

**GUERNSEY COUNTY
ALL HAZARD
EMERGENCY OPERATIONS PLAN**

Together
Emergencies
Are
Managed



**Prepared By
Guernsey County Emergency Management Agency**

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**GUERNSEY COUNTY
EMERGENCY OPERATIONS PLAN
BASIC PLAN**

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SUMMARY

The Guernsey County Emergency Operations Plan provides Guernsey County, Ohio and its political subdivisions the framework for an effective systematic approach to ensure that Guernsey County and its political subdivisions will be adequately prepared to deal with the occurrence of emergencies and disasters. The plan outlines the roles, responsibilities, functions, operational procedures, and working relationship between and within the governmental entities and their various departments, agencies, private support groups, and individual citizens.

The Guernsey County EOP unites the efforts of these groups under the Emergency Support Function (ESF) format with a designated coordinating agency for a comprehensive approach to mitigation, planning, response and recovery from identified hazards.

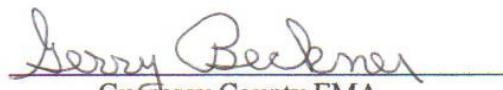
The Guernsey County Emergency Operations Plan was jointly developed by the Guernsey County Emergency Management Agency, in cooperation with representatives from departments, agencies, and jurisdictions that have been tasked with emergency responsibilities. The first step in the planning process identified each hazard that is a possible threat to the county and its political subdivisions and provided the basis for the basic plan, annexes and appendixes. The second step assessed the resources of each governmental entity and the third step was to develop response procedures based solely on the resources.

The goals to be achieved are to save lives and protect property by developing programs and emergency operational capabilities that address mitigation, preparedness, response, and recovery for natural, technological, civil, or attack related emergencies.

Regular review of the EOP, as well as, emergency test exercises, and actual emergency occurrences will serve to refine and clarify emergency responsibilities and contribute to the ongoing planning process initiated by the responsible organizations, which developed this document.

The Guernsey County Emergency Management Agency would like to express our appreciation to those individuals and organizations that assisted in the process of developing this plan. Their input was instrumental in creating an Emergency Operations Plan for the protection of the citizens and property of Guernsey County.

4-6-09
Date


Guernsey County EMA
Director

**GUERNSEY COUNTY
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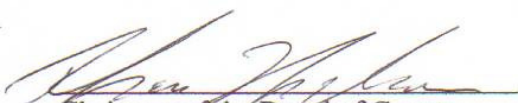
PROMULGATION

Preparedness to cope with the effects of a disaster includes many diverse but interrelated elements, which must be woven into an Integrated Emergency Management System involving all departments of all local government and private support agencies, plus individual citizens.

Disasters necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to address response. Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort. Therefore, failure to develop an integrated disaster preparedness plan encourages salvage type activities instead of an effective coordinated operation.

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

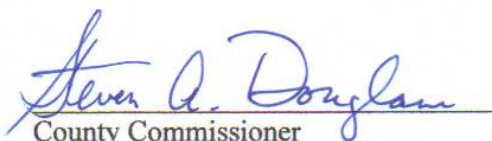
This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county officials, department heads and various agencies and organizations specifying their roles during, before and after an emergency or disaster situation. It is developed pursuant to Section 5502 and 3750 of the Ohio Revised Code, the adoption of the National Incident Management System (NIMS) from Presidential Directive, HSPD-5 and the countywide agreement resolution by the Guernsey County Commissioners dated 04/26/89, assigning emergency responsibilities.


Chairman of the Board of County
Commissioners

4/6/09
Date


County Commissioner

4/6/09
Date


County Commissioner

4/6/09
Date

**GUERNSEY COUNTY
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CONTROLLED DISTRIBUTION LIST

<u>AGENCY/ORGANIZATION</u>	<u>EOP COPIES RECEIVED</u>
1. Chief Executive, Board County Commissioners	1
2. County EMA	1
3. City Mayors	1
4. Village Mayors	9
5. Township Trustee Boards	19
6. Cambridge Service Safety Director	1
7. County Emergency Management Agency	2
8. State Ohio Emergency Management Agency	1
9. Communications Officer	1
10. County Sheriff	1
11. City Police Department	1
12. Village Police Departments	2
13. State Highway Patrol	1
14. City Fire Department	1
15. Village Fire Departments	12
16. County Engineer	1
17. County Health Department	1
18. Children Services Board	1
19. Emergency Medical Services (EMS)	1
20. Cambridge Mental Health & Development Center	1
21. Hospitals	1
22. American Red Cross	1
23. Salvation Army	1
24. Department of Human Services	1
25. Co. Superintendent Schools	1
26. School Districts	3
27. Radiological Officer	1
28. Public Library	2
29. Veterans Administration Hospital	1
30. ARES	1
31. Salt Fork State Park	1
32. Seneca Lake	1
33. Public Utilities	4
34. Public Works	8
35. Others upon request to Guernsey County EMA	3
Total	89

The individuals, agencies, or organizations listed above have been identified a holder of an official copy of the Guernsey County Emergency Operations Plan (EOP). When revisions are made, the Emergency Management Director will use this list to distribute an updated copy of the EOP in electronic format; a signed receipt will be requested of the holder upon receipt of the revised EOP.

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Hazards Identifications

GUERNSEY COUNTY EMERGENCY OPERATIONS PLAN BASIC PLAN

The Guernsey County Mitigation Team completed a hazard and risk assessment for Guernsey County in 2003 as part of the Guernsey County Mitigation Plan. It details the methods and assumptions used to complete the assessment. High-risk areas, both population and environmental, that are likely to be impacted by the defined hazards are documented in the Guernsey County Hazard and Risk Assessment. The results of this hazard and risk assessment were used as the basis for updating of the Emergency Operations Plan.

The Guernsey County Hazardous Materials Plan, details assumptions and procedures specific to each facility reporting reportable quantities of hazardous materials. This includes types, amounts, storage containers, and locations of chemicals.

High-risk hazards most likely to affect the residents of Guernsey County are:

Floods: threatens all political subdivisions in the county. Additional problems may occur from urban flooding which results in high water problems from lack of adequate drainage, such as flooded streets, basements, etc. Guernsey County has received eight Presidential Declarations for damage caused by heavy rain and flooding since January 1964. Floodplain maps are maintained and available from the Guernsey County Floodplain Manager. Probability of recurrence is high.

Wildfires: in Ohio are 99 percent man caused in debris burning and incendiary as the leading cause. Many wildfires occur during the fall season because the vegetation is dying and leaves are accumulating. Curing of these fuels takes place throughout the winter and an even more critical forest fire period is experienced until spring green-up occurs. Any extended periods with little or no rainfall can compound the problem during the season. The Salt Fork State Park is located in Guernsey County. Guernsey County reported 36 wildfires 2001 and 26 wildfires in 2002 with an average of 1.51 to 3 acres burnt. Probability of recurrence is high.

Winter Storms: could affect the entire area of Guernsey County. This type of emergency poses a most difficult response effort because of road conditions, which impede or prohibit the vehicle movement. Most of the county receives 20-30" of mean snowfall per winter season. A Presidential Declaration for Severe Blizzard Conditions was issued on January 26, 1978. A Presidential Declaration for heavy snowfall and ice was issued on March 27, 2003. Probability of recurrence is medium.

Tornado/Severe Storms: There have been 9 tornadoes and one macro burst in Guernsey County. This could occur anyplace in the county. Damages and loss of life could be severe and overwhelm the ability of local government. Probability of occurrence is medium.

Hazardous Materials Incidents: could occur any place in the county. But the cities where industries that use hazardous material are located and areas where railroad and highway transportation routes cross are the most vulnerable. A map of hazardous material sites is located in the Hazardous Materials Plan. Probability of occurrence is medium.

Transportation Incidents: of air, rail, and highway are of serious nature and could result in long-range effect especially with hazardous materials. Shipments of hazardous material travel I-70 and 77 interstates in Guernsey County. Transportation Route map for Guernsey County is located in the Resource Manual. Probability of occurrence is medium.

Pipelines: carrying oil or gas could rupture or explode. Past records indicate one of the greatest potentials involved with pipeline explosives is a farmer or a contractor accidentally striking the line while digging. A map of pipelines is located in the Hazardous Materials Plan. Probability of occurrence is medium.

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Subsidence/Landslides: Guernsey County is an area of very high risk and subject to landslides/rock fall. The entire county is susceptible to landslides and related earth movements, with serious mine drainage problems with respect to surface mines. Mine subsidence insurance is now available. A map of county landslides and mine subsidence areas are located in the Resource Manual.

Energy Emergencies: There are several facilities that provide power to the homes and businesses in Guernsey County that are listed in the Resource Manual. A temporary shutdown of these facilities would affect the lives and property of county residents. Probability for occurrence is medium.

Water Shortages: could occur, but would possibly not be countywide. Although water shortages may occur as a result of a drought, shortages may also occur as a result of contamination and inadequate systems of delivery. A map of water companies is located in the Resource Manual.

Dam Failure: There are 5 Class I Dams in Guernsey County. Dams having a storage volume greater than 5,000 acre-feet or greater than 60 feet in height are classified as Class I Dams. In addition, when failure of a dam would result in the probable loss of human life or presents a serious hazard to health, or damage to homes, high value industrial or commercial properties or major public utilities then these dams shall be placed in the Class I category. A map of Class I Dams in the county with pre-selected monitoring points is located in the Resource Manual. Probability of occurrence is low.

Drought: would affect the entire county and could result in a water shortage and agricultural damage and loss. Probability of occurrence is low.

Agriculture/Infectious Animal Diseases: This type of emergency could affect the entire county. Probability of occurrence is low.

Civil Disorders: could affect the county but would probably be limited to the more populated areas and could occur at any time. The greatest number of incidents emerges from strikes.

Earthquakes: could affect the entire county, although at different levels of damage. Guernsey County does fall within the area predicted to be affected by disturbance along the New Madrid Fault in Missouri.

Nuclear Attack: threat is ever present and the reduction of such threat is dependent upon actions of another country that are unpredictable. As long as there are weapons and the capability of delivery of those weapons, the threat will remain. Guernsey County has been designated a Host Area which will receive 340,000 people from other counties. A map of the risk area of the State of Ohio is located in the Resource Manual.

Terrorist/WMD Incidents: could occur in Guernsey County at various sites.

Note: Any of the above, identified hazards could originate in a neighboring county and create a hazard to areas of Guernsey County.

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The following events and locations may have an affect on any hazard analysis and preplanning for emergencies and disasters in Guernsey County.

Special Events

JANUARY

FEBRUARY

MARCH

APRIL

MAY

Hopalong Cassidy Festival - Downtown Cambridge

JUNE

The Living Word

Coal Miners Festival – Downtown Byesville

JULY

The Living Word

Fireworks – Cambridge City Park

Fireworks – Seneca Lake

Fireworks – Spring Valley Campgrounds

Ohio Hills Folk Festival – Quaker City

AUGUST

Salt Fork Arts & Crafts Festival - Cambridge City Park

The Living Word

Pennyroyal Festival – Fairview

Deerassic Classic

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SEPTEMBER

Guernsey County Fair - County Fair Grounds
The Living Word
Spring Valley Gospel Sing - Spring Valley Campgrounds

OCTOBER

Oktoberfest - Downtown Cambridge
Guernsey County Farm/City Day – Cambridge

NOVEMBER

Cambridge Holiday Parade - Downtown Cambridge
Festival of Trees – Cambridge

DECEMBER

The Living Word Christmas Play

**SPECIAL LOCATIONS
Subject to Special Event Anytime**

Pritchard-Laughlin Center - 439-7009
Cambridge Performing Arts Center - 432-7958
Kachilla Center - 432-2432
Scottish Rite Auditorium - 432-7839

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Response Capabilities

In April of 2002 the Guernsey County Emergency Management Agency hosted the Ohio State Capability Assessment for Readiness (OSCAR) program facilitated by the Ohio Emergency Management Agency. This program brought together key county response and support agencies to identify their ability to respond to and manage disasters and to define what areas needed improved for the next disaster.

This assessment was used to identify the county's limitations in responding to and recovering from a disaster based on the available training, equipment, and personnel in Guernsey County.

The final OSCAR report outlining additional resources needed, training improvements needed, what procedures need revised, and how to address these limitations is maintained by the Guernsey County Emergency Management Agency.

The Guernsey County Terrorism Response Team meets on a quarterly basis to review and assess the county's capability to respond to a terrorism incident in Guernsey County. This team works to identify shortfalls in training, response equipment, and security and to make recommendations on ways to overcome these shortfalls.

In September of 2005 the Guernsey County EMA and the City of Cambridge completed the initial National Incident Management System Capability Assessment Support Tool (NIMCAST). This tool provided a way to assess the effectiveness of the county's incident preparedness and to identify the need to acquire additional resources.

In August of 2006 both jurisdictions updated their Capability Assessment Support Tool to include progress made during the previous year.

Each year Guernsey County performs an emergency exercise to evaluate and review the county's response to a disaster. This exercise is used to give response and support agencies a continuing assessment of their weaknesses and strengths and to identify ways to overcome the weaknesses.

The county's ability to respond to specific hazards and any limitations encountered are outlined in the Incident Specific Annexes to this plan.

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Plan Instructions for Use

It is intended that this plan, when implemented, be used by response agencies, departments and organizations in Guernsey County to obtain maximum use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county.

The format utilized is:

Basic Plan

Developed by the Guernsey County Emergency Management Agency the Basic Plan provides an overview of the local response system. It explains the local hazards, capabilities, needs, and response organization. The Basic Plan also details the policies, organization, concept of operations, and assignment of responsibilities necessary for response and recovery operations in Guernsey County. The Basic Plan includes attachments and appendices as necessary.

Emergency Support Function Annexes

Each Emergency Support Function (ESF) maintains an annex to the Basic Plan detailing the concept of operations for the function. A standard outline is used for each ESF Annex in order to ensure continuity of the Guernsey County EOP and allow for easy reference.

Support Annexes

Describes the mission, policies, and concept of operations of related activities that are implemented during disaster operations.

Incident Specific Annexes

Describes the procedures and responsibilities for specific events that are found in separate plans and pre-planning has coordinated those procedures with the rest of the EOP.

Appendices and Attachments

Used to attach other relevant information that is not already addressed in the Basic Plan, ESF(s), or separate Annexes.

Standard Operating Procedures

Standard Operating Procedures (SOPs) are not contained in this plan, but must be developed by each ESF and/or Agency, and are essential to the implementation of this document. Copies of all SOPs will be submitted and kept for reference at the Emergency Operations Center.

Checklists

Detailed checklists are developed to implement ESF Annexes and agency SOPs. The checklists are simple, bullet-style documents to be used by operational personnel as a reminder for actions to take.

All individuals with assigned responsibilities should be familiar with the entire plan. However, added emphasis must be given to those sections for which they are responsible. While all circumstances cannot be addressed, the content of this plan should be used as a guide for those events that do occur but are not specifically addressed herein.

The Guernsey County EOP is available electronically at the Guernsey County EMA website at www.guernseycountyema.com. Questions regarding the Guernsey County EOP should be sent to Guernsey County EMA via email at ema@guernseycounty.org

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ACRONYMS

AFWS	Automated Flood Warning System	EPI	Emergency Public Information
ALS	Advanced Life Support	ERT-A	Emergency Response Team Advance Element
ARC	American Red Cross	ERT-N	National Emergency Response Team
ARES	Amateur Radio Emergency Service	ESF	Emergency Support Function
CAP	Civil Air Patrol	EST	Emergency Support Team
CAS	Crisis Action System	FBI	Federal Bureau of Investigation
CB	Citizen's Band	FCO	Federal Coordinating Officer
CDC	Center for Disease Control	FEMA	Federal Emergency Management Agency
CEMP	Comprehensive Emergency Management Plan	FOC	FEMA Operations Center
CEO	Chief Executive Officer	FOG	Field Operations Guide
CERT	Community Emergency Response Team	FRP	Federal Response Plan
CFO	Chief Financial Officer	GAR	Governor's Authorized Representative
CFR	Code of Federal Regulations	GCEMA	Guernsey County Emergency Management Agency
CISD	Critical Incident Stress Debriefing	GCEOP	Guernsey County Emergency Operations Plan
CISM	Critical Incident Stress Management	GCLEPC	Guernsey County Local Emergency Planning Committee
CMC	Crisis Management Coordinator	GIS	Geographical Information System
DA	Damage Assessment	HAZMAT	Hazardous Materials
DAP	Disaster Assistance Program	HHS	Department of Health and Human Services
DFO	Disaster Field Office	HQ	Headquarters
DHS	Department of Homeland Security	HSAS	Homeland Security Advisory System
DMAT	Disaster Medical Assistance Team	HSC	Homeland Security Council
DMORT	Disaster Mortuary Operational Response Team	HSOC	Homeland Security Operations Center
DMRDD	Department of Mental Retardation and Developmental Disabilities	HSPD-5	Homeland Security Presidential Directive-5
DOC	Department of Commerce	IAP	Incident Action Plan
DOC	Department Operations Center	IC	Incident Commander
DOJ	Department of Justice	ICP	Incident Command Post
DOT	Department of Transportation	ICS	Incident Command System
DPS	Department of Public Safety	IC or LIC	Incident Command or Unified Command
DRB	Disaster Recovery Branch (OEMA)	IIMG	Interagency Incident Management Group
DRC	Disaster Recovery Center	IMT	Incident Management Team
EAS	Emergency Alert System	INRP	Initial National Response Plan
EG	Executive Group	JFO	Joint Field Office
EMA	Emergency Management Agency	JIC	Joint Information Center
EMAC	Emergency Management Assistance Compact	JIS	Joint Information System
EMI	Emergency Management Institute	JOC	Joint Operations Center
EMPG	Emergency Preparedness Assistance Grant	JTF	Joint Task Force
EMS	Emergency Medical Service	JTTF	Joint Terrorism Task Force
EMT	Emergency Medical Technician		
EO	Executive Order		
EOC	Emergency Operations Center		
EOP	Emergency Operations Plan		
EPA	Environmental Protection Agency		
EPCRA	Emergency Planning and Community Right-to-Know Act		

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ACRONYMS

LEADS	Law Enforcement Automated Data System	RCRA	Resource Conservation and Recovery Act
LEPC	Local Emergency Planning Committee	R&D	Research & Development
LIC	Unified Command	RESTAT	Resource Status
LNO	Liaison Officer	ROC	Regional Operations Center
MACC	Multi-agency Command Center	ROSS	Resource Ordering & Status System
MARCS	Multi-agency Radio Communications System	RRCC	Regional Response Coordination Center
MOA	Memorandum of Agreement	RRT	Regional Response Team
MOU	Memorandum of Understanding	SAC	Special Agent-in-Charge
NAWAS	National Warning System	SAR	Search and Rescue
NCS	National Communications System	SCO	State Coordinating Officer
NCTC	National Counter terrorism Center	SDO	Standards Development Organization
NDMS	National Disaster Medical System	SERC	State Emergency Response Commission
NEP	National Exercise Program	SFLEO	Senior Federal Law Enforcement Official
NGO	Nongovernmental Organization	SFO	Senior Federal Official
NIMS	National Incident Management System	SIOC	Strategic Information and Operations Center
NOAA	National Oceanic and Atmospheric Administration	SITREP	Situation Report
NRC	Nuclear Regulatory Commission	SO	Safety Officer
NRP	National Response Plan	SOG	Standard Operating Guideline
NRT	National Response Team	SOP	Standard Operating Procedure
NSC	National Security Council	US&R	Urban Search and Rescue
NSP	National Search and Rescue Plan	USACE	U.S. Army Corps of Engineers
NSSE	National Special Security Event	USCG	U.S. Coast Guard
NVOAD	National Voluntary Organizations Active in Disaster	USDA	U.S. Department of Agriculture
NWS	National Weather Service	USGS	U.S. Geological Survey
ODOT	Ohio Department of Transportation	USSS	U.S. Secret Service
OEMA	Ohio Emergency Management Agency	VHF	
OEOP	Ohio Emergency Operations Plan	VMAT	Veterinarian Medical Assistance Team
ORC	Ohio Revised Code	WMD	Weapons of Mass Destruction
OSC	On-Scene Coordinator		
OSHA	Occupational & Health Administration		
OSP	Ohio State Highway Patrol		
OSU	Ohio State University		
PDA	Preliminary Damage Assessment		
PDD	Presidential Decision Directive		
PFO	Principal Federal Official		
PIO	Public Information Officer		
POC	Point of Contact		
POLREP	Pollution Report		
PVO	Private Voluntary Organization		
PSAP	Public Safety Answering Point		
RA	Reimbursable Agreement		
RCP	Regional Contingency Plan		

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GUERNSEY COUNTY EMERGENCY OPERATIONS PLAN

I. Introduction

Ohio Revised Code 5502 notes that each Emergency Management Agency must develop an Emergency Operations Plan, and then annually review and update the EOP.

It is the responsibility of the Guernsey County Commissioners to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for initial emergency management activities. When the emergency exceeds the local government's capability, supplemented by normal mutual aid, to respond, the Guernsey County Commissioners will request assistance from the state.

The Guernsey County Commissioners entered into a "County Agreement," dated April 26, 1989, as covered under the ORC 5502. This Agreement covers the county, city, villages, and townships for Emergency Management in Guernsey County. This agreement establishes the Guernsey County Emergency Management Agency and the County Commissioners appoint the County Emergency Management Director.

This plan is based upon the concept that the emergency functions for the various groups involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. However, there may be cases where personnel will have to work outside of their normal function.

The Guernsey County EOP was written to be an All Hazards Emergency Operation Plan (EOP) that is supportive of the National Response Plan (NRP), National Incident Management System (NIMS) and the Ohio Emergency Operations Plan (OEOP); and to reflect current Federal, State, and local legislation and regulations.

A. Purpose

1. The purpose of the Guernsey County Emergency Operation Plan is to establish a comprehensive, all-hazards approach to incident management across a spectrum of activities including prevention, preparedness, response, and recovery.
2. The Guernsey County Emergency Operation Plan is necessary to predetermine, to the extent possible, actions to be taken by the governmental jurisdictions of Guernsey County to prevent avoidable disasters and respond quickly and adequately to emergencies in order to protect the lives and property of the residents of Guernsey County.

B. Scope

1. The plan incorporates best practices and procedures from various incident management disciplines, homeland security, emergency management, law enforcement, firefighting, hazardous materials response, public works, public health, emergency medical services, and responder and recovery worker health and safety and integrates them into a unified coordinating structure.
2. It describes capabilities and resources and establishes responsibilities, operational processes, and protocols to help protect Guernsey County from natural and manmade hazards; save lives; protect public health, safety, property, and the environment; and reduce adverse psychological consequences and disruptions. Finally, the GCEOP serves as the foundation for the development of detailed supplemental plans and procedures to effectively and efficiently implement local incident management activities and assistance in the context of specific types of incidents.
3. Is countywide in scope and encompasses coordination with all municipalities and townships.

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C. Phases of Emergency Management

1. **Mitigation**: Mitigation activities are those designed to either prevent the occurrence of an emergency or minimize the potentially adverse effects of an emergency. Some mitigation activities land use management, public education, building codes, risk-area mapping, and disaster insurance.
2. **Preparedness**: Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.
3. **Response**: Response activities and programs are designed to address the immediate effects of the onset of an emergency or disaster and help to reduce casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation, mass care, and other similar operations.
4. **Recovery**: Recovery activities involve restoring systems to normal. Short-term recovery actions are taken to assess damage and return vital life-support systems to minimum operating standards; long-term recovery actions may continue for many years.

COMPREHENSIVE EMERGENCY MANAGEMENT MEASURES			
Mitigation	Preparedness	Response	Recovery
Building Codes	All-Hazards Approach	Animal Protection	Claims
Buyout	Backup and Redundancy	Decontamination	Damage Assessment
Disaster Insurance	Continuity of	Direction and Control	Debris Clearance
Hazard Analysis	Government	Early Warning	Disaster Assistance
Enforcement	Emergency Alert System	Emergency Alert	Disaster Loans and
Land Use Management	Emergency Partnerships	Emergency Public Info	Grants
Litigation	Equipment Inventory	EOC Activation	DMORT
Monitoring/Evaluating	EOC Enhancement	Evacuation	Donations
Planning	First Responder	Incident Command	Environmental
Public Awareness	Capability	Information Flow	Cleanup
Research	Information Exchange	Mass Care	Public Information
Safety Codes	Interoperable Comm.	Medical Transport	Reassess Plans
Statutes/Ordinance	LEPC Activity	Medical Surveillance	Reconstruction
Tax Incentives	Mutual Aid Agreements	Public Official	Repair
Tax Disincentives	Public Information	Alerting	Restoration
Vulnerability	Readiness Assessment	Shelters	Security
Assessment	Resource Identification	Search and Rescue	Stress Counseling
Zoning	Support Structure	Situational Awareness	Temporary Housing
	Threat Development	Recall and	Infrastructure Repair
	Training and Exercises	Mobilization	
	Volunteer Coordination	Resource Management	
	Warning Systems	Triage	
		Weather Watch	

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D. Authorities

1. Various Federal, state and local statutory authorities and policies provide the basis for actions and activities in the context of emergency incident management.
2. The Guernsey County EOP uses the foundation provided by the Homeland Security Act, HSPD-5, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) to provide a comprehensive, all-hazards approach to emergency incident management.
3. Nothing in the Guernsey County EOP alters the existing authorities of individual departments and agencies. Rather, this plan establishes the coordinating structures, processes, and protocols required to integrate the specific statutory and policy authorities of various local, state and Federal departments and agencies in a collective framework for action to include prevention, preparedness, response, and recovery activities.
4. Page BP-63 provides a summary of additional authority and policy direction relevant to emergency incident management.
5. The Guernsey County EOP may be used in conjunction with other incident management and emergency operations plans and procedures developed under these and other authorities as well as memorandum of understandings (MOUs) among various departments and agencies.

E. Key Concepts

Key concepts that are reflected throughout the Guernsey County EOP are:

1. Systematic and coordinated incident management, including protocols for:
 - a. Incident reporting;
 - b. Coordinated actions;
 - c. Alert and notification;
 - d. Mobilization of resources to augment existing local, capabilities;
2. Proactive notification and deployment of resources in anticipation of or in response to catastrophic events in coordination and collaboration with local and private entities when possible.
3. Organizing interagency efforts to minimize damage, restore impacted areas to pre-incident conditions if feasible, and/or implement programs to mitigate vulnerability to future events.
4. Coordinating incident communication.
5. Developing detailed supplemental operations, tactical, and hazard-specific contingency plans and procedures.
6. Providing the basis for coordination of interagency and intergovernmental planning, training, exercising, assessment, coordination, and information exchange.
7. Protect property and mitigate damages and impacts to individuals, communities, and the environment.
8. Facilitate recovery of individuals, families, businesses, governments, and the environment.

GUERNSEY COUNTY EMERGENCY OPERATIONS PLAN

II. Planning Situation and Assumptions

A. Planning Situation

Geographic Information

Geographic Overview

- ❑ Guernsey County is located in the southeastern portion of the state of Ohio approximately 78 miles east of Columbus.
- ❑ Guernsey County consists of 529 square miles of hilly, forested terrain with farmable areas throughout. Much of the soil within the county is sandy and highly absorbent.
- ❑ The elevation is 886 feet above sea level.
- ❑ Guernsey County is bordered by the counties of Belmont, Coshocton, Muskingum, Noble, and Tuscarawas



Land Cover

	<u>Acres</u>
Total	338,155.1
Urban (open impervious surfaces)	2,186.9
Agriculture/Open Urban Areas	126,754.9
Shrub/Scrub	5,279.1
Wooded	198,104.6
Open Water	3,944.9
Non-forested Wetlands	1,501.3
Barren	383.5

Agriculture

Land in farms (acres) 138,000
Number of farms 870
Average size (acres) 159

Climate

Guernsey County has temperature extremes from subzero in the winter to the mid 90s in the summer. The average temperature for the county is approximately 68 degrees.

Coldest Month	February
Number of days between killing frosts	142
Hottest Month	August
Annual temperature	52° F
Annual total rainfall	32"
Wettest month	June
Driest month	October
Annual average snowfall (Snowfall is possible during the months of November through March.)	25"
Average wind speed is 5-8 mph from the southwest.	

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Demographics

According to the 2000 census, the population of Guernsey County is 40,792. The City of Cambridge, the county seat, is the only city within Guernsey County. During seasonal time frames, summer and winter months, the population increases to almost double the entire population.

<u>Largest Areas</u>	<u>1990</u>	<u>2000</u>
Cambridge city	11,748	11,520
Cambridge Township UIA	4,378	3,985
Jackson Township UIA	2,863	2,825
Byesville village	2,435	2,574
Adams Township	1,877	2,019
Valley Township UIA	1,935	1,939
Westland Township	1,750	1,931
Center Township UIA	1,486	1,688
Richland Township UIA	974	1,489
Wills Township UIA	959	1,179

Economic Profile

- Manufacturing and retail trade are two of the largest industries in the county.
- Wal-Mart and K-Mart are the two largest retail stores in the county.
- Colgate-Palmolive Co and Detroit Diesel Remanufacturing are the two largest manufactures in the county.
- The 2001 per capita personnel income was \$20,211 and the 1999 medium household income was \$30,110.

<u>Taxable value of real property</u>	<u>\$351,880,530</u>	<u>Major Employers</u>
Residential	\$239,730,620	Colgate-Palmolive Co
Agriculture	\$44,740,980	Detroit Diesel Remanufacturing
Industrial	\$11,997,880	Guernsey County Government
Commercial	\$53,705,330	Interim Healthcare
Mineral	\$1,705,720	LDM Technologies
Ohio income tax liability	\$13,455,644	Southeastern Ohio Regional Medical Center
Average per return	\$746.71	State of Ohio

<u>Employment by Sector</u>	<u>Average</u>	<u>Employment by Sector</u>	<u>Average</u>
Total covered under Ohio UC Law	14,278	Real estate and rental and leasing	84
Private Sector	11,706	Professional and technical services	222
Agriculture & forestry	24	Administrative and waste services	1,097
Mining	86	Educational services	43
Utilities	49	Health care and social assistance	1,956
Construction	599	Arts, entertainment, and recreation	61
Manufacturing	2,590	Accommodation and food services	1,446
Wholesale trade	401	Other services	352
Retail trade	1,921	State and Local Government	2,571
Transportation and warehousing	228	State government	857
Information	192	Local government	1,714
Finance and insurance	283	Federal Government	126

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Typical Wages

General Description	Low	High
Maintenance Repairer	\$9.97	\$13.07
Electrician	\$14.70	\$18.67
Clerical Worker	\$7.55	\$12.93
Material Handler	\$8.81	\$11.45
Assembler	\$10.45	\$13.11

B. Planning Assumptions

1. Emergencies that could overwhelm local resources and disrupt government functions may occur at any time.
2. Response may be adversely affected by flooding and severe storms due to the hilly terrain, deep valleys, and existing road system.
3. It is necessary for the County to plan for and be prepared to carry out emergency response and short-term recovery operations, using local resources. Additionally, it is likely that outside assistance would be available in most emergency situations affecting the County, but most likely only after about 72 hours of the onset of the disaster.
4. County officials are aware of their responsibilities in the execution of this EOP; and will respond when needed.
5. All levels of the County Government will develop their own standard operating procedure or guidelines for emergency operations (encompassing staffing, lines of succession, concept of operations, parent organization and key position responsibilities, administration and logistics requirements, and checklists that support this EOP to ensure continuity of government operations.
6. Incident management activities will be initiated and conducted using the principles and concepts contained in the National Incident Management System (NIMS).
7. Responding agencies will immediately establish the Incident Command System.
8. Public information will be provided by, utilizing a Joint Public Information System.
9. Organizations tasked with county ESF responsibilities have identified personnel and resources and developed internal procedures to ensure compliance with this plan.
10. Disasters differ in character by magnitude, severity, duration, onset, distribution, area affected, frequency, and probability, increasing the difficulty of plan development.
11. Implementation of this plan will reduce or prevent the loss of lives and damage to property.
12. The State or Federal Government will provide outside assistance if local capabilities are overwhelmed or local resources are exhausted.

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III. Roles and Responsibilities

Most of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining their own Standard Operating Procedures (SOPs) for their assigned emergency responsibilities, which are outlined below as well as in the functional annexes of this plan. Responsibilities for some organizations, which are not a part of local government, are also presented.

A. All Agencies Addressed in This Plan:

1. Update its portion of the plan based upon deficiencies identified by emergencies, drills, exercises and changes in government structure and emergency response organizations.
2. If designated as a coordinating or lead agency for an Emergency Support Function (ESF), ensuring that necessary procedures are adopted for the implementation of that ESF.
3. Submit coordinated changes to the Guernsey County EMA for incorporation into the Plan. Review the current Hazard Analysis and Risk Assessment to determine what resources the agency needs to respond to the identified hazards and identify resource shortfalls.
4. Maintain necessary records of all resources utilized in support of emergency operations.
5. Develop agency procedures and guidelines that address the responsibilities and functions described in this Plan and perform these responsibilities and functions in accordance with these procedures and guidelines.
6. Maintain accurate listings of assigned personnel to include emergency contact information and provide this information to the Guernsey County EMA.
7. Ensure all assigned personnel are trained to the appropriate levels of emergency operations to include all NIMS required training.
8. Ensure that any action in conducting emergency operations duties for the County is in accordance with this EOP, and other applicable authorities and references; and in compliance with established legal guidelines.
9. Familiarize all personnel within your organization with their emergency responsibilities and procedures on a regular basis.
10. Maintain documentation of information received that is related to the emergency situation that is within your scope of responsibility.
11. Report any information collected on the emergency situation to the County EOC in support of information analysis and current/ future planning.
12. Issue media releases through the County PIO.
13. Participate in emergency management after action reviews conducted on incidents, emergency situations, exercises, and training as requested by the County EMA.
14. Identify areas in need of improvement, and modify emergency plans, policies, procedures, and guidelines based on lessons learned.
15. Periodically, and at least annually, review all emergency plans, policies, procedures, and guidelines for required changes or additions.

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B. All Governmental Agency Heads

1. Prepare their agency to continue operations through all situations.
2. Develop Standard Operating Procedures to detail emergency operations that are consistent with this plan and provide a copy of these procedures to the Guernsey County EMA and all agencies addressed in the procedures.
3. Designate and maintain an updated three-tier or greater line of succession for their respective organization's senior position with the authority to make decisions for committing organizational resources in support of County emergency operations.
4. Safeguard public vital records under their control from all hazards.
5. Develop a roster of essential employees who must remain during an evacuation and provide this list to the Guernsey County EMA.

C. Local

1. County Commissioners

- a. Protect lives and property in an emergency or disaster situation within their jurisdiction to include ordering the evacuation of people if necessary.
- b. In coordination with the Guernsey County EMA, provide for a County Emergency Operations Center (EOC) with adequate space, facilities, equipment, and trained staff to maintain the continuity of government operations, and to coordinate countywide emergency operations during an emergency situation.
- c. In coordination with the County EMA Director, authorize the activation of the County EOC, when required.
- d. Make emergency and disaster declarations when needed.
- e. Act as governmental liaison for visiting dignitaries touring emergency/disaster areas.
- f. Provide a Commissioner to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident to serve on the Guernsey County EOC Executive Group.
- g. Approve this Plan.

2. Township Trustees

- a. Protect lives and property in an emergency or disaster situation within their jurisdiction to include ordering the evacuation of people if necessary.
- b. Report closed township roads to the Guernsey County Sheriff's Office, EMA and the Guernsey County EOC if activated.
- c. Keep the Guernsey County EMA Director informed of actual or potential emergency conditions in their jurisdiction.
- d. Make emergency and disaster declarations when needed for their jurisdiction.
- e. Act as governmental liaison for visiting dignitaries touring emergency/disaster areas in their jurisdiction.
- f. Perform damage assessment in their jurisdiction.
- g. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.

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3. Mayors of Incorporated Jurisdictions
 - a. Protect lives and property in an emergency or disaster situation within their jurisdiction to include ordering the evacuation of people if necessary.
 - b. Report closed village roads to the Guernsey County Sheriff's Office
 - c. Keep the Guernsey County EMA Director informed of actual or potential emergency conditions in their jurisdiction.
 - d. Make emergency and disaster declarations when needed for their jurisdiction.
 - e. Act as governmental liaison for visiting dignitaries touring emergency/disaster areas in their jurisdiction.
4. Emergency Management Agency (EMA) Director
 - a. Coordinate, organize, administer, and operate emergency management in accordance with the EMA program established under ORC Chapter 5502.
 - b. Develop and maintain this Plan.
 - c. Conduct an annual review of the Plan and annexes with the appropriate agencies.
 - d. Update the Plan to meet state and federal requirements and submit it to the Ohio Emergency Management Agency (OEMA) for acceptance.
 - e. Ensure that necessary changes to the Plan are prepared, coordinated, published and distributed.
 - f. Maintain a countywide resources directory.
 - g. Monitor the implementation of this Plan and other plans and assist the Incident Commander (IC) and other response personnel as needed.
 - h. Coordinate resources for response to and recovery from emergency incidents and setting resource priorities.
 - i. Ensure that the County Commissioners, municipality Mayors and township trustees are kept abreast of the situation by providing information and recommendations, as deemed appropriate.
 - j. Notify and brief state and federal officials as required.
 - k. Ensure appropriate public information is prepared and released.
 - l. Activate the Emergency Alert System (EAS) as needed.
 - m. Equip, maintain, and establish procedures for and provide command and control over the Guernsey County EOC.
 - n. Coordinate actions that affect other counties with the appropriate EMA director(s).
 - o. Recruit and train augmentation personnel for emergency management.
5. Public Information Officer (PIO)
 - a. Prepare procedures for the conduct of public information services during disasters.
 - b. Maintain current listing of points of contact with the news media in the area.
 - c. Coordinate all media releases pertaining to emergency planning and operations.
 - d. Provide for rumor control and emergency instructions.
 - e. Develop media advisories for the public.
 - f. Provide emergency information for the public including the visually impaired, hearing impaired and non-English speaking groups.

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6. Local Emergency Planning Committee (LEPC)
 - a. Develop, implement, and conduct an annual review and update the hazardous materials (HAZMAT) preparedness and response actions in the plan in accordance with Ohio Revised Code (ORC) 3750.04 and ensuring the plan is submitted annually for review to the Ohio State Emergency Response Commission (SERC).
 - b. Receive HAZMAT release notifications reportable under ORC section 3750.06.
 - c. Monitor HAZMAT spill containment and cleanup and assisting the Incident Commander and other agencies as needed.
 - d. Ensure HAZMAT training as specified in this plan is provided.
7. Sheriff
 - a. Plan for the coordination of traffic control, security and other law enforcement operations with the law enforcement agencies in the County during emergencies/disasters.
 - b. Provide a continuous central point for receipt and initial dissemination of emergency notifications and warnings for Guernsey County and notifying the appropriate officials and agencies
 - c. Provide on-scene command and control for law enforcement functions within his/her jurisdiction.
 - d. Make Snow Emergency declarations.
 - e. Keep track of closed roads in Guernsey County.
 - f. Implement public warning and notification procedures when needed to include activating the EAS.
 - g. Provide for evacuation of prisoners within Guernsey County.
 - h. Notify the next of kin of deaths that occur within his/her jurisdiction.
 - i. Provide a Law Enforcement Coordinator to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
 - j. Coordinate security for personnel and equipment at shelters and at the EOC.
8. Emergency Medical Services
 - a. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
 - b. Plan for coordination of on-scene patient care and ambulance activities throughout the County.
 - c. Develop mutual aid agreements with regards to EMS activities.
 - d. Provide an EMS Coordinator at the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
9. County Auditor
 - a. Advise county agencies on emergency contracting procedures.
 - b. Advise county agencies on proper emergency accounting procedures.
 - c. Implement emergency contracting and accounting procedures (e.g., suspending normal bidding procedures) as needed during declared emergencies and disasters.

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10. County Prosecuting Attorney
 - a. Provide legal assistance in all comprehensive emergency management matters. This includes, but not limited to:
 - (1) Legal issues resulting from a result of preparedness, response and recovery activities.
 - (2) Responder liability protection.
 - b. Serve as the legal adviser to the EOC Executive Group. His/her responsibilities include advising the EG as to their responsibilities and limitations under Ohio law and County ordinances in their actions during a disaster.
11. County Engineer
 - a. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
 - b. Report closed county roads to the Guernsey County Sheriff's Office and the EOC when activated.
 - c. Provide an Engineering Coordinator to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
12. Director of Job and Family Services
 - a. Identify needs of people as a result of emergencies/disasters and coordinating response with responding agencies.
 - b. Assist people apply for grants administered by the department.
 - c. Provide a Job and Family Services Coordinator to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
13. Health Commissioner/Administrator
 - a. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
 - b. Develop procedures for emergency public health operations.
 - c. Provide a Health Coordinator to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
14. Children Services Board
 - a. Provide emergency shelter care for children that are separated from family.
 - b. Continue to provide its statutory responsibilities for the investigation/assessment and protection of abused and/or neglected children based on safety of workers as determined by emergency management personnel.
 - c. Assist in the care of abandoned, and or dependent children through the provision of staff resources according to agency policies and procedures.
 - d. Assist other agencies in crisis management based on agency policy and procedures.
 - e. Serve as a possible temporary site for food distribution or limited shelter.
15. Coroner
 - a. Respond to notifications of fatalities from local authorities and establish an adequate morgue.
 - b. Supervise the location and transportation of the remains of the deceased.
 - c. Certify the causes of death of the deceased victims and issue death certificates.
 - d. Notify next-of-kin and release the remains and personal effects to proper authorities.

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16. Superintendent of County Schools
 - a. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
 - b. Provide a Transportation Coordinator to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
17. Police Chiefs
 - a. Provide law enforcement response as needed to all incidents in their jurisdiction.
 - b. Maintain law and order, protecting vital facilities and controlling traffic in and around the affected areas within their jurisdiction.
 - c. Provide on-scene command and control for law enforcement functions within their jurisdiction.
 - d. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
18. Fire Chiefs
 - a. Plan for coordination of fire fighting operations throughout the county during time of emergency/disaster.
 - b. Provide for coordination of manpower, as needed, during disaster operations.
 - c. The Fire Chiefs are responsible for fire activities within their respective jurisdictions with overall coordination coming from the EOC.
 - d. Individual fire departments will provide facilities to be used, as needed, for a command post to be established serving as a link to the EOC.
 - e. Supply initial damage assessment reports to the Guernsey County EMA Director as requested.
 - f. Provide a Fire and Rescue Coordinator to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
19. City Law Director/Village/Township Solicitors
 - a. Advise city/villages/townships as to their responsibilities and limitations under Ohio law and city/village ordinances in their actions during a disaster.
20. Public Utilities
 - a. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
 - b. Provide a Representative to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident.
21. Guernsey County Ohio State University (OSU) Extension Agency
 - a. Oversee land decontamination to ensure suitability for use by animals and crops.
 - b. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
22. City of Cambridge Engineer
 - a. Perform all duties as detailed in the Emergency Support Functions, Appendices, and Support or Incident Annexes to this Plan.
 - b. Provide a representative to the Guernsey County EOC (when activated) when needed based on the scope and nature of the incident to coordinate ESF-3.

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D. State

1. Ohio Emergency Management Agency
 - a. Provide support to the Guernsey County Emergency Management Agency for the following actions:
 - (1) Preparedness
 - (2) Response
 - (3) Recovery
 - (4) Mitigation
 - b. Provide Field Liaison to Guernsey County EOC when requested.
 - c. Provide public information assistance when requested.
 - d. Coordinate request for state and federal resources.
 - e. Furnish additional on-site or off-site assistance in a radiological emergency.
 - f. Provide communications van when available if requested.
2. Ohio State Highway Patrol
 - a. Responsible for law enforcement on all state highways, properties and facilities.
 - b. Provide liaison to local EOC as required.
 - c. Provide aviation support for damage assessment.
 - d. Provide traffic control, enforcement and related services on state highways and other traffic routes during emergencies as directed.
 - e. Provide communication van to local law enforcement if available as requested.
 - f. Assist local authorities in emergency evacuation relocation and reentry operations.
3. Ohio Department of Transportation
 - a. Assist with traffic control on state highways.
 - b. Snow removal on state routes.
 - c. Debris removal at rock fall sites along state routes.
4. Ohio Department of Natural Resources
 - a. Provide personnel with chain saws and heavy equipment for debris removal in declared emergencies.
 - b. Provide water rescue equipment when requested.
5. Ohio Department of Health
 - a. Provide support to the County Health Department as requested.
 - b. Provide supplies and resources as requested.
6. Ohio EPA
 - a. Monitor contamination and pollution of public water supplies.
 - b. Responsible for decontamination of public waterways for use as potable water supply.

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7. Ohio National Guard

- a. Aid local civil authorities in disasters as requested by local authorities through Ohio EMA, after local resources have been exhausted, and then only after authorized by the Governor.
- b. Specific aid actions to civil authorities include, but are not limited to:
 - (1) Security of critical facilities to guard against criminal activity.
 - (2) Road blocks and traffic control
 - (3) Mobile security/station security
 - (4) Search and Rescue actions
 - (5) Evacuation assistance
 - (6) Limited construction support, debris clearance and removal actions

E. Federal

1. Federal Emergency Management Agency

The Federal Emergency Management Agency (FEMA) has the responsibility for the coordination of federal emergency/disaster operations and resources in support of state and local government capabilities, and for directing and coordinating the delivery of federal disaster relief assistance programs.

2. F.B.I.

Support local law enforcement agencies when requested.

3. U. S. Army Corps of Engineers

- a. The Army Corps of Engineers are tasked with the operation and maintenance of the Seneca Lake and Wills Creek dams on a day-to-day basis.
- b. During periods of heavy rain fall the corps will keep the Guernsey County EMA informed of any potential problems at the dams.

F. Local Citizens

1. Strong partnerships with citizen groups and organizations provide support for incident management preparedness, prevention, response, recovery, and mitigation. The Guernsey County Citizen Corps attempts to bring these groups together and focus the efforts of individuals through education, training, and volunteer service to help make Guernsey County safer, stronger, and better prepared to address the threats of terrorism, crime, public health issues, and incidents of all kinds.
2. The local Citizen Corps Council implements Citizen Corps programs, which include Community Emergency Response Teams (CERTs), Neighborhood Watch, Volunteers in Police Service, and other affiliate programs; it attempts to provide opportunities for special skills and interests; develop targeted outreach for special needs groups; and organize special projects and community events. Citizen Corps offers resources for public education, outreach, and training; represents volunteers interested in helping to make their communities safer; or offer volunteer their service to support first responders, disaster relief activities, and community safety efforts.

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	ESF-1	ESF-2	ESF-3	ESF-4	ESF-5	ESF-6	ESF-7	ESF-8	ESF-9	ESF-10	ESF-11	ESF-12	ESF-13	ESF-14	ESF-15	Evacuation	Debris			
Airport Authority	S				S		S							S	S					
American Red Cross						P	S	S						S	S	S				
Area Agency on Aging						S	S	S						S	S	S				
A.R.E.S.		S			S	S	S							S	S	S				
AVC Communications		S			S		S							S	S	S				
Cable Providers		S			S		S							S	S	S				
Children's Services						S	S							S	S	S				
Church Organizations						S	S							S	S	S				
Citizens Corps						S	S							S	S	S				
Computer Tech, County		S			S		S							S	S					
Coroner				P	S		S	S						S	S					
Elected Officials														P	S	S	P			
Electric Companies												P		S	S					
EMA/EOC	S	C	S	S	C	C	C	S	S	S		C		C	S	S	S			
EMS	S	S		P	S	S	S	S	S	S				S	S	S				
Engineer, Cambridge			C/P		S		S							S	S	S	S			
Engineer, Guernsey County	C/P		P		S		S							S	S	S	S			
Fire Association				C	S		S							S	S	P				
Fire Service	S	S	S	P	S	S	S	S	P	P		S		S	S	P	S			
Fuel Distributors												S		S	S					
Health Department			S		S	S	S	P		S				S	S		S			
Highway Dept., Guernsey County	P		S		S		S							S	S	S	S			
Internet Service Providers		S			S		S							S	S					
Job & Family Services						C/P	S							S	S	S				
Law Enforcement	S	S		S	S	S	S	S	S	S		S	P	S	S	S	S			
L.E.P.C.										C				S	S					
Maintenance Department, County			S		S		S							S	S					
Mental Health & Services Recovery						S	S	S						S	S					
Metro Housing						S	S							S	S					
National Weather Service		S			S		S							S	S	S				
Nursing Homes								S						S	S	S				

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	ESF-1	ESF-2	ESF-3	ESF-4	ESF-5	ESF-6	ESF-7	ESF-8	ESF-9	ESF-10	ESF-11	ESF-12	ESF-13	ESF-14	ESF-15	Evacuation	Debris			
MR/DD	S				S	S	S							S	S	S				
Ohio Dept. of Natural Resources	S			S	S		S						S	S	S		S			
Ohio EPA			S		S		S			S				S	S		S			
Ohio PUCO										S				S	S					
Parks Departments			S		S		S							S	S		S			
PIO			S		S	S	S						S	S	P	S	S			
Salvation Army						P	S							S	S	S				
Sanitation Departments			P		S		S							S	S		S			
School Districts	S				S	S	S	S						S	S	S				
Senior Citizen Center	S				S	S	S	S						S	S	S				
S.E.O.R.M.C.				S	S		S	S						S	S					
Service Stations												S		S	S					
Sheriff's Office	S	P		S	S		S						C/P	S	S	S				
Soil & Water\Conservation Dist.			S		S		S							S	S					
Southeast Area Transit	S				S		S							S	S	S				
Street Departments	P		S		S		S							S	S	S	S			
Telephone & Cellular Services		S			S		S					P		S	S					
Townships	P		S		S		S							S	S	S	S			
U.S. Army Corps of Engineers		S	S		S		S							S	S		S			
U.S. Geological Survey		S			S		S							S	S					
V.O.A.D.						S	S							S	S	S	S			
Volunteer Organizations								S						S	S	S	S			
Water Departments			P		S		S							S	S		S			

GUERNSEY COUNTY EMERGENCY OPERATIONS PLAN

IV. Concept of Operations

A. General

1. The basic principle of the Guernsey County EOP is that incidents are generally handled at the local jurisdictional level. Police, fire, public health and medical, emergency management, and other personnel are responsible for incident management at their local level. In the vast majority of incidents, local resources and mutual aid normally provide the first line of emergency response and incident management support.
2. When an incident has occurred that has generated major damage, is anticipated to generate major damage, threatens the health and safety of county residents, is or is anticipated to be beyond normal response capabilities of the local jurisdiction the Guernsey County EMA Director or designee will take action to implement the Guernsey County EOP. This action will take coordination and cooperation among diverse governmental and private organizations in order to protect the lives and property of Guernsey County residents due to an event. This plan may also be activated by any agency or jurisdiction overwhelmed by an incident or potential incident after notification to the Guernsey County EMA Director of the need for assistance.
3. The County Emergency Management will be supported, as necessary, by State Emergency Management, which can provide direct support and serve as a channel for obtaining and providing resources from the state and federal government.

B. Emergency Action Levels

1. Emergency Action Levels have been established to provide a general indicator of the level of seriousness of an incident and related guidance for response and protective actions so that all emergency response forces have a common basis by which they can implement actions necessary to handle the situation. The scale of the emergency and the potential threat to lives and property will determine the level of response taken by the County.

Natural Hazards or Man Made Emergency Condition Levels

Class I	Routine, single site incident, which employs either Single or Unified Command and can be controlled by the responding agency/agencies.
Class II	Advanced multi-agency or multi-jurisdictional incident with a single site. Unified Command is employed at the site. Minimum assistance will be required.
Class III	Advanced multi-agency or multi-jurisdictional incident with multiple sites or with diffuse, area-wide impact. Unified area-wide Command is employed at the Guernsey County Emergency Operations Center.

Hazardous Materials Emergency Levels (Declared by IC)

Level I Routine Emergency Condition	A Hazardous Materials Incident which can be controlled by the responding 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	Limited Emergency Condition: An incident involving a greater hazard or larger area, which poses a potential threat to life or property and which may require limited evacuation of the surrounding area.
Level III Full Emergency Condition	Full Emergency Condition: An incident involving a sever hazard or a large area which poses an extreme threat to life and property and will likely require a large-scale evacuation, or an incident requiring the expertise or resources of county, state, federal or private agencies/organizations.

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Emergency Snow Levels (Declared by Sheriff)

Level I	Roads are hazardous with blowing and drifting snow. Roads are also icy. Drive very carefully.
Level II	Roads are hazardous with blowing, drifting snow and whit-out conditions exist. Roads are also icy. Travel only if necessary. Contact your employer to determine if your workplace will be open.
Level III	Many roads are impassable. Drivers should avoid using roads, if possible. Contact your employer to determine if your workplace will be open. Those traveling on roadways may be subject to prosecution.

Homeland Security Advisory System

SEVERE Severe Risk of Terrorist Attacks
HIGH High Risk of Terrorist Attacks
ELEVATED Significant Risk of Terrorist Attack
GUARDED General Risk of Terrorist Attacks
LOW Low Risk of Terrorist Attacks

C. Incident Assessment

1. Initial size-up or assessment of an incident is generally done by the first response agencies arriving on the scene of the emergency. This size-up provides the essential information and assesses the immediate risks posed by the emergency/disaster.
2. Local first response agencies will inform Guernsey County EMA when emergencies and/or disasters requiring additional assistance occur in their jurisdictions. Upon this notification, Guernsey County EMA will initiate the necessary action level dictated by the level of the emergency or incident that exists to include activation of the EOC if necessary and the declaration of a local State of Emergency if needed.
3. Guernsey County EMA/EOC if activated and local response agencies will continue to gather information and monitor the movement and future effects that may be created by the disaster. This will allow for the incident to either be brought to closure or transitioned to a higher level of response.

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D. Local Declaration of Emergency Process

1. As the emergency situation develops, two County Commissioners, two Township Trustees and/or Mayor by resolution of any municipality, or his designee, may declare a "State of Emergency" to exist within the County/Township/City/Village and begin implementing emergency procedures. Refer to Emergency Proclamation listed in the Basic Plan, Attachment 1.
2. The Emergency Management Director will request a Local State of Emergency if an evacuation is ordered, community functions are severely disrupted, the county requires outside assistance, or the event threatens the health and safety of county residents beyond normal response capabilities.
3. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained by following the procedures listed in the Basic Plan, Attachment 2; Procedures for Requesting State Disaster Assistance.
4. Local governments may request for State or Federal Assistance by coordinating such request through the Guernsey County Emergency Management Agency.
5. Termination of a declaration of emergency shall be declared by the authority by, which it was proclaimed.

E. Overall Coordination of County Emergency Management Activities

1. The Guernsey County Commissioners, Township Trustees, or Mayor of each jurisdiction within Guernsey County are ultimately responsible for protecting lives and property in an emergency or a disaster situation within their jurisdictions.
2. The Guernsey County Emergency Management Agency serves the entire county during emergencies, including all municipal jurisdictions and townships contained therein. Daily emergency response and resources are under the daily direction and control of local jurisdictions. These factors dictate an extensive coordination effort between the county, townships and municipalities during emergency response and recovery operations.
3. The Emergency Management Agency has developed the following mechanisms to utilize before, during, and after a disaster to ensure ongoing communications with municipalities and townships:
 - a. Conference calling;
 - b. Attending municipal and township meetings;
 - c. Attending organizations and departments meetings;
 - d. Public radio
 - e. Fax
 - f. Telephones
 - g. Cell Phones
 - h. Radios
 - i. Situation reports/status reports;
 - j. Internet website;
 - k. Briefings
 - l. City Watch
 - m. Runners
4. During actual or potential Incidents, the overall coordination of incident management activities is executed through the EOC/EMA. Other county, township, and municipal departments and agencies carry out their incident management and emergency response authorities and responsibilities within this overarching coordinating framework.

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5. 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 countywide Emergency Management Agency supporting the operation through augmentation of manpower, equipment, and materials.
6. Should there be an occurrence that affects two or more jurisdictions within the county, emergency operation will take place under each jurisdiction's direction and control with the county-wide Emergency Management Agency coordinating the operation and managing resources for the affected areas.
7. Should there be an occurrence outside of municipalities, the Township Trustees will assume direction and control with the countywide Emergency Management Agency supporting the operation through augmentation of manpower, equipment, and materials.

F. Concurrent Implementation of Other Plans

1. The Guernsey County Emergency Operations Plan is the core plan for managing major county incidents/disasters and details the county's coordinating structures and procedures used during these incidents/disasters. Other supplemental agencies, departments and private organizations plans and procedures provide details on authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, school emergency, etc.).
2. In most cases, local agencies/departments manage localized incidents under these plans and procedures using their own authorities without the need for coordination by the county as a whole. In the context of major incidents/disasters, these supplemental agency/department plans and procedures may be implemented concurrently with the Guernsey County EOP, but are subordinated to the overarching core coordinating structures, processes, and procedures detailed in the GCEOP. In this case, the department or agency with primary responsibility for execution of the supplemental agency/department plan or procedure is also responsible for ensuring that all ongoing activities conform to the processes and procedures prescribed in the GCEOP. This helps enable effective and coordinated county emergency management operations, consistent with individual department and agency authorities and responsibilities.

G. Organizational Structure

1. Inter-jurisdiction Relationships
 - a. Guernsey County and its political jurisdictions will utilize the processes, guides, protocols and procedures prescribed in the National Incident Management System (NIMS).
 - (1) The NIMS provides a nationwide template to enable Federal, State and local governments, and private sector and nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from emergency and disaster incidents regardless of cause, size, or complexity.
 - (2) The NIMS structure is based on the Incident Command System (ICS) and the Unified Command System (UCS) for the command and management of emergency responses.
 - b. The Guernsey County EMA will work with all local jurisdictions and agencies in the training necessary for the implementation of the NIMS process.

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- c. Guernsey County EMA, has encouraged and facilitated NIMS training at the county and local level by making available NIMS course materials, facilitating classes and tracking the completion of NIMS training. NIMS training at all levels from first responders to elected officials has been made a requirement for the receipt of Homeland Security and Emergency Management funding that passes through from the state to local jurisdictions by the state of Ohio.
 - d. NIMS concepts will be incorporated into the EOP and the county's EOC Operations.
 - e. Guernsey County and the City of Cambridge have completed their NIMS compliance assessments by entering into, logging on to and entry of information into the NIMCAST system required at the county and city/township level.
2. In accordance with NIMS processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution. Reflecting the NIMS, the GCEOP includes the following command and coordination structures:
- a. Incident Command Posts on-scene using the Incident Command System (ICS) including the use of a Unified Command;
 - b. Area Command (if needed);
 - c. County Emergency Operations Center (GCEOC)

The initial response to any routine emergency in Guernsey County will follow standard operating protocols for first response agencies.

3. On-Scene Command
- a. The senior officer of the emergency service having primary responsibility for the situation utilizing the Guernsey County Incident Command System (ICS) Procedures will establish on-site direction and control.
 - b. Upon arrival on scene, the Incident Commander (IC) shall establish an Incident Command Post (ICP) as outlined in the Guernsey County ICS procedures and a perimeter to control access to the scene.
 - c. The IC shall identify the extent of the scene and ensure security of the scene. If necessary, the IC shall request law enforcement assistance to secure the scene.
 - d. The IC will use all available information to assess the incident and determine the risks associated with the threat for development of an action plan. This will determine:
 - (1) If there is a need for additional response support.
 - (2) Response priorities
 - (3) If there is a need to take population protective actions – shelter in place, evacuate or quarantine.
 - e. The IC shall continually monitor the incident to determine and react to any changes that may require modification of the action plan.
 - f. When local resources and assets become limited or are exhausted the IC will coordinate with the EOC/EMA to secure additional resources/support to handle the incident. This shall include State, Federal and private resources.
 - g. The ICP shall refer individual citizens and volunteer groups wishing to assist with the incident to a Volunteer Reception Center (VRC) established by the EOC for integration into the response effort.

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4. Guernsey County Emergency Operations Center (GCEOC)
 - a. The Guernsey County Emergency Operations Center is a multi-agency coordination center established at the county level. It provides a central location for coordination of, local and private-sector organizations with primary responsibility for response and incident support.
 - b. The concepts of the National Incident Management System will be incorporated into the operations of the EOC.
 - c. The Guernsey County EMA Director, or designee, manages the administrative, operational, and logistical activities of the Guernsey County EOC.
 - d. The Guernsey County EOC is activated and staffed to a level dictated by the emergency situation being addressed. In many emergency situations the County EOC will only be partially activated and staffed with only those personnel needed to address the current emergency situation.
 - e. The Ohio Emergency Management Agency must be notified by the Guernsey County EMA when the Guernsey County EOC is activated and when incidents occur which may require state assistance.
 - f. Location of Primary, Secondary and Alternate EOC(s)
 - (1) The Guernsey County Emergency Operations Center (EOC) is located in Cambridge, Ohio, in the Guernsey County Administrative building located at 627 Wheeling Ave. and serves as the county's primary EOC during natural or man-made disasters.
 - (2) In the event of a terrorism incident or the event that the primary EOC is damaged, inaccessible, unsafe, or must be evacuated, the secondary EOC will be activated at the Guernsey County Law Enforcement Center located at 601 Southgate Parkway in Cambridge.
 - (3) Other County or private facilities may be designated as an alternate EOC or serve as backup to the primary county EOC, as required.
 - (4) The secondary EOC or another alternate EOC will be activated if needed for more space to accommodate emergency operations.
 - g. The operational readiness of the EOC is the responsibility of the Guernsey County Emergency Management Agency.
 - h. The primary and secondary EOC both have diesel-powered generators for emergency back-up power.
 - i. Levels of EOC Activation

To scale the use of the Guernsey County EOC for varying intensities of emergency situations, a sequence of activation levels for the EOC has been developed. An event may escalate through the different activation levels sequentially.

EOC Activation Level	Authority to Activate
Level 0 – Normal Day-to-Day	N/A
Level 1 – Monitoring	EMA Agency
Level 2 – Partial Activation	EMA Agency
Level 3 – Full Activation	County Commissioner(s)

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Level 1 – Monitoring:

May be implemented whenever an indication or warning is received that may escalate to threaten the safety or health of the public. During this activation, the County EMA will disseminate pertinent information on the threat or incident to identified county and local jurisdictional personnel via radio, email, fax, phone, and/or other electronic means. The EOC will be partially staffed to monitor conditions.

The Guernsey County EMA office located in the Guernsey County Administration building may be utilized as the EOC for monitoring activation if the situation warrants.

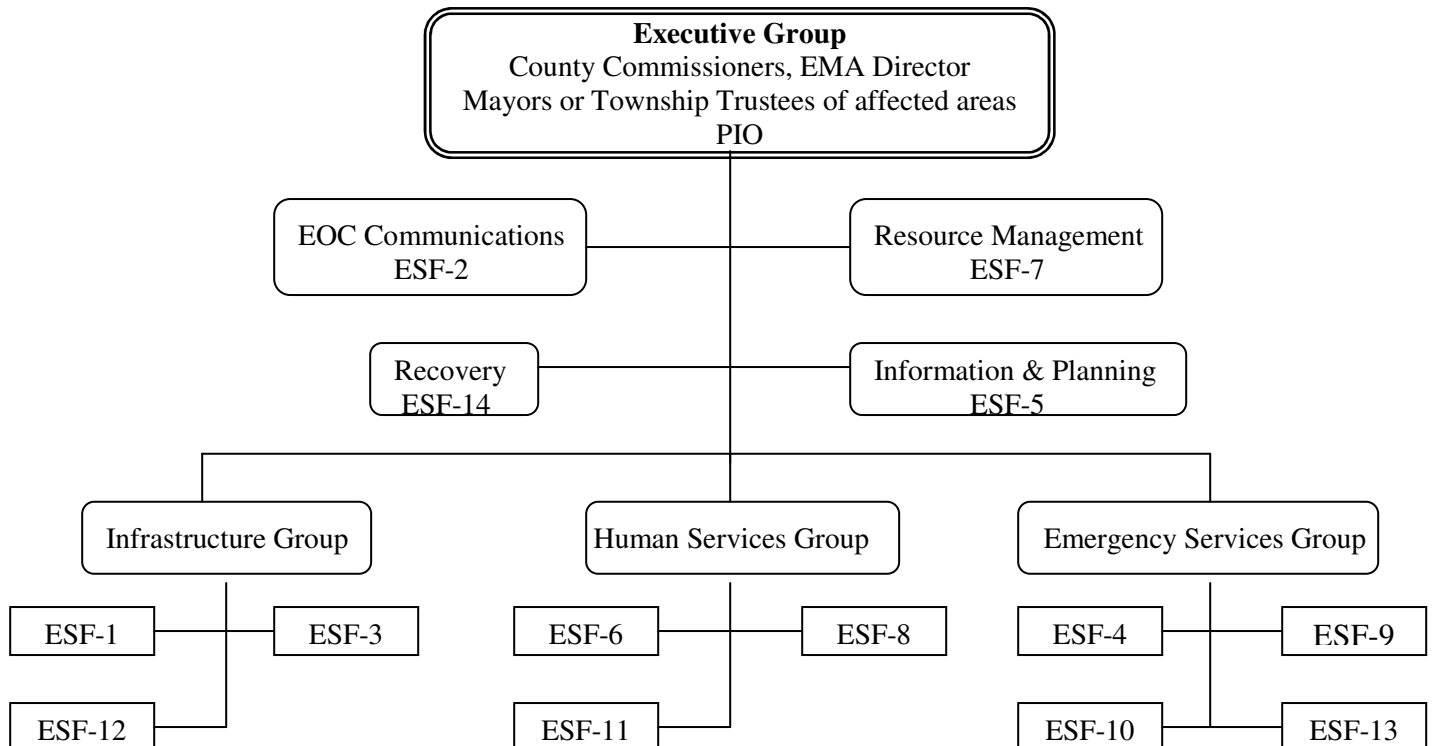
Level 2 - Partial activation:

May be implemented for a specific hazard that threatens or has occurred in the County. Only those Emergency Support Functions in this EOP impacted by the hazard or involved in the response will be represented at the EOC. Appropriate EOC Staff members from appropriate County, local jurisdictions and outside organizations will be requested to report to the EOC to address the emergency situation. Emergency operations will be handled with local capabilities.

Level 3 - Full Activation:

May be implemented for an emergency situation that requires all or most of the County's and local emergency partners' resources on a 24/7 basis. All Emergency Support Functions in this EOP could be activated, and the entire EOC Staff will be notified of the emergency situation, and when to report to the EOC. Outside assistance may be required for emergency operations.

EOC Activation Organization



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- j. County EOC Deactivation and the Authority to Deactivate
The County EOC will remain activated until deactivated to a lower level or completely deactivated by the authority to activate it to the level of activation it is currently operating at.
 - k. Appendix 1 to ESF #5 guides the functioning of the County EOC, and will be implemented when the EOC is activated.
5. Emergency Support Functions
- a. The Guernsey County EOP is structured on 15 Emergency Support Functions (ESF) that correspond to the format of the National Response Plan and the Ohio Emergency Operations Plan. Each ESF is headed by a Coordinating and/or Primary Agency(s) that coordinates activities under that function. The Primary Agency is supported by a number of Support Agencies, which are selected based upon their authorities, knowledge, resources, and capabilities. The ESF is the primary mechanism through which assistance to local governments is managed during emergencies.
 - b. The ESFs detail the roles and responsibilities of public and private agencies that are charged with carrying-out functional missions to assist local jurisdictions in response to emergency events or incidents. Each primary and support agency has internal plans and procedures that detail how it will address responsibilities during emergencies.
 - c. Support agencies are not required to address any emergency responsibilities that are contrary to the laws or policies that govern their organizations.
 - d. Primary and support agencies will be activated and notified for Emergency Operations Center (EOC) activation by Guernsey County EMA per established protocols. Activation will be based upon the requirements for emergency response and recovery and the agencies that are activated will vary depending on those requirements.
 - (1) The ESF structure provides a modular structure to energize the precise components that can best address the requirements of the incident.
 - (2) The Guernsey County Emergency Operation Center (GCEOC) develops and issues operation orders to activate individual ESF(s) based on the scope and magnitude of the threat or incident.
 - (3) ESF(s) may be activated for any implementation of the Guernsey County EOP (although some Incidents may not require ESF activations).
 - (4) Under the EOP, each ESF is structured to provide optimal support of evolving incident management requirements.
 - e. ESF activities and involvement vary throughout an incident from high-visibility, high-intensity activities during the early response, to program implementation and management during recovery, to a stage of declining requirements and deactivation as ESF(s) or ESF components complete their missions.

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County – State – Federal ESF Comparison Chart			
ESF	Guernsey County Coordinating Agency	State of Ohio Coordinating Agency	US Federal Agencies Coordinating Agency
1 Transportation	Guernsey County Engineer	Ohio Dept. of Transportation	Dept. of Transportation
2 Communications	Guernsey County Emergency Management	Ohio Emergency Management Agency	Dept. of Homeland Security
3 Public Works	City of Cambridge Engineer	Department of Natural Resources	Dept. of Defense/U.S. Army Corp of Engineers
4 Firefighting/EMS/Rescue Operations	Guernsey County Firefighters Association	State Fire Marshall	Dept. of Agriculture /Forest Service
5 Information & Planning	Guernsey County Emergency Management	Ohio Emergency Management Agency	Department of Homeland Security/FEMA
6 Mass Care	Salvation Army	Department of Job & Family Services	Department of Homeland Security/FEMA
7 Resource Management	Guernsey County Emergency Management	Department of Administrative Services	General Services Administration
8 Health & Medical	Guernsey County Department of Health	Ohio Department of Health	Dept. of Health & Human Services
9 Search & Rescue	Guernsey County Firefighters Association	Ohio Emergency Management Agency	Department of Homeland Security/FEMA
10 Hazardous Materials	Guernsey County L.E.P.C.	Ohio Environmental Protection Agency	Environmental Protection Agency
11 Agriculture	OSU Extension Office	Department of Agriculture	Department of Agriculture
12 Public Utilities	Guernsey County Emergency Management	Public Utilities Commission of Ohio	Department of Energy
13 Law Enforcement	Guernsey County Sheriff's Office	Ohio State Highway Patrol	Dept. of Homeland Security/Dept. of Justice
14 Long Term Recovery & Mitigation	Guernsey County Emergency Management	Ohio Emergency Management Agency	Department of Homeland Security/FEMA
15 Public Affairs	Guernsey County PIO	Ohio Emergency Management Agency	Department of Homeland Security

H. Public Affairs

- Public Affairs activities ensure the coordinated and timely release of incident-related prevention, preparedness, response, recovery, and mitigation information to the public. In addition it provides the interagency coordination mechanisms and the resource support for the Guernsey County JIC activities.
- The Emergency Support Function 15 provides an overview of the required protocols and processes for media relations and incident communications.

V. Incident Management Actions

A summary of the notification and warning systems and procedures, which are activated in response to any threat in the county, is outlined in ESF-2.

- Communication and Dispatch Centers: There are currently two communications centers in Guernsey County. Each of these operates continuously 24 hours per day.
- Initial Notification policies and procedures are outlined in ESF-2.
Emergency Notification of the general public is outlined in ESF-2.

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VI. Continuity of Government

A. General

1. The possibility that emergency and disaster occurrences could result in disruption of government functions necessitates that all levels of local government and their departments develop and maintain procedures to ensure continuity of government. These procedures will name who will be the decision-makers if an elected official or department head is not available.
2. To have an effective comprehensive emergency management system, operations depend upon two factors to assure Continuity of Government (COG) from the highest to the lowest level:
 - a. Lines of succession for officials;
 - b. The preservation of records, which are essential to the effective functioning of government and for the protection of rights and interests of the county and its citizens under emergency conditions.
3. All department heads shall designate a primary and two (2) alternate interim emergency successors, as a minimum, for key supervisory positions that will ensure the continuance of the leadership, authority, and responsibilities of their departments. Each agency/office head shall further designate a primary and alternate interim emergency successor for key positions.
4. These designated interim emergency successors shall be instructed on their responsibilities, order of succession, when they will assume these positions, and when they will be terminated. Normally, an interim emergency successor may assume leadership whenever the incumbent becomes unavailable to perform their functions or when requested to do so during periods of emergencies/disasters. They shall hold these positions until relieved by the incumbent or the emergency/disaster has been brought to a successful conclusion.
5. Each department/agency/office head or his/her primary assistant shall insure essential records and documents required for continuity of government are properly stored, classified, indexed, filed and segregated from non-essential documents.
6. These records and documents which require safeguarding fall into three (3) general types:
 - a. Records that protect the rights and interests of individuals; vital statistics, land and tax records, license registers, articles of incorporation, etc.;
 - b. Records required for effective emergency operations; plans, procedures, resource inventories, lists of succession, maps, memoranda of understanding, agreements, and lists of regular and auxiliary personnel;
 - c. Records required to re-establish normal governmental functions and protect the rights and interests of government; federal/state laws, statutes, constitutions, charters, executive orders, proclamations, rules and regulations, official proceedings, financial and court records.
7. Duplicate records and documents of the three (3) general types will be made on a continuing basis. Duplicates will be stored at a dispersed location, designated by the Department Head.

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8. Key supervisory personnel and interim emergency successors will be informed as to the location and content of the dispersed records and/or documents. Procedures shall be formulated for the retrieval of those records and documents from the disperse site during periods of National Security and other catastrophic emergencies/disasters, should they be required.

B. Line of Succession

1. The line of succession for the County proceeds from the Chairman of the County Commissioners to the Vice-Chairman, then to the third member of the board.
2. The line of succession for the Guernsey County Emergency Management proceeds from the Director to the Deputy Directors.
3. Line of succession for county departments is outlined in their individual policies and procedures.
4. The line of succession for local municipals and townships are outlined in their individual policies and procedures.

C. Preservation of Vital Records

Responsibility for preservation of essential records ultimately lies with local government offices. Each government office must select, preserve, and provide availability of those records, which would be essential to the effective functioning of government and to the protection of rights and interests of persons under emergency conditions.

1. Each Government Office shall:
 - a. Identify, in advance, priority categories of essential records. These categories should include those records deemed essential for continuing critical government functions during an emergency and those records that are required to protect the rights and interests of citizens.
 - b. Label all records within the priority categories with identifiable markings. Priority of evacuation should be noted on record containers.
 - c. Assess the vulnerability of stored records to direct and secondary damage from various disaster threats; i.e., fire, water, chemical damages, aftershock, vandalism, etc.
 - d. Evaluate alternate records storage locations in light of hazard analysis.
 - e. Make arrangements for transportation to relocate records to alternate location if the need arises.
 - f. Identify and retain copies of the records that will be needed during the emergency operations by management or the emergency response team. (To be identified.)
 - g. Safeguard vital computer information and records.
2. The Chief Executive Officer of each government office in coordination with assigned personnel will assume direction and control of preservation of record activities.
3. Each department of county government, and each city, village, and township and their departments are responsible for making provisions for the preservation of records.

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VII. Administration and Logistics

A. Legal Issues

All legal questions/issues pertaining to county preparedness, response, recovery actions, or responder liability protection will be referred to the Guernsey County Prosecuting Attorney. Any issues involving the city, townships, or villages will be referred to their respective Law Director or Solicitor for review.

B. Documentation

1. Documentation is essential to capture what actions were taken and resources used/expended.
2. County, municipal and township governments must maintain records of expenditures and obligations during emergency operations to include:
 - a. Extraordinary costs incurred during response and recovery operations
 - b. Personnel overtime,
 - c. Equipment used/expended,
 - d. Contracts initiated, etc.
3. Emergency Management will keep narratives and operational journals of response actions.
4. This documentation becomes the legal record of the incident and may be used for but not limited to:
 - a. Operational accountability
 - b. Recover cost of response and recovery
 - c. Address insurance needs
 - d. Develop mitigation strategies
 - e. Create historical records
5. Each agency shall document the incident using its established procedures. For large-scale incidents, the Guernsey County EMA documents the incident recovery.
6. Copies of all incident logs and reports shall be furnished to the Guernsey County Emergency Management Agency for the purpose of developing an After Action-Report of the incident. The After-Action Report shall include:
 - a. Identifying the actions taken
 - b. Resources expended
 - c. Economic and human impacts
 - d. Lessons learned
7. A copy of the After-Action Report will be provided to each responding agency, Guernsey County Commissioners, affected township trustees, affected mayors (if any).
8. A copy of the After-Action Report will also be provide to the Guernsey County Historical Society to create a permanent historical record of the event.

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C. Incident Critique

1. The Guernsey County EMA Director shall conduct a critique – formal or informal – within sixty days of the incident. Critiques help to determine if the response actions were appropriate and effective, if there were deficiencies in the actions taken or if the plan that details agency response to such incidents is accurate or needs to be updated. A critique can also establish whether follow-up training of responders is necessary and whether additional training programs need to be developed.
2. All responding agencies will be requested to participate in the critique.
3. Critiques shall also be performed at the end of planned exercises.
4. After the critique, documented reports and follow-up reports will be consolidated into a final incident report of recommendations. This final report will be distributed to all participating agencies, as appropriate, and kept on file for future reference.
5. Any changes as identified in exercise or actual incident critiques will be incorporated into the plan revision by the Guernsey County EMA. In addition, the Guernsey County EMA will also incorporate any changes received from other agencies in regards to their individual sections of the plan.

D. Cost Recovery and Reimbursement

1. The Guernsey County EMA will provide training opportunities as requested to educate responders and local officials about the cost recovery process.
2. Cost recovery and reimbursement procedures are outline in Emergency Support Function 14 to this plan.
3. Cost recovery and reimbursement for hazardous materials incidents are outlined in the Guernsey County Hazardous Materials Response Plan.

E. Mutual Aid Agreements and Memorandums of Understanding

1. Mutual-aid agreements, memoranda of understanding, and letters of understanding agreements between agencies and organizations are documents agreeing to provide each other assistance in an emergency. Mutual-aid agreements can be written or verbal. Copies of mutual-aid agreement, memoranda of understanding, and letters of understanding are on file in the Guernsey County Emergency Management office.
2. Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergency situations.
3. Should local government resources prove to be inadequate during emergency operations, requests for assistance will be made to other jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual-aid agreements and understandings. Requests for State and Federal resources must be made through the Emergency Management Agency; such requests are forwarded to the State Emergency Operating Center (EOC).
4. Guernsey County has entered into a plan under which any municipality or township in the county will respond to a request from any other jurisdiction in the county to provide emergency resources.

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5. Guernsey County Emergency Management Agency has mutual-aid agreements with each of its neighboring counties:
 - a. Belmont County
 - b. Noble County
 - c. Muskingum County
 - d. Tuscarawas County
 - e. Harrison County
 - f. Coshocton County

These agreements allow each county to provide Emergency Management assistance, as needed.
6. The Guernsey County Firefighters' Association has a countywide mutual-aid agreement, which allows any county fire department to respond to a request for assistance from any other fire department in the county.
7. Guernsey County Emergency Management Agency and the Ohio Hills Chapter of the American Red Cross have an agreement for the Ohio Hills Chapter of to provide services in the county.
8. The Guernsey County Sheriff's Office has a mutual aid agreement with all Ohio county Sheriffs Offices thru the Buckeye Sheriff's Association. By law, OSHP officers may provide assistance to any law enforcement agency, if requested.
9. The County Emergency Management Director will coordinate and activate existing agreements with adjoining counties during emergencies that have the potential to threaten the safety of its citizens or the citizens of the neighboring county. Response to this emergency will be coordinated by the Emergency Operations Center.
10. Established under section 5502.41 of the Revised Code, the **Ohio Intrastate Mutual Aid Compact (IMAC)** was created to complement existing mutual aid agreements in the event of a disaster that results in a formal declaration of emergency by a participating political subdivision. The program:
 - a. Provides for mutual assistance among participating political subdivisions in response to and recovery from any incident that results in a formal declaration of emergency by a participating political subdivision;
 - b. Provides for mutual cooperation among participating political subdivisions in conducting disaster-related exercises, testing, or other training activities using the services, equipment, supplies, materials, personnel, and other resources of the participating political subdivisions to simulate the provision of mutual aid;
 - c. Embodies a method by which participating political subdivisions may seek assistance in the event of a formally declared emergency, which resolves many of the common issues facing political subdivisions at the time of a formally declared emergency and will ensure, to the extent possible, eligibility for available state and federal disaster funding.

VIII. Plan Maintenance

A. Plan Review

1. In order to maintain an acceptable level of multi-hazard preparedness, it is necessary to review and update this Emergency Operations Plan (EOP) on at least an annual basis. The Guernsey County Emergency Management is the primary agency on the EOP review, and shall coordinate all plan reviews/ revision efforts.

GUERNSEY COUNTY EMERGENCY OPERATIONS PLAN

2. The Guernsey County Emergency Management Agency shall also be responsible for incorporating all changes to the plan. Such revisions will be prepared based upon the required annual review process or, as the result of periodic drills, tests, and/or functional exercise evaluations of the contents of this plan.
3. Each organization tasked with emergency responsibilities in this EOP is responsible for reviewing and updating its portion of the plan based upon, but not limited to:
 - a. Changes in administration
 - b. Changes in procedures
 - c. New resources
 - d. New training
 - e. Updating of contact lists/phone numbers
4. The "Record of Revisions" is provided in the forward section to assist plan holders with documenting appropriate plan changes. As revisions are incorporated into this plan, each plan holder will be forwarded a revision package containing the following information:
 - a. Detailed instructions for inserting plan revisions.
 - b. The appropriate plan changes as page inserts or directed pen changes.
 - c. A summary of effective revisions to the plan referencing the section affected, the current revision number, and date.
5. The Guernsey County EMA will submit all revisions of this plan to the Ohio Emergency Management Agency for review and approval as required by law.

B. Plan Coordination

1. As this Plan is the single Emergency Operations Plan that covers all of Guernsey County, all other plans in Guernsey County must be compatible with it. This includes emergency plans for government agencies and facilities, schools, nursing homes, and industrial facilities with plans developed under Occupational Safety and Health Administration (OSHA) rules, and utilities.
2. This Plan is distributed to adjacent counties for review as are adjacent counties' plans reviewed by the Guernsey County EMA and the Guernsey County LEPC to provide for close coordination with response agencies in case of an inter-county emergency response.

C. Other Response/Support Agency Plans

1. This plan is used in conjunction with the following documents:
 - a. The Guernsey County Hazardous Materials Response Plan
 - b. The Guernsey County All Natural Hazard Mitigation Plan
 - c. The Guernsey County Response to Terrorism Plan
 - d. The Guernsey County EMA Resource Manual
 - e. Various County and Local Agencies/Departments SOPs
 - f. The Ohio Emergency Operations Plan
 - g. The National Incident Management System
 - h. The National Response Plan
 - i. Various Nursing Homes Plans
 - j. County School Districts Plans
 - k. American Red Cross Plan

GUERNSEY COUNTY EMERGENCY OPERATIONS PLAN

- l. Health Department Plans and Procedures
- m. Job and Family Services Plans and Procedures
- n. Southeastern Ohio Regional Medical Center Plans and Procedures
- o. Various Public Utilities Plans and Procedures
- p. Amateur Radio Emergency Services Response Plan

D. Plan Distribution

1. Organizations & Agencies

A distribution list to organizations and agencies is listed in the forward section to the basic plan.

2. Public Availability

- a. Hard copies of the EOP may be viewed by the general public at the:
 - (1) Guernsey County EMA office,
 - (2) The Guernsey County Commissioners office
 - (3) The Guernsey County Library Main Branch.
- b. The Guernsey County EMA will post the completed EOP on the EMA web site at guernseycountyema.com.

EMERGENCY OPERATIONS PLAN
APPENDIX – 1
EXERCISE PROGRAM

I. Introduction

A. General

1. Ohio Revised Code Section 5502.26(A)(3) provides for the preparation and conduct of an annual exercise of the county's all-hazards emergency operations plan. All agencies, boards, and divisions having emergency management functions within each political subdivision within the county shall cooperate in the development of the all-hazards emergency operations plan and shall cooperate in the preparation and conduct of the annual exercise.
2. Section 3750.04 (C) of the Ohio Revised Code (ORC) requires each Local Emergency Planning Committee (LEPC) to conduct an exercise of its Chemical Emergency Response and Preparedness Plan at least annually.
3. The Guernsey County Emergency Management Agency and the Local Emergency Planning Committee jointly ensure county disaster plans and procedures are exercised and evaluated on a continuing basis.

B. Purpose of Exercises:

1. Test and evaluate plans, policies and procedures
2. Identify planning needs
3. Identify gaps in resources
4. Improve inter-agency coordination and communications
5. Clarify roles and responsibilities
6. Train personnel in roles and responsibilities
7. Improve individual performance
8. Gain public recognition and support of officials
9. Satisfy government requirements

C. Exercise Schedule and Participation

1. An annual exercise of the Plans will be done to test the effectiveness of the procedures outlined in the Plan and to allow for comments and suggestion of participants to be incorporated into the plan.
2. The annual exercise will also identify specific training needs for various agencies and organizations.
3. Guernsey County's exercise program will endeavor to involve all public and private agencies with emergency response functions. Primarily this includes the members of the Executive Policy Group and the EOC Operations Group. Emergency management officials of adjoining counties may be invited to participate or observe when appropriate.
4. GCEMA will provide disaster exercise assistance to government and non-governmental agencies as requested. As resources allow, GCEMA personnel will participate in hospital and nursing home disaster drills, as coordinated by the hospital and nursing home disaster planning committees.

EMERGENCY OPERATIONS PLAN
APPENDIX – 1
EXERCISE PROGRAM

II. Exercise Types & Cycle

A. Type of Exercises

1. ***Orientation Seminar***: purpose is to familiarize participants with roles, plans, procedures, or equipment and is conducted with very low-stress.
 - a. An Orientation Seminar does not qualify as a FEMA recognized exercise.
 - b. Is useful to introduce a cycle of exercises and prepare for success in more complex exercises.
2. A ***Drill***: is a coordinated, supervised activity normally used to test a single specific operation or function in a single agency.
 - a. Drills are a routine part of agency and department training.
 - b. Agencies and departments use drills to practice and maintain current skills.
3. A ***Tabletop***: exercise is a “verbal” walk through or discussion of the response procedures. It is designed to evaluate plans and resolve questions of coordination and roles.
4. A ***Functional***: exercise is a “hands-on” or physical demonstration of a specific function or operational capability. The function or operation is such that it can be implemented with little or no outside support.
5. A ***Full-Scale***: exercise is again a “hands-on” test, but this time it will evaluate the overall emergency management system. It will test most or all of the emergency response functions as outlined in the Plan. It includes the mobilization and use of personnel and equipment. Also, an EOC or ICP is used to coordinate the response functions.

B. Cycle

1. Guernsey County will utilize a four-year exercise cycle (one year is defined as July 1st through June 30th of the following year).
2. Conduct a minimum of one full-scale exercise within each exercise cycle. The ‘Primary EOC’ must also be tested at least once during the exercise cycle.

III. Exercise Development

A. Exercise Design Team

1. The Guernsey County LEPC Chairman or the EMA Director if not appointed by the LEPC Chairman shall appoint a chairperson for an Exercise Design Team.
2. The chairperson of the Exercise Design Team shall appoint an Exercise Design Team, from response agencies and other appropriate individuals, to write the exercise scenario and act as the Controllers for the exercise. Guidance for the Team will be provided by the Guernsey County EMA.

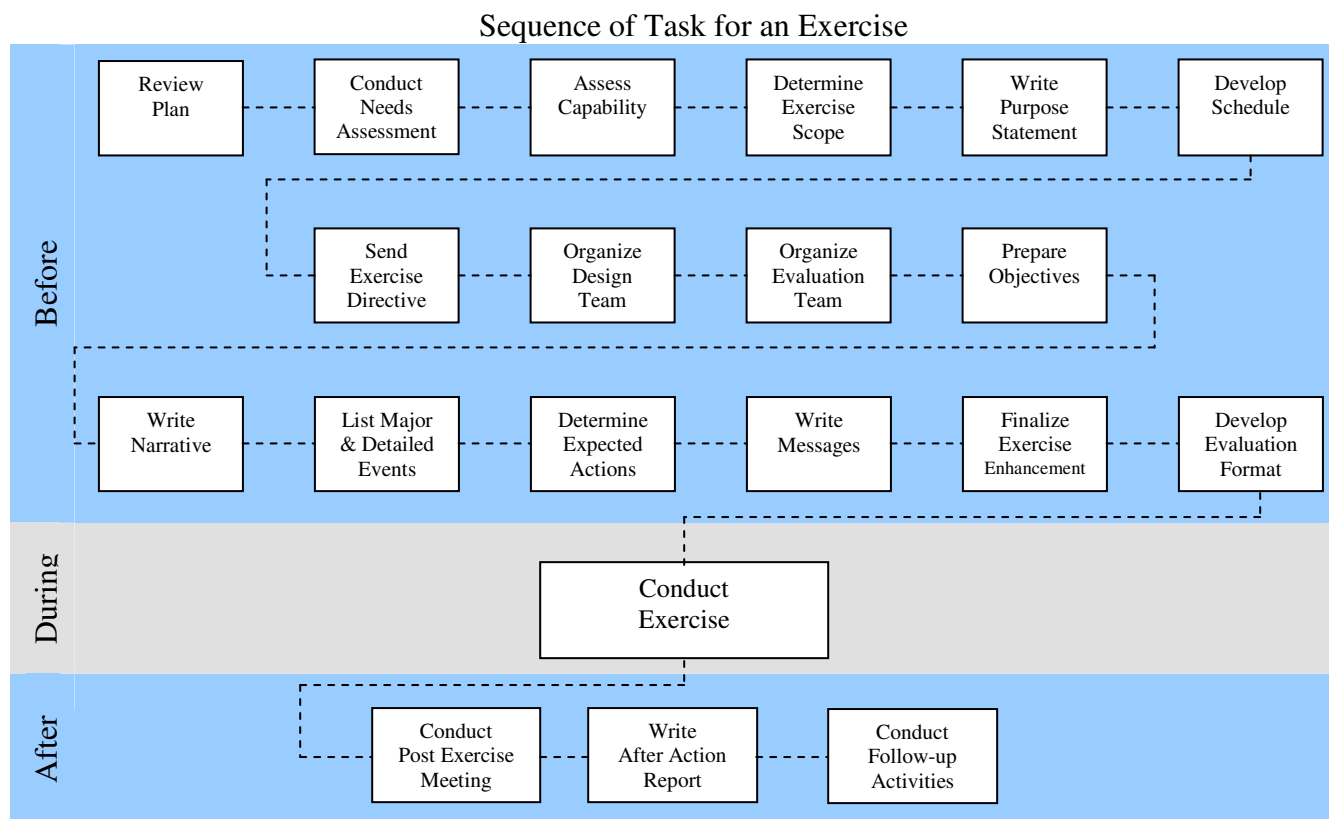
B. Exercise Planning

Detailed planning will be accomplished on an interagency basis in preparation for Guernsey County EMA/LEPC sponsored exercises. Representatives of each participating agency will develop action items for their participants to resolve during the actual exercise.

EMERGENCY OPERATIONS PLAN

APPENDIX – 1

EXERCISE PROGRAM



IV. Conducting and Evaluation of Exercise

A. Controllers

1. On the day of the exercise, the Exercise Design Team members assume the role of Controllers.
2. Controllers are non-exercise players and responsible to ensure that the exercise is kept on-track as envisioned and planned.
3. They interject either pre-planned or spontaneous controlled messages to create new problems or to force players to address an issue.
4. They can clarify player questions, but they do not resolve the issues for the players. Additionally, they let players know whether a response function was successful.
5. Controllers will monitor all safety aspects of the exercise and clue players they are becoming sick or the chemical smell is increasing. Controllers can ultimately inform the player that they are now a victim and must act as one. (The controller should debrief the player on their mistake and how to avoid the same mistake next time.)
6. The Chairperson of the Exercise Design Team will assume the role of lead controller and is responsible to start and conclude the exercise.
7. All controllers will watch for and immediately stop an action that would create a real emergency. Safety is paramount.

EMERGENCY OPERATIONS PLAN
APPENDIX – 1
EXERCISE PROGRAM

B. Evaluators

1. Evaluators are persons assigned to observe and evaluate certain selected objectives during the exercise. Their primary role is to observe actions taken by the players and to document how/if those actions conformed to planned procedures.
2. Evaluators will be selected by the Exercise Design Team and must be knowledgeable in the area(s) they are asked to evaluate.
3. In advance of the exercise, each evaluator will be provided a copy of those procedures that pertain to the Objective(s) they are asked to evaluate.

C. Facilitator

1. Typically, the Facilitator will be the Ohio EMA Field Coordinator assigned to support the GCEMA operations.
2. The Facilitator will receive and review the GCEMA's Exercise Notice and is responsible to determine that it meets the exercise criteria. The Facilitator will provide options on how to modify the exercise in order to meet the requirements.
3. The Facilitator will train the evaluators prior to the exercise and review all exercise documents to ensure that evaluators have addressed each point of review and have made comments on how well the procedures did or did not work.
4. The Facilitator will write a formal report, which is submitted to the Ohio EMA for their Concurrence or to direct the GCEMA to complete a Corrective Action Plan.

V. Corrective Actions

A. Exercise Critique

Each exercise, regardless of the type will be followed by a complete critique. The critique will be conducted by the facilitator/evaluators to provide an opportunity to the participants to hear what the exercise evaluators observed (good and bad) and to give them an opportunity to express their own comments and recommendations.

B. After Action Report

Exercise after-action reports will be completed and provided to participating agencies to ensure corrective action is taken. Subsequent exercises will ensure previous discrepancies are reevaluated.

EMERGENCY OPERATIONS PLAN

APPENDIX – 2

TRAINING PROGRAM

I. Introduction

The Guernsey County Emergency Management Agency is the overall coordinator within Guernsey County for emergency management training. County departments/authorities, municipalities, townships and all other public and private emergency response agencies bear the responsibility of ensuring their personnel with emergency responsibilities are sufficiently trained. All agencies should take the necessary steps to ensure appropriate records are kept reflecting emergency training received by their personnel.

A. Purpose

The effectiveness of response during emergencies depends on the amount of planning and training performed. It is therefore the county's responsibility to see that a program is instituted and that it is frequently reviewed and updated. The input and support of all response agencies must be obtained to ensure an effective program.

B. Training Coordination

1. The Guernsey County EMA will coordinate all disaster preparedness, response, recovery and mitigation training provided to county personnel by the Ohio Emergency Management Agency (OEMA) and FEMA. Guernsey County EMA will also provide schedules of the State emergency management training courses to appropriate county agencies.
2. Applications for State and FEMA training courses will be submitted to the Director of the Guernsey County Emergency Management Agency for approval and submission to Ohio EMA.
3. Training for local emergency response personnel will be under the all-hazards approach to emergency management. Training will ensure that current State and Federal concepts on emergency preparedness, response, recovery and mitigation are provided.
4. The Guernsey County Emergency Management Agency will be the point of contact for providing and coordinating training on the latest county, State and Federal disaster policies and procedures.
5. The Guernsey County EMA Training Officer will coordinate disaster preparedness planning/training activities specific to, hospitals, nursing homes/assisted living facilities, etc.

C. Emergency Responder Credentialing System

1. The development of a credentialing system is a fundamental component of the National Incident Management System (NIMS). According to the NIMS, "credentialing involves providing documentation that can authenticate and verify the certification and identity of designated incident managers and emergency responders" to ensure that response personnel "possess a minimum common level of training, currency, experience, physical and medical fitness, and capability" for the roles they are tasked to fill.
2. It is the responsibility of each individual agency or department to ensure that their personnel meet the standards set forth by the National Incident Management System to meet credentialing requirements.

EMERGENCY OPERATIONS PLAN

APPENDIX – 2

TRAINING PROGRAM

D. Training Identification

1. Department and agency heads determine internal training requirements for their personnel.
2. The following training has been identified for the subsequent departments/agencies:

<p>National Incident Management System IS-700</p> <p>(Anyone with role in prevention, protection, response, recovery, or preparedness)</p> <p>IS-700 is recommended to be included in the core curriculum of the Fire, Law Enforcement and EMS training.</p>	<input type="checkbox"/> Law Enforcement Personnel <input type="checkbox"/> Fire & Rescue Personnel <input type="checkbox"/> EMS Personnel <input type="checkbox"/> EMA Personnel <input type="checkbox"/> Health Department Personnel <input type="checkbox"/> Public Works Personnel <input type="checkbox"/> Elected Officials <input type="checkbox"/> EOC Staff Personnel <input type="checkbox"/> Public Information Support Staff
<p>National Response Plan IS-800</p> <p>(Middle Management, Command and General Staff)</p>	<input type="checkbox"/> EOC Personnel <input type="checkbox"/> Agency/Department Managerial level Personnel <input type="checkbox"/> Elected Officials
<p>Incident Command System IS-100</p> <p>(First Responders, Disaster Workers, First Line Supervisors, Middle Management, Command and General Staff)</p> <p>ICS-100 is recommended to be included in the core curriculum of the Fire, Law Enforcement and EMS training.</p>	<input type="checkbox"/> Law Enforcement Personnel <input type="checkbox"/> Fire & Rescue Personnel <input type="checkbox"/> EMS Personnel <input type="checkbox"/> EMA Personnel <input type="checkbox"/> Health Department Personnel <input type="checkbox"/> Public Works Personnel <input type="checkbox"/> Elected Officials <input type="checkbox"/> EOC Staff Personnel <input type="checkbox"/> Public Information Support Staff
<p>Incident Command System IS-200</p> <p>(First Line Supervisors, Middle Management, Command and General Staff)</p>	<input type="checkbox"/> Fire & Rescue Personnel <input type="checkbox"/> Law Enforcement Personnel <input type="checkbox"/> EMS Personnel <input type="checkbox"/> EOC Staff Personnel <input type="checkbox"/> Public Information Support Staff
<p>Incident Command System IS-300</p> <p>(Middle Management, command and general staff)</p>	<input type="checkbox"/> Fire & Rescue Personnel <input type="checkbox"/> Law Enforcement Personnel <input type="checkbox"/> EMS Personnel
<p>Incident Command System IS-400</p> <p>(Command and general staff)</p>	<input type="checkbox"/> Fire & Rescue Personnel <input type="checkbox"/> Law Enforcement Personnel <input type="checkbox"/> EMS Personnel
Incident Command System IS-402	<input type="checkbox"/> Elected Officials
EOC Management & Operations	<input type="checkbox"/> Agency heads providing EOC representatives and potential EOC representatives
IES/EOC Interface	<input type="checkbox"/> Agency heads providing EOC representatives and potential EOC representatives
Hazardous Materials, Weapons of Mass Destruction, Terrorism Awareness	<input type="checkbox"/> Law Enforcement Personnel <input type="checkbox"/> Fire & Rescue Personnel <input type="checkbox"/> EMS Personnel <input type="checkbox"/> EMA Personnel <input type="checkbox"/> Health Department Personnel <input type="checkbox"/> Public Works Personnel
Hazardous Materials, Weapons of Mass Destruction, Terrorism Operations & Technician	<input type="checkbox"/> Fire & Rescue Personnel

EMERGENCY OPERATIONS PLAN
APPENDIX – 2
TRAINING PROGRAM

II. Training Resources

- A. Training may be provided with the use of local resources, Ohio EMA, Ohio Fire Academy, area universities, or FEMA's Emergency Management Institute.
- B. The Ohio Emergency Management Agency has trainers who specialize in all-hazards training, exercise design, survivable crisis management, and radiological training. These individuals support all 88 county emergency management programs.
- C. FEMA provides many programs, courses, and materials to support emergency preparedness and response training for emergency personnel. Many of these courses may be taken on-line at www.fema.gov.

III. Training Process and Scheduling

- A. Training and refresher training is held on an as needed basis.
- B. Training may take place on a local, state, or federal level.
- C. The Guernsey County EMA/LEPC/county fire Training Officer coordinates with local agency heads to schedule needed training.
- D. Local and state courses are made available to county, municipal, and volunteer agencies via the County fire newsletter, GCEMA Internet web page, meeting announcements and direct solicitation.

IV. Funding

The Guernsey County EMA Director pursues funding through various grant programs and normal funding sources.

V. Training Evaluation

- A. Annual exercises will assist in the evaluation of the effectiveness of the training being provided.
- B. Representatives from county, municipalities, State and Federal agencies in the local area, as well as volunteer agencies (e.g. Red Cross, Salvation Army, United Way, etc.) will participate and share information to improve the effectiveness of training programs meet their respective roles and responsibilities during disasters.

EMERGENCY OPERATIONS PLAN
APPENDIX 3
PUBLIC EDUCATION & AWARENESS

I. Introduction

A. Purpose

When individuals and their neighborhoods are prepared to mutually assist each other immediately after a disaster, lives can be saved, property can be spared and emergency services can focus on responding to the most devastated areas.

B. Scope

1. The Guernsey County Emergency Management in cooperation with the Guernsey County Citizens Corps Council has developed an extensive public outreach and education program that targets the general population and population subgroups including physically challenged persons, children, mobile home residents, elderly residents, the business community, and special flood hazard zone residents.
2. The overall objective of a Public Awareness and Education Program is to provide the capability for citizens to prepare, stabilization and recovery within the first few hours to the first few days (72 hours) of a disaster; when governmental services may be unable to respond to all requests for assistance and/or public telephone facilities are not available for communicating requests for aid.

II. Programs

A. Guernsey County Citizens Corps Council

The mission of Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.

B. Community Emergency Response Teams (CERT)

1. CERT Training is designed to prepare individuals to help themselves, their family, and their neighbors in the event of a catastrophic disaster. Because emergency services personnel may not be able to help everyone immediately, citizens can make a difference by using the training in the manual to save lives and protect property.
2. This training covers basic skills that are important to know in a disaster when emergency services are not available. Individuals will want to help. With training and practice and by working as a team, people will be able to do the greatest good for the greatest number after a disaster, while protecting them from becoming a victim.
3. The Guernsey County EMA & the Guernsey County Citizen Corps Council provides C.E.R.T. training to the residents of Guernsey County.

C. Neighborhood Watch

1. The Neighborhood Watch Program is a highly successful effort that has been in existence for more than thirty years in cities and counties across America. It provides a unique infrastructure that brings together local officials, law enforcement and citizens to protect our communities.
2. The Guernsey County Sheriff's Office administrates the Neighborhood Watch Program in Guernsey County, providing guidance and training in the formation of neighborhood groups.

EMERGENCY OPERATIONS PLAN
APPENDIX 3
PUBLIC EDUCATION & AWARENESS

D. Fire Corps

1. The mission of Fire Corps is to enhance the ability of fire departments to utilize citizen advocates and provide individuals with opportunities to support their local fire departments with their time and talent.
2. The Guernsey County Citizens Corps will promote and encourage individuals to contact their local fire department about volunteering.

E. Volunteers in Police Service (VIPS)

1. VIPS serves as a gateway to resources and information for and about law enforcement volunteer programs.
2. The Guernsey County Citizens Corps will encourage local interested citizens to contact their local law enforcement agency.

F. CPR Training

1. The Guernsey County EMA provides CPR training thru CERT instructors to CERT trained residence of Guernsey County.
2. The American Red Cross provides classes on first aid and CPR.

G. Various departments and organizations present public awareness on several topics throughout the year.

III. Distribution of Information

- A. GCEMA/LEPC distributes pamphlets and information at booths during public functions, such as the county fair, community festivals, etc.
- B. The GCLEPC distributes Community Right-to-Know information to the public upon request.
- C. The Guernsey County EMA maintains an Internet Web Site for the purpose of providing information to the general public.
- D. A series of brochures, pamphlets, books, maps, and other materials is available at the EMA office that targets preparedness and mitigation activities to vulnerable populations as well as specific disaster risks such as winter storms, tornadoes, terrorism response and floods.
- E. The Verizon phone book distributed annually has a section on Emergency Preparedness that covers subjects such as hazardous materials, shelter-in-place, evacuations, flooding, severe storms, etc.

IV. Live Presentations

- A. The Guernsey County EMA will provide live presentations/speaker forums upon request from any group within the county.
- B. GCLEPC meetings are open to the public.
- C. County fire departments provide fire prevention presentations at local schools during fire prevention week each year.

**EMERGENCY OPERATIONS PLAN
ATTACHMENT 1**

SAMPLE

LOCAL EMERGENCY PROCLAMATION

Guernsey County, Ohio

AUTHORITY

Whereas, Guernsey County, Ohio has been or is immediately threatened by a natural/man-made/technological hazard and/or nuclear or conventional attack and;

Now, therefore, we the Guernsey County Board of Commissioners, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Guernsey County and the restoration of local government with a minimum of interruption.

Date: _____

Time: _____

Situation Assessment:

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5915 of the Ohio Revised Code.

All public offices and employees of Guernsey County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives – state and local.

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

EMERGENCY OPERATIONS PLAN
ATTACHMENT 1

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

IN WITNESS, WHEREOF, we have hereunto set our hand this _____ day of _____, _____ A.D.

President, Guernsey County Commissioner

Guernsey County Commissioner

Guernsey County Commissioner

**EMERGENCY OPERATIONS PLAN
ATTACHMENT 2**

Attachment 2

**STATE OF OHIO
PROCEDURES FOR REQUESTING STATE ASSISTANCE**

ALL AVAILABLE LOCAL RESOURCES MUST BE COMMITTED
PRIOR TO DETERMINING IF STATE ASSISTANCE IS REQUIRED.

1

- ☐ COORDINATE WITH THE COUNTY EMA/DSA
Office: _____ Home: _____ Pager: _____
- ☐ ISSUE LOCAL DECLARATION OF EMERGENCY

2

- ☐ PROVIDE THE FOLLOWING INFORMATION TO:

**THE OHIO EMERGENCY MANAGEMENT AGENCY
(614) 889-7150
ALTERNATE # HIGHWAY PATROL (614) 466-2660**

**IN NATURAL OR
MAN-MADE DISASTERS**

- ☐ Name and title of individual making request
- ☐ Description of disaster
- ☐ Statement of actions taken
- ☐ Specific help needed
- ☐ Estimate of number of persons affected
- ☐ Estimate of damage to public and private property

**IN CIVIL
DISTURBANCE**

- ☐ Name and title of individual making request
- ☐ Description of disorder
- ☐ Statement of action taken
- ☐ Estimate of number of persons involved
- ☐ Statement of number of law enforcement available and committed
- ☐ Explanation why force is inadequate

3

FROM: LOCAL HEAD OF GOVERNMENT

**TO: GOVERNOR, STATE OF OHIO
ATTN: DIRECTOR, E.M.A.
2825 W. GRANVILLE RD
COLUMBUS, OHIO 43235-2712**

AGOH FORM GTA-100 (1 JANUARY 1989)

Guernsey County Emergency Operations Plan

Glossary of Key Terms

For the purposes of the GCEOP, the following terms and definitions apply.

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

Accountable Property: Property that: 1) has an acquisition cost that is \$15,000 or more; 2) has a unique, identifiable serial number (e.g., computer or telecommunications equipment); and 3) is considered “sensitive” (i.e., easily pilferable), such as cellular phones, pagers, and laptop computers.

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

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 Federal, 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.

Appendix: A hazard specific portion in an EOP.

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 multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

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

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.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

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 use, normally located in a Staging Area.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

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

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

Guernsey County Emergency Operations Plan

Glossary of Key Terms

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.

Casualty: Any person who is declared dead or is missing, ill, or injured.

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

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

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

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

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

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).

Civil Transportation Capacity: The total quantity of privately owned transportation services, equipment, facilities, and systems from all transportation modes nationally or in a prescribed area or region.

Coastal Zone: As defined by the NCP, means all U.S. waters subject to tide, U.S. waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other water of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters. The term "coastal zone" delineates an area of Federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in RCPs.

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.

Code of Federal Regulations: Listing of federal regulations.

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

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

Common Operating Picture (COP): A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

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.

Guernsey County Emergency Operations Plan

Glossary of Key Terms

Community Recovery: In the context of the NRP and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Crisis Management**.

Contiguous Zone: The zone of the high seas, established by the United States under Article 24 of the Convention on the Territorial Sea and Contiguous Zone, that is contiguous to the territorial sea and that extends 9 miles seaward from the outer limit of the territorial sea.

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.

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Action System: Levels of activation used during emergency response. There are four levels in this system of activation, CAS I and II are used during response for assessment and CAS III and IV are used during response to protect lives and property.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also

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

Critical Incident Stress Debriefing: "A 7-phase structured group discussion intervention provided by a trained team of peer first responders and mental health worker that assists emergency personnel mitigate acute symptoms, assess need for follow-up, and if possible provide a sense of post-crisis psychological closure."

Critical Incident Stress Management: A comprehensive, integrative crisis intervention system consisting of seven components: pre-crisis preparation, demobilization, defusing, debriefing, one-on-one support, family intervention/organization consultation and follow-up/referral."

Critical Infrastructures: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

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

Cultural Resources: Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

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

Defense Coordinating Officer: If appointed by the Department of Defense, the DCO serves as DOD's single point of contact at the Joint Field Office (JFO). With few exceptions, request for Defense Support for Civil Authority (DSCA) originating at the JFO will be coordinated with and processed through the DCO.

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Defense Support of Civil Authorities (DSCA). Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy. A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could 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.

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

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

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

District Response Group: Established in each DHS/USCG District, the District Response Group is primarily responsible for providing the OSC technical assistance, personnel, and equipment during responses typically involving marine zones.

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.

Domestic Emergency Support Team: The DEST may be deployed to provide technical support for management of potential or actual terrorist incidents.

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

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

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

Emergency Operations Center (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 by some combination thereof.

Emergency Operations Plan (EOP): The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

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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 Federal, 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, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as “emergency responder.”

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

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emerging Infectious Diseases: New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Environmental Response Team: Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and releases of oil and hazardous substances into the environment.

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

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

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, non-emergency activity. ICS can be used as the management system for a wide range of events, *e.g.*, parades, concerts, or sporting events.

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

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

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

Federal Emergency Communications Coordinator (FECC): That person, assigned by GSA, who functions as the principal Federal manager for emergency telecommunications requirements in major disasters, emergencies, and extraordinary situations, when requested by the FCO or FRC.

Federal On-Scene Coordinator (FOSC or OSC): The Federal official pre-designated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Federal Resource Coordinator (FRC): The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other Federal departments and agencies using interagency agreements and MOUs.

First Responder: Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Food and Nutrition Service (FNS) Disaster Task Force: The Food Security Act of 1985 (Public Law 99-198) requires the Secretary of Agriculture to establish a Disaster Task Force to assist States in implementing and operating various disaster food programs. The FNS Disaster Task Force coordinates the overall FNS response to disasters and emergencies. It operates under the general direction of the Administrator of FNS.

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.

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.

Governor's Authorized Representative: The GAR represents the Governor of the impacted state.

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. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

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

Hazard Mitigation: Any cost-effective measure, which will reduce the potential for damage to a facility from a disaster event.

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

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Hazardous Substance: As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Homeland Security Operations Center: The HSOC is the primary national hub for domestic incident management operational coordination and situational awareness.

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, wild land 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 (IAP): 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 with a common organizational structure, designed to aid in the management of resources during incidents. ICS 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, or organized 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 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. (See page 10 for discussion on DOD forces.)

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation: Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

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.

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Incident of National Significance: Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Information Officer: See **Public Information Officer**.

Infrastructure: The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Infrastructure Liaison: Assigned by DHS/IAIP, the Infrastructure Liaison serves as the principal advisor to the JFO Coordination Group regarding all national- and regional-level critical infrastructure and key resources incident-related issues.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Initial Response Resources (IRR): Disaster support commodities that may be pre-staged, in anticipation of a catastrophic event, at a Federal facility close to a disaster area for immediate application through an NRP ESF operation. The initial response resources are provided to victims and all levels of government responders immediately after a disaster occurs. They are designed to augment State and local capabilities. DHS/EPR/FEMA Logistics Division stores and maintains critically needed initial response commodities for victims and responders and pre-positions supplies and equipment when required. The initial response resources include supplies (baby food, baby formula, blankets, cots, diapers, meals ready-to-eat, plastic sheeting, tents, and water) and equipment (emergency generators, industrial ice-makers, mobile kitchen kits, portable potties with service, portable showers, and refrigerated vans).

In-Kind Donations: Donations other than cash (usually materials or professional services) for disaster survivors.

Inland Zone: As defined in the NCP, the environment inland of the coastal zone excluding the Great Lakes and specified ports and harbors on the inland rivers. The term “coastal zone” delineates an area of Federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in RCPs.

Insular Areas: Non-State possessions of the United States. The insular areas include Guam, the Commonwealth of the Northern Mariana Islands (CNMI), American Samoa, the U.S. Virgin Islands, and the former World War II Trust Territories now known as the Federated States of Micronesia and the Republic of the Marshall Islands. These last two entities, known as Freely Associated States (FAS) are still connected with the United States through the Compact of Free Association.

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

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.

Interagency Incident Management Group: The IIMG is a Federal headquarters-level multi-agency coordination entity that facilitates Federal domestic incident management for Incidents of National Significance. The Secretary of Homeland Security activates the IIMG based on the nature, severity, magnitude, and complexity of the threat or incident.

Interagency Modeling and Atmospheric Assessment Center (IMAAC): An interagency center responsible for production, coordination, and dissemination of consequence predictions for an airborne hazardous material release. The IMAAC generates the single Federal prediction of atmospheric dispersions and their consequences utilizing the best available resources from the Federal Government.

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Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

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 a 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.

Joint Operations Center (JOC): The JOC Branch is established by the Senior Federal Law Enforcement Officer (SFLEO) (e.g., the FBI Special Agent in Charge during terrorist incidents). The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated. The emphasis of the JOC is on prevention as well as intelligence collection, investigation, and prosecution of a criminal act.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. 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).

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

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

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; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

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.

Long-Range Management Plan: Used by the FCO and management team to address internal staffing, organization, and team requirements.

Major Disaster: As defined by the Stafford Act, 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, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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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.

Materiel Management: Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.

Mission Assignment: The vehicle used by DHS/EPR/FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

Mitigation: 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 developed in accordance with 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—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Multi-agency Command Center (MACC): An interagency coordination center established by DHS/USSS during NSSEs as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional 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, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Coordinating Center for Telecommunications: A joint telecommunications industry–Federal Government operation established to assist in the initiation, coordination, restoration, and reconstitution of NS/EP telecommunications services and facilities.

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National Counter-terrorism Center (NCTC): The NCTC serves as the primary Federal organization for analyzing and integrating all intelligence possessed or acquired by the U.S. Government pertaining to terrorism and counter-terrorism, excepting purely domestic counter-terrorism information. The NCTC may, consistent with applicable law, receive, retain, and disseminate information from any Federal, State, or local government or other source necessary to fulfill its responsibilities.

National Disaster Medical System (NDMS): 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 (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs 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 Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency 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 Infrastructure Coordinating Center (NICC): Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Interagency Coordination Center (NICC): The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

National Interagency Fire Center (NIFC): A facility located in Boise, ID, that is jointly operated by several Federal agencies and is dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States.

National Joint Terrorism Task Force: The NJTTF is housed in the FBI Strategic Information and Operations Center (SIOC). The mission of the NJTTF is to enhance communications, coordination, and cooperation among Federal, State, local, and tribal agencies representing the intelligence, law enforcement, defense, diplomatic, public safety, and homeland security communities by providing a point of fusion for terrorism intelligence and by supporting Joint Terrorism Task Forces throughout the United States.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

National Response Center: A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Response Coordination Center: The NRCC is a multi-agency center that provides overall Federal response coordination for Incidents of National Significance and emergency management program implementation. The NRCC monitors potential or developing Incidents of National Significance and supports the efforts of regional and field components. The NRCC resolves Federal resource support conflicts and other implementation issues.

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.

National Response System: Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous substances spills and releases.

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National Response Team (NRT): The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

National Security and Emergency Preparedness (NS/EP) Telecommunications: NS/EP telecommunications services are those used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international) that causes or could cause injury or harm to the population or damage to or loss of property, or could degrade or threaten the NS/EP posture of the United States.

National Special Security Event (NSSE): A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

National Strike Force: The National Strike Force consists of three strike teams established by DHS/USCG on the Pacific, Atlantic, and Gulf coasts. The strike teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

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

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

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

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.

Nuclear Attack: Warfare against this country involving nuclear weapons.

Nuclear Incident Response Team (NIRT): Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

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

On-Scene Coordinator (OSC): See Federal On-Scene Coordinator.

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

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.

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).

Guernsey County Emergency Operations Plan

Glossary of Key Terms

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.

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

Pollutant or Contaminant: As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

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 involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Preparedness Organizations: The groups and fora 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 taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken 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.

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

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

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

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.

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

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

Public Assistance Program: The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

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Public Health: Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO): 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.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

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.

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

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

Radiological Emergency Response Teams (RERTs): Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

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 for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop 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.

Regional Emergency Transportation Coordinator (RETCO): A senior-level executive from a DOT operating administration who is pre-designated by DOT order to serve as the regional representative of the Secretary of Transportation for emergency transportation preparedness and response, including oversight of ESF #1. Depending upon the nature and extent of the disaster or major incident, the Secretary may designate another official in this capacity.

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

Regional Response Coordination Center: The RRCC is a standing facility operated by FEMA that is activated to coordinate regional response efforts, establish Federal priorities, and implement local Federal program support. The RRCC establishes communications with the affected State emergency management agency and the National Response Coordination Center, coordinates deployment of the Emergency Response Team-Advanced Element (ERT-A) to field locations, assesses damage information, develops situation reports, and issues initial mission assignments.

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Glossary of Key Terms

Regional Response Teams (RRTs): Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

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 Federal, 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 incident 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 the 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.

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

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

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.

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

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.

Senior Federal Law Enforcement Official: The SFLEO is the senior law enforcement official from the agency with primary jurisdictional responsibility as directed by statute, Presidential directive, existing Federal policies, and/or the Attorney General. The SFLEO directs intelligence/investigative law enforcement operations related to the incident and supports the law enforcement component of the Unified Command on-scene. In the event of a terrorist incident, this official will normally be the FBI Special Agent-in-Charge.

Senior Federal Official (SFO): An individual representing a Federal department or agency with primary statutory responsibility for incident management. SFOs utilize existing authorities, expertise, and capabilities to aid in management of the incident working in coordination with other members of the JFO Coordination Group.

Shared Resources (SHARES) High Frequency Radio Program: SHARES provides a single, interagency emergency message handling system by bringing together existing HF radio resources of Federal, State, and industry organizations when normal communications are destroyed or unavailable for the transmission of NS/EP information.

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

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Situation Assessment: The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

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.)

Special Agent-in-Charge: Local FBI Agent who, during a terrorist incident, normally serves as the Senior Federal Law Enforcement Officer (SFLEO).

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

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

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

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

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

State Coordinating Officer: The SCO serves as the State counterpart to the FCO and manages the State's incident management programs and activities.

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.

Strategic Information and Operations Center: The FBI SIOC is the focal point and operational control center for all Federal Intelligence, law enforcement, and investigative law enforcement activities related to domestic terrorist incidents or credible threats, including leading attribution investigations.

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Subject Matter Expert (SME): An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.

Supervisor of Salvage and Diving (SUPSALV): A salvage, search, and recovery operation established by the Department of Navy. SUPSALV has extensive experience to support response activities, including specialized salvage, firefighting, and petroleum, oil, and lubricants offloading. SUPSALV, when available, will provide equipment for training exercises to support national and regional contingency planning.

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

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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.

Tab: Provides additional generic information that supports an EOP.

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).

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

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

Telecommunications Service Priority (TSP) Program: The NS/EP TSP Program is the regulatory, administrative, and operational program authorizing and providing for priority treatment (i.e., provisioning and restoration) of NS/EP telecommunications services. As such, it establishes the framework for NS/EP telecommunications service vendors to provide, restore, or otherwise act on a priority basis to ensure effective NS/EP telecommunications services.

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. 213 5 (2002).

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

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.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

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

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.

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergent” volunteer.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Guernsey County Emergency Operations Plan

Glossary of Key Terms

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 Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan. (See page 10 for discussion on DOD forces.)

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

United States: The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

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.

Unsolicited Goods: Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

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

Volunteer: For the purpose of NIMS, a volunteer is any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center: Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

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

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

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Wireless Priority Service (WPS): WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

Guernsey County Emergency Operations Plan

Authorities & References

A. Authorities

Federal

The Homeland Security Act of 2002

“The Robert T. Stafford Disaster Relief and Emergency Assistance Act”, as amended, 42 U.S.C. Sections 5121, et seq.

National Plan for Telecommunications Support in Non-Wartime Emergencies

Executive Order 12148, Formation of the Federal Emergency Management Agency

Executive Order 12656, Assignment of Federal Emergency Responsibilities

Presidential Decision Directive 39 and 62, U. S. Counter-terrorism Policy

Federal Disaster Assistance for Disasters Declared on or after 11/23/88, 44 CFR Part 13

Uniform Administrative Requirements for Grants and Cooperative Agreements to state and Local Governments, 44 CFR Part 13

State

Ohio Revised Code, Sections 5502.21 through 5502.99, Emergency Management

Ohio Administrative Code, Rules, Chapter 4501:3

Ohio Revised Code Chapter 3750, State Emergency Response Commission

Ohio Revised Code Chapter 4937, Utility Radiological Safety Board

Ohio Administrative Code, Rules, Chapter 3750

Ohio Administrative Code, Rules, Chapter 4937

Ohio Revised Code 307.15, Municipalities

Local

Emergency Management Program

The Guernsey County Commissioners entered into a "County Agreement," dated April 26, 1989, as covered under the ORC 5502.26. This Agreement covers the city, villages, and townships for Emergency Management in Guernsey County. This agreement establishes the Guernsey County Emergency Management Agency and the County Commissioners appoints the County Emergency Management Director.

The Guernsey County EMA Director will establish a program for Guernsey County Emergency Management, and develop an Emergency Operations Plan, which is in accordance with ORC 5502.26 and regulations developed under it.

The Guernsey County EMA Director will be responsible for coordinating, organizing, administering, and operating Emergency Management in accordance with the county, townships, city, and villages program established under 5502.26.

Guernsey County Emergency Operations Plan

Authorities & References

B. References

Federal

National Response Plan (NRP) 2004

National Incident Management System (NIMS) 2004

Public Assistance - Debris Management Guide, FEMA 325.

Debris Management Course Manual - EMI SM-202.

FEMA's "Exercise Design Course" (SM 120.01 August 1995)

State

Ohio Emergency Management Agency Administrative Plan 2000

State of Ohio Hazard Analysis and Risk Assessment 1998

Hazardous Materials Emergency Management Plan 1993

Ohio EMA Debris Management Sample Plan

The Ohio Hazardous Materials Exercise and Evaluation Manual (**OHM-EEM**),

Local

Guernsey County Hazardous Materials Plan

Guernsey County Hazard and Risk Assessment

Guernsey County All Hazard Mitigation Plan

Guernsey County ICS Procedures

Guernsey County Emergency Operations Plan

ESF Summary

ESF 1 – Transportation

This Emergency Support Function provides for the organization, mobilization, and coordination of transportation services and resources during and following an emergency or disaster in Guernsey County.

ESF 2 – Communications

This Emergency Support Function provides coordination of communications support to Guernsey County, municipal and township government entities, response agencies, other ESF(s), voluntary relief organizations, and State or Federal agencies requiring communications to perform their emergency response, recovery, and disaster assistance missions. It also outlines the structure of, and provides guidance in implementing the County's Notification and Warning process.

ESF 3 – Public Works & Engineering

The purpose of this Emergency Support Function (ESF) is to outline the local organization, operational concepts, responsibilities, and procedures to accomplish coordinated public works and engineering activities during emergency situations.

ESF 4 – Firefighting, EMS & Rescue

This Emergency Support Function provides for the coordination of Fire Fighting, EMS and Rescue activities to ensure the safety of life and property within the County during actual or imminent emergency situations. Appendix 1 to this ESF covers Mass Casualties.

ESF 5 – Information & Planning

This Emergency Support Function (ESF) provides guidance to collect, analyze and distribute information and data, develop incident action plans for county response and recovery efforts, and document county government actions, damages and significant issues throughout a disaster. Appendix 1 to this ESF covers EOC Operations.

ESF 6 – Mass Care

Emergency Support Function (ESF) 6 provides for the protection of the citizens of Guernsey County through the identification of shelters and guidance on procedures, roles and responsibilities in mass care services of shelters, emergency feeding, first aid, and disaster welfare information.

ESF 7- Resource Management

This ESF annex describes the means, organization, and process by which organizations and agencies will find, obtain, allocate, and distribute resources to satisfy needs that are generated by an emergency. ESF # 7 also provides for: A uniform method of identifying, acquiring, allocating, and tracking resources, classifying kinds and types of resources required to support incident management, using a credentialing system for uniform training and certification, and incorporating resources contributed by the private sector and nongovernmental organizations.

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ESF Summary

ESF 8 – Health & Medical

To establish a coordinated effort in providing and securing needed medical and health services in response to an actual or potential disaster. Medical and health functions include protecting the safety of water supplies, assuring adequate sanitation is maintained, assuring the safety of food supplies providing medical and mortuary services and preventing or controlling epidemics.

ESF 9 – Search & Rescue

This Emergency Support Function provides guidance in coordinating search and rescue (SAR) activities in Guernsey County. It outlines the general procedures that may be implemented as necessary for a successful search, to include providing medical assistance to victims upon rescue.

ESF 10 – Hazardous Materials

This Emergency Support Function (ESF) provides basic information and guidance for a coordinated response to a potential or actual hazardous material (HazMat) incident (chemical, biological, and radiological) within Guernsey County. This ESF works in concurrence with the Guernsey County Hazardous Materials Response Plan and is not intended to replace it.

ESF 11 – Agriculture

This Emergency Support Function is under development and planned for completion in the 1st quarter of 2007.

ESF 12 – Public Utilities

This Emergency Support Function maintains liaison with public utilities providing services in Guernsey County and coordinate the continued operations of public utilities necessary to provide essential services to Guernsey County citizens, businesses, and governments.

ESF 13 – Law Enforcement

Emergency Support Function #13 provides for crime prevention, maintenance of law and order, traffic control during emergency situations and describes the operational policies to be implemented for the purpose of minimizing the impact of civil disturbances upon the citizens and the property of Guernsey County.

ESF 14 – Long Term Recovery & Mitigation

This ESF provides a system to coordinate damage assessment and reporting functions, estimate the nature and extent of the damage, and provide disaster recovery assistance.

ESF 15 – Public / Media Affairs

This Support Annex addresses the organization necessary for the development, distribution and coordination of prompt, accurate, consistent, authoritative and understandable emergency information to the public in the event of an emergency and/or disaster.