



EMERGENCY SUPPORT FUNCTION #5 INFORMATION & PLANNING

**COORDINATING AGENCY:**

Guernsey County Emergency Management Agency

SUPPORT AGENCIES:

All Departments, Agencies, Organizations listed as participants in the EOP

I. Introduction

A. Purpose

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.

B. Scope

1. This ESF applies to the information needs of the Guernsey County Emergency Operations Center (EOC) for assessing a disastrous or potentially disastrous situation and supporting related response and planning efforts.
2. The analysis and planning for every type of emergency or disaster is beyond the scope of this ESF.

C. Policies

1. ESF #5 will automatically be activated in support of a partial or full activation of the EOC.
2. The EOC will be the focal point of all coordination and exchange of vital information between operating departments, agencies and organizations during all response activities.
3. When disasters strike, all Guernsey County departments, organizations, and agencies are to keep the Emergency Operations Center (EOC) updated as to their status of readiness, resource requirements, and situation.
4. All participants will support response and recovery operations through Incident Action Plans, Situation Reports, Emergency Operations Center (EOC) briefings, conference calls, and meteorological weather tracking. Support mission assignments, resource tracking, and information flow.
5. The EOC shall coordinate the processing and display of response and recovery information through the use of Geographic Information System (GIS) technology, other audiovisual displays, and periodic briefings.
6. The priority for information collection will be as follows:
 - a. Life Saving Operations
 - b. Critical Infrastructure Status
 - c. Current Hazard Analysis
 - d. Essential Capability and Resource Needs Assessment
 - e. Damage Assessment

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II. SITUATION AND ASSUMPTIONS

A. Situation

1. Most emergency situations that may affect Guernsey County have the potential for disrupting government services and causing extensive damage.
2. The receipt, analysis, and dissemination of accurate information is necessary to provide local, State, and Federal governments with a basis for determining priorities, needs, and the availability of required resources to respond to the emergency situation.
3. A significant natural disaster or other significant emergency event could be of such severity and magnitude as to require State and Federal assistance to supplement local governments efforts to save lives and protect property.

B. Assumptions

1. Local response agencies will be the best available source of vital information regarding damage and initial unmet needs assessments.
2. There will be an immediate and continuous demand for information on which decisions will be made to conduct response and recovery actions.
3. There will be delays in establishing full information processing capabilities.
4. Information must be accurate and timely for effective emergency operations, damage assessment, and disaster declarations.
5. All departments, agencies and organizations supporting emergency operations in the County must actively share and compare information throughout the disaster cycle.
6. Little information will be available at the outset of an emergency situation, and initial information received may be vague or inaccurate.
7. Information concerning the emergency situation will be obtained from various government and public agencies, and private individuals.
8. An information process must be in place to verify incoming information, to include a system of dispelling rumors.
9. Communications outages may hamper the collection and dissemination of accurate emergency situation information.

III. Concept of Operations

A. General

1. The County will use the existing local government organization for the collection, evaluation, and dissemination of information on an emergency situation prior to the EOC being activated.
2. The EOC, when activated, will become the central repository for all information concerning the emergency situation. The consolidated information will then collated, evaluated, and disseminated by the appropriate agency operating in the EOC.

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3. Field personnel through their agency, department or organization will make an initial report of disaster effects to the EOC. Information will be consolidated and evaluated in the EOC to determine response and recovery actions, plans and priorities. When required, the EMA Director will draft a proclamation of disaster for signature by the Guernsey County Commissioners, and/or the Chief Elected Official of the affected jurisdiction(s) and forward a copy by facsimile to the State EMA/EOC when signed.

B. Organization

1. The Guernsey County EOC is organized under the basic concepts of the National Incident Management System (NIMS). EOC Personnel assigned to the EOC are responsible for the acquisition and evaluation of information pertaining to the incident. EOC personnel will analyze the acquired information, for the purpose of designing Incident Action Plans and conducting long range planning for the event as needed.
2. Assessment of Emergency Situation
 - a. All agencies and response personnel should be prepared to make an initial report and periodic reports of how the emergency situation generally effects the County from their agency and/or personal perspective, and specifically on how the emergency situation effects their current operations, and future continuity of operations, to include what capabilities and resources they now need, or will need in the immediate future.
 - b. Information will be consolidated and evaluated in the EOC to determine emergency actions, plans, and priorities.
 - c. The EOC applicable liaison will disseminate evaluated information to the various departments, agencies and organizations supporting emergency operations in the County.
 - d. The Incident Commander on the scene, as appropriate, will disseminate on-site emergency information.
 - e. The County EMA Director will keep the State Emergency Management Agency apprised of the situation, as appropriate and will coordinate information with the surrounding Counties as necessary.
 - f. The County PIO will disseminate Emergency Public Information to the general public.
3. Situation Reports

Periodic situation reports should be developed by all departments, agencies and organizations supporting emergency operations in the County that describe the status of emergency operations and future operational strategies, and submitted to the Guernsey County EOC for consolidation and review.
4. Informational Displays

Displays, briefs, or tailored reports using collated statistical, narrative, and graphical information from various sources should be developed by the EOC personnel that portray the overall emergency situation for dissemination to departments, agencies and organizations supporting emergency operations in the County.

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5. Required Emergency Information

This information should accurately describe and portray the impacted area and how the emergency situation is affecting critical infrastructure and continuity of operations. At a minimum, the following information, not in any priority, is required to maintain situational awareness and to portray an accurate picture of the emergency situation:

- | | |
|---|--|
| a. Capability and Resource needs | n. Status of Communications/
Telecommunications/ IT
Infrastructure |
| b. Damage Assessment | |
| c. Deaths/ Injuries | o. Status of Medical and Health
Infrastructure |
| d. Disaster Area Boundaries | p. Status of Emergency Response and
Support Organizations |
| e. Incident Command Status | q. Status of Energy/ Power
Infrastructure |
| f. Life Saving information | r. Status of Public Works/ Public
Utilities Infrastructure |
| g. Mass Care and Shelter requirements
and status | s. Status of Transportation
Infrastructure |
| h. Media Broadcasts on the Emergency
Situation | t. Weather data affecting the
Emergency Situation and Emergency
Operations |
| i. Missing Persons | |
| j. Outside Assistance | |
| k. Resource Tracking | |
| l. People Isolated | |
| m. People Hospitalized | |

6. Damage Assessment

- a. During an emergency situation, as soon as it is safe to do so, an initial damage assessment of property should be conducted by response personnel in their jurisdictions and forwarded to their representative in the EOC. The information should provide a descriptive measure of the severity and magnitude of the damage or destruction caused by the current hazard/s, and includes the geographical boundaries of the event, type of damages, the impact on the health and welfare of the general public, and the adverse effects to critical infrastructure and continuity of operations. Recovery capabilities and resource requirements for emergency operations will be determined from the initial damage assessments.
- b. If the emergency situation escalates, and if it is of such magnitude that it could result in a Proclamation of a State of Emergency, or Declaration of a Disaster, a more comprehensive damage assessment of public and private property will be required, and coordinated by the County EMA. This information will provide a basis for the determination, justification, and prioritization of future actions, and what, if any, outside assistance will be required to restore the affected area to a pre-disaster condition.
- c. As the emergency situation subsides, damage assessment information should become more specific, and detailed in nature so as to establish the basis for future claims. The County EMA will coordinate collection, collation, and submission of detailed damage assessment information in accordance with the Damage Assessment Procedures outlined in Appendix 1 of the Recovery Support Annex and Federal Disaster Assistance Programs.

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IV. Incident Action Phases

A. Pre-Incident Actions

All departments, agencies and organizations that support this ESF are responsible for developing their respective SOPs to provide information to the EOC during emergency operations in the County.

B. Incident Period Actions

1. All departments, agencies and organizations supporting emergency operations in the County are responsible for providing accurate and timely information on the emergency situation and their organization's operations, as appropriate, to the EOC, when activated.
2. The EOC is responsible for collating, evaluating, and disseminating emergency situation information, as appropriate.
3. All appropriate collected information will be analyzed, evaluated and made available to the EOC staff.
4. All written reports and public information documents generated by the EOC will be reviewed and approved by the EOC Executive Group.
5. Frequent EOC briefings will be held at announced intervals, as determined by the EMA Director and the nature of the event. Briefings will provide all EOC participants with an assessment of current threats, a summary of overall response actions, and an overview of EOC priorities. EOC personnel will update, chief elected officials not present in the EOC (mayors, council members, trustees, etc.) following the briefings.
6. Following the briefings the EMA Director or his/her designee will forward necessary information including damage observations, resource needs, response priorities, etc. to the State EOC and any activated neighboring EOC.

V. Roles and Responsibilities

A. Primary Agency (Guernsey County EMA)

1. The Director of the Emergency Management Agency is designated as the primary coordinating agency for ESF-5.
2. Maintain roster of all support agency contact persons, make necessary notifications, activate support agencies as necessary, and maintain ongoing communications to support mission assignments.
3. Coordinate mutual aid and private vendor resource needs through the proper resource request procedure and maintain documentation for financial reimbursement (if available) once local resource capabilities have been exhausted.
4. Prioritize missions in coordination with the Executive Group based on life safety and protection of property.
5. Develop Situation Reports to document response and recovery actions.
6. Conduct conference calls with appropriate TEAM members and outside jurisdictions.

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7. Maintain and update Internet website with current response and recovery information for general public access.
 8. Operate message center and ensure efficient staffing and operation of message tracking system. This system shall track requests for assistance and resources.
 9. Monitor all primary and secondary communications including radio, phone, fax, including electronic, and satellite systems in the communications center. Direct outgoing communications and notifications to appropriate local, state, federal entities and the State EMA/EOC.
 10. Support the electronic, geographic, and audio-visual display of data and information.
 11. Ensure efficient information flow and mission request routing to affected jurisdictions through the proper liaison position.
 12. Coordinate and produce, in conjunction with map department, maps and other geographic images that will assist response and recovery operations.
 13. Maintain and test necessary computer equipment to ensure functionality and efficiency.
 14. Provide recommendations on an ongoing basis to improve technological capabilities.
 15. Develop operational procedures that detail capabilities, and ensure all EOC personnel are adequately trained, including participation in emergency exercises.
- B. Support Agencies
1. All Participants
 - a. Report their situation, operational readiness, and resources required, to the Guernsey County EOC.
 - b. Perform Rapid Initial Assessment, and report assessment results to the EOC.
 - c. Provide required staffing for EOC as requested.
 2. Guernsey County Map Department
 - a. Coordinate and produce, in conjunction with the Guernsey County EMA, maps and other visual images based upon response and recovery operations that will assist response and recovery operations.
 - b. Display impact and damage assessment data in all available visual formats to include GIS visuals, maps, and overheads.

VI. Supporting Plans & Procedures

National Incident Management System

Date of last revision:

Available from:

Guernsey County ICS Procedures

Date of last revision: 2005

Available from: Guernsey County EMA

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I. Introduction

The Guernsey County EOC is a facility staffed through the rapid mobilization of key personnel. It is selected and equipped to permit the coordination and implementation of actions at the county level to save life, preserve property and alleviate human suffering during and after periods of natural or man-caused emergencies/disasters.

A. Purpose

1. This Appendix establishes policies and procedures for the operation of the Guernsey County Emergency Operations Center. Many hazards exist within or near the County, which have the potential to cause disasters of such magnitude as to warrant centralization of the direction and control (EOC) function in order to conduct effective and efficient emergency operations.

B. Scope

1. The Guernsey County EOC utilizes the scalable organizational structure of the National Incident Management System (NIMS) in the context of both pre-incident and post-incident management activities.
2. The EOC organization adapts to the magnitude and complexity of the situation at hand, and incorporates the NIMS principles regarding span of control and organizational structure: management, operations, planning, logistics, and finance/administration.
3. Although the EOC uses an ICS structure, the EOC does not manage on-scene operations. Instead, the EOC focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.
4. The EOC is the central coordinating point for obtaining, analyzing, evaluating, reporting, and recording disaster-related information.

C. Policies

1. Emergency operations shall include all activities, which are directed toward reduction of the immediate hazard, establishing situation control and restoration of normal operations within the county.
2. The Emergency Management Director will activate, organize and operate the EOC in a flexible manner based on the magnitude of the situation.

II. Situation & Assumptions

A. Situation

1. Normal day-to-day direction and control of emergency response activities are performed by senior on-scene emergency response personnel (i.e. law enforcement, fire, rescue, EMS) in accordance with local ordinances, policies and procedures.
2. During large-scale emergencies, the EOC will become the center for all local government control. From here, all major emergency related decisions would be made.
 - a. The Guernsey County Emergency Operations Center serves as the central direction and control coordination point for county-wide emergency response activities.
 - b. Coordination of response and recover activities will ensure that all tasks are accomplished with little duplication of effort.

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B. Assumptions

1. The designated EOC will be activated upon the threat or occurrence of a major emergency/disaster and designated personnel will report to the EOC as soon as possible.
2. The County EOC facility and equipment is adequate for coordinating county-wide emergency operations.
3. Sufficient procedures have been developed to effectively direct and control disaster operations/recovery.
4. Emergency operations and coordination at all levels of government will be carried out according to established plans and procedures.

III. Concept Of Operations

A. General

1. When the EOC is not activated, an Incident Command Post established at or near the scene is used to provide direction and control for emergency operations.
2. The organizational structure of the EOC will be arranged according to the type of incident, agencies and/or jurisdictions involved, objectives and strategies selected to resolve the situation and the demands of the emergency.
3. Municipalities and township jurisdictions will provide representation in the EOC for inter-jurisdictional coordination when the event severely affects the jurisdiction or as requested.
4. The Director of Guernsey County EMA will serve as the designated liaison between all local government and the State.

B. EOC Activation

1. Any one of the Guernsey County Commissioners, the Director of Guernsey County EMA, or their designated representatives may activate the Guernsey County EOC in order to coordinate county emergency response and recovery activities.
2. Centralized county-wide direction and control (EOC activation) is desirable when one or more of the following situations occur:
 - a. There exists an imminent threat to the public safety/health;
 - b. Extensive multi-agency/jurisdiction response and coordination is necessary to resolve or recover from the emergency situation, Typically, during disasters that affect more than one jurisdiction the EOC operates under a Unified Incident Command System (a component of the NIMS). In this case, the affected jurisdictions are expected to send a representative to the EOC. That person will act as a liaison for their jurisdiction's resources and personnel during the emergency, and will coordinate relief efforts in that jurisdiction.
 - c. Local resources are inadequate/depleted and the need for significant mutual aid, state and/or federal resources must be utilized to resolve the emergency situation;
 - d. The disaster affects multiple political jurisdictions within the county which are relying on the same emergency resources to resolve the emergency situation;

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C. Notification of EOC Activation

1. The Emergency Management Director will notify the Guernsey County Board of Commissioners when EOC activation is warranted to direct and control emergency operations.
2. Key officials and executive heads of local departments, agencies and organizations will be notified by telephone or pager system in accordance with the Emergency Notification Roster on file at the EMA Office.
3. The Emergency Management Office will maintain a listing in the resource manual of EOC key position heads and two alternates. It is the responsibility of each key personnel to provide this information to the EMA for their department.

D. 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.

1. **Level 0** – Normal day-to-day operations
2. **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 personnel via radio, email, fax, phone, and/or other electronic means.
The Guernsey County EMA office may be utilized as the EOC for monitoring activation if the situation warrants.
3. **Level 2 - Partial activation:** may be implemented for a specific hazard that threatens or has occurred in the County. Only those Emergency Support Functions impacted by the hazard or involved in the response will be represented at the EOC. Appropriate EOC Staff members from appropriate County, municipal; township and outside organizations will be requested to report to the EOC to address the emergency situation. Emergency operations will be handled with local capabilities.
4. **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.

E. Deactivation of EOC

1. The County EOC will remain activated until deactivated to a lower level or completely deactivated according to the above levels.
2. EOC staff members will be released as the situation warrants and their services are no longer needed.
3. All documentation shall be turned over to the EMA Director for the purpose of cost recovery activities and after action reports.
4. The Emergency Management Agency is charged with the process of cleaning and storing equipment and restoring supplies for the EOC.

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IV. Organization & Assignments of Responsibilities

A. Organization

1. When activated, the EOC serves as a central, coordinating point for obtaining, analyzing, reporting and retaining disaster related information.
2. The Incident Commander is responsible for on-scene direction and control.
3. Internal EOC operational procedures will be the responsibility of the Emergency Management Agency Director.

B. Staffing & Responsibilities

1. Staffing assignments for positions in the EOC will allow for continuous 24-hour operations and be accomplished in two shifts consisting of 12 hours each. Selection and assignment of personnel will be the responsibility of the department, agency and organization.
2. The lead local official and at least two alternates responsible for staffing each key position at the EOC, is maintained in the Guernsey County resource manual.
3. Each staff member will be responsible for notifying his or her replacement in the line of succession, on a 24-hour basis.
4. The EMA Director or his/her designee will brief all members of the EOC staff at the start of each shift on the emergency situation. Any problems on procedures or responsibilities will be resolved at this time.
5. Personnel assigned to the EOC will operate in one of four functional Groups, the Executive Group, the Emergency Services Group, the Infrastructure Group, and the Human Services Group.
 - a. The Executive Group, (*see attachment 1*) under the direction of the Chairman of County Commissioners, consists of the county commissioners, the EMA Director, participating mayors or township trustees of affected jurisdictions, legal representative (county prosecutor, law director, solicitor, etc.) and the Public Information Officer and is responsible for:
 - (1) Approval of policies, procedures, and strategies pertinent to the emergency/disaster situation.
 - (2) Conducting briefings of the EOC staff to assure coordination of information.
 - (3) Maintaining on-going communications with local executives in the affected area.
 - (4) Appropriate and authorize expenditure of funds, approve contracts, and authorize distribution of equipment, materials, and supplies for disaster purposes.
 - (5) Authorize and control information given to the public via the Public Information Officer.
 - (6) Issue a proclamation declaring an emergency or disaster exists.
 - (7) Request a disaster or emergency declaration from the Governor.
 - (8) Authorize and order that protective action guidelines, such as evacuation, etc., be implemented based on recommendations from regulating agencies.

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- b. The Emergency Services Group, (*see attachment 1*) consisting of the designated representatives of the agencies conducting emergency operations (law enforcement, fire, EMS, others as appropriate), is responsible for the direct planning and supervision of on-scene operations including the allocation of resources necessary to implement the approved strategies and policies. The Emergency Services Group will:
 - (1) Collect, evaluate, display and disseminate information regarding the incident and status of resources;
 - (2) Maintain a journal, post data and maintain status boards;
 - (3) Analyze the predictable probable course of emergency incident events;
 - (4) Develop strategies (action plans) and alternatives to control operations for the incident; and,
 - (5) Anticipate resource requirements.
- c. The Human Services Group, (*see attachment 1*) consisting of the communications and representatives of emergency support agencies (i.e. shelter and mass care, donations management etc.), may be established to coordinate the acquisition of supplies, equipment and other resources (public and private) necessary and approved to resolve/recover from the emergency or disaster situation.
 - (1) Collect, evaluate, display and disseminate information regarding their incident responsibilities and status of resources;
 - (2) Maintain a journal, post data and maintain status boards;
 - (3) Develop strategies (action plans) and alternatives to control their responsibilities for the incident; and,
 - (4) Anticipate resource requirements.
- d. The Infrastructure Group (*see attachment 1*) consists of transportation systems, public works, public utilities, and etc. requirements.
 - (1) Collect, evaluate, display and disseminate information regarding their incident responsibilities and status of resources;
 - (2) Maintain a journal, post data and maintain status boards;
 - (3) Develop strategies (action plans) and alternatives to control their responsibilities for the incident; and,
 - (4) Anticipate resource requirements.

V. Direction & Control

- A. The responsibility for the direction and control of disaster situations is vested in the County Board of Commissioners and is routinely exercised through the Emergency Management Agency.
- B. The EOC is the operational area from which emergency response activities are directed, controlled and coordinated and utilizes the local communications center.
- C. The Incident Commander is responsible for appointing a Fire and Rescue Coordinator to The EOC who will act as liaison between the EOC and the Incident Command Post. The Command Posts will maintain close contact and coordination via the Fire and Rescue Coordinator with the EOC.
- D. Incident Command will relay regular reports to the EOC.

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VI. Relocation of EOC

- A. In the event that the primary EOC is not functional, the secondary or an alternate EOC will be activated.
 - 1. Should the need arise for employment of the alternate EOC, the following procedures will be put into effect:
 - a. Their EMA Director or his/her designee will notify all field forces of the change via radio network.
 - b. This action will be accomplished, if possible, not less than one hour prior to the anticipated time of movement.
 - c. If relocation is required, 50% of the support staff will relocate first to ensure that the alternate EOC is prepared.
 - d. 50% of existing radio operators and messengers will report to the EOC with equipment to ensure continuity in this area.
 - e. The remainder of the EOC staff will follow upon notification that the new facility has been opened and available for full staffing.

VII. Administration and Logistics

- A. In the event of extended operations, the County EMA will coordinate the re-supply of essential support items, i.e., food, water, sanitary and cleaning items, and office supplies.
- B. EOC Set-up

EOC/ECC setup is the responsibility of the EOC Manager supported by the Network Administrator. However, if the situation dictates, the personnel first arriving in the EOC should commence setup. See the EOC Activation and De-Activation Checklists and EOC Diagrams.
- C. Required Information Material

Copies of:

 - 1. Guernsey County Emergency Operations Plan (EOP)
 - 2. Guernsey County Hazardous Materials Response Plan
 - 3. Guernsey County Resource Manual
 - 4. Guernsey County WMD/Terrorism Response Plan
 - 5. Guernsey County All Hazard Mitigation Plan
 - 6. Guernsey County Incident Command Procedures
 - 7. Guernsey County Emergency Alert System Plan
 - 8. National Incident Management System Documents
 - 9. Ohio Emergency Response Plan
 - 10. Nation Response Plan
 - 11. Other plans and documents as needed

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D. EOC Forms, Displays & Equipment

1. Expendable supplies and displays will be provided through the Emergency Management Office.
2. EOC equipment will be maintained and provided by the Emergency Management Agency.
3. The EMA will design and maintain all forms required for EOC operations.
4. Information folders containing staff responsibilities, functions, and SOPs with implementing procedures and action checklists will be provided to staff members.

E. EOC Information Management Forms, Messages and Information Flow

1. Message forms will be used to record all information coming into the EOC via telephone or radio or any other type of communications per the EOC SOP.
2. Each individual sending and/or receiving messages will maintain an individual message log recording every message sent or received.
3. The focal point for all messages during EOC activations is the GCEOC Message Center where all messages will be recorded on a master message log.
4. The EMA Director is responsible to ensure EOC personnel are provided necessary information through individual contact or by frequent briefings of the EOC staff.
5. The EMA Director shall be responsible for routinely briefing elected officials and other necessary personnel not in the EOC of the current situation. This shall include adjoining county Emergency Management Agencies and State officials.
6. Communications systems used during emergency operations to support the direction and control system includes landline and cellular telephones, the Internet and radio systems.

F. Acknowledgement/Authentication of Information Received in the EOC

1. When reports of damage or injuries are received in the EOC or at emergency services dispatch points, emergency personnel (e.g., fire and rescue, law enforcement, etc.) will be deployed to the site to verify reports and provide assistance.
2. Radio and telephone reports will be acknowledged and authenticated by recording incoming information on message forms and logging of each message on a log sheet.
3. When information received is unclear or questionable, clarification will be done by contacting the originator of the information.

G. EOC Security

1. All individuals requiring access to the EOC will be required to enter through designated entrances.
2. The officer on duty may request identification before allowing access to the EOC.
3. The officer on duty will request each authorized person entering the EOC to sign the registration log to maintain a record of who is in the EOC at all times.
4. Media representatives and other visitors will only be allowed access to the EOC upon approval of the Executive Group.
5. Each EOC staff participant will be required to sign out on the registration log and record an emergency callback number to ensure their expeditious recall to the EOC in the event conditions should worsen, or to resume their shift to relieve their replacement.

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H. Fiscal Procedures and Administrative Authorities

1. Fiscal procedures followed during emergency operations will be the same as utilized on a day-to-day basis for routine business.
2. The county commissioners/mayors/township trustees must approve emergency purchases.

VIII. Required EOC Equipment

A. Communications

1. High Band Radio (two-way radio capabilities between EOC & responders)
2. OSIRN Radio (communications between EOC & state agencies)
3. 12 Telephone Lines
4. Dedicated Fax Machine
5. Network Computers with Internet/Ethernet Access

B. Media & Weather Monitoring

1. AM/FM Radio
2. Cable TV
3. Radio Scanner
4. Weather Alert Radio
5. Daily Newspapers

C. Office Supplies

1. Copier
2. Maps for EOC & Incoming Responders
3. Pens, Pencils, Paper, Tape, Markers, Sticky Pads, etc.
4. Resource Directory
5. Status Boards
6. Telephone Listings for Responders
7. Telephone Directories

D. Logistic Supplies

1. Food and Beverages for extended operations
2. Cots and Blankets
3. Back-up power is provided at the primary and secondary EOC by generators.

Attachment 1
Possible EOC Position Staffing

Executive Group		
<u>Board of County Commissioners</u> Commissioner(s)	<u>Emergency Management</u> EMA Director Ohio EMA Designee	<u>Legal</u> County Prosecutor Law Director Village/Township Solicitor
<u>Affected Jurisdictions</u> Mayor/Township Trustee Mayor/Township Trustee Designee	<u>Public Information Officer</u> PIO	

Emergency Services Group	
<u>Fire, EMS & Rescue</u> IC Designee United Ambulance designee	<u>Law Enforcement</u> Sheriff or Designee Affected Law Enforcement Designee OSP
<u>Emergency Transportation</u> Superintendent of Guernsey County Schools	

Infrastructure Group	
<u>Transportation Systems</u> Guernsey County Engineer or Designee Affected Jurisdiction Designee ODOT	<u>Public Works</u> City of Cambridge Engineer or Designee Affected Jurisdiction Designee
<u>Public Utilities</u> Electric Company Representative Telephone Representative Gas Company Representative	<u>Other</u> ODNR Corps of Engineers Ohio National Guard

Human Services Group		
<u>Public Health</u> Health Commissioner or Designee	<u>Medical</u> SEORMC Designee County Coroner	<u>Volunteer Organizations</u> VOAD Area Churches
<u>Mass Care</u> Salvation Army Red Cross	<u>Human Needs</u> Department of Job & Family Services Designee Area Agency on Aging Senior Citizen's Center	

Attachment 2

GUERNSEY COUNTY EMERGENCY OPERATIONS CENTER

Generic Checklist (For All Positions)

Activation Phase:

- ☐ Log in at the security desk.
- ☐ Check in with the Emergency Management Director upon arrival at the Guernsey County EOC for position assignment.
- ☐ Set-up your workstation and review your position responsibilities.
- ☐ Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as computer, phone, plan copies, and other reference documents (contact EOC Manager if additional resources are needed).

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EMA Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted to the message control desk, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean your work area before you leave.
- ☐ Leave a forwarding phone number where you may be reached.
- ☐ Sign out at the security desk.

Attachment 3

RESOURCE REQUEST FORM

[illegible]

Attachment 4
Guernsey County E.O.C. Station Log

Position:	Date:
Name:	Time Shift Began:
Page Number:	Time Shift Ends:

Time	Event	Action Taken

Attachment 5
Guernsey County E.O.C.
Message Form

Message # _____

Log # _____

GENERAL MESSAGE			
To:	Position:		
From:	Position:		
Subject:	DATE	TIME	
MESSAGE			
Signature/Position			
REPLY			
DATE	TIME	Signature/Position	

1. Message forms will be used to record all information coming into the EOC via telephone or radio.
2. Each individual sending and/or receiving messages will maintain an individual message log recording every message sent or received.
3. Messages will then be transmitted to a master message logger who will record every message on the master message log.
4. After being recorded on the master message log, each message will be routed to the EOC message controller who will determine the appropriate response person.
5. The message will then be transmitted to the appropriate workstation for action.

Attachment 7
Guernsey County E.O.C.
Activation Check List

<u>Action</u>	<u>Assigned Responsibility</u>
1. Determine staffing level assign responsibility to call in EOC staff.	EMA Director
2. Call in EOC volunteers as necessary.	EMA Secretary
3. Set-up EOC according to diagram	EOC Manager/1 st Arrivals
4. Connect Phone Lines & Computers	Computer Tech
5. Set-up EOC Displays	EOC Manager
6. Set-up Workstations	EOC Manager
7. Inform IC and other supporting agencies that EOC is operational and provide phone numbers.	EMA Director

Attachment 8
Guernsey County E.O.C.
Deactivation Check List

UNDER DEVELOPMENT

Attachment 9
Guernsey County E.O.C.
Primary Diagram

UNDER DEVELOPMENT

Attachment 10
Guernsey County E.O.C.
Secondary EOC Diagram

UNDER DEVELOPMENT

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