requiring licenses, have proof of a current license.
- ✓ Have a copy of your pet's medical records, including vaccination status, and place one in your vehicle. If you are unable to return to your home right away, you may need to board your pet. Most boarding kennels, veterinarians, and animal shelters require that your pet's vaccinations be current.
- ✓ If it is impossible to take your pet with you to a temporary shelter, contact friends, family, veterinarians, or boarding kennels to arrange for care. Make sure medical and feeding information, food, medicine and other supplies accompany your pet to its foster home.

Suggested supplies for an animal disaster kit:

- ❖ a secure, portable pet carrier
- ❖ collar (with current identification tag) and leash or harness
- ❖ pet food (nonperishable) and a can opener if necessary
- ❖ bottled water
- ❖ Pet waste clean-up supplies and a small litter box and litter for cats
- ❖ your pets updated medical records
- ❖ Important phone numbers such as veterinarian, kennel, emergency clinic, hotels which accept pets.
- ❖ medications your pets may require
- ❖ recent photo of you and your pet

Equine, cattle, and other livestock

Attempt to shelter equine, cattle, and other livestock in place if possible, or evacuate if necessary. Evacuation routes, including alternates, should be pre-determined. The evacuation sites should already have or be able to readily obtain, food, water, veterinary care, handling equipment and containment facilities. If evacuation is not possible, a decision must be made whether to move large animals to available shelter or turn them outside. This decision should be determined based on the type of disaster and the soundness and location of the shelter. Food and water should be available for the animals whether they are left in a shelter or outdoors. All animals should have some form of identification that will help facilitate their return.

Wildlife

Never attempt to capture a non-domestic animal unless you have the training, protective clothing, restraint equipment and caging necessary to perform the job. Often, during natural disasters, mosquitoes and dead animal carcasses can be sources of disease and outbreaks of zoonotic diseases may occur.

Further assistance

If you see an injured or stranded animal in need of assistance, or if you have any other questions or concerns about animal protection during a disaster situation, contact the Butler County Emergency Management Agency or the Butler County Health Department.

APPENDIX B - GUIDELINES FOR HANDLING HORSE AND CATTLE DURING EMERGENCIES

Guidelines for Horses during Emergencies

Free roaming horses will naturally group together and move as a group. Many horses will allow themselves to be caught, especially if they are encouraged with grain. Catching a horse can be done by first placing a rope loosely around its neck, and then fitting on a halter. If a large group of horses avoid capture, they should be rounded up in small groups and corralled into smaller confinements. If the horses cannot be rounded up and have not suffered any obvious injuries, they may be kept fenced in and fed without further human contact.

When moving horses into an unfamiliar environment, the handler should allow them time to investigate their new surroundings. Not all horses are familiar with being tied to a stationary object. If horses must be tied, use a quick release knot. Many horses have only been kept in wooden fenced paddocks. If wire fencing is all that is available, tie 2" x 24" cloth strips to the top wire every 6 to 10 feet.

Identification

Many horses are permanently identified with a tattoo on the inside of their upper lip, freeze brands under the mane, and brands on the outsides of their hind limbs. These are helpful in recording the identification on a horse. Other methods for identification that can be used include neck banding, microchip injection, painting or etching the hooves, and describing all whorls of the horses' coats. Photographs of the right and left sides of the body, medial and lateral aspects of the lower legs, and the face of a horse are helpful in matching owners' descriptions when trying to locate misplaced animals.

Behavior

Most horses are familiar with people and are used to being handled. Horses will seek to establish hierarchy when first grouped together. If this occurs under confined conditions, horses may become violent resulting in serious injuries to each other and to people handling them. Horses show signs of aggression toward people by pinning their ears back, extending their necks to bite, or turning their rear quarters toward an approaching person. Special care should be taken to avoid standing between mares and their foals, and when handling stallions (adult un-castrated males).

Ideally, horses should be kept in small herds at pasture or in individual stalls. If this is not possible, allow horses plenty of room to reduce aggression. Never place two or more stallions together. If at all possible, observe horses for the first few hours after placing together in a herd.

Methods of restraint

Horses can be dangerous. Restraint and handling of horses should be done by people with equine experience. Most horses will cooperate once they have a halter and lead rope on. If sedation is required for restraint, authorized personnel will perform the sedation.

Injured horses should not be worked on until they are fully sedated. This usually takes 5-10 minutes after intravenous injection. Sedated horses may still kick if abrupt movements or sounds startle them.

Health concerns

Dietary changes predispose horses to colic, laminitis, and hyper-lipemia. Mixing of horses from various sources predisposes them to contagious respiratory disease. Vaccinating all horses against Equine Herpes Virus, Equine Influenza, Eastern and Western Equine Encephalitis, Tetanus, and West Nile Virus, can minimize the spread of contagious disease. Any horse that will be spending more than a few days grazing on shared pasture should be de-wormed with a paste de-wormer. A fly spray or insect repellent approved for use on horses should be applied to them to decrease the spread of vector-borne diseases.

Typical weights and heights

Horses are measured in "hands," one hand being equal to 4 inches. Horse's heights are measured at the highest point of the shoulder (withers). Typical weights and sizes of horses are:

	Adult weight (#)	Newborn weight (#)	Approx. Height
Giant Breeds	1,500 – 2,000	150 - 200	17+ hands
Full Size	750 - 1,200	75 - 100	15 - 17 hands
Pony	500 - 750	50 – 75	< 15 hands
Miniature	200 - 400	20 - 40	< 40 inches

Typical feeding requirements of horses

Ideally, horses should be fed individually or in small groups. They should be fed twice a day at regular intervals. If horses are fed in groups, the most aggressive ones should be fed first. If that is not possible, observe horses at feeding time to ensure that all horses allow each other access to feed and water.

Under resting conditions and when ambient temperatures are above 40° F, horses should consume about 2% of their body weight per day in dry matter. About 75% of this should be derived from forages (hay) and 25% from grain. 12% protein horse pellets and sweet feed are the preferred grains. Total feed intake depends on body size. For example, a 1,000 lb horse will require 7.5 lb (approximately 1 /5 of a rectangular bale) of hay and 2.5 lb of grain at each feeding. This amount should be fed in the morning and in the evening. In addition, horses require about 2% of their body weight in fresh water per day, and 1 -2 oz of loose salt. All of the feeding requirements should be doubled for lactating mares and increased if ambient temperatures fall below 40° F.

To estimate the amount of feed required for a horse herd, calculate the biomass of the horses by estimating the approximate weight of all the horses and adding the weights together. Multiply this figure by the feed requirements listed above to calculate the amount of hay, grain, water, and salt needed for the herd.

Sheltering and housing

Ideally, horses should be kept in small herds at pasture or in individual stalls. The amount of bedding required depends on the type of flooring. Porous flooring with plenty of lime mixed into it requires the least additional bedding. Concrete flooring requires the most. The approximate amount of bedding that will be required is one bale of straw per 12 x 12 ft stall.

Straw is the preferred bedding under emergency conditions, as it is likely to be available, is space efficient, and is most degradable. Alternatively, 2 bales per stall of conifer wood shavings or shredded newspapers can be used. Black walnut and exotic wood shavings cannot be used.

Fencing materials that are free of projections should surround paddocks for horses. Barbed wire is not suitable for fencing horses. Electric wire fencing can be used, but it must be made visible to horses by 2" x 24" strips of cloth every 6 to 10 feet.

Sanitation

Horses will produce about 0.5% of their body weight of manure per day. Manure should be removed from stalls at least once a day. Manure from horses on pasture should be collected once per week if possible. Manure should be stacked in neat piles, with minimal surface area, to promote composting and reduce fly hatching. To further reduce fly burdens, the manure pile can be sprayed every 3 days with fly spray.

Horses void about 0.5% of their body weight as urine each day. Urine is a major attractant to stable flies. Completely remove the stall bedding at least every third day to reduce fly problems. The total amount of manure and bedding that will accumulate can be calculated from the number of horses, the average amount of manure produced, plus the number of straw bales used. Manure piles should be located at least 200 yards from the stabling facilities.

Zoonoses

Zoonoses are diseases which can be transmitted from animals to people and from people to animals. Salmonella is endemic in many horse populations. Stressed horses, such as those surviving a major disaster, are most likely to suffer from clinical salmonellosis and develop fulminant diarrhea. Horses that develop diarrhea may have a guarded to poor prognosis and are a potential source of infection to other horses and personnel. For these reasons, serious consideration should be given to euthanasia, especially if the horse can only be maintained by compromising the level of care to other horses.

Euthanasia and disposal

Disposal must be considered prior to euthanasia. If at all possible, it is easiest to walk the horse to the site where the carcass will be buried, rather than transport dead horses to a disposal site. Euthanasia will be done under supervision of qualified personnel. Records will be kept of all dead horses.

Guidelines for Cattle during Emergencies

Cattle are grazers and browsers by nature and are easily adaptable to new environments. They are gregarious animals that follow herd instincts, but may be excited and frightened by new persons, predators, and dogs in their midst. Because of their gregarious nature, individual cows become anxious in situations that lead to their isolation from the herd. They have keen eyesight and hearing and can detect something unusual at distances of several hundred yards.

Behavior during the disaster event

Cattle normally will move away from fire and flood, but in an excited state they may actually move into such a disaster. Herding and driving cattle during a disaster is made more difficult because herding instinct is overridden by survival reaction. Injuries, especially to the younger animals, are much more probable during a disaster.

Behavior during the immediate aftermath

Most cattle, if given hay, water, and a space to stand or lie down, will acclimate well in their new surroundings. The more antisocial animals, especially bulls, may not become content as quickly and may attempt to escape. There is also a problem with establishment of social dominance within a group if new numbers are added. This is particularly true with bulls, and though cows usually settle down soon, the bulls may continue the struggle for dominance for a protracted period. Bulls are dangerous. They should be penned separately and handled only by people with experience.

Capture, containment and restraint

Dairy cattle are used to caretakers, are socialized to human beings, and are easily penned. Beef cattle commonly are fed hay and grain in or around a barn or corral, which can aid in penning. If a preexisting structure is not in place, a temporary corral can be built with portable gate panels. Avoid barbed wire and woven wire fencing because of the danger of injury to excited animals and animals unfamiliar with fences. Portable corrals may be used to make runways and chutes for restraint. To load cattle into a trailer, portable gate panels can be made progressively smaller from the corral into a narrow alley, which ends at the truck. Avoid creating tight turns and have a way of blocking the entrance of the alleyway so that animals cannot back up into the corral rather than go forward to the truck.

The most common and available method of restraint is the lariat and halter. This restraint is dependent on having something to which the animal can be secured. For particularly fractious animals, application of a nose lead in combination with a rope halter provides additional distractions and approved restraint.

The most desirable restraint device is the portable cattle chute with a head restraint. Diagnosis and treatment are much easier and safer with this equipment. Tranquilization or sedation of injured animals may be necessary. Tranquilization will be done under supervision of qualified personnel.

If evacuation from the home premise is necessary, bumper-pull or fifth wheel type stock trailers, with a recommended length of 12' or longer should be used. The low bed with a low center of gravity allows easier loading and unloading and is more stable in winds and water.

Animal identification methods

Permanent identification of dairy cattle is usually numerical by means of an ear tag, ear tattoo, brand, microchip, or numbered neck chain. Animals may be temporarily identified through use of livestock marking crayons.

Typical weights

Dairy cattle – Holsteins are the largest and most common of the 5 major breeds of dairy cattle. Holsteins are black and white and cows weigh an average of 1,500 lbs., mature bulls can tip the scales at more than a ton. Jersey dairy cattle are the smallest, with mature cows weighing approximately 1,000 lb. and bulls near 1,500 lb. Weigh tapes for measuring heart girth provide a fairly accurate estimate of weight in dairy cattle.

Beef cattle – There are wide variations among and within beef breeds. Weights can range from an 850 lb. British crossbred female to 2,500 lb. Charolais male. A weight tape for beef cattle, which measures heart girth, is fairly accurate.

Nutritional requirements

Cattle are grazing animals and can be maintained adequately on a variety of grasses on pasture. Care should be taken in selecting the site to pen cattle, because ornamental plants, which may be appealing to hungry ruminants, can be extremely toxic if consumed by cattle.

Beef cattle and yearling cattle require only grass hay and water for survival. Calves less than 3 months old require milk or milk replacer along with grass hay.

Lactating dairy cattle have different needs. Some important feeding recommendations for lactating dairy cows during a disaster situation are discussed here. The first priority is to provide feed to keep the cows healthy; providing feeds which support milk production is secondary. Hay is the best feed choice to keep the cows healthy. Provide all the hay the cows will consume. An individual mature dairy cow will consume about 30-40 pounds of hay. Younger dairy cattle (heifers) will consume about 15-20 pounds per day per animal. Hay quality is not highly important, although the hay should be clean and not moldy. Small square bales or large round or square bales may be used and can be placed on the ground if feed bunks or bale feeders are not available. Spread the hay around the paddock so that all cows have access to the hay. Hay silage can be fed if dry hay is not available. Corn silage should not be the first choice since it contains grain, which can make cows sick if they consume too much.

Water is very important and must be provided. A dairy cow will need about 25-30 gallons of water per day. Some type of large water trough will be needed for the cows to drink from.

Milk production in dairy cattle will increase or decrease according to nutrient intake. Grass hay can be fed to dairy cattle for several days and they will suffer only temporary milk production loss when put back on their full production level ration. By reducing the caloric intake, a cow will reduce its milk production. Decrease in milk production may not be rapid enough to prevent mastitis. If the disaster causes electric power outages or cattle are moved to a location without milking facilities, milking even a small number of cows becomes an unrewarding and difficult task. However, having portable milkers and generators or pre-determined evacuation sites with milking equipment available is an important planning consideration for dairy producers and emergency managers.

Providing safe drinking water for animals

Because contaminated water may contain pathogenic organisms, treat it with chlorine to make it safer. Ideally, the water should be tested, but during a disaster this may not be possible. Treating water with sodium hypochlorite (household bleach) will be beneficial. The following treatments should be followed when treating water:

16 drops of bleach for 1 gallon of water

1 Tablespoon of bleach for 15 gallons of water

½ cup of bleach for 120 gallons of water

When treating water, use unscented bleach. Allow the water to stand for 30 minutes after treatment to allow the bleach to mix thoroughly with the water.

Health concerns

Disaster conditions that lead to the commingling of animals from various operations increase the risk of infectious disease. This can be caused by a multitude of enteric and respiratory pathogens. In light of the difficulty imposed by attempting individual treatment, mass medication may be considered for treatment and control of infection. Large ruminants are frequently affected with bloat, diarrhea, and pneumonia during prolonged unusual events.

Prevention of most bloat and diarrhea can be accomplished through nutritional management. Pneumonia can be partially prevented through vaccination against respiratory pathogens and providing rest and fresh air during the disaster. Even the best managed cattle will contract some stress-related pneumonia and a treatment center should be set up for care of sick cattle.

Severe traumatic injuries will require individual examination and treatment. Lacerations and fractured bones may be detected in cattle during the aftermath of a disaster. The lacerations can be treated but fractures are difficult to manage in cattle and euthanasia may be required. Qualified personnel will conduct drug administration and pain management.

Housing and sanitation

Dairy cattle should be kept clean, dry and comfortable. If the disaster occurs during the hot and humid season, shade must be provided if it does not exist in the area of confinement. Avoid total enclosure, but shelter animals with shade cloth or plastic tarp from the extremes of heat or cold stress. Cattle should be moved with care if the ambient temperature exceeds 30° C (86° F) in order to avoid heat stress. The comfortable range in temperature for dairy cattle is between 41° and 78° F. Beef cattle requiring medical care might be housed in a confined area to expedite treatment, but healthy cattle do better in pastures or paddocks, and they tend to settle down quicker when put in an environment similar to where they had been maintained prior to the disaster. In addition, the open air will help disperse respiratory pathogens.

Provision for manure removal is important. Cattle excrete about 5% of their body weight in manure and urine daily. Straw should be used for bedding, when required, because it will be easier to obtain and dispose of during times of disaster.

Zoonoses concerns

Zoonoses are diseases which can be transmitted from animals to people and from people to animals. The greatest risks are from enteric pathogens such as salmonella, cryptosporidia, campylobacter, and giardia. Adult cattle maintained in questionable sanitary conditions can transfer these diseases without becoming clinically ill. Calves and yearlings will usually become sick and require treatment. Contaminated water can be a source of pathogens for the cattle; therefore caretakers should use caution when handling cattle with diarrhea and never consume water from an unapproved source.

Euthanasia and disposal

Disposal must be considered prior to euthanasia. If at all possible, it is easiest to herd the animals to the site where the carcass will be buried, rather than transport dead animals to a disposal site. The recommended method of euthanasia is with an appropriate chemical injection. Euthanasia will be performed under the supervision of qualified personnel. Records will be kept of all dead animals. Disposal of dead cattle can create a problem due to the potential health hazard and great volume of carcasses. Methods such as deep burial or burning can be done if local air and water quality regulations permit.

APPENDIX C— EMERGENCY HOUSING AND CARE OF HOUSEHOLD PETS AND EXOTICS

Background

For purposes of public shelter, "pets" are defined as dogs and cats, service animals, and exotics such as small mammals, small reptiles and caged birds. Some exotic species require highly specialized care and housing; in this case, the Butler County Dog Warden may assist owners in finding alternative shelters for these animals. Many humane groups, animal shelters and rescue groups can provide trained care and housing for exotic species.

While the sheltering and protection of companion animals are the owners' responsibility, studies show that up to 60% of the population may refuse to evacuate without their animals. In addition, citizens with Access and Functional needs may require assistance in evacuating their pets. Therefore, in the interest of public safety, animal owners may be assisted in finding shelter and care for their animals during a public emergency.

Domestic pets of evacuated citizens may be sheltered at private boarding kennels and veterinary hospitals as close to the evacuation shelters as possible, or other facilities designated by the Butler County Dog Warden. Upon activation of evacuation shelters for citizens, the Butler County Dog Warden may initiate the opening of temporary animal boarding facilities. A representative of the Butler County Dog Warden will be assigned to evaluate the animal's health and condition, and assist in transporting pets to these shelters. They will also ensure that a tracking system is in place to identify the rightful owners of sheltered pets. All reasonable steps will be taken to prevent the spread of communicable and/or zoonotic diseases during this time.

Domestic animals that are lost, stray, incapable of being cared for by their owners, or a danger to themselves or the public will be the responsibility of the Butler County Dog Warden and Butler County Humane Society. These animals will be sheltered, fed and, if possible, returned to their owners. If the animals cannot be returned to their owners, their disposition will be handled in accordance with established animal control procedures.

Behavior during the disaster event

Capturing pets during a disaster is made more difficult because the pet's normal behavior may be overridden by survival instincts. Injuries, especially to young animals, are much more likely during a disaster. In the event that animals cannot be rescued due to the disaster, food and water may be delivered to the animals by the appropriate agency when possible.

Behavior during the immediate aftermath

Most pets, if given food, water and a cage in which they are able to stand or lie down, will acclimate well with their new surroundings. The more antisocial animals, especially cats, may be calmed by providing them with a box in which to hide inside the cage or by covering the cage with a towel or blanket.

Capture, containment, and restraint

Human life will not be risked to capture loose animals. However, many pets are socialized to human beings, and are easily caught. Offering food may allow capture of loose, hungry dogs and cats. In many disasters, there is too much noise and commotion during the day, and displaced pets (especially cats) will stay hidden. Baited traps placed at night in the cat's home territory are very effective. Dogs are not trapped as frequently as cats, as they tend to move around whereas cats are often found in their home territory.

The most common and available method of restraint of dogs is the muzzle and leash. Cats that can be caught may be subdued by wrapping tightly in a large heavy towel with only the head extended. Slip nooses can be used with traumatized, aggressive animals.

Tranquilization or sedation of injured animals may be necessary. Tranquilization will be done under supervision of qualified personnel.

Animal identification methods

Pet identification methods consist of microchips (shown to be most effective animal ID/tracking method during a disaster), collar and tags, or tattoos on the inside of the ear, the lip, or the inside of the hind leg. Every animal should have some form of identification on it when it comes into a designated shelter. Animals without prior identification may be temporarily identified by affixing an identifier to the animal. A corresponding numbered animal description sheet will be filled out on all animals entering a designated shelter.

Nutritional requirements

Qualified personnel will supervise dietary needs so that a nutritious and appropriate diet is provided for each species. Clean water should be provided daily at the rate of 1/2 gallon for average-sized dogs and 1 pint for cats. Because contaminated water may contain pathogenic organisms, chlorine may be used to make it safer. Sodium hypochlorite (household bleach) at the rate of 2 gallons per 100 gallons of water will be beneficial. Ideally, the water should be tested, but during a disaster, this may not be possible. Alternatively, bottled water may be used.

Health concerns

Disaster conditions that lead to commingling of animals from different locations increases the potential for spread of infectious disease. Some of the greatest risks to dogs and cats are canine parvovirus, canine distemper, feline infectious peritonitis, feline leukemia virus, feline panleukopenia, and internal and external parasites. Unvaccinated puppies and kittens will often become sick and require treatment. Even the best managed facility will contract some stress-related respiratory disease and a treatment center or separate area should be set up to care for sick pets.

Severe traumatic injuries will require individual examination and treatment. Lacerations and fractured bones are some of the injuries that may occur in a disaster. Qualified veterinary personnel will supervise treatment and pain management.

Housing and sanitation

Dogs and cats and other legal domestic companion animals will be housed at the animal shelter or other specialized shelters. Animals should be housed individually and separated by species and sex. Bedding should be provided when appropriate. Animal enclosures should be kept clean and dry. Portable cages may be used to provide temporary shelter. Temporary dog runs may be created using chain link panels obtained from construction companies or businesses that rent temporary fencing. The chain link panels should be 6 to 8 feet long with no gap along the bottom. Manure disposal will be in accordance with county and state regulations.

Zoonoses concerns

Zoonoses are diseases which can be transmitted from animals to people and from people to animals. Some of the risks from domestic pets are: internal and external parasites, leptospirosis (which can be shed in urine), enteric pathogens such as cryptosporidia and giardia, and rabies. Careful handling and disposal of animal wastes is important. Contaminated water can be a source of pathogens, therefore caretakers should use caution in handling animals with diarrhea and never consume water from an unapproved source. Any animal bites should be reported and handled with the utmost of precaution by appropriate medical personnel.

Euthanasia and disposal

The recommended method of euthanasia for dogs and cats is with an appropriate chemical injection or by other acceptable methods. Qualified personnel will perform euthanasia. Records will be kept on all euthanized animals. Citizens who are missing an animal will have access to those records which may help identify their animal. Animal carcasses will be disposed of according to established Animal Control procedures.

ANNEX M

FUEL MANGAGEMENT

Primary Agency Butler County Emergency Management Agency

Support Agencies Stevenson Oil
Ohio Department of Transportation (ODOT)
Butler County Auditor's Office
Butler County Public Works
Butler County Engineer's Office

PURPOSE

The purpose of this Annex is to outline the procedures used by Butler County that will ensure a sufficient supply of fuel is maintained to support emergency response operations during local emergencies and/or a catastrophic event/major disaster.

This Annex also outlines procedures used to account for fuel resources dispensed during an event that provide for inventory control, timely re-supply and post event cost recovery.

SITUATION AND ASSUMPTIONS

Situation

Emergencies or incidents may result from a terrorism related CBRNE attack, man-made hazard, or natural hazard event.

Extreme and widespread structural damage could result in significant and long-term disruptions of critical infrastructure such as health and medical services, utilities, transportation networks, and communications.

Response timing will be affected by the availability of air and ground transportation assets and the post-event condition of the transportation infrastructure.

This plan does not include provisions to provide fuel to the general population during or following an emergency event.

Assumptions

Management procedures outlined in this plan apply to fuel resources required by agencies responding to a local or County-wide emergency event.

During local emergency events, fuel management and planning is the responsibility of the responding County and/or municipal agency(s).

Following a catastrophic event and/or major disaster, fuel management in Butler County is coordinated through the Emergency Operations Center (EOC).

Following a catastrophic event and/or major disaster, contracted fuel distributors have sufficient resources to meet local contract requirements.

Emergency fuel management operations may last for many days or weeks until local services and fuel sites are restored.

CONCEPT OF OPERATIONS

Supply

County and municipal agencies maintain purchase agreements with fuel vendors and have established policies and procedures to ensure an appropriate supply of fuel is maintained for daily operations.

The established daily supply is sufficient to support “routine” fire response, emergency medical services, and law enforcement activities. The amount of fuel required for daily operations varies from agency to agency, primarily due to the agencies’ size, non-standard equipment, and the consumption/burn rates of fuel being used by different equipment.

During a local emergency, if an agency’s fuel resource is exhausted and supplies through established procedures are unavailable; additional fuel may be requested through EMA.

Fuel management plans put in place during any emergency event are supplemental to the established local policies and procedures mentioned above. Butler County maintains a contract with a designated vendor that provides for additional emergency deliveries of gasoline and diesel fuels to the County and all participating agencies during a catastrophic event and/or major disaster.

During a significant emergency event, if the supply of fuels from the contracted vendor are unavailable and/or become exhausted; required operational fuel resources may be requested from the state through the County EOC.

Direction and Coordination

During a local emergency, fuel management and planning is conducted by the appropriate County and/or municipal agency. This includes utilization of mutual aid agreements and local purchases (if necessary).

Once local fuel resources and mutual aid agreements have been exhausted, the availability of additional fuel resources may be coordinated through EMA.

The scope of a catastrophic event or major disaster will quickly overwhelm and deplete local fuel resources at all levels. During these types of events, the County activates the EOC. Within the EOC functional sections, designated ESF Partners are available to assist County and municipal agencies in coordinating a fuel management plan for the incident.

Determining the Need

The size and scope of the emergency response is driven by the severity of the incident. Fuel availability and the need for planning may not be critical during a local emergency requiring a minimal response. However, if the response is significant with several resources involved, the need for a fuel plan may become critical.

Whenever any incident of critical significance occurs, the need for fuel must be determined by considering several factors. These factors include but are not limited to:

1. The type(s) and number(s) of vehicles and/or equipment involved in the response. County and municipal agencies are equipped with several vehicle makes and models along with a variety of specialized equipment utilized both on a daily basis and during emergency events.
2. The anticipated duration of the response. Fuel planning must be considered early during the event in order to keep responders properly equipped and supplied to do their job.
3. Anticipate fuel consumption (burn) rates. Fuel consumption rates will differ depending on the equipment being used, hours/time being used, and type of fuel being used. Weather conditions may play a role in determining the burn rate.
4. The amount of available fuel on hand with the responders. Most vehicles and equipment supporting an emergency response are supplied with sufficient amounts of fuel to maintain operations for a limited amount of time.
5. The location of the center of response activities in relationship to fuel points. Extended response activities that are not in close proximity to established fuel points may require planning additional fuel support, to include use of mobile refueling stations (tank-wagons).

Distribution

Requested fuel resources are likely to arrive in Butler County via a variety of carriers (ground, rail, and air); and in various forms of bulk packaging (cases, barrels, tank-wagons). The EOC will coordinate delivery of all incoming fuel to either established fuel points or to specific temporary locations for distribution.

1. Established Fuel Points (fixed sites). There is a number of County and municipal fuel points in Butler County that are equipped with large, in-ground storage tanks. When practical, incoming fuel resources will be sent directly to these established fuel points for general distribution.
2. Temporary Fuel Points (Mobile Capabilities). Temporary fuel points may be established to distribute fuel directly from tank-wagons. The gravity fed tank-wagons provide the capability to transport and dispense bulk fuel resources where they are needed without having to rely on the established fuel points. Tank-wagons are also an additional method of storing bulk fuel on a temporary basis. These mobile fueling

operations may require the end user to consider additional fire safety and security measures.

Accountability

During local emergencies, agencies follow established procedures for receiving and accounting for fuel products. When local fuel resources are expended, agencies may coordinate for additional resources from Butler County either on a one-time need or a temporary support basis.

Accountability of fuel resources during these more significant events is the primary function of the Logistics Section in the EOC. Fixed and temporary fuel distribution points, established by the County, will utilize the Emergency Equipment Fuel and Oil Issue (or Form 304) to account for all fuels dispensed. Fuel distributors will be contracted with Butler County EMA to respond and fuel all first responder vehicles and equipment. All participating fuel distribution points will have Form 304. **THIS FORM (FORM 304) MUST BE FILLED OUT TO RECEIVE REIMBURSEMENT.**

Recovery

Following a local event, responding agencies follow established local SOPs. All fuel products procured for the emergency response but no longer needed, and that can not be consumed through normal use, are to be disposed of in accordance with guidelines established by the Federal Environmental Protection Agency (EPA).

As services and utilities are restored following a significant event, demobilization of the fuel program needs to occur. The demands and number of fuel points for emergency workers will rapidly start being reduced but there will be fuel and other products remaining in the inventory. The following guidance is provided to assist with the return/redistribution of fuel products:

- a. Provide tracking of designated recoverable items (as appropriate).
- b. Fuel remaining in tank-wagons will be distributed to County and municipal agencies via fuel fill/top off operations. Remaining bulk fuel in tank-wagons will be distributed to County and municipal fuel storage facilities.
- c. All other fuel products that are opened and are not consumed through normal use are to be disposed of in accordance with established EPA guidelines.

Communications

Communications during any emergency event will be a challenge. Mass communications networks, along with radio and land-line communications methods routinely used by both government and private agencies may or may not be operational or available.

Communications to, from, and between, units/agencies in the field will add to the level of difficulty. Because of this possibility, both government and private agencies must maintain redundant communications capabilities with the County EOC.

Communications Methods. Regardless of the location of the County EOC, available communications resources will be coordinated through the EOC and may include:

- a. Commercial Land Line Telephone
- b. Commercial Satellite Telephone
- c. 800 MHz Radio
- d. Amateur Radio (ARES)
- e. Internet Connectivity
- f. Message Courier
- g. Commercial Radio and Television Stations
- h. MARCS

DIRECTION AND CONTROL

Pre-Incident

Prior to a power outage, the authority having jurisdiction should engage in planning that includes:

Create and maintain a database of emergency shelters. This database should consist of:

1. Locations that have emergency generators.
2. Locations that do not have emergency generators.
3. Locations that have a pre-wired connection for an emergency generator, but do not have a generator on site.
4. Research and keep a record of the size of the generator(s) needed to operate at sites that do not currently have emergency power capability.
5. Create and maintain agreements with fuel companies and municipalities with fuel pumps in the County.

Create and maintain a database of fueling sites. This database should consist of:

1. Privately-owned gas stations that have emergency generators.
2. Privately-owned gas stations that have pre-wired generator connections, but do not have emergency generators on site.
3. Privately-owned gas stations that have Memorandums of Understanding (MOUs) with the authority having jurisdiction during times of emergency or disaster.
4. Government-owned fueling stations that have emergency generators.
5. Government-owned fueling stations that have pre-wired generator connections, but do not have emergency generators on site.

Develop maps and databases that include these layers of information:

1. Fueling stations equipped with generators or gravity feed that would be available to the public, to private sector response agencies, and to emergency responders.
2. Types of fuel available at the fueling stations.
3. Types of emergency shelters. This would include shelters equipped with emergency generators and shelters equipped with pre-wired connection but no generators on site.
4. Long-term care facilities.

5. Hospitals and other health care facilities.
6. Fire stations and other public safety facilities.

Develop a set of pre-scripted messages for use by the Public Information Officer (PIO) and/or the Emergency Management Agency.

Develop a Communications Plan to deliver emergency messages to the public and media. The plan should take into account the fact that electric power may not be available to the target audience, thereby disrupting the normal flow of information.

Develop sample contracts, Memorandums of Understanding (MOUs), and invoices that the jurisdiction would use during an emergency or disaster situation.

During a power outage

Develop alternate methods to alert and communicate with the Emergency Operations Center (EOC) staff during a power outage.

Establish a communications link with the non-typical emergency responders that may be involved in a long-term power outage:

1. Healthcare providers that work with the Functional Needs population.
2. Long-term Care facility staff.
3. Emergency shelter workers
4. Food stations.
5. Warming stations.
6. Meals-on-wheels providers.
7. Non-traditional forms of transportation.
8. Search and Rescue operations.
9. Department of Public Works and County Highway Departments.
10. Electric utilities.

Develop and prioritize a list of agencies and/or personnel that are eligible for emergency fueling.

Create a list of needs:

1. Emergency responders.
2. EOC
3. Non-typical responders.
4. Access and Functional Needs populations.
5. general population

PLAN DEVELOPMENT

Training & Exercises

During exercises and other emergency planning activities, fuel requirements and re-supply should be considered. Training should include an individual's role, responsibilities, and authority during a disaster situation or emergency.

Periodically exercise emergency plans so that the abilities of public officials and EOC members are objectively evaluated.

ANNEX N RECOVERY

Primary Agency Butler County Emergency Management Agency

Support Agency

PURPOSE

To provide coordination and guidance for recovery operations to include restoration of damaged or destroyed public property, services and assistance to private citizens affected by a major disaster or emergency. To coordinate damage assessment activities, presidential declaration requirements and facilitate Damage Assessment Reports and Project Applications. To coordinate and administer the state's Public Assistance, Individual Family Grant and Hazard Mitigation Programs.

SITUATION AND ASSUMPTIONS

Recovery from a disaster or emergency involves actions and resources from local jurisdictions to return the situation to normal, or as near pre-disaster conditions as possible.

In the event a major disaster occurs or an emergency strikes the State, affected jurisdictions shall require assistance and support in recovering from the damage and destruction caused by the event. Under certain situations the federal government shall provide support to recovery operations in restoring public property, critical services, and where applicable, assistance in the restoration of private property.

Damage assessment teams shall be required to collect damage information following a disaster. Such information after confirmation shall provide the basis for further action by the Governor, County Commissioners or Mayor.

Hazard mitigation projects may also be initiated by local jurisdictions to enable immediate and long-term hazard mitigation measures to be implemented following a Presidential Disaster Declaration.

The County Commissioners, Mayor, or Chief Executive of an NGO will appoint an applicant agent to represent their jurisdiction in working with the state and federal officials in maintaining the necessary financial documentation.

DIRECTION AND CONTROL

OEMA through the Operation/Recovery Branch is the lead state agency to coordinate support and assistance for recovery operations throughout the State. The Governor's Authorized Representative (GAR) shall represent the state with the federal government or other organizations responsible for recovery operations. The state GAR will work with the county or city through the Mayor's or County Commissioners designated representative.

CONCEPT OF OPERATIONS

Recovery operations shall be carried out in conformance with state and federal regulations governing disaster assistance programs.

If directed by the appropriate authority recovery operations shall revert to preparedness, response, or increased readiness phase.

All agencies must insure that proper documentation and records are maintained throughout recovery operations.

Both County and City government must be prepared to continue recovery operations until all actions have been completed. Recovery operations may continue long after the emergency response workers have left the scene.

As part of the recovery process, the county and city government should conduct Hazard Analysis and Vulnerability studies to determine if the jurisdiction can benefit from mitigation measures.

In the event of a threatened or impending emergency or disaster, the County Commissioners or Mayor of a city, or their designees may declare that a state of emergency exists in accordance with ORC 5502.

Federal Response Plan Disaster Field Office (DFO)

- If the Federal Response Plan is activated by a Presidential declaration a Federal Coordinating Officer (FCO) shall be appointed. The FCO shall work with the State Coordinating Officer (SCO) to identify needs and support requirements, and coordinate the requirements with the Emergency Support Functions.
- An Emergency Response Team (ERT) Advance Element, followed by a fully staffed ERT, shall deploy to the field to conduct response and recovery operations. When fully operational, FEMA's regional level response structure shall consist of the FCO supported by the ERT in the DFO. Emergency Support Functions (ESFs) shall deliver response and recovery operations in the field.
- The Federal Response Plan utilizes a functional approach to group the types of federal assistance under fifteen Emergency Support Functions (ESFs). The fifteen ESFs serve as the primary mechanism under which federal response assistance shall be provided to Ohio.
- State and local governments shall maintain direction and control of disaster response operations. Federal assistance is to supplement state and local response operations and shall be provided based on state identified requirements and priorities.
- Each ESF desk in the EOC shall establish a liaison to work directly with its state counterpart to identify state resource requirements. These requirements shall be

communicated to the FCO, who shall work with the ESFs, to ensure coordination of available resources.

- A Primary Joint Information Center (JIC) staffed with public affairs representatives from federal and state governments shall be established. The center is to ensure the coordinated, timely and accurate release of information to the news media and public.

ADMINISTRATIVE SUPPORT

Administrative support shall be provided by state government cabinets or agencies which have been tasked to assist in recovery operations. Available OEMA administrative support shall be utilized where appropriate.

GUIDANCE PUBLICATIONS

Public Assistance Guide, FEMA 322

Public Assistance Program State Administrative Plan

Hazard Mitigation Grant Program State Administrative Plan

Post-Disaster Hazard Mitigation Planning Guidance For State and Local Governments, FEMA 1990.

Individual Family Grant Program State Administrative Plan

Public Assistance Debris Management, FEMA 325

ANNEX O

TRAINING AND EXERCISING

Primary Agency Butler County Emergency Management Agency

Support Agency Butler County LEPC

PURPOSE

The purpose of training and exercising is the demonstrated assurance that every individual involved in disaster operations is adequately prepared to accomplish assigned tasks, operating in the framework of a responsive, efficient, and effective organization.

SITUATION AND ASSUMPTIONS

Trained, knowledgeable personnel are essential to the successful execution of a plan. Disasters, natural or man-made, occur at unpredictable time intervals in every part of the state. Therefore, a continuous state of preparation must be maintained. The key to the preparation is pre-disaster training for each individual assigned an emergency disaster mission.

DIRECTION AND CONTROL

Butler County EMA and the Butler County Local Emergency Planning Committee is responsible for insuring that all local agencies are adequately trained to carry out their disaster response and recovery missions and for conducting competent tests, drills and exercises.

CONCEPT OF OPERATION

Training may be conducted in two phases.

The first phase consists of that training required to qualify all agencies and organizational elements of local governments assigned a support mission in disaster operations within the County. This training will be tested at organizational level to assure acceptable performance capabilities. A minimum of one simulation exercise per year at the local level provides guidelines for further training, determining areas for training revision, and provides input for annually updating of the plan and standard operating procedures.

The second phase is the requirement for recurring or refresher training. The requirement may stem from frequent turnover in personnel as well as the generally accepted need for periodic refresher training to prepare for non-routine operation.

Each governmental organization involved in disaster response is responsible for developing a training program tailored to its specific needs as well as evaluation of the program to assure attainment of an acceptable level of preparedness. A program of exercises and tests provides evaluations of emergency operations, identified areas requiring further training, and provides

input for periodically updating of both emergency operations plans and standard operating procedures.

The test and exercise program established at the local level should realistically be based upon existing factors of experience, capability and available resources, but should project annual training and exercise plans to assure progress to higher levels of readiness.

Local jurisdictions should conduct a recurring schedule of tests and drills of various functional elements of the local emergency operations plan, repeating those tests and drills as necessary, especially when the results indicate a need for further practice, insufficient resources and/or corrective actions. As a local goal, when the outcome of the regular schedule of tests and drills indicates that local emergency management systems are ready for it, there should be a comprehensive exercise of emergency operations conducted on at least an annual basis.

Training will not be limited to the Preparedness Phase but will also be conducted during the Response and Recovery Phases depending upon the need.

ORGANIZATION

Federal Government

The FEMA Regional Administrator shall, upon request, provide technical assistance as allowed under law. Such assistance may include:

- a. Staff training, workshops, and seminars.
- b. Disaster assistance exercises.
- c. Program evaluation.

(NOTE): Agencies requiring such assistance shall make their request of the OEMA Field Coordinator, for submission to the OEMA State Training Officer.

State Government

Ohio EMA

Serves as the lead department for emergency and disaster training matters.

Establishes general emergency training objectives, and provides guidance and assistance to State departments and local governments.

Arranges and coordinates the conduct of State-level, multi-department training exercises.

Provides instructions for the submission of training reports and maintains data on training programs.

Maintains liaison with Federal agencies involved in Civil Preparedness training programs.

Local Government

Develop overall jurisdictional emergency training policies and goals, and provide support and assistance to training and exercise programs.

Assure the conduct of necessary training by units of local government and private organizations providing emergency services to the community.

Assist, encourage and cooperate in training programs and exercises conducted by local private organizations as appropriate.

Maintain training records and assure required qualifications are current.

Provide qualified individuals to attend training courses offered by State, Federal, and private organizations to the degree practicable.

Notify the appropriate state agencies of any training problems and request information and assistance when deemed necessary.

ADMINISTRATIVE SUPPORT

Each unit of government will have to help develop its own training support staff.

Augmentation and training of emergency organization will be carried out under guidance set forth in CPG 1-5 "Objectives for Local Emergency Management."

ANNEX P

DONATIONS MANAGEMENT

PRIMARY AGENCY:

SOCIAL SERVICE AGENCIES/NON-PROFIT/FAITH-BASED PARTNERS

SUPPORT AGENCIES:

Primary Agency Social Service Agencies/Non-profits/Faith-based Partners

Support Agencies American Red Cross (ARC)
Community Organizations Active in Disaster (COAD)
Voluntary Organizations Active in Disaster (VOAD)
Butler County Health District
Butler County Emergency Management Agency

PURPOSE

To establish a working strategy on how to properly channel unsolicited donations from concerned groups or citizens during the aftermath of a catastrophic disaster or emergency situation occurring in Butler County.

SITUATION AND ASSUMPTIONS

Situation

Butler County is subject to many types of occurrences that create the potential for a major disaster (see Hazard Mitigation Plan).

Disasters have the potential to trigger large amounts of media coverage which can overwhelm the abilities of volunteer agencies to coordinate and control donated goods and services.

The management of unsolicited goods and services is crucial to an efficient relief and recovery operation.

Local Government acknowledges the outpouring of donations can overwhelm the ability of volunteer organizations to be effective responders.

Local Government has the responsibility in a catastrophic disaster to respond to offers of unsolicited donated goods or services in order to ensure an efficient relief and recovery operation.

Assumptions

Unsolicited donations of goods and services potentially could come in from around the state, the country or the world, should a catastrophic disaster affect the city/county.

In a disaster, local government and local volunteer groups and agencies may be adversely

effected and may not be able to cope with a sizable flow of donated goods and services.

Goods may be donated that are not needed by disaster victims or responders. Receiving and sorting unneeded goods or services waste valuable resources, disposing of large quantities of unneeded goods can be a lengthy and costly process.

In some cases the amount of donated goods and services may be more affected by the media attention the emergency situation receives than the magnitude of the disaster.

Most personal donations are given with little expectation of return other than the personal satisfaction of giving. However, some donations and services may be unusable, have “strings attached” or not really be donations at all. They may:

- Be given with an expectation of compensation, publicity, or tax write-off.
- Be items that are out-of-date (i.e. expired food stuffs or pharmaceuticals) unusable (broken furniture, dirty or torn clothing) or unsuitable (food that requires refrigeration, winter coats in August, etc.).
- Be provided illegally as a ruse in a fraudulent process to obtain money from disaster victims.
- Be offered at a “discount” to disaster victims, with no real savings.
- Be offered in limited quantity as a deception to simply show an “association” with government or disaster relief as a basis for future advertising claims.

Donated goods may arrive in an area day or night without warning. Upon arrival, delivery drivers will want to know where they should off-load their cargo and will most likely expect personnel to be provided for unloading.

Donations will frequently arrive unsorted and with minimal packaging and markings. Donations may be packed in boxes, crates, barrels, garbage bags, pallets or bins.

Cash donations allow responders flexibility to address the most urgent needs and serves to stimulate the local economy and eliminate the logistical problems associated with in-kind or tangible donations.

Donors may want to:

- Know what is needed in the disaster area—cash, goods, and/or services.
- Know how they should transport their donation to the local area, or if there is someone who can transport it for them.
- Earmark their donation for a specific local group or organization, such as a church,

fraternal society, or social service agency, or want to know to whom, specifically, received their donation.

- Have their donation received by a local official and/or receive a letter of appreciation or public recognition.
- Want to be fed and provided with lodging if they are providing volunteers.

Disaster victims may:

- Desire immediate access to donations before they are sorted and ready to be disseminated at appropriate distribution points.
- Believe that the donations have not been or are not being distributed fairly if they do not have information on the process of distributing donations.
- May have unmet needs which can be satisfied by additional donations.

CONCEPT OF OPERATIONS

General

Local Government does not intend to supervise the process by which donations are collected. Voluntary agencies are considered the primary recipients, managers, and distributors of donated goods and services. However local government has the ultimate responsibility for managing disaster response and recovery.

The City/County will stress to the donor the preference for cash donations; however, if the donor wants to donate an in-kind good, local government will provide a system to connect the donor with the organization needing that particular donation.

The organizing, managing, coordinating, and channeling of donations and services of individual citizens, volunteer groups, private sector organizations and others not included in the formal response structure, must be carefully monitored. Due to donor response being sometimes overly generous during emergencies, an excess of certain resources and shortages of needed items may occur. Standard Operating Procedures should include methods of receiving and managing donations and services

The ultimate goal for local government in managing donated goods is to prevent transportation arteries from becoming clogged, prevent voluntary agencies from being overwhelmed with donations, and to prevent worthwhile materials and goods, donated out of kindness, from being unnecessarily destroyed.

The goals in donation management are as follows:

The Donations Coordinator (DC) will determine, with advice and consultation from support agencies, what the areas and categories of greatest need for donations and

services are.

Work with Public Information (ESF-15) to communicate clearly and effectively to the public that unsolicited goods should not be shipped directly to the disaster site; mass quantities of unneeded items serve to clog transportation arteries that are already seriously stressed.

With the advice and consultation from support agencies, publicize items that are needed during the disaster and provide a hotline for those seeking to donate.

Working with support agencies, maintain a complete database to assure: prompt response to donors; prompt allocation of donations; and tracking of donations until it is received by the disaster victim or response agency.

Organizational Strategy: Donations Management

The EOC Operations staff will determine the level of staffing needed based upon the level of donations activity. The DC will advise EOC Operations Staff about activities' levels and staff, space and other requirements.

This plan is designed for a very large or catastrophic disaster; however, donations management on a lesser scale is necessary when smaller disasters result in small to moderate amounts of donations. Donations management flexibility is necessary to appropriately address these situations. Three phases of donations management, each suited to the particular scope of the disaster, allows the necessary flexibility. These phases are as follows.

Donations Management - Phase I: This phase will be used in disasters that are small, limited or localized in nature. Donations are few and sporadic. In this phase, the DC or an Emergency Management designee, would handle any matters regarding donations or provide donations management guidance to Emergency Management Director if necessary.

Donations Management - Phase II: This phase is for disasters that range from small to large. A state declaration and a federal declaration of a disaster are very possible. Donations activity is significant but does not require activation of most donations components contained in this plan. One to several people can manage donations. They will use some of the components of this plan and combine others into one or two functions or positions. See below for a brief description of Phase III operations.

Donations Management - Phase III: This phase is for very large or catastrophic disasters or disasters that generate a great amount of media attention or public interest.

The DC coordinates all volunteer and donations efforts.

The DC in consultation with the Emergency Management Director and the EOC will determine which phase to activate.

During activation of the EOC, the Donations Coordination Team (DCT) will serve as the liaison to the EOC from the Donations Coordination Team. The DC will:

Represent and speak on behalf of donations policy in all EOC decisions;

Communicate all policy decisions to the team;

Represent the team in all EOC coordination issues;

Work with the Public Information Officer to produce appropriate news releases;

Communicate needs identified in the EOC to the Needs group;

Communicate and coordinate with the Ohio EMA Donations Coordinator, and chair all coordination meetings with DCT.

The Red Cross in Butler County will organize, manage, and coordinate the donations of goods and labor offered by individual citizens, organizations and volunteer groups during the emergency. The Red Cross in Butler County will coordinate with the EOC Resource representative in order to set up toll-free hotlines and create donations databases in the EOC.

Individuals and companies wishing to donate cash contributions will be directed to a listing of volunteer organizations assisting emergency victims that accept these contributions.

Unneeded or unacceptable goods may be stored, used for sale at stores operated by voluntary organizations or disposed.

Donations offered by other states during presidential emergencies will be coordinated through state donations management in the Ohio EOC to donations management organizations in local jurisdictions.

Planning Considerations

Other components that must be considered as the Donations Management operation is established are as follows:

- 1) Administration
- 2) Risk management
- 3) Receiving and unloading
- 4) Materials handling
- 5) Storage
- 6) Shipping
- 7) Accountability
- 8) Security

Donations management officials should have expertise in planning and training in these components, to include ICS-100, ICS-200, IS-700a and IS-800b.

Facilities should be established early for staging and/or warehousing anticipated donated items. A staging area should be established to receive, sort, organize, repackage if necessary, and temporarily store donated items and other goods. This staging area will also act as a loading point for transportation of donated goods to Distribution Points where the effected community can pick them up.

Distribution points are typically located in proximity to areas where those effected by the disaster will be.

The DC will work closely with ESF-1. Transportation schemes will be developed in the State Emergency Operations Center and the local EOC. Critical needs items should not be delayed. Other less critical items if designated and belonging to a voluntary agency should be allowed to proceed to their destination. Pending special direction by local government, voluntary agencies expecting relief items they have solicited, purchased, or for which they have coordinated delivery should be allowed to immediately direct their shipments to their own established facilities. These goods should be treated like other shipments of goods being directed to the disaster area with specific and urgent missions.

Drivers should have contact with personnel at their destinations and should be carrying support documentation. Sponsors of designated goods should also be responsible for recruiting labor to unload their shipments. Shipments of designated relief goods should be well marked with the name of the voluntary agency.

State control over traffic traveling to the disaster area will affect vehicles shipping relief goods. Control/check points can be used to regulate trucks entering the disaster area through inspection of the cargo manifest and to check to see if the shipment is needed and expected by a particular voluntary agency. Trucks will be expected to have name and contact information for recipients of the shipment. The State may direct relief good shipments to a particular staging or distribution areas. Escort support may be needed.

Bulk distribution refers to items that are acquired in bulk or large quantities and given to disaster victims. Examples of food may include ice, water, canned goods, dry goods, grains and fresh produce.

Examples of items may include toiletry items, first aid supplies, work gloves, cleaning supplies, clothes, and essential household items such as dishes, pots, pans, lanterns, water containers, blankets, cots, linens and tents. The system for bulk distribution must be coordinated with donations management because bulk distribution largely relies upon donated goods to sustain itself.

Distribution sites, and to a lesser degree staging areas, are the prime locations for bulk distribution items. There are various methods for physically handing over bulk items to people in a disaster area. The best method for doing so should be determined by the current situation and the agencies assigned to bulk distribution. The State and the DC will help coordinate bulk distribution and donations management operations.

Phone Bank

Consideration should be given to providing the capability to handle a large number of donor phone calls during and after a disaster. This will ease the potential amount of telephone traffic flowing into government agencies and the EOC.

Calls can generally be classed into four types:

- 1) Donors providing a donation, starting a “drive”, or wanting to know how best to donate.
- 2) Vendors wanting to provide services or materials at a reduced cost to the disaster victim.
- 3) Drivers, en route to the disaster area, desiring to know where they should deliver their cargo, and who will off-load it?
- 4) Persons, including disaster victims, seeking disaster related information.

Unmet Needs

During the recovery process, after all the disaster relief organizations, state and/or federal government have provided monetary and other assistance to disaster victims, there still may be individuals and families who, for various reasons need additional help in recovering from the disaster.

It may be beneficial to establish a Long-Term Recovery Committee. This committee is a group of representatives (generally from community based relief organizations, established disaster relief agencies, clergy, council of churches, local foundations, local business, etc.) who meet to consider individual cases where the victims’ needs are significantly greater than the assistance already provided.

An “unmet needs request” is submitted to the committee by an “advocate agency” for that particular unmet needs case. Once the advocate agency has submitted the request, that agency will present the individual case to the committee. The committee will review the case and decide whether his or her agency can provide additional assistance on top of what has already been provided.

Actions to be taken by Operating Time Frames

Mitigation

1. Primary and support agencies will work to develop and maintain a list of available support services.
2. Primary and support agency personnel will participate in disaster operations training, including training in donations management.

Preparedness

- Create and maintain a database for managing available resources and donations.
- Develop a mechanism by which to control transportation of goods into the city/county and transportation to the Staging and Distribution areas.

- Pre-develop or maintain a list of known items needed for each type of risk.
- Develop plan for proper disposal of unwanted/unused items. Review what was disposed of last time and determine if the waste could have been minimized.

Response

- Activate plan and notify all voluntary agencies of activation.
- Contact DCT members and place on stand-by.
- Activate the phone bank and other local or “800” numbers.
- Maintain records of expenditures and in-kind donations received.

Recovery

- Start drawing back response operations and initiate the preparations for demobilization.
- Continue the hotline and warehouse/distribution operations until needs are met for all disaster victims.
- Work with the Long-Term Recovery Committee to assess continuing needs of agencies involved in recovery and work with PIO to communicate those needs.

Demobilization

Throughout the disaster the Donations Management operation will be gearing up or winding down. As calls for donations begin to come in less and less, hours will naturally be reduced. As donations drop off, the large reception center can be closed and consolidated with the staging areas or even the distribution centers. It is important, however, not to "dump" unwanted useless items on to the distribution centers.

As demobilization gets well underway survey the inventory and determine where items can be used most quickly and efficiently. If an item is unwanted or unneeded evaluate whether the item is worth storing for the future or if proper disposal is best. Additionally, remember that just because a disaster relief organization cannot use the item, it does not mean the item is unusable.

ORGANIZATION AND ASSIGNMENT RESPONSIBILITIES

SOCIAL SERVICE AGENCY/NON-PROFIT/CHURCH GROUP:

- Review and assess damage information to establish priorities of supplies.
- Implement procedures and staff a telephone call in point for information concerning volunteers and donations of goods.
- Coordinate the warehousing and distribution of donated durable and non-durable items, including food.
- Coordinate with private and public agencies to receive donated items.
- Arrange for distribution of goods.
- Keep an accurate accounting of the flow of goods from donors to recipients.

- Provide a liaison between the EOC and donating agencies.
- Provide EOC with donations status and availability.
- Coordinate with the Public Information Officer for the development of public information announcements including providing instructions for private individuals and groups desiring to donate items or services, and location of distribution points for pick-up of donated goods by victims.
- Review and revise priority area designations as needed.

Butler County Emergency Management Agency:

- The EMA Director, or appropriate designee, will appoint a Donations Coordinator and the Donations Coordinator Team to work in the EOC.

Butler County Health District:

- Coordinate with this DC regarding inspections of food donations.

Voluntary Organizations Active in Disaster (VOAD) and Community Organizations Active in Disaster (COAD):

- Coordinate with member organizations to determine disaster related needs/resources.
- Coordinate post-disaster meetings to assess ongoing and unmet needs.

Ohio Emergency Management Agency:

- Works with the Statewide Volunteer Coordinator to assess the need for donations management and work with the Voluntary Organizations Active in Disaster (VOAD) organization to provide assistance.

Federal Emergency Management Agency:

- Assisting with the Donations Coordination Team and Donations Coordination Center.
- Assisting with technical and managerial support.
- A national network of information and contacts to assist donations specialists.
- Providing donations management software and communications support.

DIRECTION AND CONTROL

For incidents that have reached an emergency classification overall direction and control will be from the EOC, however, the DCT will staff the EOC, including the position of Donations Coordinator.

When a major emergency occurs, normal operating procedures will be altered as necessary to ensure adequate direction and control.

CONTINUITY OF GOVERNMENT

The line of succession for the Donations Coordinator is as follows:

1. Volunteer Agency Donations Coordination Team Leader
2. Office of Emergency Management staff member

ADMINISTRATION AND LOGISTICS

Record Keeping

Federal resources will be needed to execute this donations management plan. Donations Coordination Team Requests for Federal Assistance (RFAs) are likely. The costs of RFAs are split among Federal, State and local government. The proportions of cost sharing vary. Typically the Federal share of the cost is 75%. When such RFAs are needed, the Donations Coordination Team will develop an RFA based upon policy, operational needs and available Federal Resources. The Donations Coordination Team Leader will endorse the RFA and forward it on through Ohio EMA chain of command for processing.

Records of purchases, rentals, agreements, loans, etc., will be maintained, organized and monitored by the DCT.

Each agency is responsible for maintaining its own records of expenditures for later reimbursement.

Operational Equipment Supplies and Transportation

EMA will provide "normal" amounts of office supplies to personnel of other agencies assigned to work in the EOC and the Donations Coordination Center. Unusual or extraordinary amounts must be secured by the individual organization.

The EOC has been adequately equipped to meet the needs of the procedures outlined in this ESF. If the equipment or physical capabilities of the EOC are not sufficient for a particular organization to meet its mission, this fact will need to be brought to the attention of the EMA Director.

Each organization is responsible for furnishing its own transportation requirements for direction and control activities.

Logistical Support

Logistical support for the Donations Coordination Center must be coordinated through the Donations Coordination Team Leader.

DEVELOPMENT AND MAINTENANCE

This Annex was developed by the Butler County Emergency Management Agency with the supporting documentation developed by American Red Cross, FEMA, Ohio EMA and the participating departments/agencies.

This Annex will be reviewed and updated annually by the Butler County Emergency Management Agency.

Tests, exercise and drills will be conducted regularly. The results of these activities will be incorporated in this Annex when so indicated.

REFERENCES

FEMA: FEMA 278, Donations Management Guidance Manual.

American Red Cross: In-Kind Donations Information Packet, ARC 4039D, (May 2005).

American Red Cross, Gifts of Goods & Services for Disaster Relief Volunteers Brochure

American Red Cross: Local Disaster Volunteers, ARC 30-3054 (September 1999).

American Red Cross: Disaster Services Spontaneous Volunteer Management, ARC 30-3054, Annex M (July 2003).

American Red Cross: Coordinator of Disaster Volunteers, ARC 30-3054 Annex L (November 2000).

ANNEX Q

HAZARDOUS MATERIALS

Primary Agency	Butler County Fire Departments
Support Agencies	Butler County Emergency Management Agency Butler County HazSWAT Butler County Hazmat Team Butler County Police Departments Butler County Sheriff's Office Local Elected Officials

PURPOSE

The purpose of this Annex is to identify the chemical emergency response and preparedness activities within Butler County as well as support ESF#10- Hazardous Materials. This Annex is developed in accordance with Ohio Revised Code Chapter 3750, as amended and per the rules adopted by the State Emergency Response Commission (SERC). This Annex establishes the roles, procedures, and inter-organizational relationships under which county officials, department heads, and private organizations shall operate in the event of a hazardous materials incident. It is supported by individual agency standard operating procedures that address specific operational concepts. These procedures and activities should decrease the threat to the public's safety and the environment resulting from a release of a hazardous material.

Basis of the Plan - The plan was developed by the Butler County Local Emergency Planning Committee (LEPC) utilizing the guidance established by the National Response Team (NRT) and the State Emergency Response Commission (SERC). With this support, the LEPC conducted a capability assessment to determine the county's ability to prepare for and respond to a hazardous materials incident. The LEPC also reviewed various plans and standard operating procedures (SOPs) to understand what response mechanisms are already in-place. And finally, the LEPC conducted a hazard analysis which identified the potential sites from which a release could occur, and what would be the possible impact of such a release. These steps are the basis for completing this Annex.

SITUATIONS AND ASSUMPTIONS

Situations

Extremely Hazardous Substances (EHS) and Hazardous Substances (HS) are commonly used and transported within Butler County; hence incidents may occur that involve EHS as the result of natural disasters, human error, or by accident.

General Fixed Site Risks. There are 173 EHS sites and 378 HS sites located within Butler County. Since January 2005, there have been approximately 70 reported incidents involving the release of EHS or HS materials in Butler County. Information

about individual sites having an EHS is included in this Annex. That information is maintained in the offices of the Butler County Emergency Management Agency, located at 315 High Street, Suite 670 Hamilton, Ohio 45011.

General Transportation Risks - Many routes throughout Butler County are used for transportation of EHS and HS materials. These various routes pose a potential threat as a site of a hazardous material transportation accident/release. Transportation in Butler County may be accomplished by truck or automobile on roadways; trains on the railroads; aircraft flying over the county, or landing and taking off at either of the two airports in the county.

Pipeline Risks - The County has five (5) pipelines traversing, starting, or stopping within its borders. These pipelines carry natural gas on a regular basis.

Weather Considerations. The weather conditions at an accident/release site will vary on any given day. However, weather might place unusual constraints on the mitigation and control of an accident/release. The incident commander must consider the impact of weather on his operation when making decisions concerning the approach to be used at an accident/release incident.

Time of Day Variables. The population of Butler County moves and concentrates in various patterns according to the time of day and day of the week. Many residents commute out of the county to their jobs during early morning hours and can be found on the highways commuting back into the county in the afternoon and early evening hours. Concentrations of youth will likely be found at school buildings in the daylight hours. Shoppers will concentrate at shopping areas from midday to early evening. There may be large concentration of persons at special events such as the county fair or other large festivals in the county. These facts must be taken into consideration when the incident commander determines his approach to an accident/release.

Assumptions

The existence of hazardous materials provides the potential for a release of a substance into the air, land, or water at any given time in the county. The release hazard can impact the citizens located in the vulnerable zone of each fixed facility.

This County has the capability to make protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.

Protective action recommendations during an incident may include in-place sheltering, evacuation, and notification of contaminated food stuffs or water supplies.

The amount of lead time available to determine the scope and magnitude of the incident will impact the protective action recommended.

In the event of a serious incident, many residents in the vulnerable zone might choose to evacuate spontaneously without official recommendation. Many might leave by way of routes not designated as main evacuation routes. Some might not evacuate at all from the hazard area.

A transportation incident can require the evacuation of residents at any location within the County. The most common type of transportation incident is the crash of a truck carrying EHS or HS materials, usually resulting in a small- to-moderate release of fuel oil or gasoline.

EHS's entering the sewage or drainage systems can necessitate the shutdown of sewage plants, which can result in the release of untreated sewage.

Wind shifts can occur that result in re-designating protective action measures. The average winds in the County are from the southwest at 3-5 mph. Spring floods and winter storms commonly impact most of the County, and might affect response efforts.

The resources of the County might need to be augmented by the state and/or the federal government, either separately or in combination, to cope with the situation. They will act under the direction of the Incident Commander (IC).

This Annex will provide for a coordinated response between the spiller and their plan(s), the state/federal governments and their plans, and the local response forces.

CONCEPT OF OPERATIONS

Phases of Emergency Management

Mitigation

- a. The Butler County LEPC is conducting ongoing Hazard Analysis for the EHS and HS facilities in the county. When completed, these Analyses are maintained in files located at the LEPC office, 200 North F Street, Hamilton, Ohio.
- b. Most Townships in Butler County have implemented zoning and land use laws that include controls on locating EHS and HS sites in or near residential communities.
- c. Butler County has adopted and enforces the Ohio Basic Building Code. The Building Inspections Department also enforces applicable standards of the Ohio Fire Code and the National Fire Prevention Code.
- d. The fire departments of Butler County carry out fire safety inspection and enforcement actions. The frequency of these inspections is dependent upon department staffing and funding, so there is a wide variation in the level of enforcement throughout the county.

Preparedness

- a. Mutual Aid Agreements - (As per 3750.04 (A) (10)) All fire departments in Butler County subscribe to a county-wide mutual aid pact. This pact covers all hazards faced by all departments. In addition, departments that are located at the county boundaries have initiated mutual aid pacts with departments from adjoining communities.

b. Training

(1) Training Goals - The County's emergency response personnel train to meet the required standards in accordance with SARA Title I, Section 126. The minimum level of training for emergency response (Fire, EMS, and Law) personnel in the County is Hazardous Materials First Responder - Awareness Level. The County's Fire Department Chiefs (and others as needed) all receive and maintain Incident Command training. Medical personnel shall train to meet at least the Awareness Level standard. Facility personnel shall train under their own authority and guidance. Other personnel in the County, if involved in a response, will have had Awareness Level training before being part of a response to a hazardous materials response.

(2) Training Levels - In accordance with OSHA standards, each employer shall maintain appropriate documentation of his/her personnel's training.

(3) Training Sources

(a) The county has instructors qualified to teach Awareness Level classes within the County. These instructors can teach these courses when needed and are arranged by contacting the LEPC.

(b) The State Fire Marshal's Outreach Program provides training to be taught within the County at the County's request. These courses are designed primarily for County and Facility personnel alike.

(c) The Ohio Fire Academy provides specific courses for Hazardous Materials. They include courses such as Chlorine Emergencies, Pesticide Challenge, and Chemistry of Hazardous Materials. Employers send their people directly to the academy for this training in Reynoldsburg, Ohio.

(d) The Ohio Emergency Management Agency (Ohio EMA) teaches the FEMA approved Hazardous Materials Contingency Planning course, and provides instruction on conducting Hazard Analysis, exercising emergency plans, and other basic emergency preparedness courses. Course schedules are provided to the County EMA Director, and the courses are available to all involved in emergency planning and response in the County.

(e) The Federal Emergency Management Agency (FEMA) provides, through Ohio EMA's training office, eleven "Workshops for Emergency Management". These are workshops that can be taught in the County by County or State personnel. FEMA also has emergency planning and response courses available at its Emmittsburg, Pennsylvania training academy.

(4) Training Program

(a) At the request of agencies or facilities, the LEPC will coordinate the presentation of training for HS response. Most classes are free of charge.

All classes are open to all agencies and all facilities. The availability of these classes and this coordination service is made known regularly throughout the year by mailings and announcements at public meetings.

(b) The Butler County Fire Chiefs Association annually conducts county wide fire training that includes courses on EHS and HS response.

Response

a. Initial Notification- Notification and Warning procedures are described in ESF #2 (Communications)

(1) Reports of incidents will usually be made by telephone or radio, to the Butler County Communications Center. Facility operators or transportation haulers involved in an EHS or HS release are required to make notification within 30 minutes after receiving knowledge of the release. The spiller is required to notify the local fire department, the LEPC and the EPA. The following information will be required in the initial report:

- (a) Location of the release
- (b) Chemical name or identity and if it is an EHS or not
- (c) Estimate of quantity released
- (d) Time and duration of release
- (e) Environmental medium in which the material was released (air, water, soil, other)
- (f) Known or anticipated health risks
- (g) Precautions to take
- (h) Name and number of the person to contact for more information

The person(s) receiving the initial call will utilize the form in Tab 1 to document the spiller's notification. Each person will attempt to acquire all of the above information. The jurisdictional fire department will then be notified by the Communications Center to verify it has been alerted. The information collected will be relayed to initially dispatched units. If a person other than defined above receives the initial call, this person will immediately notify the Communications Center and provide as much information as possible. The Communications Center will ensure surrounding planning Districts are notified should the release have the potential to impact them.

(2) The Communications Center will alert responders to the incident (the local fire department), the EMA Director on behalf of the LEPC, and the Ohio EPA if deemed necessary and control communications during the incident.

(3) The Communications Center will notify additional persons and other agencies, as requested or prescribed by SOP.

(4) The EMA Director will cause notification of EOC staff, Elected Officials, other Public Officials or agencies as is appropriate for the situation.

b. Approach to the Incident Scene

(1) Dispatchers should provide initially dispatched units the information received from the initial call and the current winds for the area. En route units will take a route to the incident that will allow them to approach upwind of the incident. The first on-scene agency will cautiously approach and from a safe distance confirm the hazards involved. Dispatch will be kept informed as to the identification of the hazards or lack thereof. If the first persons at the scene are not the Fire Department, the first unit arriving on-scene will notify the appropriate Fire Department, and advise them of the situation. No approach to the actual incident site will occur without proper protective clothing and decontamination support.

c. Conducting Initial Scene Assessment and Establishing a Command Post.

(1) A command post will be established and size-up of the situation should be made to determine the potential impact to the community and the environment. The command will initially be managed by the senior fire officer or firefighter at the scene or if none, the senior public safety officer at the scene. It will be identified by a green flag and/or flashing light. The on-scene units will then utilize all available tools (such as CAMEO or trained agency personnel such as Hazmat Teams) to complete the initial size-up. The Incident Commander will gather and complete the Initial Notification Form and then assign a level of response.

Level I - Potential Emergency Condition: An incident which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

Level II - Limited Emergency Condition: An incident involving a greater hazard or larger area that poses a potential threat to life or property that may require a limited evacuation of the surrounding area.

Level III - Full Emergency Condition: An incident involving a severe hazard or a large area, that poses an extreme threat to life and property, and will probably require a large scale evacuation; or an incident requiring the expertise or resources of county, state federal or private agencies and/or organizations.

d. Protective Actions for the Public

(1) As the incident level is determined, the Incident Commander will implement an appropriate public protective action based on the hazards and the weather conditions. Depending upon the seriousness of the

incident, protective actions could include in-place sheltering, evacuation, and notification of contaminated food or water supplies.

e. Communication between Responders

(1) On-scene radio command at hazardous material incidents will be handled by the Butler County Communications Center and the response agencies. Radio traffic will be relayed to the Incident Commander at the integrated on-scene command post. The Incident Commander will periodically update all agencies present at the command post and the EOC, when activated.

(2) Support agencies will communicate with the Command Post by radio and/or telephone.

(3) When activated for a hazardous materials incident, the EOC's communications will be handled in accordance with ESF #2-Communications.

f. Fire Department Methods and Procedures (Also see ESF #4 – Fire)

(1) Responding fire departments will follow the checklist for the Incident Commander.

(2) All fire departments in the county have the capability to conduct an initial assessment of an EHS or HS incident.

(3) All fire departments in the county have the capability to conduct operations at the Operations Level. They can conduct personnel rescue in a contaminated area, containment of small releases, and oversight for clean-up of most releases.

(4) West Chester Township, City of Middletown, and City of Hamilton Fire Departments can conduct operations at the Technician Level. In addition to the above, they can conduct limited chemical agent detection and identification, containment of complex releases, and oversight for clean-up of all releases.

(5) The Butler County Hazardous Materials Response Cooperative (BCHMRC) can conduct operations at the Technician and Specialist level. Emergency Medical Services Methods and Procedures

(6) Law Enforcement Methods and Procedures (See ESF #13- Law Enforcement)

(7) Health and Medical Methods and Procedures (See Annex ESF #8 – Public Health and Medical Services)

j. Response Personnel Safety

(1) Safety Officer Procedures - The Safety Officer will take the necessary steps to reduce the risk of exposure and contamination to first responders. The Safety Officer will implement the appropriate health and safety procedures to include, but will not be limited to Medical Surveillance, Exclusion Zone establishment, and Personnel Protective Equipment Use.

(a) Medical Surveillance - EMT's on the scene will be responsible to monitor the medical condition of all responders at the scene.

b) Establishment of Exclusion Zones - The exclusion zone is the area where contamination does or could occur.

i) All first response personnel entering the exclusion zone will wear prescribed levels of protective equipment. An entry and exit checkpoint will be established at the perimeter of the exclusion zone to regulate the flow of personnel and equipment into and out of the zone. An officer designated by the Incident Commander (IC) will verify that the procedures established to enter and exit are followed. Decontamination procedures will be closely followed to preclude inadvertent exposure.

ii) Any person leaving the exclusion zone will be inspected for potential exposure and held for observation. If required, those persons will be de-contaminated and treated for exposure accordingly.

iii) Personnel Protective Equipment (PPE) - The Safety Officer will, in coordination with the IC, prescribe which PPE is appropriate and will be worn. No personnel without the required PPE will enter the exclusion zone.

a) Level A Protection should be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed.

b) Level B Protection should be worn when the highest level of respiratory protection is needed, but a lesser level of skin and eye protection is required. This is the minimum level recommended for initial site entries until the hazards have been further identified and defined by monitoring, sampling and other reliable methods of analysis.

c) Level C Protection should be worn when the type of airborne substance is known, concentrations are measured, criteria for using air purifying respirators

is met, and when skin/eye exposure is unlikely.
Periodic monitoring of the air must be performed.

(2) Decontamination Methods and Procedures

(a) Decontamination procedures are to be utilized to prevent chemicals from being carried out of the exclusion zone and limit exposure to others. The level of decontamination required will be determined by the degree of exposure or amount of contact with the chemical(s) involved. The County has multiple Standard Operating Procedures for providing decontamination (based on the response agency).

(b) Below is the summary of defined procedures. The Incident Commander, or the Safety Officer, will oversee implementation of this operation.

i) Decontamination Area - At a chemical incident, security perimeters will be established. All personnel leaving the exclusion zone will leave through the decontamination area. Decontamination personnel will monitor and promptly decontaminate all personnel and equipment leaving the exclusion zone. The area will clearly be identified as the decontamination area by safety barrier tape, and a sign, and will be located upwind of incident in the safe/warm zone. The area will be established before any personnel enter the incident site.

ii) Decontamination Personnel - The County has personnel trained within each fire department to operate a decontamination line. These personnel will be suited in appropriate PPE while working on the contamination line. A dedicated EMS crew will be assigned to the line to primarily provide medical observation of the line members. The Safety Officer will determine what PPE is required. The Safety Officer may assign a Decontamination Officer to oversee the decontamination operation.

iii) Decontamination Equipment - A formal decontamination area will be equipped to provide for control of run-off material, storage of contaminated equipment, and medical observation. The needed equipment will be obtained from the local fire department, a mutual aid department or the BCHMRC.

k. Personal Protection of Citizens

(1) General - The Incident Commander (IC) will obtain the resources necessary to contain and control the incident area. The IC will be responsible to determine the impact on the population and take actions necessary to preserve life and property.

(2) Procedures - The following policies and procedures are for the personal protection of citizens potentially affected by a hazardous materials incident. The IC will determine which procedure is applicable to the incident at hand. The procedures include the protection strategies of: in-place sheltering, evacuation, water/food supply protection, relocation, and storm drain/sewage system protection.

(a) In-Place Sheltering - In some cases, advising people to stay indoors and to attempt to reduce the flow of air into a structure might be the most effective protective option. This strategy will be used by emergency responders when it has been recognized that people can not be evacuated from an area prior to the arrival of a toxic cloud.

i) In-place sheltering will be used when it is not feasible to evacuate an area prior to the arrival of the toxic cloud, or when evacuation would put citizens at greater risk than would in-place sheltering.

ii) Warning of the public will be accomplished as described in ESF #2 – Communications and ESF #15 - Emergency Public Information

iii) The IC determines that the toxic cloud has passed a particular location, based primarily on visual observation. In some cases, he will have the resources of the Butler County Hazardous Materials Response Cooperative (BCHMRC) or General Health District to assist in determining this information.

(b) Evacuation - Evacuation can be completely effective in protecting the public if it can be accomplished prior to the arrival of the toxic cloud at a particular location. The effectiveness of evacuation is dependent upon the time required to evacuate an area compared to the time available before the cloud arrives. The responsibility for ordering an evacuation rests with the Chief Elected Official (CEO) of the impacted area. However, the IC may order an evacuation if time and conditions do not permit the CEO to be notified and make timely order. The following concerns will be addressed by the IC when hazardous materials are involved. Annex A EVACUATION will otherwise apply.

(c) Primary and Alternative Evacuation Routes - See Annex A

(d) Deviation from Annex A - The instructions in Annex A are a plan based upon known or assumed conditions. The IC must evaluate his own situation, and make a determination concerning the applicability of the provisions of Annex A - Evacuation. In any case, it might be necessary to deviate from those provisions based on the threat, weather conditions, manpower and other resources available. The IC will make that decision.

(e) All Clear for Evacuation Zone - Based on the observations from the incident scene, air sampling by technicians, and/or the BCHMRC, and/or the Butler County Health Department, the Incident Commander will make the determination of All Clear and that it is safe to return to the evacuation zone. This information will be communicated to the public by contacting the local news media for broadcast of that information.

(f) Shelter and Mass Care - See ESF #6- Mass Care.

Evacuees or others arriving at the shelter in a contaminated state, will not be admitted to the shelter. These persons will be isolated in a pre-designated area, and EMS and decontamination personnel will assist the victims.

I. Emergency Public Information - See ESF# 15 – External Notifications

(1) In most cases, the public will be notified of an EHS or HS incident by the public television and radio broadcast media.

(2) Local schools may also be notified by telephone, by the Butler County Communications Center.

(3) Visually impaired persons will be alerted by the same broadcast media.

(4) Hearing impaired persons will be notified by placement of a TDD call to their residence or place of work if the person has identified him/herself and the TDD phone number to the Butler County Communications Center.

(5) Nursing Homes, Hospitals, Day Care Centers, schools and other places likely to be populated by large numbers of persons will be contacted directly by telephone from the Butler County Communications Center.

(6) Non-English speaking individuals will need to be notified accordingly

(7) In a Chemical Emergency, the timely notification and warning of the general public is imperative. The IC for Level I incidents will designate the Public Information Officer (PIO) and coordinate any emergency public

information. For Level II incidents, the IC will delegate the PIO function to the department PIO or activate the defined County PIO. For Level III incidents, the PIO will be as defined in ESF #15 – External Notifications

(8) The mode of notification during a chemical emergency will be primarily door-to-door when toxic fumes/clouds are not an immediate threat. Public media alerts (EAS, live radio/television interviews, and cable interrupt) will be used in Level II and III incidents. Sirens are not to be used as an attention-getting device. .

(9) News Media Role During the Incident - Media representatives will be treated with respect and directed to a defined media site. All efforts will be given for live camera footage and interview opportunities. However, no media representative will be allowed into either the warm or hot zones under any circumstance. The IC or the PIO will brief media representatives at regular, announced intervals. The senior Law Enforcement official on-scene will direct all media to the defined media site, and instruct them on the IC's intentions. If a Joint Public Information Center (JPIC) is established or the EOC opened, the on-scene media will be assisted in efforts to gain interviews and information without hampering response efforts.

m. Support Service Methods and Operations - The following agencies have been identified as capable of providing various support services during an EHS or HS incident. None of these agencies should be considered to have any level of training or PPE related to hazardous materials. Therefore, these agencies cannot operate in any area that may pose a threat to persons or property, from hazardous materials.

(1) The American Red Cross will assist in Shelter, Mass Care and Feeding tasks. See ESF #6 - Shelter and Mass Care to the Basic Plan.

(2) The Butler County Building Inspections Department will assist with damage assessment responsibilities.

(3) The Butler County RACES and ARES will assist with additional communications needs. See ESF #2 - Communications to the Basic Plan.

(4) The Butler County Engineer's Office will assist in tasks related to public works. See ESF #3 - Engineering, Utility & Public Works.

n. Private Agency Methods and Operations - The County currently has no agreements with private contractors for incident support services. In the event of an incident, it is anticipated that the following services or supplies will be needed from private contractors.

(1) Collection, clean up, and disposal of EHS and HS materials.

(2) Sampling and testing of EHS and HS materials.

o. Ongoing Incident Assessment - Initial Incident Assessment at a fixed facility will be the responsibility of the facility and its qualified personnel. They will promptly establish communications with the IC and provide information regarding the types, quantities, characteristics and spill movement trends. Assessment at a transportation incident will be accomplished by the IC in consultation with the driver, engineer, or applicable contact. The IC will insure that the OEPA is contacted. The OEPA and the Butler County Health Department will monitor the release and assess its impact, both on- and off-site. These agencies will gather and maintain a detailed log of all sampling results. They will advise the IC regarding decisions about response personnel safety, citizen protection, and the use of food and water in the area affected by the release. The OEPA will assist in decisions about containment and clean-up.

Recovery

a. Containment - The initial action plan by the IC will include the use of appropriate containment measures. The plan shall determine if runoff materials should and can be safely contained within operational constraints. Available county containment measures are defined in the Resource Manual. The county is not able to provide containment for EHS and HS incidents. The county will call upon the BCHMRC should additional resources be required. The IC will work with the spiller in providing containment for the incident. As the incident progresses, the IC will assess the need for removing, increasing or altering existing containment techniques.

b. Cleanup and Re-entry - The County will rely upon the Butler County Health Department to monitor and survey the area. Based on consultations with these individuals, the IC will declare when it is safe to return the area to its normal use. This information will be passed along to the public by the acting PIO in a timely fashion. The local Health Department will ensure water supplies and food stuffs are safe for consumption before allowing people back into the area. The Health Department will provide guidance regarding these items through the PIO to the public, as necessary.

c. Disposal Procedures - The county will rely upon the OEPA to oversee the spiller's removal of the contaminants. The IC will coordinate with the OEPA and the spiller to promptly take steps to secure a cleanup and disposal contractor. If the spiller fails to do so in a timely fashion, or if the spiller cannot be determined, the IC will arrange for cleanup and disposal. Costs will be billed to the spiller if known. The County does not have the capability for disposal of hazardous materials.

d. Documentation - The Incident Commander will prepare a report that

summarizes the incident including cause of incident, incident critique, damage assessment, expenditures, and conclusions. Meanwhile, the EMA Director will document actions taken at the EOC, if activated. Dispatchers and any person(s) designated to coordinate communications will prepare a report(s) documenting which communication systems, including back-up systems, were utilized and describe any unusual delays or breakdowns.

(1) The spiller is responsible for documentation of a release. They are to prepare and submit to the LEPC, and Ohio EPA, a report in accordance with ORC 3750.06(D). This will be submitted within thirty (30) days of when the release occurred. The report shall contain updates of the information provided in the original release notification and the following:

- (a) Actions taken to respond to and contain the release;
- (b) Any known or anticipated acute or chronic health risks associated with the release;
- (c) Advice regarding medical attention necessary for exposed individuals as appropriate;
- (d) A summary of all actions taken by the owner or operator to prevent the recurrence of such a release.

(2) The LEPC's Information Coordinator will receive and maintain copies of all completed reports for historical and legal needs. The reports will be used in critiques, for cost recovery, for plan reviews/revisions, or as needed.

e. Critique - The IC will determine when a critique of the incident will be held. All responding agencies will be present to discuss lessons learned. Each agency will also provide to the IC at that time a report detailing its actions for cost recovery and historical record. The LEPC shall receive copies of the above reports to determine if planned procedures were followed or if the plan requires revision. Any revisions made will be documented and submitted to the LEPC's Community Emergency Coordinator for inclusion into the plan.

f. Investigative Follow-Up - The IC will advise the LEPC if an investigation is necessary. The Incident Commander will work with the OEPA and local law enforcement to determine the spiller's liability. This information will be relayed to the LEPC and the applicable legal counsel for the area impacted. The LEPC should then in consultation with the legal counsel determine whether or not to take civil/ criminal action under the law.

g. Cost Recovery Procedures - The Incident Commander will work with the spiller (if identified) to establish a cost recovery procedure. If this is not accomplished, the agencies involved should follow ORC Chapter 3745.13 in recovering costs. If this is not applicable, the LEPC may request reimbursement from USEPA under the Superfund legislation for cost recovery, (40 CFR 310 -

Reimbursement to Local Governments for Emergency Response Hazardous Substances Releases).

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General

Proper response to an incident involving the release of hazardous materials requires the coordinated actions of numerous city and county departments. Rapid communications must be utilized to inform responsible officials of the situation, in order to facilitate decision-making. The following tasks are not intended to be all inclusive or exclusive nor are they presented in order of execution priority. They represent a guide for actions to be taken when a hazardous material incident occurs.

Task Assignments

1. Fire Department

a. The first Fire Department Officer present at the scene of an incident involving the release of hazardous materials will direct the following in addition to the responsibilities and procedures outlined in ESF #4 – Fire.

- (1) Take immediate steps to identify the nature of the hazardous material and report to the Communication Center.
- (2) Initiate appropriate action to control and eliminate the hazardous material.
- (3) Apply appropriate firefighting/spill containment techniques.
- (4) Ensure that no action is taken to flush or wash contaminants into the storm drain system until approval is obtained.
- (5) Determine a safe route into the area and relay to the Communications Center.

b. The ranking on-scene Fire Department Officer will:

- (1) Ensure the Communications Center has been notified of the incident and given all available information requested in Tab 1.
- (2) Confirm that agency notification has been completed and the appropriate local officials are notified as per ORC 3750.06.
- (3) Serve as Incident Commander and ensure the following:
 - (a) Determine response level of incident;
 - (b) Determine which public protective action shall prevail;
 - (c) Establish the hazardous area (hot line, contamination control area);
 - (d) Establish staging areas upwind at a safe location;
 - (e) Designate an evacuation zone, if appropriate;
 - (f) Initiate public notification, if applicable;
 - (g) Request appropriate resources and support services;

- (h) Coordinate all emergency and support activities;
- (i) Rescue any injured persons;
- (j) Maintain overall command of the emergency scene until the hazard is contained or until command can be passed to an appropriate agency.

(4) Establish an integrated on-scene command post.

- (a) Promptly identify the hazardous material and disseminate this information to appropriate emergency forces and citizens in the area of accident.
- (b) Obtain assistance from the Public Health representatives to determine the hazards involved and the proper limits of an evacuation zone, if appropriate.
- (c) Ensure that all department representatives at the integrated on-scene command post are informed of the evacuation zone and of the need, where appropriate, for evacuation.
- (d) Assist police by providing protective clothing and breathing apparatus, if appropriate.

(5) Determine when the zone is safe for reentry.

c. Other arriving departments, personnel, or mutual aid will:

- (1) Respond to the Incident Commander or as directed by dispatch. They will then follow established procedures and ICS within the limits of their training and equipment.

2. Police Department/Sheriff's Office

- a. The ranking law enforcement officer at the scene will report to the integrated on-scene command post and direct the following in addition to the responsibilities and procedures outlined in ESF #13 - Law Enforcement.

- (1) Keep one radio-equipped officer at the integrated on-scene command post until released by the fire official in charge of on-scene operations. Relay information to the Communication Center as may be requested by the fire official in charge.
- (2) Evacuate citizens when requested to do so by the IC. Inform the Emergency Management Agency as soon as possible regarding the evacuation. Request assistance from the Fire Department if protective clothing and breathing apparatus are required.
- (3) Cordon off the incident scene for safety and exclude entry by unauthorized personnel.
- (4) Enforce traffic control in and around the scene of the incident.

3. Emergency Management Agency (EMA)

- a. The senior Emergency Management official notified will based on the response level and the Incident Commander's input, initiate EOC activation, see ESF #5-

Emergency Management to the Basic Plan.

4. Public Works Department

a. The senior department official at the scene will report to the integrated on-scene command post and direct the following in addition to the responsibilities and procedures outlined in ESF #3- Public Works/Engineering.

- (1) Provide material for building dikes to contain liquids and absorb hazardous materials.
- (2) Cooperate with police to establish an efficient detour with the appropriate signs, arrows, and personnel to expedite movement of traffic.

5. County Health Department(s)

a. A county physician will report to the integrated on-scene command post and will direct the following in addition to the responsibilities and procedures outline in ESF #8- Public Health to the Basic Plan.

- (1) Make a medical estimate of the situation, based on the materials involved, and take appropriate actions.
- (2) Direct injured to the proper medical facility capable of handling persons exposed to or contaminated by hazardous materials.
- (3) The appropriate Public Health Sanitarian will report to the integrated on-scene command post to advise on appropriate actions to neutralize or contain the release of hazardous materials.

b. A senior representative of the County's Health Department will report to the integrated on-scene command post and:

- (1) Assist in determining the identity of the hazardous material and establish the type and degree of the hazard involved.
- (2) Provide assistance or advice on public protective actions required.
- (3) Determine the proper method for neutralizing, containing or removing the hazardous material.

6. Water Department

a. The senior department official, when requested, will report to the integrated on-scene command post and:

- (1) Provide information/maps on which water systems could be impacted by the release.
- (2) React to the entry of any pollutant or contaminant into the water supply by shutting off appropriate intakes or switching to alternate sources.
- (3) Cooperate with the Health Department Engineers in actions designed to neutralize or eliminate pollutants that have entered the water supply system.

7. Public Information Officer (PIO)

a. The PIO will disseminate information to the media and the public as outlined in ESF#15- External Notifications to the Basic Plan.

8. American Red Cross (ARC), Cincinnati Area Chapter-
 - a. The Red Cross would be responsible for shelter management as defined in ESF#6 - Mass Care to the Basic Plan. During an incident involving hazardous chemicals when shelters are opened, the ARC will:
 - (1) Determine the hazards involved and their potential impact on evacuees.
 - (2) Will have established areas for separating and handling evacuees who have been exposed and/or contaminated before being transported to an appropriate medical facility.

9. Facility Owners and Operators

- a. Designate Facility Emergency Coordinator (FEC) to participate in the LEPC's planning efforts.
- b. Develop on-site contingency plan in accordance with OSHA 1910.120, which specifies notification and emergency response procedures. Plans should be coordinated with the local Fire Department and the County's Communications Center.
- c. Provide technical support when the LEPC conducts its hazard analysis of the facility.
- d. Initiate emergency notification and written follow-up as outlined in ORC 3750.06.
- e. During a release, provide an emergency response liaison to the Command Post or the EOC, as requested.
- f. Provide a public information representative to work with the incident's PIO for the accurate release of public information.
- g. Work with the LEPC to develop public information packets for the community area falling within the vulnerable zone.

10. State Government Role - Five primary agencies provide personnel, equipment and advice to the IC/County EOC/LEPC as needed. Thirteen support agencies also provide personnel and support to local government. Below are those agencies most likely to be used by this County. State roles are further defined in the State of Ohio's Hazardous Materials Emergency Management Plan which is on file with the Butler County EMA Director.

- a. State Emergency Response Commission (SERC)
 - (1) Oversees the implementation of ORC 3750 in the State of Ohio. The Commission has no response responsibility. It is a planning body only. It coordinates the preparedness efforts of the State and LEPCs.

- b. Ohio Emergency Management Agency (Ohio EMA)
 - (1) Develops and implements the State's Hazardous Materials Emergency Management Plan which includes State roles for mitigation preparedness, response, and recovery.
 - (2) Coordinates requests for State/Federal assistance from local political subdivisions.
 - (3) Activates and maintains the State EOC, as needed.
 - (4) Acts as the SERC's Plan/Exercise Review Team by providing planning and exercise guidance and training to LEPCs.
- c. Ohio Environmental Protection Agency (OEPA)
 - (1) Provides an On-Scene Coordinator to assist the IC in response and recovery decision-making. And will act as coordinator between the Federal On-Scene Coordinator (OSC) and the IC. OEPA will be the lead state agency on-scene when the primary threat is to the environment.
 - (2) Monitors contamination and pollution, advises on acceptable cleanup operations, and provides guidance on disposal procedures. May investigate spills, if necessary.
 - (3) Co-Chairs the SERC, and acts as the State's Information Coordinator by maintaining facility and spill reports, distributing Grant monies, and providing advice to LEPCs.
- d. State Fire Marshal (SFM), Hazmat Bureau
 - (1) Provide trained personnel and dedicated equipment from regional offices to assist the IC in response and recovery decision-making regarding materials with fire/explosive hazards. The Fire Marshal will be the lead State agency on-scene when the primary threat is fire or explosion.
 - (2) Provide hazardous materials training through the Ohio Fire Academy and the SFM's Outreach Program.
- e. Ohio Department of Health (ODH)
 - (1) Assist local departments in ensuring the restoration of public health and sanitation. Investigate potential health problems stemming from releases. Assist in ensuring the safety of private water supply sources. Coordinate the safety and health of shelters used during a response.
- f. State Highway Patrol (SHP)
 - (1) Will close and divert traffic from State highways when requested by the IC, will support local Law Enforcement operations, and can provide communication and weather data support as needed.
- g. Public Utilities Commission of Ohio (PUCO)
 - (1) The Transportation Department's Hazmat Section can provide on-scene accident assessment of transportation and railroad hazardous

materials spills. It can cite the spiller for improper handling, storage, or transport of materials.

(2) The Consumer Service's Pipeline Safety Section can provide field and technical assistance should a release occur along a pipeline in the County.

h. Ohio Department of Transportation (ODOT)

(1) Local offices can supply personnel and equipment to support Cold Zone operations. Primarily, ODOT will coordinate with local entities to designate alternate traffic routes. Will support traffic control and provide technical assistance regarding road conditions.

i. Ohio Department of Natural Resources (ODNR)

(1) The Department is responsible for maintaining the State lands. They can provide damage assessment teams (field inspectors or geologists), provide watercraft for related operations, and assist in sheltering.

11. Federal Government Role - Federal operations will be coordinated with the IC within the established ICS. Requests for Federal assistance shall be requested through the Ohio EMA. If the National Response Center (NRC) was notified by the spiller or IC, the National/Regional Contingency Plan might already be in effect. The Federal Response Plan, Emergency Support Function #10, can be implemented to support local operations if required. Federal roles are defined in the State of Ohio's Hazardous Materials Emergency Management Plan which is on file with the Butler County EMA Director.

DIRECTION AND CONTROL

On-Scene Direction and Control

1. The senior Fire Official of the jurisdiction on-scene shall have overall responsibility for the direction and control of the scene as per ORC 3737.90.

2. The integrated command post (CP) will be established upwind and at a safe distance from the scene consistent with the hazards, accessibility and response personnel safety. It will coordinate on-scene activities and support to deployed emergency service response elements.

(1) The CP is supported by a representative of the Butler County Communications Center, who can monitor and transmit on all County emergency service channels. This group will coordinate action between on-scene and off-scene agencies.

(2) The jurisdictional Fire Department is in charge of the operation, maintenance and deployment of the CP. It will be easily identified by a green flag or flashing green light.

Off-Scene Direction and Control

1. When the incident requires activation of the Emergency Operations Center (EOC), direction and control will be through the combined capability of the EOC and the

Incident Command Post. The exchange of critical information between these facilities, such as requests for support and key decisions will enable first response efforts and support operations to be coordinated. An emergency requiring large scale evacuation, great loss of life, and/or an extended operation that would last 24 hours or more, might require the EOC to be activated. The IC has the discretion to request the activation of the EOC.

2. The activated EOC is the focal point for coordinating resource requirements in support of on-scene activities and off-site protective action decisions. EOC procedures are detailed in ESF #5 – Emergency Management to the Basic Plan. It may be more practical to activate an alternate EOC, or a partial activation of the EOC, before activation of the full EOC.

CONTINUITY OF GOVERNMENT

A. Lines of succession for each department are according to the standing operating procedures established in each department. Heads of Response Organizations are identified in ESF #5 – Emergency Management to the Basic Plan.

B. On-Scene succession is the Incident Commander, followed by his/her designee. Succession within the EOC is defined in ESF #5- Emergency Management to the Basic Plan.

C, LEPC members are appointed for two year terms. The current terms expire August 2001. ORC 3750.03 designates LEPC membership positions, and explains the method for replacing and appointing members.

ADMINISTRATION AND LOGISTICS

Administration

1. Information Requests

a. The LEPC Information Coordinator is responsible for maintaining the files containing MSDSs, reports generated under ORC 3750.07 and .08, emergency reports and follow-up notices, and the plan. The Information Coordinator shall annually publish a notice indicating the location and availability of this plan and the above information for public review.

b. As required by ORC 3750.10, the County makes available the information during normal working hours at 200 North F Street, Hamilton, Ohio. Trade secret and chemical location materials are not available in accordance with the law. Any request to review information must be made in writing to the Information Coordinator. If information is not on file with the County, the Information Coordinator will contact the Facility for the required information to fulfill the request.

c. The Information Coordinator will maintain a record of the types and

frequencies of information requests. This information may be annually provided to the Facilities within the County, but will not include names or addresses of persons making such requests.

Logistics

1. Resource Management

a. When the situation exceeds the capability of local government, requests for State/Federal assistance will be initiated by the IC, and made by the Chief Elected Official or by another official duly authorized.

b. Requests for assistance from local, private, and public sector groups will be made as appropriate by contacting agencies listed in the County Resource Manual. The Manual will be maintained by the EMA Director. It identifies agencies or groups that can provide assistance along with their telephone number and contact person.

2. Relationship to Other Plans

a. Emergency Operations Plan - The County's Emergency Operations Plan (EOP) creates an umbrella for protecting the health, safety, and property of the public from all hazards. This Annex of the Plan provides the hazard-specific procedures to protect the public from transportation or fixed site hazardous material incidents. This Annex is designed to support ESF #10- Hazardous Materials.

b. Fixed Facility Plans

(1) Fixed Facility Contingency Plans are required under OSHA 910.120. Each facility plan specifies notification, emergency response organization and responsibilities, emergency response organization procedures and coordination procedures for interfacing with off-site authorities and response organizations. If the facility will not respond to a release at its site, it will then have a plan that will define basic fire and evacuation procedures to be followed by the facility's employees.

(2) All of the 173 EHS Facilities within the County have spill response plans. These plans have been coordinated with the local fire departments and the County's Community Emergency Coordinator. The plans are on file with local fire departments, and the LEPC. Coordinating their plans is critical, so that responders understand what the facility is or is not going to do, which way and how they will evacuate, and how much support they can give or require.

(3) Local fire departments have coordinated these facility plans into their respective pre-fire plans.

c. The State of Ohio's Hazardous Materials Emergency Management Plan describes the procedures, methods, and roles by which the State of Ohio will respond to hazardous materials emergencies. This plan provides for the support of many State agencies in large scale hazardous materials emergencies establishing clear methods for interfacing with local government. The plan is activated by the

Ohio EMA in consultation with the primary agencies in the plan.

d. The Regional Contingency Plan (RCP) - The regional plan provides for the coordination of a timely response by various Federal agencies and other organizations to discharges of oil, and releases of hazardous substances, pollutants and contaminants in order to protect public health, welfare and the environment. The plan will be activated by either a request of regional Federal agencies through the Ohio EMA or by the National Response Center (NRC) when it is notified of an incident. The regional plan will direct federal functions and will be coordinated through the Incident Commander. This plan is specific to the various regions of the U.S., of which Ohio is in Region V.

e. The National Contingency Plan (NCP) - This plan provides for a coordinated Federal response to a large scale hazardous materials incident. A request for activation of this plan is made as done for the Regional Plan above. It is used when regional federal sources are insufficient to handle the situation.

f. The Federal Response Plan, Emergency Support Function (ESF) #10: Hazardous Materials. This plan is to provide Federal support through FEMA to state and local governments in response to an actual or potential release of hazardous materials following a catastrophic disaster. This plan can be activated by Presidential declaration of a disaster. Response will be carried out under the NCP.

PLAN DEVELOPMENT AND MAINTENANCE

ORC 3750.04(C) requires the LEPC to annually review and exercise its plan.

LEPC Annual Plan Review

1. All agencies assigned responsibilities in this annex are responsible for developing or updating internal procedures that will assure a continued degree of operational readiness to carry out their responsibilities. The LEPC will meet as a group to complete the plan review. The plan shall also be reviewed following each exercise or actual incident. Critique comments made from either event will be discussed by the LEPC regarding changes needed to the plan.

2. The LEPC's Community Emergency Coordinator (CEC) is responsible for the overall development and maintenance of this Annex. But, any plan holder who identifies a necessary update should provide such revisions to the CEC as they are identified. The CEC will quarterly solicit for comments from plan holders.

3. As updates are made, the revised and dated changed pages will be provided to all individuals and agencies listed as holding copies of the EOP. It is the responsibility of the copy holder to post such changes and then note the change on the Record of Change sheet.

Exercises

1. The LEPC is responsible for scheduling, designing, conducting and evaluating its chemical preparedness exercises. The LEPC will at a minimum conduct one exercise annually. The LEPC will provide a minimum of 30-day notice to the SERC (via Ohio EMA) of its annual exercise. The exercise will include either a facility subject to the law or a transporter of hazardous materials. The LEPC will ensure that within a four-year exercise cycle, all required objectives will have been successfully tested. Also within this cycle, one Full-Scale Exercise will have been completed. The LEPC's Planning and Exercises Committee shall adhere to SERC Exercise rules and utilize the NRT-2 to develop and conduct the exercise. The SERC approved Evaluation Forms will be used to evaluate each exercise.
2. There are three types of exercises that will be conducted as per ORC rule 3750-20-74. They are Table-Top, Functional, and Full-Scale. They are defined as follows:
 - a. Table-Top Exercise - where officials and responders are gathered informally to discuss actions, based on this plan and SOPs, to be taken during a hazmat emergency. The exercise has no time constraints and physical response is simulated. The exercise will test three (3) or more Objectives with at least one (1) being a Core Objective.
 - b. Functional Exercise - designed to test the capability of an individual function of the plan and the response system. A Command Post or EOC is activated and used to demonstrate the command system. The exercise will test four (4) or more Objectives with at least two (2) being Core Objectives.
 - c. Full-Scale Exercise - used to evaluate the response organizations' operational capabilities in an interactive manner. The exercise will test a major portion of the functions in the plan. The exercise will mobilize personnel and sources to demonstrate a coordinated response capability. An EOC will be activated for this exercise. The exercise will test eight (8) or more Objectives with at least five (5) being Core Objectives.
3. The exercise will be evaluated by persons selected by the (Exercise Design Team or LEPC). The SERC Facilitator will, with the assistance of the exercise design team, train the evaluators on their assigned roles and what areas they will evaluate. The Evaluators will utilize the SERC provided evaluation forms. A critique of the exercise will follow each exercise. Participants, controllers and evaluators will discuss the results and lessons learned from the exercise. As required by law, after a Full-Scale exercise, the LEPC will announce and hold a public critique of the exercise (at either the next regular LEPC meeting or at a specially held LEPC exercise meeting). Following the exercise critique, the evaluation forms will be given to the SERC Facilitator.
4. The LEPC will use the Evaluator's, Facilitator's and the critique comments to see if activities are effective in practice or if there are more efficient ways of responding to an incident. The plan will be updated accordingly the LEPC's CEC as stated in VIII.A. above. During the next exercise, changes will be tested to see that the deficiencies were

corrected.

5. When incidents do occur, they provide a means of evaluating the plan's effectiveness. If an actual incident is to be claimed for exercise credit, the LEPC will submit to Ohio EMA the SERC approved Hazmat Questionnaire within thirty (30) days of the incident and a LEPC 30-Day Exercise Notice. This will be completed by the CEC in cooperation with the IC. The LEPC will review the questionnaire prior to its submittal to identify planned items which were overlooked, improperly identified, or were not effective.

AUTHORITIES AND REFERENCES

Authorities

These authorities apply specifically to EHS preparedness and response. See the Basic Plan, Tab 11, for other basic federal, state, and local authorities.

1. Local Laws/Ordinances - "No local laws or ordinances are established in the District that applies to EHS planning or response."
2. State Laws
 - a. Ohio Revised Code (ORC) Chapter 3750: Emergency Planning (amended and the rules adopted under it). This is Ohio's version of the Federal EPCRA, and establishes the framework for EHS planning and preparedness in Ohio.
 - b. ORC Chapter 5915.18: Effects of SARA Title III on Emergency Management. This states that the EMA Director may serve on and even Chair an LEPC, and must incorporate the LEPC's plan into the County's planning and preparedness activities.
 - c. ORC Chapter 3745.13: Recovery of Costs from Persons Causing Environmental Emergencies. This defines how costs incurred by a District during a response can be collected via the District's EMA office from the spiller in conjunction with appropriate legal counsel support.
 - d. ORC Chapter 3737.90: Hazardous Materials Emergencies. This defines that the Fire Chief will be responsible for primary coordination of on-scene activities of all agencies.
 - c. ORC Chapter 2305.232: Civil Immunity for Persons Assisting in Cleanup of Hazardous Material. This is Ohio's "Good Samaritan" law and defines the steps necessary for receiving civil immunity when providing assistance at a hazardous material release or cleanup.
 - d. Ohio Administrative Code (OAC) 3750 et al. This lists and defines the rules adopted by the SERC under ORC Chapter 3750.
 - e. Ohio Fire Code 1301:7-1-03 Section F-102.8 Authority at Fires and Emergencies. This complements ORC 3737.90 by stating that the Fire Chief is in charge at the scene of a fire or other emergency involving the protection of life or

property.

f. Ohio Attorney General (OAG) Opinion, No. 91-014. This discusses the liability of SERC and LEPC members when acting under ORC Chapter 3750.

3. Federal Laws

a. Superfund Amendments and Reauthorization Act (SARA), Title III: Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) (Public Law (99-499). This sets the framework for EHS planning in the US.

b. Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund) (Public Law 96-510). This provides Federal funds for responses to releases of Hazardous Substances and requires notification to the National Response Center (NRC) of accidental releases.

c. Occupational Safety and Health Administration (OSHA), Standard 29 CFR 1910.120(q): Emergency Response. This section of the HAZWOPER Standard describes the training and planning required of those who will take part in an emergency response to a release of hazardous materials. It also prescribes the use of an Incident Command System during a response.

d. SARA, Title I; Section 126: Worker Protection Standards. This directed OSHA to develop training standards for persons responding to hazardous emergencies who might be exposed to toxic substances. OSHA established the HAZWOPER standards. These standards were adopted by the USEPA for non-OSHA states such as Ohio.

e. Oil Spill Pollution Act of 1990 (OPA 90) (Public Law 101-380). This defines that Facilities with Hazardous Substances or Oil under the Clean Water Act must have a Facility plan for accidental releases.

f. Clean Water Act of 1977 (CWA) (Public Law 95-217). This amends the Federal Water Pollution Control Act regulating discharges of toxic pollutants into waterways.

g. Hazardous Materials Transportation Uniform Safety Act of 1992 (HMTUSA) (Public Law 101-615). This amends the Hazardous Materials Transportation Act of 1977, and it establishes uniform licensing of hazardous materials transporters. It also established a planning and training grant fund to supplement LEPC and Fire Department programs.

h. Resource Conservation and Recovery Act of 1976 (RCRA) (Public Law 94-580) This provides for the safe treatment and disposal of hazardous wastes from cradle to grave, and defines that underground storage tank owners are financially responsible for cleaning up leaks.

i. Toxic Substances Control Act of 1976 (TSCA) (Public Law 94-469). It defines

the testing and screening of chemicals produced/imported into the US.

References

Listed below are some of the references the LEPC has on file. National Response Team (NRT), 1987, Hazardous Materials Emergency Planning Guide, NRT-1, Washington, D.C.

1. Federal Emergency Management Agency (FEMA), 1985, Guide for the Development of State and Local Emergency Operations Plans, CPG 1-8.
2. Department of Transportation (DOT), 1993, Emergency Response Guidebook, DOT P 5800.4.
3. National Response Team (NRT), 1990, Developing a Hazardous Materials Exercise Program - A Handbook for State and Local Officials, NRT-2.
4. USEPA, FEMA, USDOT; 1987, Technical Guidance for Hazard Analysis - Emergency Planning for Extremely Hazardous Substances.
5. USEPA, FEMA, USDOT; Handbook of Chemical Hazard Analysis Procedures, manual for the ARCHIE computer software.
6. Federal government computer software, Automated Resource for Chemical Hazard Incident Evaluation (ARCHIE), version 1.0 (IBM compatible).
7. Association of American Railroads/Bureau of Explosives (AAR/BOE), 1987, Emergency Handling of Hazardous Materials in Surface Transportation, Washington D.C.
8. NOAA/USEPA computer software, Computer Aided Management of Emergency Operations (CAMEO), DOS-version 2.

ANNEX R

VOLUNTEER MANAGEMENT

Primary Agencies	Butler County Emergency Management Agency
Support Agencies	Voluntary Organizations Active in Disasters (VOAD) Community Organizations Active in Disasters (COAD) Butler County Health Department American Red Cross United Way of Greater Cincinnati Medical Reserve Corps

PURPOSE

This Annex addresses the issue of volunteer management after a disaster. The successful utilization of volunteers in the Recovery Phase is only accomplished through an organized process and cooperation between various agencies with a common goal. The Volunteer Management Annex documents the design and operation of a volunteer management system.

SITUATION AND ASSUMPTIONS

Situation

In the event of an emergency, there may be a need for the utilization of volunteer organizations.

Preplanned volunteer management strategies will reduce problems associated with spontaneous, unaffiliated volunteer response.

Media coverage will generate unsolicited volunteer responses that will require management.

Additional information regarding volunteer responses indicates a need for activation of a volunteer processing center.

VOAD and COAD are composed of a number of member organizations. Other volunteer organizations that are not VOAD or COAD members may also participate in volunteer support activities.

In regard to communications in support of volunteer management operations and processing centers, all operating units and county distribution points will use telephone and electronic mail to communicate and report information.

Activation is dependent on the type and level of assistance needed. In many cases, the level of assistance needed will not necessitate activation, since some volunteer needs during disasters can be handled by agencies as part of normal disaster operations.

Any time that the Annex is activated, in whole or part, close coordination with the Joint Information Center (JIC) is essential to ensure needs and pertinent information on the volunteer management program is provided to the media for dissemination to the public.

During the response and recovery periods, volunteer organizations such may extend assistance to individuals and families in need. Emergency assistance may include food, clothing, shelter, supplemental medical, nursing, hospital care, registration and identification, and spiritual ministry.

During and after the recovery period volunteer groups may provide repair and rehabilitation services. They may clear debris, repair homes, or even reconstruct residences and vital facilities.

The ministerial association can provide counseling for those needing mental and spiritual comfort during and after the incident.

There are numerous other volunteer organizations which offer services that could be utilized during the Response and Recovery Period. Such aid can be extremely valuable due to the organization's knowledge and expertise in their special interest areas. These groups can be utilized as they are deemed necessary.

Assumptions

Government and volunteer agencies have personnel to support operations in this plan.

Needs are identified and verified during the response and recovery phases.

Adequate facilities are available.

Personnel are adequately trained and prepared to conduct operations.

During emergencies, local volunteer organizations will experience demands that may necessitate state, and possibly federal, assistance.

CONCEPT OF OPERATIONS

A volunteer processing center serves as a location to effectively and efficiently process and register unaffiliated volunteers and trained medical volunteers; and to match their skills to agencies needing assistance in response to a disaster. A processing center may take the form of an American Red Cross Volunteer Processing Center or a center of any other design or origin that provides for the effective and efficient processing of unaffiliated volunteers and trained medical volunteers.

Affiliated and trained volunteers are those individuals associated or identified with a service agency or disaster relief organization. Unaffiliated or spontaneous volunteers are not affiliated with a specific disaster relief organization. Trained medical volunteers are associated with the Medical Reserve Corps. The center provides an efficient way to document volunteer

registration, requests for volunteers, volunteer service hours, staffing costs and incurred expenses.

The need to activate a County-level center will be determined by the EMA Director.

The center will work with other agencies to process and refer spontaneous volunteers and will serve as the check-in site for trained medical volunteers.

Depending on the situation and need, a center can be activated with or without resources to process trained medical volunteers through the MRC.

If the EMA Director determines there is a need for a center to be activated but there is no capability to establish a center, the EMA Director will notify the State EOC Field Desk to request that state-level assistance be provided to the county to enable a center to be opened. The Field Desk will then notify the Donations Coordination Team of the need for a center. DCT member agencies will work in partnership to establish and operate a center in coordination with the EMA Director.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

Butler County Emergency Management Agency

The BCEMA will serve as the primary agency for the coordination of volunteer management.

Provide coordination through the JIC to notify the contributing public of volunteer skills that are needed.

Designate a Volunteer Coordinator who will work as the primary liaison between the processing center and the EOC. The VC will report regularly to the EOC Director with updates and requests.

Support Agencies

These organizations are made up of Social Service Agencies, Non-profits, and religious organizations that assist the primary organization, BCEMA, with available resources, capabilities, and expertise in support of response and recovery operations. These organizations include VOAD, COAD and the United Way.

VOAD and COAD does not deliver services to the site of the emergency, but the individual member organizations do. A wide variety of emergency assistance is provided by member organizations. VOAD and COAD provide the overall coordination necessary to ensure that redundant or conflicting services are avoided, that needed volunteer resources are located, and that offers of donated goods and services are handled expeditiously.

VOAD and COAD will also notify member organizations when activated by the EMA during emergencies.

Keep the EOC notified of activities of member organizations throughout an emergency.

Facilitate resolution for areas of responsibility between member organizations during emergencies.

United Way of Greater Cincinnati will assist in determining the needs of those affected by the disaster through United Way 211. This system allows those individuals who require assistance to connect to information, services and volunteer opportunities with a trained specialist.

The Butler County Health Department will provide resources to coordinate activities and assist in the determination of volunteer needs.

DIRECTION AND CONTROL

Each volunteer organization coordinator is responsible for establishing, implementing, and coordinating their assistance to state and local government through the local EOC.

Volunteer organization coordinators may require space to better coordinate their response to the overall response. Space may be available at the EOC. However, in the event that the disaster is large, requiring a coordinated effort between governments and agencies, room may be made available at the Joint Information Center.

RESOURCE REQUIREMENTS FOR VOLUNTEER MANAGEMENT

Each member organization of VOAD and COAD is responsible for maintaining a list of resources available during emergencies.

ADMINISTRATIVE SUPPORT

All volunteer agencies are responsible for their own internal support.

ANNEX S

NATURAL HAZARDS

Primary Agencies Butler County Emergency Management Agency

Support Agencies Butler County Floodplain Manager

PURPOSE

Butler County has a natural hazards mitigation plan that describes in great detail over the top hazards that affect Butler County. Annex as follows, but for further information, i.e. statistics, specific roads or areas of concern, town adoptions, please refer to the Butler County Natural Hazards Mitigation Plan.

HAZARDS

Flooding

Butler County is subject to water overflowing the banks of rivers and standing water bodies; structural failure of dams; and rapid accumulation of storm water runoff. The primary concern with flooding in the County is the rise in flood elevation in relation to topography and structures. Flooding can happen at any time of the year, but predominates in early spring due to melting snow and rainy weather patterns. Flooding may also occur during the summer due to severe or frequent storms.

Severe Winter Storms

Severe ice storm or blizzard events and may cause millions in damages throughout Butler County and are expected to become more likely in the future. Ice storms or blizzards can severely damage the power system, block roadways with tree debris and may severely damage homes and businesses. Blizzards, which are still the most likely storm event, have a tendency to over task the roadway snow removal operations and cause localized power outages. Severe cold temperatures have caused from heaves that have damages road surfaces.

Severe Summer Storms

Severe summer storms described as major thunderstorms or severe winds. Thunderstorms are far more numerous and much less severe in effect and duration. The primary effect is in producing short-term high winds, to include micro-bursts.

Tornadoes

Butler County has a significant history of tornado occurrences. On average, four (4) tornadoes occur in the County every ten (10) years. The probability of future occurrences is quite high as well as the likelihood of severe damage based on significant population growth in the County.

The damaging strong winds generated from tornadoes can reach up to 300mph, causing automobiles and mobile homes to become airborne, destroying homes and making flying debris extremely dangerous. For more on debris, see Annex I – Debris Management.

Earthquakes

Based on historical data the odds of an earthquake occurring in southwest Ohio and impacting Butler are fairly high. The New Madrid fault line, which runs in close proximity to the State of Ohio, has a high probability of activity within the next 50 years according to geologists. Butler County's close proximity to this fault line puts the County at risk for any major earthquakes.

While Butler County has never had an epicenter directly within the County, earthquakes have been in very close proximity located in northern Hamilton County and southern Montgomery County which had direct effects on Butler County.

Emergency Public Information

As soon as the situation is determined, and information has been received from the National Weather Service, the Butler County EMA will contact the local radio and television stations to notify the public of the expected hazard that will affect the community and instructions will then be given on actions needing to be taken. For more detail on how information is disseminated to the public, see Annex E – Emergency Public Information.

Evacuation & Mass Care

Evacuations may be needed in the event of a natural hazard in Butler County in the event of severe flooding, transportation incident, or power failure due to severe summer or winter storms. If an evacuation is deemed necessary, this will be managed through the EOC and Incident Commander supported by participating fire and police departments. The Butler County EMA will assist in the evacuations from a regional point of view to reduce congestions and lessen evacuation times. For more detail on Evacuation procedures, see Annex A – Evacuation.

Because few evacuations may be needed, i.e. local and/or individual evacuations, mostly these are managed by the fire departments. In larger cases where shelters would need to be opened due to a large area flooding or power outage, the requests would go from the County Emergency Management Agency through the American Red Cross. For more detail on Mass Care & Shelter, see ESF # 6 of the County EOP & Annex K – Shelter and Mass Care.

Health & Medical

Butler County EMA will contact local communities to determine if delays are expected by the EMS units due to road conditions. This also applies when determining if drinking water and sanitary conditions are okay following a flood event as well as checking with area hospitals in the event of a power failure to determine their status to operate for a long period of time. For more detail on health and medical response, see ESF #8 of the County EOP.

Resource Management

When communities in Butler County can no longer provide assistance to the population affected due to limited resources, local officials or the IC will contact Butler County EMA/EOC to request further resources to assist in the response and recovery phase of an emergency due to a natural hazard. For more on resource management, see ESF #14 & Annex N – Recovery.

ANNEX T

EMERGENCY WATER SUPPLY

Primary Agency Butler County Water and Sewer

Support Agency Butler County Emergency Management

PURPOSE

The Water Supply Annex is intended to facilitate communication and coordination among regional jurisdictions to ensure an effective and timely communications and coordination before, during and after a regional incident or regional emergency concerning the regional water supply. The Annex will provide guidance in the case of a disruption, outage or threat to regional water supplies that could adversely affect fire protection, sanitation and potable water services.

SITUATION AND ASSUMPTIONS

Situation

A regional incident or regional emergency affecting the water supply, be it small or large-scale, would warrant a significant regional attention. A small shortage or contamination in one jurisdiction could adversely impact the surrounding jurisdictions, causing a need for regional coordination and communication.

Likewise, a region-wide drought or contamination would necessitate immediate coordination and communication throughout the region. A threat of disruption to the water supply, water distribution systems and/or wastewater collection and treatment plants would constitute a regional incident.

In general, emergency water supplies cannot replace normal water distribution systems. In an incident, people must be provided sufficient potable water for drinking and persona hygiene.

Assumptions

The water supply and wastewater management activities may be hampered by damaged facilities, equipments, and infrastructures, as well as disrupted communications, and transportation.

Resources including equipment, materials and skilled personnel are available within the County or can be obtained from the SOSINK region.

There may be increasing and conflicting demands for water for firefighting, potable water, and sanitation which exceed available resources during a regional emergency.

If severe water use restrictions are needed or imposed, the public may need to be informed on ways to conserve water. These restrictions will require vigilant enforcement to ensure compliance.

Local governments may need to coordinate hygienic measures due to impaired wastewater systems.

Emergency water supply points may need to be established and supported for the distribution of potable water.

Lack of water may be so severe and sustained that relocation to residents of some communities may be required.

The water supply or wastewater treatment infrastructure may be temporarily or permanently inoperable, causing raw sewage to run into receiving waters, including the Great Miami River.

A lack of water supply entering the water and/or wastewater treatment plants may significantly impair or shut down these plants.

CONCEPT OF OPERATIONS

General

Regional incidents or regional emergencies involving water supply, and/or wastewater treatment and disposal, will be cause for utilization of the Annex.

The Annex will establish a capability to collect, analyze, synthesize, and disseminate information concerning regional water supply, wastewater management, and solid waste related issues.

Upon detection of a water supply or wastewater emergency, the detecting utility will first conduct an internal notification.

There will be coordination with other Emergency Support Functions:

ESF# 1 – Transportation

Coordination of the transportation of potable water

ESF#2 – Communication

ESF#4 – Firefighting

Coordination of water supplies for firefighting

ESF#5 – Emergency Management

Coordination and communication with EOC

ESF#7 – Logistics and Resource Support

Coordination of needed resources

ESF#12 – Energy

Coordination of energy supplies to run water utilities, water redistribution systems, and wastewater plants

ESF#8 – Health

ESF#13 – Law Enforcement

ESF#14 – Recovery

Coordination

For localized water supply outages, the following options may be suitable:

Establish water supply points in outage areas where those who need water can fill their own containers.

1. This normally requires one or more tankers and a temporary storage tank, pump, and some sort of distribution equipment – typically plastic pipe and spigots – at each site.
2. As potable water tankers are generally in short supply, a tanker cannot usually afford to be tied up as a stationary water source; hence, the need for a storage tank and pump at each site.
3. Containers may need to be provided for those who do not have them.
4. If electrical power is out, generators may be needed to power pumps.

Establish water supply points in outage areas for distribution of bottled water.

Emergency supplies of bottled water may be:

1. Purchased from retailers, distributors, or commercial vendors.
2. Donated by corporations, such as grocery chains.
3. Obtained from stocks held by volunteer groups active in disasters.
4. Requested from the State through the local EMA.

Distribute bottled water from trucks in affected areas on an established route/schedule.

Bottled water is normally distributed in one-gallon plastic containers.

Identify water supply points in unaffected areas and have those without water go to these points to fill their containers. If significant numbers of people do not have transportation to the water supply points outside their neighborhoods, this option will not work.

For a County-wide water supply outage:

The options mentioned above will remain viable, but identifying water point in unaffected areas may not be an option if there are no nearby water sources that are operable.

Attendants and security may need to be assigned to the temporary water distribution sites to facilitate operations.

For slowly developing incidents, emergency public information announcements advising citizens to fill and store water containers in advance of the arrival of hazardous conditions may reduce later requirements for emergency water distribution.

There will be continuous monitoring, coordination, communication and response for each incident/emergency with information facilitated through the EOC.

ASSIGNMENT OF RESPONSIBILITIES

All agencies and organizations with assignments in this Annex have certain responsibilities in common. These responsibilities, necessary to achieve the goal of this Annex, include:

1. Designating a primary agency representative to the Butler County EOC.
2. Being aware of the agency's capabilities to assist in efforts to achieve the goal of this Annex.
3. Being prepared to respond to assignments using agency resources, whether it is equipment and personnel or technical advice and assistance.
4. Developing and maintaining procedures to ensure that a current inventory of agency resources and contact lists are available.
5. Coordinating with member agencies and providing situational awareness and operational status reports to the EOC.
6. Identifying staffing requirements and maintaining current notification procedures to ensure appropriately trained agency personnel are available for extended support activities, as needed, to help achieve the goal of this Annex.
7. Providing additional staffing and resources to the EOC, as needed, for effective operations.
8. Ensure that the EOC is provided situational awareness of the "emergency condition" of the public water system(s) as the agency becomes aware of the situation.

Butler County Emergency Management Agency:

1. Direct and coordinate all water supply activities.
2. Activate the EOC for coordination and direction during an emergency.
3. Coordinate with agencies and organizations with emergency drinking water responsibilities providing assistance, as needed to address requirements for adequate drinking water and water for sanitation uses.
4. In the event that this Annex is activated, coordinate emergency efforts with the Ohio EOC.
5. Develop and maintain a process to obtain and track the status of public water systems that have self-reported an "emergency condition."
6. The direction and control of emergency response to public water system coordination operations will be exercised by Butler County EMA.

PLAN DEVELOPMENT AND MAINTENANCE

This Annex will be reviewed annually by the Butler County EMA and is also responsible for coordinating all review and revision efforts, and incorporating information learned from exercised and actual events into this annex.

ANNEX U

LOCAL POINT OF DISTRIBUTION FOR COMMODITIES (COMMODITIES POD)

Primary Agency Ohio State University Extension, Butler County

Support Agency Butler County Emergency Management Agency

PURPOSE

The purpose of this plan is to assure that Butler County receives the basis life-sustaining needs they may have in the event of a declared emergency in the quickest manner possible given the situation. This plan is intended to be a county-wide application to include the city jurisdictions upon participation of necessary staff to better address the needs of all citizens rather than those specifically in the unincorporated areas of Butler County.

SITUATION AND ASSUMPTIONS

Situation

The County is subject to the impacts from high wind, severe summer and winter storms, flood, fire, earthquake, and tornadoes. These hazards can lead to wide spread power interruptions. The impact of the loss of power leads directly to the ability of the general public to sustain themselves.

Upon the detection of a critical event, Butler County Emergency Management will activate portions of ESF# 6 (Mass Care), ESF# 7 (Logistic Management and Resource Support), and ESF# 13 (Public Safety/Law Enforcement). The response effort will be directly portioned to the amount of citizens and business without power or the number of uninhabitable dwelling units.

Temporary generators have the ability to reduce the negative impact of individual households. Critical utilities and commercial services power loss impact are being reduced through initiatives to provide FEMA/State generator assets and through the 5% hazard mitigation grant program.

This plan addresses the ordering, receiving, and distributing of mass commodities provided to Butler County during times of major crisis/catastrophic events. Specifically, this plan addresses water, ice, MRE's, and tarps or plastic.

This plan does not cover the SNS ordering, receiving, and distributing.

Assumptions

The loss of power on the commercial side leads to the loss of critical services for the general public. Other hazards can lead to the same result but high wind, flood, and fire are the most common. The loss of power can have a cascading impact on the other utilities such as telephone, water, and sewer.

Butler County, with the incorporated cities and villages, have the primary responsibility to provide emergency supplies to their citizens in areas impacted by an emergency.

It is the responsibility of the Butler County Emergency Management Agency to support the incorporated cities and villages of Butler County as well as the unincorporated townships when they have exceeded their capacity to supply provisions.

This Annex identifies the roles of other local and state agencies in Butler County that are well supported in their emergency operations. The roles and responsibilities as they pertain to mass commodity distribution during emergencies are described in this Annex.

Assumptions specific to Mass Commodity Distribution are as follows:

- The initiating disaster will be major to catastrophic in scale
- The disaster will occur with little or no warning
- Local and State resources will be overwhelmed requiring federal commodity assistance
- The commodities required will be identified ahead of time
- Commercial power will be unavailable in most areas following the disaster requiring an even greater need for ice, food, and generators
- Butler County EOC will be in full activation mode and fully staffed with all ESF desks filled
- Butler County will have pre-identified potential distribution locations
- Affected jurisdictions and the County will be self-sufficient for the first 72 hours following the event
- Inmate labor will be utilized to their fullest extent possible in the operation of staging and distribution centers
- Incident Command System will be used as the organizational structure for managing the Commodities POD
- Activate and operate the PODs (Points of Distribution) when a disaster occurs
- Establish initial layout of staging areas and distribution points (see the possible layout scenarios located at the end of this Annex. There are three possible scenarios depending on the affected jurisdiction and the number of individuals who need assistance).

ORGANIZATION AND RESONSIBILITES

This section describes the process for general life sustaining commodities such as tarps, water, and Meals Ready-to-East (MREs). It does not include medical supplies that are provided under the Strategic National Stockpile (SNS) process. SNS distribution information is located under ESF#8 of the Butler County Plan.

Tiers of Commodity Distribution

The three tiers of the commodity distribution system are:

- Federal Mobilization Center (MOB Center)
- State Staging Areas
- Local Points of Distribution (PODs)

Type and Quantity of Supplies

The type and quantity of supplies the public will need in the aftermath of disasters or other crisis will vary upon many factors, and no one event will be just like another. Experience in emergency response over the years suggests some common necessities that the public will require to meet health, safety, and lifesaving needs. They include potable water (usually bottled), packaged ice, Meals Ready to Eat (MREs) and other supplies. In small scale disasters and in the initial hours of large disasters, these commodities are often supplied by state and local governments, donations from industry, and volunteer agencies.

Resource Needs

When the need for commodities exceeds the state's capability, under a Presidential Declaration, the state can request that FEMA (Federal Emergency Management Agency) provide the additional requirement.

FEMA will provide commodities stored in bulk quantities at regional logistics centers in various locations, and if needed, task ESF #3 (USACE – US Army Corps of Engineers) to purchase additional quantities of ice and water.

The FEMA/USACE provided commodities are delivered to state logistical staging areas where the state in-turn supplies the local distribution points.

Resource Delivery

Nationally, these commodities and supplies are most often delivered in over-the-road tractor trailer loads. Since these types of trucks (eighteen wheelers) are eighteen to thirty feet long, with a trailer that is forty-five to fifty-two feet long, large open areas are required to accommodate the vehicles with their loads.

In the event of a major earthquake, it is anticipated that roads and bridges will be seriously damaged and that alternate modes of transportation, primarily aviation, will be used to deliver commodities to and evacuate people from affected areas.

Resource Distribution

Distribution points must be areas that are paved, concrete, or gravel hardstand that can withstand loads that are at load limits of national roadways. In addition to the area needed for the trucks, planning must include area for unloading, dumpsters, proper traffic flow, stockpiles, and ingress and egress for the distribution to the public.

Local Points of Distribution (PODs) are temporary local facilities at which commodities are distributed directly to disaster victims. Local authorities establish and operate PODs.

In extreme cases where transportation routes are unavailable in order to reach distribution sites for both delivery and dispensing commodities, the community will need to access delivery sites as walk-ins. This will require the use of community church facilities, school buildings, and fire departments as identified sites for isolated communities to access for commodities.

CONCEPT OF OPERATIONS

Recognition of the Problem

Until the event occurs and a damage assessment has been completed, prediction of the needs is an educated guess, based on past events.

Butler County EOC through Damage Assessment will make the initial assessment as soon as practical after the event has occurred.

They will consult with the power companies that serve Butler County as to the magnitude of the outages and the anticipated repair times.

The EOC will consult with other emergency agencies to determine the extent of the damage to the community infrastructure.

Principle of Supply and Distribution

It is recognized that the flow of commodities is not instant but is a pipeline effect. That fact complements the reality that it takes time and resources to set up public distribution centers, and the general public in this region generally has several days of water, ice, and food available to them at their places of residence based on the hazards that are more frequent to this county.

Unusual hazards occurrences could make these planning assumptions invalid.

Community water supplies will generally last several days to a week based on reduced consumption.

MRE needs are related to the operating status of the grocery stores, of which there are 26 grocery stores within the county and of those, 17 have generators for power outages. The various mom and pop stores throughout the smaller rural communities and the gas stations in the county do not have backup power.

The financial condition of the population will sometimes dictate the need for MRE's to bridge the time between the event and the next normal pay day.

Unfortunately, the public desire for commodities outpaces their need for commodities. Arrangements for commodities will be based on power, water, and grocery store status.

Generally the nature of our disasters determines the need for tarps or plastic. They are usually dispensed as requested directly from EM office.

Logistics Staging Area

The logistics staging area (LSA) utilized for commodity staging is the Butler County Fairgrounds located in Hamilton, Ohio. This facility has large open areas for parking. It has secure and unsecured storage parking as well as dry storage within the building itself.

Commercial fork truck and pallet jacks availability is nearby. Some storage is available in the main building; however, most of the storage would be in the surrounding area

The County has churches, schools, and parks identified as un-official shelters. They are located at various locations throughout Butler County. Each shelter has various capacity limits however are identified in the resource data forms. If the shelters need supplies from the commodities distribution, they would be split off prior to the public distribution. Similarly, first responder and utility companies' needs would be accommodated prior to public distribution.

Various charitable and private organizations have provided dry food and other disaster supplies in the past. They often arrive via truck loads. They would be placed in the logistics staging area where they would be sorted and arranged for the distribution. An alternative and more desirable plan would be the placement at one of the local churches and allow them to distribute to the persons in need.

Distribution Points

The Butler County Fairgrounds would be the primary site as the logistics staging area. This would provide capability for almost 55 % of the population, of the County.

Up scaling this site slightly could handle the balance of the population, should it be necessary. This site has been used in the past and has proven to be a workable distribution site.

Planning Factors

The following are general information and common planning factors that, if used by all, will help in coordinating and communicating during the planning and response process.

General Information:

- a. Ice: 8lbs (1 bag) per person per day
40,000 lbs per truck load
20 pallets per truck, 2000lbs per pallet, 250-8lbs bags per pallet, 5000 bags per truck
25 trucks = 1 million lbs
- b. Water: 3 liters or 1 gal per person (3.79 liters per gal)
18,000 liters or 4,750 gal per truck
20 pallets per truck, 900 liters per pallet, 237 gal per pallet, 1900 lbs per pallet
212 trucks = 1 million gal
- c. MREs: 2 MREs per person per day
21,744 MREs per truck load
12 MREs per case, 1812 cases per truck
46 truck loads = 1 million MREs
- d. Tarps: 4,400 tarps per truck load
Tarp size is generally 20'x25'

Distribution Point Planning

The following are assumptions used for distribution planning:

- Individuals will drive through a distribution point and be served without leaving their vehicles
- Each car represents an average family of 3
- Each vehicle passing through a distribution point would receive the following:
 - 2 or 3 bags of ice
 - 1 case of water (9-12 liters)
 - 6 MREs
 - 1 tarp
- 1 truck load of ice and water will serve 1,660 vehicles or about 5000 people
- 1 truck load of MREs will serve 3,624 vehicles or about 10,000 people
- 1 truck load of tarps will serve 4,400 vehicles or about 4,000 homes
- Distribution points will be open to the public for 12 hours per day
- Re-supply of distribution points will primarily be at night (while the point is closed to the public)
- Layouts are designed according to the number of victims expected to be served in a day.

Communication and Public Information

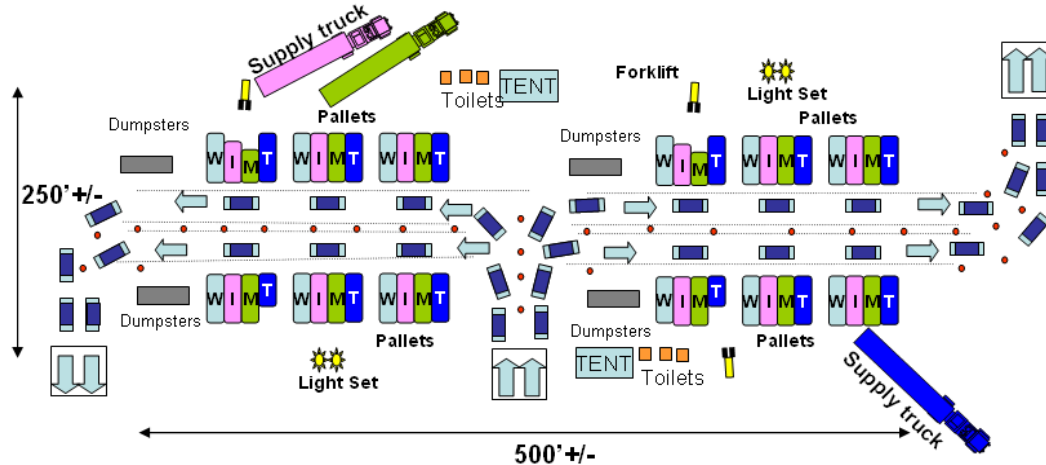
Communication is a critical factor throughout all phases of disaster and emergency planning and response, particularly when trying to meet the needs of the citizens through mass commodity distribution. Public Information among local jurisdictions will be coordinated through the Butler County EOC and the designated PIO to disseminate information and instructions to first responders and citizens on the necessary means to establish and manage mass commodity distribution sites as well as distribution to the public.

State Resources Needs

The desired local state of affairs is that staging and distribution centers shall be equipped with local resources for operation. The practicality of this, decreases rapidly when the return of normal commercial operations occurs consuming the volunteers back to their normal employment. Since commodity distribution often extends beyond core commercial operation, shortfalls can occur.

TYPE I - DISTRIBUTION POINT

Serves 20,000 persons per day
560 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's.

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type I

Water	4
Ice	4
MRE	2
Tarp	2

Figure 3

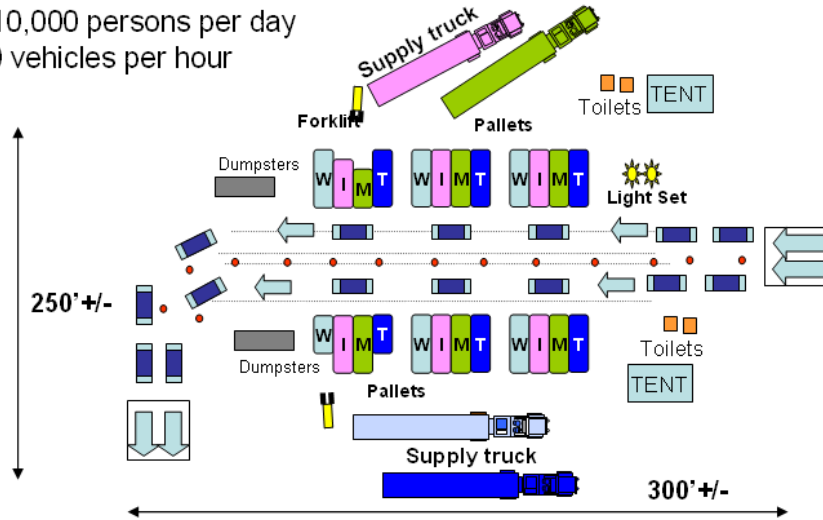
Type I Distribution Point Resources Required

Type I Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point	36		Tents	2
	Back-up Loading PT	18		Dumpsters	4
	Pallet Jacks Labor	3		Traffic Cones	30
Totals		70	9	Two-way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
Grand Total		78	10		

Figure 4

TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day
280 vehicles per hour



Note: Individual vehicles drive through and ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

Water	2
Ice	2
MRE	1
Tarp	1

Figure 5

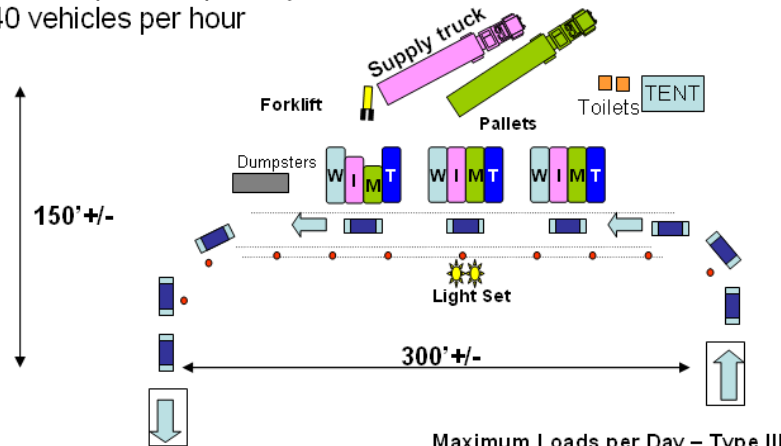
Type II Distribution Point Resources Required

Type II Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT	18		Toilets	4
	Back-up Loading PT	9		Tents	2
	Pallet Jacks Labor	1		Dumpsters	2
	Totals	30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
Grand Total		34	6		

Figure 6

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
140 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Figure 7

Type III Distribution Point Resources Required

Type III Distribution Point					
Manpower				Equipment	
Type		Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT	9		Toilets	2
	Back-up Loading PT	4		Tents	1
	Pallet Jacks Labor	1		Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
Grand Total		19	4		

Figure 8

ANNEX V MASS CASUALTY

Primary Agency	Butler County Emergency Management Agency Butler County Coroner's Office
Support Agencies	Butler County Area Hospitals Butler County Fire Departments Butler County Police Departments Butler County Health Departments Ohio Emergency Management Agency American Red Cross Ohio State Coroners Association Ohio Department of Health Ohio Funeral Directors Association Mortuary Response Team (OFDA-MRT) National Association of Medical Examiners National Transportation Safety Board, Disaster Assistance Division (TDA)

PURPOSE

This annex includes provisions for accomplishing those necessary actions related to lifesaving, transport, evacuation, treatment of the injured, disposition of the dead, and crisis mental health services during response operations, from a natural or manmade disaster.

SITUATIONS AND ASSUMPTIONS

A. Situation

The potential exists for a multiple casualty incident resulting from any natural or manmade disaster, which would stress emergency medical services within the county.

Fort Hamilton, McCullough-Hyde, Mercy Hospital of Fairfield, Cincinnati Children's-Liberty Campus, West Chester Medical Center and Atrium Medical Center are hospitals within Butler County to which Emergency Medical Service units transport the sick and injured. Should medical resources and personnel be inadequate to address the emergency, other hospitals in other counties will provide additional assistance.

Sixteen fire departments provide EMS services within Butler County. EMS providers can do field triage and provide transportation of the injured to area hospitals.

Mental health agencies in Butler County provide counseling for the mental health and welfare of Butler County residents.

The Butler County Coroner's Office is found at 315 High Street, Hamilton, Ohio, 45011. The county morgue is found at 1910 Fairgrove Avenue, Hamilton, Ohio, 45011.

Should medical resources and personnel be inadequate to address the emergency, the appropriate county level organizations will request mutual aid and/or state level resources and personnel.

B. Assumptions

A large scale emergency will result in increased demands on hospitals, emergency medical services and health and medical personnel.

Additional assistance for health and medical personnel will be available from neighboring counties, hospitals, the Red Cross and state level organizations.

Any hospital, nursing home, or other medical facility evacuating patients or residents to other facilities within Butler County or a neighboring county will provide the medical records of patients, professional staff, and as many supplies and resources as practical.

CONCEPT OF OPERATIONS

General

Emergency medical operations are divided into four sections: Field Emergency Medical Services, Hospitals, Mortuary Services, and Mental Health Services.

Each area of concern will have a coordinator responsible for carrying out that portion of this annex.

Close coordination is needed between these groups as the health and well being of the community will be a mutual undertaking.

Emergency operations will be an extension of normal duties.

All medical facilities have emergency plans and updated resource lists of personnel and equipment. They also have, on a rotating basis, an individual on call 24hours a day.

All emergency services organizations will report appropriate information concerning casualties, damage observations, chemical/radiation exposure, and related information to the Butler County Emergency Operations Center (EOC) through the Incident Commander.

Field Emergency Medical Services

General

Most Emergency Medical Services (EMS) units are part of local fire departments. Some, however, operate as separate entities.

All EMS units use the Incident Command System (ICS) under the National Incident Management System (NIMS).

Additional positions may be assigned, such as, EMS Control Officer, EMS Triage Officer, EMS Treatment Officer, and EMS Transport Officer. The severity of the incident and number of injured will affect the organization and assignment of positions.

- (1) The *EMS Control Officer* is in charge of all EMS related activities, and is responsible to the scene commander.
- (2) The *Triage Officer* is in charge of all triage, tagging, and movement into patient collection area. The Triage Officer is responsible to the EMS Control Officer.
- (3) The *Treatment Officer* is in charge of all treatment and triage in the patient collection area and is responsible to the EMS Control Officer.
- (4) The *Transport Officer* is responsible for patient movement from the patient collection area to receiving hospitals. The Transport Officer is responsible to EMS Control Officer.

Mobilizing Emergency Medical Services

The Butler County Sheriff's Communication Center provides an enhanced 911 public safety answering point (PSAP) for all agencies in the county, excluding City of Fairfield, City of Hamilton, City of Middletown, City of Monroe, City of Trenton, City of Oxford, Miami University and West Chester Township. Each PSAP also provides dispatches for the agencies it serves.

EMS units are equipped with 800MHz radios (BRICS system) and can communicate with each other.

The first squad arriving or the Incident Commander (IC) at the scene will determine the need for an ICS.

Should an ICS be set up, the first officer arriving on the scene will be the scene commander until relieved by a senior officer of EMS or fire chief. The scene commander will designate the individual to fill positions similar to those mentioned above.

Transport and Treatment of the Injured

Victims will be transported to area hospitals according to the severity of their injury and the triage tagging system. See Appendix V-1.

Hospitals

Hospital personnel will be mobilized according to hospital protocol. If additional medical personnel are needed, call up lists will be used. Notification will be by telephone or pager system. A list of hospitals and emergency contacts are located in Appendix V-2.

Evacuation of Inpatient Medical Facilities

The administrator, or designated representative, will coordinate with Butler County EMA and the County EOC for the evacuation.

Receiving facilities will be selected according to the ability to receive additional patients.

Ambulatory patients may be released from the hospital, depending on their condition.

Coronary, Intensive Care Unit (ICU) and other patients termed critical will be a top priority in evacuation.

Transportation will be coordinated through the EOC and provided by ambulance, school bus, rural transit, and air ambulance services. Should additional transportation be required, support would be requested through the Governor's office for assistance from the Ohio National Guard.

Receiving Additional Patients

Should a neighboring hospital have to evacuate, that evacuating hospital will contact alternate hospitals concerning their ability to accept additional patients. If the EOC is activated, this will also be coordinated through ESF #8 Public Health.

Patients will be received according to established plans and procedures.

Utilization of medical staff from another hospital will be decided in accordance with hospital provisions.

Mortuary and Coroner (Mass Fatality)

General

In a mass casualty situation, The Coroner's Office will be notified by the Incident Commander of any fatalities resulting from an emergency/disaster in Butler County.

Deceased persons will be properly triaged tagged by emergency medical personnel before the arrival of the Coroner. The Coroner shall determine when the dead are removed from the scene.

Transportation of the deceased to morgues and/or temporary morgues will be accomplished by the Coroner and transport trucks as necessary. The County Coroner will make requests through the County EOC for additional resources, if necessary.

A temporary morgue site may be selected if the number of deceased persons exceeds the resources of the coroner's office. The Coroner's liaison to the EOC and the EOC director will select the site for the temporary morgue. If this is not possible, then the mortuary response team (MRT) coordinator will be asked to pick a temporary morgue site.

The coroner is responsible for the positive identification and release of deceased victims or the interment of unidentified fatalities as prescribed in Chapter 313.14 of the Ohio Revised Code.

In the strictest use of the term, positive identification is defined as a scientific method of identification. Examples include DNA, fingerprints, dental comparisons and x-ray comparisons. It should be recognized that, depending on the specific circumstances of the case, certain of these scientific methods, most notable dental comparison and x-ray comparison, may involve a certain degree of subjectivity.

Coordination with area funeral homes and mutual aid support from Coroner's offices in nearby counties may be required. A list of funeral homes in Butler County is located in Appendix V-3.

Contact with the EOC will be maintained throughout the emergency. Information concerning casualties will be reported through the American Red Cross.

Concept of Operations

The Butler County Coroner is responsible for the removal of deceased persons due to and emergency/disaster from the site to a permanent or temporary morgue. It is the responsibility of the Coroner for the identification and release of deceased persons or the burial of unidentified fatalities.

The Coroner may appoint deputy coroners and assistants in order to address these responsibilities. Emergency medical, fire, law enforcement and EMA may assist the Coroner in the emergency functions.

The incident commander will direct activities at the scene of the emergency and will cooperate with and support the Coroner in the activities of the office during emergencies, when possible.

The County Coroner's office will develop Standard Operating Procedures/Guidelines to be used in the event of mass fatalities. This will require coordination with nearby county coroners for support in the event of a disaster through mutual aid agreements.

In the event that the County Coroner is unavailable then the Deputy Coroner and Chief Pathologist may act on the Coroner's behalf.

Mental Health Services

The Butler County Mental Health Board is the local government planning, monitoring, evaluation and contracting authority for community mental health and drug abuse services for the residents of Butler County.

The Butler County Mental Health Board consists of eighteen members. The Butler County Board of Commissioners appoints ten. The Ohio Department of Mental Health appoints four and the Ohio Department of Alcohol and Drug Addiction Services appoint four members.

Each member serves a four year term:

- a. All of the board members are residents of Butler County.
- b. The members set the policies, priorities, and direction for the kinds, levels and mix of services provided to Butler County.

The board insures that needed services are available to county residents through contracts with public or private provider organizations for direct service provision.

Mental health services will be provided to all survivors of a disaster, as needed, by agencies from Butler County. The agencies within Butler County will be asked to assist when additional resources are required.

Phases of Emergency Management

Mitigation

Community assessment of hazard vulnerability and development of disaster scenarios.

Specialized training in disaster operations for EMS personnel, first responders and local hospital staff.

First aid and CPR training for the public.

Review and update mutual aid agreements with hospitals, EMS, voluntary and private organizations.

Review procedures for obtaining medical support from state and federal level organizations.

Preparedness

Storage of medical supplies and equipment.

Maintenance of medications and other supplies.

Prepare or update emergency plans and operating procedures, including mutual aid agreements for EMS and other medical agencies.

Prepare or update emergency plans for mortuary services.

Response

Implement public information programs for release of citizen protective actions information.

Initiate triage, treatment, and transportation.

Implement the County Emergency Operations Plan.

Establish staging areas for receipt of additional supplies.

Activate mass casualty procedures, if required.

Selection and activation of temporary morgue.

All response activities will be coordinated through the County EOC if it is activated; it may also correlate with ESF #6 and ESF #8.

Area EMT squads, American Red Cross personnel, Health Department personnel and hospital staff will work in cooperation at temporary emergency treatment stations near a disaster site. (If needed).

Recovery

Continue response and treatment activities, as needed.

Compile required reports.

Inventory and re-supply health and medical supplies.

Recovery efforts will be coordinated through the EOC if activated; this may also correlate with ESF #14.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Organization

Area Hospitals, all EMS units, funeral homes, nursing homes, the coroner, and mental health facilities comprise the medical components within Butler County.

Medical and public health operations are addressed in separate Emergency Support Functions (ESF #6 & ESF #8) but close coordination is required to fulfill the overall responsibility of safeguarding and minimizing the adverse health factors that may affect persons during and/or after an emergency or disaster.

Assignment of Responsibilities

Hospital Administrator or Designee (ESF #8)

- a. Implement Hospital's disaster plan.
- b. Coordinate transportation of casualties and medical resources to the hospital and other areas as required.
- c. Coordinate with area hospitals that may be involved in caring for the injured.
- d. Maintain liaison with the coordinator of other emergency services: Fire, police, public health, etc.
- e. Distribute antidotes, drugs, and vaccines to shelters.
- f. Review procedures for obtaining medical support from state and federal level organizations.
- g. Coordinate and communication with the County EOC for resources.

Hospital Staff (ESF #8)

- a. Provide medical guidance to emergency medical service units, and field triage teams concerning the treatment and handling of the injured.
- b. Establish and maintain field and inter-hospital medical communications.
- c. Make available upon request qualified medical personnel, supplies, and equipment.
- d. Maintain communications with the Health Care Coordinator at the Emergency Operations Center and provide updated information as possible.
- e. Implement mass casualty plans.

- f. Provide emergency treatment and hospital care for disaster victims.
- g. Support County Coroner at temporary morgue.

Emergency Medical Services (ESF #8)

- a. Provide personnel to administer emergency medical assistance at the disaster scene.
- b. Provide first aid/medical supplies for disaster use.
- c. Establish and maintain field communications and coordination with other emergency services: Police, Fire, Health, Hospitals, etc.
- d. Provide field triage.
- e. Provide emergency medical care to essential workers following an evacuation by establishing a mobile medical center outside of the hazardous area.

County Coroner

- a. Coordinate local resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- b. Coordinate with EMA and the Coroner liaison in the EOC to select sites to establish temporary morgues, and the personnel to staff them.
- c. Coordinate with search and rescue teams.
- d. Determine cause of death.
- e. Identify mass burial sites, if necessary.
- f. Protect the property and personal effects of the deceased.
- g. Coordinate with the EOC PIO to provide information to the news media on the number of deaths, morgue operations, etc. as appropriate.
- h. Coordinate services of funeral directors, ambulances, and other pathologists; The American Red Cross for location and notification of relatives; Dentists and x-ray technicians for purposes of identification; And police for security, property protection and evidence collection.
- i. Provide liaisons to the EOC during mass casualty events
- j. Contact the state funeral directors associate and/or the mortuary response team, if necessary
- k. Coordinate and regularly communicate with Morgue Attendants and Pathologists.

Morgue Attendants and Pathologists

- a. Receive and store deceased victims until positive identification takes place.
- b. Organize and store belongings of disaster victims in order to assist in positive identification activation.
- c. Assist in, and/or conduct autopsies
- d. Maintain documentation related to deceased disaster victims and autopsy results.

Mental Health Agencies (Annex J & ESF #8)

- a. Ensure professional psychological support is available for survivors and emergency response personnel during all phases of the disaster.

American Red Cross (ESF #6)

- a. Provide nursing support if their skills are appropriate with guidance of public health representatives at temporary treatment centers, as requested, and within capability. Support will also be provided at shelter and reception/care center.
- b. Provide assistance for those with functional needs including the elderly, and those children separated from their parents.
- c. Maintain a medical evacuee tracking system.
- d. Maintain lists of the injured, killed and hospitalized.
- e. Make referrals to disaster mental health services.
- f. Access needs for assistance with transportation, funeral arrangements and burial costs.
- g. Access the physical and psychological health needs of families and disaster workers.

Nursing Homes (Annex J)

- a. Care for injured residents.
- b. Provide space as available for temporary hospital/medical treatment facility for disaster victims.
- c. Reduce the patient population to the extent possible if evacuation is necessary, and continue medical care for those that cannot be evacuated.

Law Enforcement (ESF #13)

- a. Provide traffic control, crowd control, security and law enforcement at disaster site and medical facilities.
- b. Assist in search and rescue.
- c. Assist in body identification and transportation.
- d. Provide physicians emergency transport and medical supplies as requested.

Emergency Management Agency (ESF #5)

- a. Provide support and resources for the Coroner's response, if requested.
- b. Provide support and resources for the Incident Commander on scene and for the emergency medical services providing field triage.
- c. Provide regular briefings to Coroner's liaison at the EOC.
- d. Provide backup communications for the Coroner's operations and for the Incident Command Post, if necessary.
- e. Provide coordination with ARC and law enforcement for missing person requests from the general public.

DIRECTION AND CONTROL

The health care coordinator will report to the EOC upon activation. From this location, coordination of medical activities in the hospital will take place. An EMS liaison will report to the EOC to coordinate field triage activities.

The Coroner and mental health personnel need not respond to the EOC when activated. They need only maintain communication, provide a liaison and provide information to the EOC for coordination purposes.

CONTINUITY OF GOVERNMENT

The line of succession for the Hospital Care Coordinator shall be as follows;

1. Chief Executive Officer
2. Vice President of Patient Services
3. Charge Nurse of the Emergency Room
4. Emergency Room Physician

Lines of succession for the Coroner, EMS and Mental Health Agencies are as determined by law and in existing internal operating procedures.

ADMINISTRATION AND LOGISTICS

Area Hospitals

Staff

- a. Active Medical Staff
- b. Registered Nurses (Full and Part Time)
- c. LPN

Patient Capacity

- a. Beds

Supplies

- a. Local Hospitals maintain a limited supply of medicine and medical equipment that can be re-supplied on a short term basis by hospitals and clinics from outlying areas.

Communications

- a. Equipment
 - (1) Base
 - (2) Mobile
 - (3) Telephone

Logistical support for food, water, lighting, etc., will be provided for response personnel by their attached organizations and through material support by EOC representative as necessary.

Neighboring Hospitals

Hospitals in surrounding counties that may receive ill or injured persons from Butler County are:

- a. Anderson Mercy Hospital
- b. Bethesda North Hospital
- c. Deconess
- d. Children's Hospital
- e. The Christ Hospital
- f. Good Samaritan Hospital
- g. Jewish Hospital of Kenwood
- h. Providence Hospital (Fransiscan Mounty Airy)

- i. University of Cincinnati Hospital
- j. Franciscan Western Hills
- k. Mercy Clermont
- l. Bethesda Warren County
- m. Southview
- n. Kettering
- o. Miami Valley

Emergency Medical Services

Resources

Each EMS unit carries disaster equipment consisting of basic medical supplies, such as bandages, splints, triage tags, etc. The contents vary with each department.

Communications

All communications is coordinated through Butler County Sheriff's Communications Center, City of Fairfield, City of Hamilton, City of Middletown, City of Monroe, City of Trenton, City of Oxford, Miami University and West Chester Township.

Equipment

- (1) Base
- (2) Mobile & Portable Units
- (3) Telemetry Phones

Mental Health Facilities

The mental health facilities in Butler County provide varying services. These facilities are staffed with professional personnel representing a variety of treatment and care disciplines.

Mutual Aid

A written mutual aid agreement exists between emergency medical service providers within the county. This agreement is reviewed periodically to maintain current needs.

Training

Emergency Medical Technicians (EMTs) receive mandatory training recertification every three years as required by the Ohio Department of Public Safety. They require Continuing Education training as well, the number of hours required depending on the certification level of the EMT.

Hospital personnel participate in annual drills and train in processing contaminated victims. Further training is received by designated staff members.

Protective Clothing and Equipment

Hospital staffs have the appropriate clothing and equipment, and antidotes to perform assigned tasks in a hazardous chemical or radiological environment.

Monitoring equipment is maintained in accordance with internal operating procedures.

Butler County hospitals are capable of decontamination of injured persons, however, the first responder for decontamination will be the Decon-81 tractor trailer located in Middletown.

Decontamination

Hazardous exposure is determined prior to EMS or hospital staff receiving the victim. Techniques for treatment of exposed victims are determined after proper identification of the hazardous material. See Annex Q.

Protection of Records

All medical facilities and EMS providers protect records deemed essential.

PLAN MANAGEMENT

The Butler County EMA will update this Annex based upon deficiencies identified through exercises, emergencies and changes in government structure.

All agencies and organizations with responsibilities in health and medical operations during emergencies develop and maintain departmental SOP's, mutual aid agreements personnel rosters with 24 hour emergency telephone numbers, and equipment inventories.

AUTHORITIES

Basic Plan
Ohio Revised Code Section 313 – County Coroner

REFERENCES

Job Aid Manual, Federal Emergency Management Agency, SM61.1/August 1983

Ohio Funeral Directors Association/Mortuary Response Team (OFDA-MRT) Response Plan

Guide for the Development of State and Local Emergency Operations Plan, CPG 18, 1985, Interim Guidance, Federal Emergency Management Agency.

Guide for Review of State and Local Emergency Operations Plan, CPG 18A/ October, 1988. Interim Guidance, Federal Emergency Management Agency.

APPENDIX V-1

TRIAGE TAGGING SYSTEM - GENERAL GUIDELINES

Priority I - Red (Critical)

Immediately life threatening and need immediate stabilization/transport and patient has high probability of survival. Examples include:

Priority II - Yellow (Urgent/serious)

Injuries with systemic implications (potential for shock, hypoxia) hemodynamically stable, may wait 45-60 minutes for transport with proper stabilization. Examples include:

Priority III - Green (Non-urgent)

Localized injury (non-limb threatening), with no systemic implications. May wait several hours for transport after simple stabilization.

Priority IV - Black (Deceased)

Apneic, no pulse and not resuscitative (not correctable hypovolemia or tension pneumothorax).

SAMPLE TRIAGE TAG

ARIZONA TRIAGE TAG S.T.A.R.T. 91-25 Rev. 1/99	
A 06427	A 06427
NAME	NAME
TRANSPORT	TRANSPORT
HOSPITAL	HOSPITAL
SEX	SEX
AGE	AGE
<div>Move The Walking Wounded MINOR</div> <div>No Resp. After Head Tilt/OPA DEAD/DYING</div> <div><input type="checkbox"/> Respirations - Over 30 IMMEDIATE</div> <div><input type="checkbox"/> Pulse - No Radial Pulse IMMEDIATE</div> <div><input type="checkbox"/> Mental Status - Unable To Follow Simple Commands IMMEDIATE</div> <div>Otherwise . . . DELAYED</div>	
<div>AGE SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE</div> <div>MAJOR INJURIES <input type="checkbox"/> HEAD <input type="checkbox"/> BACK <input type="checkbox"/> CHEST <input type="checkbox"/> EXTREMITIES <input type="checkbox"/> ABDOMEN <input type="checkbox"/> OTHER</div> <div>TRANSPORT HOSPITAL</div>	
DEAD/DYING	DEAD/DYING
MINOR	MINOR
IMMEDIATE	IMMEDIATE
DELAYED	DELAYED

APPENDIX V-2

HEALTHCARE FACILITIES

Hospital or Health Care Facility	Primary Contact	Emergency Departments	Morgue with Cold Storage	Capacity	Length of time
McCullough-Hyde	Eulin Kuranga, MPH 513-523-2111	Yes			
Mercy Fairfield	Kimberly Mason, ICP 513-870-7872	Yes			
Cincinnati Children's – Liberty Campus	Nancy Hutchinson, RN 513-636-8870	Yes			
West Chester Hospital	Linda Jamison, ICP 513-298-7711	Yes			
Fort Hamilton	Jennifer Green, ICP 513-867-2260	Yes			
Atrium Medical Center	Charlene Kurtz, ICP 513-420-5716	Yes			
Tri-Health Bethesda	Vicki Gabbard, RN 513-894-8888, x-1103	Yes (2/2013)			
University Pointe Surgical Hospital	Shari Botts, RN 513-475-8300	No			
Liberty Urgent Care	Sheri Snively, Office Manager 513-779-7716	No			
West Chester Urgent Care	Sharon Oliger, Office Manager 513-777-1333	No			
Fairfield Urgent Care	Carol Montgomery, Office Mngr. 513-868-9999	No			

Hamilton Urgent Care	Jen Coleman, Office Manager 513-896-9700	No			
Doctor's Urgent Care Office	Kelli Oney, Office Manager 513-420- 5755, x-6284	No			
Oxford- College Corner Free Clinic	Ernest Cowvey 513-524-5426	No			
Primary Health Solutions – Hamilton (2) & Middletown	Peggy Vasquez, Nurse Manager 513-892-1888	No			

APPENDIX V-3

RECOMMENDATIONS FOR TEMPORARY MORGUE SITES

Space Recommendations:

- Facility available for the time frame necessary
- Retrofit capability and cost considered
- Space requirements
- Less than 100 fatalities – 6,000 sq. ft. facility
- 101-200 fatalities – 8,000 sq. ft. facility
- More than 200 fatalities – 10,000 sq. ft. facility
- Non-porous flooring or disposable flooring
- Room for two 400-600 sq. ft. office spaces
- Tractor-trailer accessible
- Showers
- Hot and cold water
- Heat or air conditioning (depending upon the season)
- Electricity (119 volt, 300 amps minimum)
- Drainage
- Ventilation
- Restrooms
- Space for staff support and rest
- Parking areas for staff and trucks
- Dock for delivery
- ADA compliant entrances/exits

Communications:

- Communication capabilities, including multiple telephone lines capability and satellite
- Internet capability
- Marc's Radios
- Short wave radio transmitter/receiver
- Cellular phone service area

Security Considerations:

- Secure entrances into general area
- Secure entrances into facility with uniformed guards
- Security for entire site
- Removed from public view
- Removed from the Family Assistance Center in a “need to know” location

APPENDIX V-4
FATALITY TRACKING FORM - Adapted from HICS Form 254.

INCIDENT NAME		DATE / TIME PREPARED			OPERATIONAL PERIOD DATE/TIME			
MEDICAL RECORD NUMBER OR TRIAGE NUMBER	NAME	SEX	DOB/ AGE	NEXT OF KIN NOTIFIED YES / NO	HOSPITAL MORGUE		FINAL DISPOSITION, RELEASED TO:	
					IN DATE/TIME	OUT DATE/TIME	CORONER, MORTUARY, COUNTY MORGUE, OR OTHER (LIST)	DATE/TIME
COMPLETED BY HOSPITAL MFI UNIT		NAME						

ANNEX W

ACUTE MASS FATALITY INCIDENT

Primary Agencies Butler County Coroner's Office
Butler County Health Department
City of Hamilton Health Department
City of Middletown Health Department

Support Agencies American Red Cross (ARC) – Cincinnati Area Chapter
Butler County Emergency Management Agency (EMA)
Ohio Environmental Protection Agency (OEPA)
Ohio Funeral Directors Association – Mortuary Response Team (OFDA-MRT)
Butler County Hospitals
Butler County Board of Mental Health
Ohio Department of Transportation (ODOT)
Butler County Fire Departments
Butler County Police Departments
Butler County Sheriff's Office
Medical Reserve Corp

I. PURPOSE

This annex includes provisions for accomplishing those necessary actions related to lifesaving, transport, evacuation, treatment of the injured, disposition of the dead, and crisis mental health services during response operations, from a natural or manmade disaster.

II. SCOPE

- A. This Plan is applicable to acute mass fatality operations within Butler County to be carried out by the identified local and state agencies and non-governmental agencies and organizations. Acute incidents are those that are sudden and short-lived. Acute mass fatality incidents do not include deaths due to prolonged, non-acute incidents such as pandemics.
- B. The Butler County Coroner has jurisdiction over acute mass fatalities within the jurisdiction. When the Butler County Coroner deems that the number of fatalities exceeds local resources and capabilities to effectively handle a mass fatality incident, the Coroner may request state-level assistance or request mutual aid from another jurisdiction. When requested, appropriate State-level Emergency Support Functions (ESFs) will be notified of possible activation early in the incident assessment phase.

III. SITUATIONS AND ASSUMPTIONS

A. Situation

- a. The potential exists for a multiple casualty incident resulting from any natural or manmade disaster, which would stress emergency medical services within the county.
- b. The Butler County faces a number of hazards which may cause emergency situations.

Hazards that could result in acute mass fatalities include:

- i. Tornado
- ii. Flood
- iii. Earthquake
- iv. Terrorism, including the use of biological, chemical, radiological or incendiary devices
- v. Fire
- vi. Hazardous Material releases and contaminations
- vii. Transportation Accidents
- viii. Fast-developing epidemics due to infectious agents (naturally occurring or as result of a bioterrorism attack)
- ix. Nuclear or radiological disasters
- x. Toxic release of substance in air or water
- xi. Explosions
- xii. Building collapse
- xiii. Other miscellaneous hazards

The Butler County Coroner's Office is located at 315 High Street, Hamilton, Ohio, 45011. The county morgue is located at 1910 Fairgrove Avenue, Hamilton, Ohio, 45011.

Should medical resources and personnel be inadequate to address the emergency, the appropriate county level organizations will request mutual aid and/or state level resources and personnel.

B. Assumptions

- A. This Plan assumes that a local or state-level emergency is anticipated or has been declared. The emergency can be the result of an intentional or unintentional occurrence, or as a result of a natural disaster.
- B. All mass fatality incident responses will be conducted in accordance with the Incident Command System and the National Incident Management System.
- C. Any major disaster may result in extensive property damage and the possibility of a large number of deaths, which may require extraordinary procedures.
- D. Behavioral health issues will be apparent in mass-fatality incidents, causing increased demand for treatment and intervention support services from local Behavioral and Mental Health Boards.
- E. Mortuary service resources located throughout the state will be available for use during emergency situations; however, some of these resources may be adversely impacted by the emergency.
- F. Victims of attacks from some communicable biological agents may serve as carriers of the disease with the capability of infecting others.
- G. A chemical accident or terrorist attack that results in fatalities will influence the processing of remains.
- H. Following an event that results in mass fatalities, fear and panic can be expected from the public, injured, health care providers, and the worried well.

- I. A terrorist act will require the Federal Bureau of Investigation (FBI) to be in control of evidence and investigation.
- J. Local jurisdiction planning for a mass fatality event will be coordinated with existing Coroner authority, local EMA plans, Butler County Health Department Emergency Response Plans and regional disaster preparedness planning efforts and activities, and be consistent with this Annex.
- K. Existing storage capacity in morgues in Butler County may be exceeded during mass casualty events. Butler County EMA will assist in identifying buildings/facilities within the County with refrigeration capabilities and other capabilities that would make them useful in mass fatality incidents.

IV. CONCEPT OF OPERATIONS

Activation & Notification

Activation of the Acute Mass Fatality Annex (MFI) is dependent on various MFI decision points. The activation of this plan will allow for the formation of Unified Command or Incident Command, consisting of representatives from the Butler County Coroner's Office, Butler County EMA, local public health, law enforcement, fire service and any other necessary command representatives.

Acute Mass Fatality Decision Points

Any incident consistent with one or more of the following criteria may precipitate the activation of the MFI Annex:

- Any incident involving a protracted or complex decedent recovery operation
- Any situation in which there are more decedents than can be recovered and examined by the Coroner's Office.
- Any incident or other special circumstance requiring a multi-agency or multi-county response to support mass fatality operations.

A. Law Enforcement and Security

- a. During a public health emergency involving mass fatalities, many entities at many levels will be involved. The Butler County Coroner's Office, with the assistance of local law enforcement, are responsible for investigating acute deaths that are not due to natural causes or that do not occur in the presence of an attending physician. Local law enforcement is also responsible for security at the incident scene, the morgue site and at family assistance centers.

B. Disposition of Human Remains

- a. The Butler County Coroner, pursuant to ORC Chapter 313, is responsible for determining cause and manner of death, authorizing autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites.
- b. While preserving the scene, remains will be recovered and evacuated to the incident morgue for identification. When authorized by officials and the family, the mortuary response team shall prepare, process and release the remains for final disposition.
- c. Once remains have been positively identified, the next of kin or their representative will be contacted. The Coroner, or Coroner's designee and the mortuary response team, will coordinate the release of the remains and personal effects to the next of kin or their representative. If the remains are unidentified, the Coroner will make the decision and provide direction regarding the disposition of the remains.

- d. If ordered to be a necessity by the Director of the Butler County Health Department, mass burials will be performed under the direction of the Coroner. Mass burials will be performed only as a last resort. All human remains subject to mass burials will be individually contained and identified for possible future disinterment and reburial.
- e. In carrying out mass burials and cremations, Section 4717.13 of the Ohio Revised Code will be complied with regarding the use of tags encased in durable and long-lasting material that contains name, date of birth, date of death and social security number durably accompanying the deceased.
- f. The Butler County Coroner's office is responsible for determining cause and manner of death, authorizing autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites. Information regarding the status of morgue operations will be coordinated by and through the Coroner.
- g. In a mass fatality incident, situations may arise where family and others are not available to decide on the disposition of the deceased. The state code assigns jurisdiction and responsibility for the disposition of unclaimed bodies to Townships. Under an emergency order from ODH that authorizes the temporary interment of the deceased, the Ohio Revised Code 9.15 calls for Townships to fund temporary interment of the deceased and Butler County Coroner to coordinate with local funeral homes on the logistics for temporary disposition and temporary individual containment interment of the deceased in cases where family/others are not available and where the system cannot keep up with the demand for burial of the deceased.
- h. The Butler County Coroner will coordinate mortuary service providers to collect bodies of victims from the scene and from hospitals, morgues, incident morgue facilities and other locations, and will coordinate with next of kin for the disposition of remains.

C. Logistics and Resource Acquisition

- a. When the Butler County Coroner determines that the number of fatalities exceeds local resources and capabilities to effectively handle the situation, they may request state-level assistance from Ohio Funeral Directors Association- Mortuary Response Team (OFDA-MRT).
- b. If the Butler County Coroner determines that additional resources are necessary to store human remains in a suitable manner, the coroner can request the appropriate number of state mobile cold storage trailers.

D. Family Assistance Centers

- a. Family Assistance Centers (FAC) will be set up at locations convenient to mass fatality incidents, but removed from the mainstream of activities. A staff of trained funeral service professionals will assist appropriate agencies in dealing with families of the deceased.
- b. The purpose of an FAC is to provide a secure, comfortable location for the collection of information on the deceased to assist in their identification and for the provision of comforting services to families of the deceased. A comprehensive VIP interview form will be completed by each family with assistance from an FAC Team Member.
- c. Under direction of the Coroner, Family Assistance Center staff will ensure that proper victim identification forms and ante-mortem interviews are completed and will ensure the use of current VIP interview forms.

E. Behavioral and Psychosocial Health

- a. Mental health services will be provided to all survivors of a disaster by agencies from Butler County. The mental health agencies within Butler County will also be asked to assist when additional resources are required.
- b. If local resources are unable to adequately respond to need, state agency-level behavioral and mental health support agencies will assist in securing these services through mutual aid in support of local Behavioral and Mental Health Boards and other local entities that provide ongoing and acute services.
- c. Select agencies will provide assistance for the acquisition and coordination of psychosocial teams to provide psychological aid to fatality management workers and families of victims at FACs and at the incident site.

F. Security

- a. The Butler County Coroner and local law enforcement agencies will work together to ensure security at the scene, the morgue site, and at family assistance centers.

G. Public Information and messaging

- a. In an MFI, it is imperative that public information and messaging be timely, accurate and regularly updated.
- b. The Butler County Emergency Operations Center, Public Information Officers and Joint Information Centers may be requested to produce press releases or conduct press conferences in response to needs identified by the Incident Commander or other entities. Authorized JIC supporting agencies and individuals will be limited to providing public health information and will coordinate with other agencies, including the Agency PIOs, Butler County Coroner and/or assistant(s) to provide joint press releases at the JIC, if established.

H. Mutual Aid and External Resources

- a. When mass fatalities have occurred, it may be necessary to obtain additional mortuary service assistance either through mutual aid or the application of resources through this Annex.
- b. The OFDA-MRT operates the Ohio Portable Morgue Unit (OPMU) that is insured and maintained by the OFDA-MRT and is available via a formal EMA/Coroner Request.
- c. All equipment in the OPMU is compatible with Federal equipment and will help to provide a seamless integration should an event go from a state level to a federal level during its evolution. The OPMU is a depository of equipment and supplies for deployment to a disaster site required to set up a temporary morgue. It contains a complete morgue with designated workstations for each processing element and prepackaged equipment and supplies.

I. Death Registration and Vital Statistics

- a. The ODH Office of Vital Statistics will assist with administrative tracking of the disposition of remains, utilizing the EDRS system, as deemed necessary by the Butler County Director of Health due to the number of fatalities. Reports generated by the EDRS system will be available to all necessary entities through the Regional Vital Statistics Centers.
- b. Personal physicians and health care facility (acute and long term care) physicians may be involved, at least in some stages, with death registrations and certification in a mass fatality event. Other physicians who might also be involved in a mass fatality event include the local Health Commissioner (or Medical Director), Institutional

Agency Medical Directors, Emergency Medical Services Medical Directors, as well as the Director of ODH.

- c. Disaster conditions permitting, an estimate of the number of confirmed deaths must be made. An estimate of the overall number of fatalities will be made by the Incident Commander in consultation with the Coroner and the estimate will be provided to the JIC.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Agency Responsibility

All agencies involved with the MFI Annex have specific activation, operations and demobilization responsibilities within their respective agencies. All agencies involved in an Acute MFI should be prepared to:

- deploy resources,
- execute operations to ensure that decedents are handled in the most appropriate way,
- identify long-term coordination needs
- provide feedback to the County EMA
- develop transition plans and timelines

A. Primary Agencies

County Coroner

- a. Coordinate local resources utilized for the collection, identification, and disposition of deceased persons and human tissue.
- b. Coordinate with Butler County EMA and the Coroner liaison in the EOC to select sites to establish temporary morgues, and the personnel to staff them.
- c. Coordinate with search and rescue teams.
- d. Determine cause of death.
- e. Identify mass burial sites, if necessary.
- f. Protect the property and personal effects of the deceased.
- g. Coordinate with the EOC/JIC PIO to provide information to the news media on the number of deaths, morgue operations, etc., as appropriate.
- h. Coordinate services of funeral directors, ambulances, and other pathologists; the American Red Cross for location and notification of relatives; dentists and x-ray technicians for purposes of identification; and police for security, property protection and evidence collection.
- i. Provide liaisons to the EOC during mass fatality events
- j. Contact the state funeral directors association and/or the mortuary response team, if necessary
- k. Coordinate and regularly communicate with morgue attendants and pathologists.
- l. Receive and store deceased victims until positive identification takes place.
- m. Organize and store belongings of disaster victims in order to assist in positive identification activation.
- n. Assist in and/or conduct autopsies.
- o. Maintain documentation related to deceased disaster victims and autopsy results.

Butler County Health Departments (Butler County, City of Hamilton, City of Middletown)

- a. When available burial resources and systems cannot keep up with demand, issue orders for temporary interment of the deceased.
- b. Provide assistance to ensure that proper victim identification forms are used and that ante-mortem interviews are completed using the proper VIP forms at FACs.

- c. Assist with administrative tracking of the disposition of remains utilizing the Electronic Death Registration System (EDRS).
- d. Assist in identifying and facilitating the use of state level assets during a mass fatality incident.
- e. Provide assistance to make estimates of the number of confirmed deaths using the EDRS system and information from the Incident Commander, in consultation with the Coroner, and provide the estimate to the EOC/JIC for proper dissemination.
- f. Provide assistance for the coordination of psychosocial teams to provide psychological aid to fatality management workers and families of victims.
- g. Conduct site surveys of any temporary Family Assistance Centers identified in Butler County by the County Coroner and the County EOC.

B. Support Agencies

Health and Hospitals

- a. Ensure that professional psychological support is available for survivors and emergency response personnel during all phases of the disaster.
- b. Access the physical and psychological health needs of families and disaster workers.
- c. Provide assistance, as able, for the acquisition and coordination of psychosocial teams to provide psychological aid to fatality management workers and families of victims at FACs and at the incident site.
- d. Coordinate with the FAC, EOC and the County Coroner on information related to missing and deceased persons.
- e. Coordinate with the EOC/JIC PIO to provide information to the news media on the number of injured, as appropriate.

Butler County Law Enforcement Agencies

- a. Provide traffic control, crowd control, security and law enforcement at disaster site and medical facilities.
- b. Assist in search and rescue.
- c. Assist in body identification and transportation.
- d. Provide emergency transportation for physicians and medical supplies, as requested.

Butler County Emergency Management Agency

- a. Provide support and resources for the Coroner's response, if requested.
- b. Provide support and resources for the Incident Commander on scene and for the emergency medical services providing field triage.
- c. Provide regular briefings to the Coroner's liaison at the EOC.
- d. Provide backup communications for the Coroner's operations and for the Incident Command Post, if necessary.
- e. Provide coordination with ARC and law enforcement for missing person requests from the general public.
- f. Assist in the establishment of FACs at locations convenient to mass fatality incidents, but removed from the mainstream of activities. Assist appropriate agencies in providing services to families of the deceased.
- g. Lead efforts to work with other support agencies to ensure proper credentialing of persons who volunteer to assist at the scene or at a Family Assistance Center.

Ohio Funeral Directors Association – Mortuary Response Team (OFDA-MRT)

- a. When authorized by the Coroner, assist with the preparation processing and release of human remains for final disposition.

- b. In coordination and at the direction of the Butler County Coroner, assist in the release of human remains and personal effects to the next of kin or their representative.
- c. If ordered to be a necessity by the Butler County Health Director, assist County Coroner in administration necessary to carry out mass burials under the direction of the Coroner.
- d. When necessary, assist the Butler County Coroner's office in determining the cause and manner of death, authorizing autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites.
- e. Coordinate with mortuary service providers to collect bodies of victims from the scene and from hospitals, morgues, incident morgue facilities and other locations, and coordinate with next of kin for the disposition of remains.
- f. Assist in the establishment of FACs at locations convenient to mass fatality incidents, but removed from the mainstream of activities. Assist appropriate agencies in providing services to families of the deceased.
- g. Provide assistance in the coordination of psychosocial teams that provide psychological aid to fatality management workers, families of victims at FACs and at the incident site.
- h. Assist in providing services to establish FACs as secure, comfortable locations for the collection of information on the deceased, to assist in their identification and for the provision of comforting services to families of the deceased.
- i. Provide assistance to ensure that proper victim identification forms are used and that ante-mortem interviews are completed using the proper VIP forms at FACs.
- j. Provide management in the deployment and operation of the Ohio Portable Morgue Unit (OPMU).
- k. Provide assistance to make estimates of the number of confirmed deaths using the EDRS system and information from the Incident Commander in consultation with the Coroner and provide the estimate to the JIC for proper dissemination.

American Red Cross (ARC) – Cincinnati Area Chapter

- a. Assist appropriate agencies in interviewing and otherwise assisting families of the deceased at FACs
- b. Make referrals to disaster mental health services.
- c. Assist in efforts to maintain a secure, comfortable location for the collection of information on the deceased to assist in their identification and for the provision of comforting services to families of the deceased at FACs.
- d. If local resources are unable to adequately respond to need, assist in providing disaster mental health support services to victims' families.
- e. Provide nursing support with guidance from public health representatives at temporary treatment centers if their skills are appropriate and within capability. Support will also be provided at shelters and reception/care centers.
- f. Provide assistance for those with functional needs including the elderly, and children who have been separated from their parents.
- g. Maintain a medical evacuee tracking system.
- h. Maintain lists of the injured, killed and hospitalized.
- i. Assess needs for assistance with transportation, funeral arrangements and burial costs.

Ohio State Coroners Association (OSCA)

- a. When necessary, assist the Butler County Coroner with the investigation of deaths that are not due to natural causes or that do not occur in the presence of an attending physician.
- b. In coordination and at the direction of the Butler County Coroner, assist in the release of human remains and personal effects to the next of kin or their representative.
- c. When necessary, assist the Butler County Coroner's office in determining the cause and manner of death, authorizing autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing removal of bodies from incident sites.
- d. Coordinate with mortuary service providers to collect bodies of victims from the scene and from hospitals, morgues, incident morgue facilities and other locations, and coordinate with next of kin for the disposition of remains.
- e. Provide assistance to ensure that proper victim identification forms are used and that ante-mortem interviews are completed using the proper VIP forms at the FACs.
- f. Provide assistance to ensure that the Butler County Coroner and law enforcement work together to provide security at the scene, the morgue site, and at family assistance centers.
- g. Provide assistance to make estimates of the number of confirmed deaths using the EDRS system and information from the Incident Commander in consultation with the Coroner and provide the estimate to the JIC for proper dissemination.

Ohio State Highway Patrol (OSHP)

- a. When needed and with proper authority, assist local law enforcement with security at the incident scene, the morgue site and at family assistance centers.
- b. Assist with the evacuation of human remains and preservation of a mass fatality scene, and assist the Butler County Coroner in safeguarding personal effects found on and with the dead.

Ohio Environmental Protection Agency (OEPA)

- a. If requested by the Butler County Health Director, assist the Butler County Coroner in ensuring the environmental regulations are followed in carrying out mass burials under the direction of the Coroner.

Ohio Department of Transportation (ODOT)

- a. Assist in the surveying of crematory facilities, embalming facilities, and funeral homes to identify storage capacity, refrigeration, and number of hearses/vehicles available to transport bodies.
- b. If necessary, assist in transporting remains to storage facilities with refrigeration or to mass burial sites.
- c. In the event of a pandemic/hazardous materials incident, assist in transporting human remains pursuant to 49 Code of Federal Regulations 173.196.

DIRECTION AND CONTROL

The Coroner and mental health personnel need not respond to the EOC when activated. They need only maintain communication, provide a liaison and provide information to the EOC for coordination purposes.

PLAN MANAGEMENT

The Butler County EMA will update this Annex based upon deficiencies identified through exercises, emergencies and changes in government structure.

All agencies and organizations with responsibilities in health and medical operations during emergencies develop and maintain departmental SOP's, mutual aid agreements personnel rosters with 24 hour emergency telephone numbers, and equipment inventories.

AUTHORITIES

Butler County Emergency Operations Plan -- Basic Plan
Ohio Revised Code Section 313 – County Coroner
Ohio Revised Code Section 2108
Ohio Revised Code Section 5121.11 – Burial and Cremation of Indigent
Ohio Revised Code Section 9.15 – Indigent and Unclaimed

REFERENCES

Job Aid Manual, Federal Emergency Management Agency, SM61.1/August 1983

Ohio Funeral Directors Association/Mortuary Response Team (OFDA-MRT) Response Plan

Guide for the Development of State and Local Emergency Operations Plan, CPG 18, 1985, Interim Guidance, Federal Emergency Management Agency.

Guide for Review of State and Local Emergency Operations Plan, CPG 18A/
October, 1988. Interim Guidance, Federal Emergency Management Agency.

Tab #1 – Annex V Mass Fatality Incident Family Assistance Center (FAC) Standard Operating Guidelines (SOG)

1.0 INTRODUCTION

In the event of an Acute Mass Fatality Incident, the Coroner's Office may recommend the activation of a Family Assistance Center. The Family Assistance Center (FAC) allows mass fatality incident response agencies to effectively and compassionately interact with families in an organized manner throughout the life of the incident.

Establishing a Family Assistance Center creates a centralized location to manage accurate, timely information and render support services for victim family members of mass fatalities and friends who contact or travel to the incident location seeking help. Attending to those needs and providing assistance is fundamental to an adequate response to any MFI. These guidelines were developed to provide a framework for family assistance during a mass fatality incident response.

2.0 PURPOSE AND SCOPE

The purpose of this document is to provide guidelines regarding the establishment of a Family Assistance Center and a Victim Information Center (VIC) to aid in the identification of human remains after a mass fatality incident. This document discusses the general concepts of a FAC and VIC, defines the purpose and objectives of a FAC, when it should be established, how it is managed, and recommended services and resources that should be available at the FAC. Practitioners should implement these guidelines and best practices where possible, practical, and appropriate. Absent specific guidance, practitioners should adhere to the principle, spirit, and intent of this document.

3.0 GENERAL PRINCIPLES

The Family Assistance Center is a secure facility established to serve as a centralized location to meet the fundamental concerns of the families of missing and deceased victims. The fundamental concerns include but are not limited to:

- Notification of victim involvement,
- victim accounting and list development,
- incident response mechanisms,
- access to resources,
- and personal effects management.

One component of the FAC is the Victim Information Center (VIC). The VIC is designed to manage the collection of ante mortem data, which will ultimately be compared with postmortem data to assist with the identification of victims. **The victim identifications do not occur within the FAC.** While there are many other essential components within the FAC, the VIC is most thoroughly discussed in this document as it is the responsibility of the Coroner's Office legal authority to manage and coordinate.

5.0 BEST PRACTICES AND GUIDELINES

5.1 FAC ACTIVATION

There is considerable variability at the local level regarding the responsibility and authority of the FAC. Depending on the size and complexity of the MFI, the FAC is designed to be flexible and scalable to meet

the demands of each specific incident. The Butler County Coroner's Office and Health Departments, in coordination with the Butler County EOC, will determine who will staff the FAC. Depending on the jurisdiction in which the incident occurs and the variability in incident circumstances (e.g. criminal, public health emergency), the FAC may be activated and operated by one of the following agencies:

- Butler County Emergency Management Agency
- Butler County Health Department
- Butler County Coroner's Office
- Hamilton City Health Department
- Middletown City Health Department

While a single agency may choose to activate and provide operational authority for the FAC, the FAC may also become the responsibility of a unified command, with a combination of the agencies suggested above.

As a key mass fatality management partner in charge of establishing the Victim Information Center within the FAC, the Coroner's Office authority must be involved in the initial decision-making and coordinated action required to activate the FAC. Simply, the activation of a mass fatality incident response plan will activate some scale of FAC operations.

It should also be determined if a Family Reception Center (FRC) should be established as an intermediary to the operational FAC. The FRC is a temporary, intermediary location established minutes or hours after incident notification before the FAC is operational. Family members and friends of missing persons and victims will travel to the incident site seeking additional information; the FRC is established to redirect these persons away from the incident site and towards a location where information can be distributed.

The FRC site should be near the incident site but not in direct line of sight, and the location should be selected based upon incident type and characteristics. The following sites may be considered:

- community centers,
- conference centers,
- hotels,
- or hospitals.

A limited number of staff and resources should be allocated to the FRC, as the majority of resources should be directed towards the activation of the more permanent FAC. The temporality of the FRC, along with the location of the FAC, must be communicated to families to ensure continuity of care. Generally, the FRC is temporary and will cease operations when the FAC is established. The FAC activation plan should allow for operations to commence as expediently as possible (usually within 12-24 hours post-incident). The scope and characteristics of the incident may require the activation of two or more FACs (such as during widespread or multi-site incidents), or the establishment of a virtual FAC (such as during a pandemic influenza where social gathering is prohibited).

5.2 FAC LOCATION

The number of FAC facilities depends on the scope of the incident. For example, following a commercial air carrier accident, it may be necessary to establish FAC operations at the departure, destination, and accident locations. The FAC should be located in proximity to, but not immediately next to, the incident site. To avoid easy access by the general public and/or media, having the FAC in a somewhat secluded

location is recommended. The facility must have a large meeting room with the ability to accommodate approximately 8-10 family members per victim. Additionally, several small private rooms should be available for ante mortem interviews and provision of specific services (e.g. disaster behavioral health, child care, legal services, etc.). The facility should have sufficient IT infrastructure to allow family members cell phone signal coverage, access to television, and internet. The availability of meals and lodging should also be a consideration. The facility must be compliant with the American with Disabilities Act. Locations that should not be considered include houses of worship, grade schools, and places with important community significance.

5.3 FAC MANAGEMENT

A successful FAC operation relies upon cooperation between numerous government agencies and non-governmental organizations (NGOs), which may include but is not limited to: private industry, foreign government industries, and not-for-profit and volunteer organizations. A central location for these participant agencies should be established to encourage efficient and effective command and coordination of FAC operations. The Joint Family Support Operations Center (JFSOC), a model employed by the NTSB, is a successful precedence that could be used as guidance. Overall, the goal is to create an environment to foster communication and collaborative decision-making amongst agencies regarding family assistance operations. Pre-identified agency representatives should be established in the planning phase, so collaboration amongst agencies can begin quickly in preparation for the FAC activation. Agency representatives should consist of personnel with the authority to make decisions regarding the family assistance operation. The objectives of the FAC management are to:

- Ensure effective communication between agencies responsible for provision of family assistance services
- Ensure efficient delivery of family assistance services by identifying needs and gaps and by avoiding duplication of services
- Coordinate and manage FAC resource requests

The Butler County Coroner's Office and Health Departments oversee and coordinate all FAC operations and planning. The Butler County EOC will assist in establishing the FAC, including finding an appropriate site, mobilizing partner agencies, identifying required services, and securing appropriate staffing and resources. The Butler County Coroner's Office, Butler County Health Departments and the Butler County EOC will ensure that family services are efficiently provided.

5.4 ROLE OF THE Coroner's Office

The Butler County Coroner's Office has several roles and responsibilities within the FAC, including the previously discussed activation process of the FAC. Additional responsibilities may include, but are not limited to, the (1) direct management of the VIC, (2) communication with and expectation management of families and friends of victims, and (3) notification of victim identification.

5.4.1 Management of the VIC

Management of the Victim Information Center is a primary responsibility of the Butler County Coroner's Office, as effective management of this center will improve the likelihood of timely and accurate victim identifications. The Coroner's Office should coordinate the collection of antemortem data for the purpose of victim identification, which includes family interviews, family and direct reference DNA collection, antemortem records collection, data management, and personal effects management. To help ensure effective VIC operations, the Coroner's Office should coordinate the assembly of VIC critical resources and infrastructure.

5.4.2 Communications and Expectation Management

A central tenet of FAC management is that the manner in which the families are treated may be the determining factor in the perceived success of the incident response. The Coroner's Office (or authorized designee) must establish and continually provide families with factual and timely information in a compassionate manner. Constant communication aids in the management of expectations for the family members, facilitating an environment of trust. This can be accomplished through the participation, with other responding organizations, in scheduled daily family briefings that include the following:

- Discussion of the processes of human remains recovery, identification, and release;
- An opportunity to address questions from family members and friends regarding the Coroner's Office investigation and identification process;
- Elimination of any rumors or misconceptions.

Following the family briefings, it is important to manage public release of sensitive information regarding the Coroner's Office/Law Enforcement investigation and identification process; the appropriateness, timeliness and accuracy of this information must be ensured prior to release to the media or the general public. As a rule, public release of any information related to the Coroner's Office/Law Enforcement investigation and identification process will be made public only after the families and the responders have been briefed on this information. It is recommended that a long term strategy be in place to manage the expectations of family members and plan for ongoing notifications and issues.

5.4.3 Notification of Victim Identifications

While much information is exchanged during the family briefings, it may be appropriate for the Coroner's Office (or designee) to meet privately with the families of victims to share information concerning the status of the recovery and identification process as it relates specifically to their loved one(s). Disposition preferences from the next of kin should also be discussed, which may include one of the following options:

- Notify at first instance when human remains are identified
- Notify only once all human remains have been identified

The Coroner's Office may also perform death notifications in coordination with law enforcement and spiritual/behavioral health care providers, either at the FAC, over the phone, or at a family member's residence. This may also include facilitation of the death certification process and assistance with the timely release of remains for final disposition.

5.5 VICTIM INFORMATION CENTER

The Victim Information Center (VIC) is a secure and centralized location within the FAC that facilitates the exchange of timely and accurate ante mortem information between the Coroner's Office, investigative authorities, and family and friends of the missing.

5.5.1 Overview of the Victim Information Center

The Coroner's Office establishes the VIC, coordinates the collection of antemortem data, and oversees the data management process. Law enforcement is responsible for

conducting missing person investigations and providing information regarding the status of these investigations to the Coroner's Office. This is an especially critical function in an open population mass fatality incident, where the victim population is not clearly defined. Missing person reports must be investigated to determine the veracity of the report and family members identified so that the Coroner's Office may begin the antemortem data collection process.

5.5.2 Staffing the Victim Information Center

Staff under Coroner's Office supervision should include:

- Personnel trained to brief family members on the Coroner's Office process and to address their questions in an open format/group setting;
- Personnel trained to conduct antemortem interviews in a compassionate manner (e.g. funeral directors, Coroner's Office death investigators, etc.);
- Personnel trained to identify suitable DNA reference sample donors, to collect DNA reference samples, to obtain consent, and to document chain of custody for the collected samples;
- Personnel responsible for requesting and evaluating the adequacy of medical and dental records from relevant entities, tracking outstanding requests, and evaluating the quality of antemortem records for the identification process; if adequate staffing is available, it is recommended that on-site specialty personnel that will utilize this data evaluate it at time of collection;
- Personnel responsible for implementing a quality assurance program for the data collected during the VIC operation;
- Information technology experts;
- Data entry/administrative personnel; and
- Liaison staff designated to interact with other areas of the FAC providing services.

5.5.3 Family Interviews

Family interviews are the source of the antemortem data needed to identify human remains. These interviews may be conducted by a variety of trained personnel, including:

- Coroner's Office death investigators,
- forensic nurses,
- Mental Health Workers
- Funeral directors, etc., who are trained in the use of the antemortem interview form and can conduct in-depth and confidential interviews with family members in a respectful and compassionate manner.

This interview normally takes two to three hours to complete, following which the interviewers should be provided at minimum a 30-minute rest period. The interview will be conducted so as not to resemble an interrogation, and instead should be facilitated as a conversation to gain pertinent victim medical history, including details of previous surgeries and dental restorations.

5.5.4 Antemortem Records Collection

Based upon information received in the family interview, antemortem records may need to be collected from physicians, dentists, hospitals, and other healthcare institutions.

Family members may also bring antemortem records from home to augment the antemortem records. These records, such as radiographs and surgical histories, will aid in the reconciliation and identification efforts.

5.5.5 Antemortem Data Management

Information from family interviews, antemortem records, photographs, and other data must be managed in an effective and efficient manner in order to be compared to postmortem data for identification purposes. The ante mortem data must be kept in a secure location with the VIC operations.

5.5.6 Personal Effects

The return of personal effects of deceased victims is a critical and meaningful act for most families. These items can carry a high significance, particularly the belongings that were with the victim at the time of the incident. The timely and appropriate return of personal effects is required by various federal statutes and should be considered by Coroner's Office when planning for mass fatality responses.

The Coroner's Office in conjunction with the lead law enforcement agency should keep in mind the following aspects of personal effects management:

- Explain the personal effects management process to family members;
- Provide family members with associated and unassociated catalogues and instructions to claim or disassociate items;
 - **Associated PE** – These are items that were collected either from the Person Directly Affected / Victim, e.g., clothing or jewelry removed from the individual passengers from the aircraft. Associated PE can also include wallets and handbags which contain credit/debit cards or identification directly linked to the individual passenger.
 - **Unassociated PE** – These items were found and collected from the crash site, however, they could not be successfully identified to belong to any passengers on the flight, e.g., shoes, spectacle cases.
- Return associated items per families instructions; and,
- Retain unassociated items and ultimately destroy after notifying families of intentions.

5.6 FAC SERVICES AND FUNCTIONS

The FAC offers a variety of services, coordinated through various agencies. While these functions are generally not the direct responsibility of the Coroner's Office, it should coordinate with emergency management and the EOC to ensure these functions are accounted for in FAC planning and response.

5.6.1 Reception and Registration

When family members and friends arrive at the FAC, they are guided first to the reception and registration area. There, they are screened to validate identification, issued an FAC identification badge, and informed of services and support offered at the FAC. A staff member is assigned to guide the visitors through the FAC.

5.6.2 Case Assessment

The FAC may also be able to provide support to family members and friends of the victims, assisting in securing such services as:

- Benefits and counseling assistance;
- Financial assistance and planning;
- Housing and transportation;
- Laundry services;
- Medical care (e.g. first aid, primary care, emergency care);
- Interpreters/translators;
- Business and communication services (e.g. internet access); and,
- Foreign national resources.

While some of these services may be offered at the FAC, staff may also link visitors to outside services provided by government agencies or NGOs that may be of assistance during a mass fatality incident.

5.6.3 Spiritual and Behavioral Health Services

Due to the possible traumatic nature of the incident, it is important that spiritual and behavioral health personnel are available to the family members, friends, and responders at the FAC. Clergy should be available to provide pastoral counseling and spiritual care for people of all faiths who request it, reaching across faith group boundaries and without proselytizing. Behavioral health professionals should also be on site and available for counseling, crisis intervention, psychological first aid, mediation, and referral recommendations as deemed necessary.

5.6.4 Childcare Services

Temporary respite care for children while their parents or guardians are at the FAC involved in interviews and briefings is an important component of FAC services. The childcare area should be prepared to provide support and activities for children representing a range of areas and is structured and staffed to provide appropriate monitoring and support for children's needs. Only licensed childcare providers and staff who have passed a criminal background check staff the childcare area. The childcare facility and staff will be subject to state regulations appropriate to emergency regulations.

5.6.5 Mass Care Services

Within the FAC, a dining area should be established to provide meals, snacks, and beverages throughout the FAC operational hours for staff and visitors. Special consideration should be given to the cultural and ethnic composition of family members and friends to ensure appropriate foods are available to meet their needs.

6.0 SUMMARY

The FAC and VIC are designed to address the primary concerns of family members and to ensure that family members and friends of the deceased are treated with dignity and receive necessary information and services. The Victim Information Center is an integral component of the Family Assistance Center designed to ensure the efficient collection of antemortem information crucial to identifying the deceased. The Coroner's Office and local health departments will be involved in the activation and management of FAC operations; local jurisdictions will benefit from engaging the appropriate layers prior to incident response to prepare for the establishment of a FAC.