RESOLUTION NO. _53-12_
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER _John Beals_ ON THE
_19th_ DAY OF _November_ , 2012.

A RESOLUTION TO ADOPT THE REVISED JOINT
EMERGENCY OPERATIONS PLAN BETWEEN THE
CITY OF CENTERVILLE AND WASHINGTON TOWNSHIP.

WHEREAS, The City of Centerville and Washington Township through their Joint Emergency Operations Plan Committee have prepared an updated emergency plan to meet the demands of the City and the Township in the event of a major disaster, and

WHEREAS, In order that the Joint Emergency Operations Plan may advance to the implementation stage, it must be approved and adopted by both the Council of the City of Centerville and the Board of Trustees of Washington Township.

NOW, THEREFORE, THE MUNICIPALITY OF CENTERVILLE HEREBY RESOLVES:

Section 1. That the Joint Emergency Operations Plan, marked as Exhibit "A" attached hereto and incorporated herein be and is hereby adopted and approved, and the City Manager is hereby authorized to sign the Promulgation Statement to cause this plan to become effective to provide utmost assurance for the health, safety, and well-being of citizens in the event of a natural or man-made disaster.

Section 2. This Resolution shall become effective at the earliest date allowed by law.

PASSED THIS _19th_ day of _November_ , 2012.

_____
Mayor of the City of Centerville, Ohio

ATTEST:

Debra A. James
Clerk of Council
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Resolution No. _53-12_ , passed by the Council of the City of Centerville, Ohio on the _19th_ day of _November_ , 2012.

Debra A. James
Clerk of the Council

Approved as to form, consistency
with existing ordinances, the Charter
and Constitutional Provisions.
Department of Law
Scott A. Liberman
Municipal Attorney

PROMULGATION STATEMENT

This Emergency Operations Plan was adopted on _____, by the Council of the City of Centerville, and on _____, by the Board of Trustees of Washington Township, Montgomery County, Ohio. It represents an effort on the part of the City/Township Government to do its utmost to assure the health, safety, and well-being of its citizens in the event of a natural or man-made disaster.

It can be assumed that Centerville/Washington Township has the same chance of experiencing a natural disaster as any other southwestern Ohio City/Township. Research has proven that proper planning provides a more competent governmental response to an actual emergency situation.

This plan is intended to assist the governments of Centerville/Washington Township to function effectively in a disaster environment and to provide support to on-scene emergency response personnel who are working to preserve life and property of the citizens of Centerville/Washington Township.

_____   _____

Gregory B. Horn, City Manager   Date

_____   _____

Jesse K. Lightle, Township Administrator   Date

AUTHORITY

In accordance with Codified Ordinance #_____ and Township Resolution #_____ and Ohio Revised Code 5502.27, the City Manager/Township Administrator shall assume full responsibility for managing any civil emergency operation. Given the authority conferred by the aforementioned ordinances and statutes, the following emergency plan is by Codified Ordinance #_____ and Township Resolution _____ herein adopted and promulgated as a means by which the City Manager/Township Administrator may see to the maintenance, restoration, and/or preservation of the public peace, health, safety and welfare.

When the City Manager/Township Administrator is either out of the City/Township or incapacitated, the Acting City Manager/Acting Township Administrator shall coordinate disaster activities and shall have full powers given to the City Manager/Township Administrator in Codified Ordinance #_____/Township Resolution #_____.

In the event the City Manager/Township Administrator and the Acting City Manager/Acting Township Administrator are unavailable or incapacitated, the Chief of Police/Fire Chief shall coordinate disaster activities and shall have full authority as specified in Codified Ordinance #_____/Township Resolution #_____. Additionally, the Chief of Police/Fire Chief shall have responsibility to see that necessary assignments are made within the Police Division/Fire Department so this division/department may fulfill its responsibilities.

If the City Manager/Township Administrator, the Acting City Manager/Acting Township Administrator, and the Chief of Police/Fire Chief are unable to perform their duties, the following chain of command is appointed sequentially as the official who may act under authority of Codified Ordinance #_____/Township Resolution #_____.

1. City Public Works Director /Township Fire Operations Deputy Chief
2. City Police Line Commander/Township Fire Shift Commander
3. City Police Staff Commander/Township Fire Staff Captain

Any person coordinating disaster activities shall, as soon as practicable, seek out the Mayor/President of Trustees or in his or her absence, the Deputy Mayor/Vice-President of Trustees, in order to keep Council/Trustees apprised of those actions taken in the discharge of his or her civil emergency responsibilities and to consult with him or her in those cases where, in his or her judgment, proper liaison requires it.

A civil emergency is defined as, "any event that would require a significant diversion of routine city/township resources and service scheduling for the purpose of eliminating or reducing any danger to persons or property."

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SECTION 1

DEFINITION OF TERMS

For the purposes of this Emergency Response Plan, the following terms and definitions shall apply.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (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.

Annex: As used in this plan, an element that is devoted to one component part of emergency operations and described the city/township's approach to functioning in that area of activity in response to emergencies caused by any hazard that might affect the community.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan (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.

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Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. Also see Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

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.

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.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

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

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: 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.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster Response Staff (DRS): Those department heads most directly responsible for the preservation of lives and property during a disaster. The DRS generally includes the following officials or their designees: Fire Chief, Chief of Police, Street Division Superintendent, Building & Parks Maintenance Superintendent, and the City Engineer.

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

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

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

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes 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, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, nonemergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

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

FEMA: The Federal Emergency Management Agency

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.

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.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (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 within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

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

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished or have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

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

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (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.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and

protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations — Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

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

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

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

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

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 nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

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).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the (NIMS), preparedness is operationally focused on establishing guidelines, protocols,

and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a nonemergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO). Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer (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.

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.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special 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 mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Risk Assessment: An assessment of the likelihood, vulnerability, and magnitude of incidents that could result from exposure to hazards.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

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

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See also Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

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

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

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key

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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 also Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

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

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

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

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

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

SECTION 2

HAZARD IDENTIFICATION AND RISK MATRIX

The National Fire Protection Association (NFPA) and the Montgomery County Office of Emergency Management have listed events which could adversely affect a community. The potential hazards listed by these organizations can be classified into one of three categories: Natural Events, Technological Events, and Civil Events. Below is a list of these events which have the possibility of affecting Centerville/Washington Township. Some events listed by the NFPA, such as Tsunami and Volcanic Eruption, were excluded due to our location or other factor.

NATURAL EVENTS	TECHNOLOGICAL EVENTS	CIVIL EVENTS
Drought	Hazardous Materials Release	Economic
Fire	Explosions/Fire	Terrorism
Snow/Ice/Hail	Transportation Accidents	Sabotage
Windstorm	Building Collapse	Hostage Situation
Biological	Power/Utility Failure	Civil Unrest
Heat/Cold Extreme	Radiological Accident	Eco-Terrorism
Flood	Fuel/Resource Shortage	Barricaded Gunman
Earthquake	Financial Collapse	Bombing or Threat
Tornado	Aircraft Crash	
Landslide/Mudslide	Multiple Casualty Incident	
Lightning Storm		

RISK MATRIX

Hazards which may be encountered must be evaluated as to their potential impact. The method shown on the following page is derived from NFPA 1600, Recommended Practice for Disaster Management. This method evaluates both the probability of an event as well as the severity of the event's impact on the community. The matrix divides the hazards into four areas: High Hazard, Medium Hazard, Low Hazard, and Very Low Hazard. These definitions allow for ease of discussion to personnel not familiar with the EOP.

RISK MATRIX

FROM NFPA 1600,
RECOMMENDED PROCEDURE FOR DISASTER MANAGEMENT

PROBABILITY

FREQUENCY CATEGORIES

1. HIGHLY LIKELY - CAN BE EXPECTED TO OCCUR WITHIN THE NEXT YEAR (NEAR 100% CHANCE OF OCCURRING).

2. LIKELY - CHANCE OF OCCURRING AT LEAST ONCE IN THE NEXT TEN YEARS, OR HAS A 10% - 100% CHANCE OF OCCURRING IN THE NEXT YEAR.

3. POSSIBLE - 1% - 10% CHANCE OF OCCURRING IN THE NEXT YEAR, OR HAS A CHANCE OF OCCURRING ONCE IN 100 YEARS.

4. UNLIKELY - LIKELY TO OCCUR LESS THAN ONCE IN 100 YEARS (<1%).

SEVERITY CATEGORIES

1. CATASTROPHIC - LOSS OF LIFE OR COMPLETE CITYWIDE INCAPACITATION.

2. CRITICAL - DISABLING INJURIES OR EXTENDED CITYWIDE DISRUPTION.

3. MARGINAL - NON-DISABLING ILLNESSES OR INJURIES OR SHORT TERM CITYWIDE DISRUPTION, OR EXTENDED LOCALIZED DISRUPTION.

4. NEGLIGIBLE - FIRST AID INJURIES OR DISRUPTION LESS THAN 12 HOURS

SECTION 3

EVENT CLASSIFICATION AND PRIORITIZATION

Based on the risk matrix, the 3 categories of events can be placed into the risk categories as follows:

HIGH HAZARD EVENTS

 Fire
 Snow/ice/hail
 Tornado
 Hazmat release
 Explosion/fire
 Transportation accident
 Hostage situation
 Barricaded gunman
 Bombing or threat

MEDIUM HAZARD EVENTS

 Drought
 Windstorm
 Lightning storm
 Radiological accident
 Mass casualty incident
 Sabotage
 Flood

LOW HAZARD EVENTS

 Biological
 Heat/cold extreme
 Mudslide/landslide
 Power/utility failure
 Financial collapse
 Aircraft crash
 Terrorism
 Civil unrest
 ECO - terrorism

<u>VERY LOW HAZARD EVENTS</u>

       Earthquake
       Building collapse
       Fuel/resource shortage
       Economic

The 4 risk categories are used primarily for the purposes of planning. It enables City/Township officials to prioritize planning and training for events, but does not specify the level of response to these events. Emergencies are divided into 3 incident levels: Level I Incident; Level II Incident; and Level III Incident. Descriptions of each incident level are as follows:

<div align="center">Level I Incident</div>

Level I - The normal organization and procedures of city/township departments that will not require implementation of this plan.

Organization - at the discretion of the Incident Commander; no specific actions required.

<div align="center">Level II Incident</div>

Level II - An incident that has special or unusual characteristics requiring response by more than one City/Township Department, requires the acquisition and use of specialized resources, or which lies beyond the scope of available resources, may require partial implementation of this plan. The following incidents require an activation of this plan:

       Accidents with injuries which disrupt service and traffic flow for more than 1 hour.
       Mass Casualty Incidents
       Major structural fires
       Moderate to major hazardous materials incidents.
       Tactical operations within the City/Township.
       Any evacuation expected to last more than 4 hours.

Organization - at the discretion of the Incident Commander. Dispatch may prompt the Incident Commander as to the need for additional personnel such as Public Information Officer (PIO). If activation of EOC is requested, determine where the requested persons should report, to whom, and by what time.

Notify the following or their acting:

       City Manager/Township Administrator
       Police Chief/Fire Chief
       Public Works Director

Level III Incident

Level III - An incident that requires the coordinated response of all levels of government to save lives and protect property. Such an emergency may require the sheltering or relocation of the affected population. Under such conditions, this plan shall be implemented. The following incidents require an automatic activation of this plan:

> Major aircraft accident
> Earthquake involving obvious structural damage
> Major civil disorder
> Hazardous materials incident involving major airborne release, sheltering in
> place or evacuation.

All of the personnel listed below should be contacted and requested to respond to the Emergency Operations Center:

> City Manager/Township Administrator
> Assistant to the City Manager
> Police Chief/Fire Chief
> Public Works Director
> Finance Director
> City/Township Attorney
> Director of Washington Township Recreation Center
> Community Resources Coordinator/Administrative Services Coordinator
> Police and Fire Staff Commanders

Once the nature of the emergency has been determined, the following personnel will be notified:

> Mayor/President of Trustees and members of City Council/Board of Trustees
> Director of Montgomery County Office of Emergency Management
> Health Commissioner
> Superintendent of Schools

In addition, off-duty Police, Fire, Public Works Department staff, and administrative staff may be requested to report to work. The City Manager/Township Administrator will determine if the EOC will be activated.

ITEMS TO BE CONSIDERED DURING DISASTER

NATURAL HAZARDS

GENERAL:

1. More predictable.
2. Advance warnings available.
3. History has proven mitigation methods.

SPECIFIC:

Thunderstorms. lightning. hail

1. Early detection and warnings have been provided.
2. The peak is short lived.
3. Flash Floods and tornadoes may be created.
4. Structure fires.
5. Wind damage.
6. Personal injury from lightning strikes.
7. Electric power outages (may result in water service disruption and water system contamination).
8. Traffic disruption (debris, traffic light failure).
9. Motor vehicle accidents.
10. Debris removal from roadways.
11. Shelter in place.

Tornadoes

1. Strike with little or no warning.
2. Extensive property damage.
3. Multiple personal injuries.
4. Wide spread damage.
5. Structure fires.
6. Structure collapse with trapped victims.
7. Utility disruption.
8. Loss of local facilities, equipment and personnel.
9. Evacuation and transport.
10. Relocated shelter.
11. Provide food, comfort, and medical needs at shelter.
12. Extended EOC.
13. Related disasters.
14. Extended recovery can be expected.

Floods

1. Early detection and warnings have been provided.
2. Flash flooding requires immediate relocation to higher ground.
3. Localized warning (door to door) may be required.
4. Isolated or stranded people in their homes or unable to reach their homes.
5. Impassable roadways.
6. Utility disruptions.
7. Evacuation and transport.
8. Debris removal from roadways.
9. Infrastructure damage (bridges, roadways, sanitary sewers, drinking water contamination).

Earthquakes

1. Strike with no warning.
2. Extensive property damage.
3. Multiple personal injuries.
4. Widespread damage.
5. Structure fires.
6. Structure collapse with trapped victims.
7. Utility disruption.
8. Loss of local facilities, equipment, and personnel.
9. Evacuation and transport.
10. Relocated shelter.
11. Provide food, comfort, and medical needs at shelter.
12. Extended EOC.
13. Related disasters.
14. Extended recovery can be expected.

Drought, Extreme Heat

1. Condition is slow in development.
2. Personal illness, heat stroke, exhaustion and heart attack.
3. Water shortages.
4. Grassland fires.
5. Voluntary and mandatory conservation of water.
6. Electricity outages due to overloads.
7. Conserve electricity (brown outs).
8. Continue conservation to resupply reserves.

Blizzards, Snow Storms

1. Early detection and warnings have been provided.
2. Slow to rapid in development.

3. Isolated or stranded people in their homes or vehicles.
4. Vehicle accidents.
5. Impassable roads.
6. Structure fires - difficult responses and frozen water supplies.
7. Situation could last for several days.
8. Food and utility shortages.
9. Personal illness, frostbite, heart attack.
10. Snow removal requiring equipment beyond local resources.
11. Overwork of local equipment and personnel.
12. Providing food and medication to isolated people (elderly).

TECHNOLOGICAL AND CIVIL

GENERAL

1. Occur without the slightest warning.
2. Very unpredictable.
3. Few mitigation methods of choice.
4. Often short notice evacuations are warranted.

SPECIFIC

Hazardous Materials

1. May occur as the by-product of another disaster.
2. Can progress rapidly or slowly.
3. Evacuations can be warranted with little specifics of material known.
4. Warnings and evacuations of citizens close to the situation may be impossible.
5. Relocation to shelters may be impossible due to time and/or immediate toxicity (shelter in place).
6. Relocation and care of vast numbers of citizens may be necessary.
7. Response process may be slow and methodical.
8. The situation may be impossible to alter and allowed to play out its course.
9. Multiple deaths and/or injuries may occur immediately or proceed over a long period of time.
10. Short term and/or long term effects to wildlife, livestock and the environment may occur.
11. Water and/or sewer system contamination possible.

Radiological

1. Time, distance, and shielding.
2. Radiation effects are cumulative.
3. Radiation cannot be seen, tasted, or felt (detection by special instrumentation).
4. Evacuation may be required to a relocated shelter (extensive amount and movement of radiation).
5. Shelter in place (type of radiation can be shielded by standard structure).
6. There is no cure for radiation sickness.
7. Radiation sickness is not contagious.
8. Short term as well as long term effects to citizens can be expected (children, pregnant women and persons with health problems are at risk).
9. Initial and long term medical care can be expected.
10. Short term and/or long term effects to wildlife, livestock, and environment may occur.
11. Response process may be slow and methodical.
12. Total recovery may be lengthy.
13. Water and/or sewer systems contamination possible.

Floods-Dam Failure

1. The potential for loss of life and property damage is inevitable with the large amount of rushing water.
2. Response activities will be primarily reactionary.
3. Dam failure can be initiated with another disaster such as an earthquake.
4. Response activities will be staged until water subsides.
5. Utility disruptions.
6. Infrastructure damage.
7. Structure fires and explosions.
8. Transport of victims to relocated shelters.
9. Provide food, comfort, medical needs at shelter.
10. Extended recovery can be expected.

Resource Shortage

1. Usually shortages are slow to develop and long in duration.
2. Some occur without notice such as power failures.
3. Loss of certain resources can threaten lives.
4. Alternate supplies may be required and maintained.
5. Conservation (voluntarily or mandatory).
6. Curtailment of services on a rotating basis may be instituted.
7. Rationing and distribution process may be instituted.
8. Civil order may be strained.
9. Relocation to central shelters may be necessary to conserve.
10. Recovery may be slow.

Structure Fires and Explosions

1. Every structure is vulnerable to this disaster.
2. Can progress rapidly or slowly.
3. The potential need for resources and manpower beyond the capabilities of the local fire department is real.
4. Provision for relocation of displaced citizens may be necessary.
5. Provision to provide response to other situations must be provided through mutual aid.
6. Provisions to support the responders must be established (food, drink and rehabilitation).
7. The media must be recognized and needs provided.
8. Structure collapse is always a potential.
9. The affected structure may need to be razed.
10. The loss of a particular facility may have long or short term effects on the entire community.

Riots/Civil Unrest

1. Riots usually occur after a period of unrest and incidents of violence.
2. Once rioting breaks out, it can continue for several weeks.
3. The safety and well-being of large segments of the citizenry could be at risk.
4. Extensive property damage can occur in a short time.
5. Looting can occur with riots or be sparked by natural or technological disasters.
6. The local law enforcement could be over tasked.
7. Arson fires may be rampant.
8. The Fire Department may encounter difficulty suppressing fires during disturbances (protection may be required).
9. Mutual aid law enforcement and fire assistance will be necessary.
10. Loss of revenue and business to the community may be felt for many years.
11. Fear may interrupt the normal function of the community for some time.
12. Terrorism can occur without warning and can injure or kill multiple people.
13. The media must be recognized and needs provided.

Air Disaster

1. Strike with no warning.
2. Extensive property damage.
3. Multiple personal injuries and deaths.
4. Widespread damage.
5. Extensive damage to utility systems.
6. Structure fires.
7. Structure collapse with trapped victims.
8. Mutual aid law enforcement and fire assistance will be necessary.
9. The resources and manpower of the local fire division may be exceeded.
10. Evacuation and transport.
11. The media must be recognized and needs provided.
12. Assistance to arriving Federal Investigating teams will be necessary.
13. Military aircraft may contain weaponry ranging from conventional to nuclear.

Hostage Situations/Barricaded Gunman

1. May involve evacuation of residents during nighttime.
2. Evacuating personnel will need protection during evacuation.
3. May require large scale rerouting of traffic flow around main city/township roads.
4. Mutual aid law enforcement will be needed.
5. Federal law enforcement may be needed (for bank hostage situations).
6. Rerouting of children going to/from school may be necessary.
7. Extended evacuation may be necessary, but number of residences should be limited.

SECTION 4

EMERGENCY OPERATIONS PLAN (EOP)

CONCEPT OF OPERATIONS

General

It is the responsibility of government to take reasonable steps toward the protection of life and property from the effects of hazardous natural or technological events. Should such an occurrence exceed Centerville/Washington Township's capacity to respond, assistance will be requested through the Montgomery County Office of Emergency Management. Additionally, assistance may be requested from neighboring communities, the State of Ohio and/or the Federal Government if and when appropriate.

It is frequently true that a disaster/emergency is a situation in which the usual way of doing things is no longer sufficient. It is desirable, therefore, to maintain organizational continuity by assigning personnel to tasks with which they are familiar. This plan is based upon the concept that the functions of various groups involved in emergency management and response will generally parallel their normal day-to-day responsibilities. Thus, to the extent possible, the same personnel and material resources will be utilized in both cases. In large scale disasters, however, it may be necessary to draw upon basic individual capacities and to apply them in areas of greatest need. Day-to-day functions which do not contribute directly to the disaster response may be suspended until the emergency has passed. Efforts normally aimed at routine functions will be redirected to accomplish the emergency tasks at hand.

In keeping with the nationwide strategy of the National Incident Management System (NIMS), this plan is concerned with any type of emergency situation that may develop. It also accounts for activities before, during and after the emergency or disaster occurrence.

Phases of Emergency Management

Emergency management may be divided into the following four (4) phases:

Mitigation - Mitigation activities are those which eliminate or reduce the probability of a disaster occurrence. They also include those long-term activities that lessen the effects of unavoidable hazards.

Preparedness - Preparedness activities develop emergency response capabilities. Planning, training and plan exercises are among the activities conducted under this phase.

Response - Response is the actual provision of emergency services when disaster threatens or strikes. These activities help to reduce casualties and damage as well as speed recovery. Response activities include direction and control, warning, evacuation and other similar operations.

Recovery - Recovery is both a short term and a long term process. Short term operations restore vital services to the community and provide for basic needs of the public. Long term recovery focuses on restoring the community to its normal state of affairs. Examples of recovery actions are: provisions of temporary housing and food, restoration of non-vital government services, and reconstruction of damaged or destroyed areas of the community.

ASSIGNMENT OF RESPONSIBILITIES

City Manager/Township Administrator

- Activation of Emergency Operations Plan (EOP) and Emergency Operations Center (EOC).
- Designate EOC Incident Commander.
- Direct, control and coordinate implementation of the emergency operations plan.
- Coordinate functions of EOP organizational components.
- Review and implement policy and formulate operational guidelines.
- Provide overall direction and coordination of disaster response and recovery.
- Request additional outside assistance if necessary.
- Authorize expenditures of funds, approve contracts, authorize distribution and use of equipment, materials and supplies.
- Authorize dissemination of information to the public via the PIO.
- Deactivation.

Police/Fire Staff Commanders

- Provide warnings and notifications of actual or impending disaster to key officials and the public via the PIO,
- Provide direction and control for communications activities to and from the EOC.
- Identify and obtain needed phone and radio equipment.
- Maintain continued EOC contact with field forces and mutual aid units.
- Coordinate communications with county, state and federal support agencies.

Community Resources Coordinator/Administrative Services Coordinator

- Serve as PIO; liaison between news media and the city/township government.
- Coordinate dissemination of public information related to warnings, evacuations, shelter locations, shelter instructions and status reports.
- Establish and supervise public and/or media information centers.

- Prepare and/or review news releases to prevent duplication or conflicts and to ensure accuracy.
- Develop and maintain file of emergency public information releases to cover possible disaster contingencies.
- Monitor media activities and reports for inaccuracies that could adversely impact emergency operations.
- Keep City Manager/Township Administrator informed of changing conditions.
- Monitor and respond to erroneous rumors with confirmed status reports.

Police Chief

- Maintain control of traffic flows within the affected area and, if necessary, establish evacuation routes.
- Provide perimeter control to restrict access to the affected area.
- Protect vital facilities.
- Provide security to the EOC.

Fire Chief

- Assist in search and rescue.
- Establish search and rescue operations.
- Provide fire control and emergency medical services.
- Contain hazardous materials incidents.

Public Works Director

- Responsible for restoring public services including debris removal and street repair.
- Serves as liaison with all public utilities to insure prompt response.
- Provide personnel and equipment for heavy rescue operations.
- Clear and maintain essential transportation routes.
- Assist in the distribution and transportation of supplies, equipment, and personnel.
- Provide traffic control materials.
- Assist in providing emergency utilities to the EOC.
- Provide a systematic process of determining and appraising the nature and extent of damage and loss resulting from a disaster.
- Provide disaster intelligence to the EOC.
- Assist in development of assistance requests to other jurisdictions and to county, state, or federal government agencies.
- Lead damage assessment teams.
- Provide assessments of structural stability of buildings affected.
- Keep City Manager/Township Administrator and EOC staff updated on damage assessments conducted.
- Coordinate with Finance Director on costs.

Director of Washington Township Recreational Services

- Coordinate activities of agencies providing evacuation and shelter services (i.e.: Red Cross, church groups).
- Designate evacuation routes, pick-up points, traffic control points, staging areas, maintenance sites and parking areas in coordination with Safety and Public Works Departments.
- Open shelters, install management, and make preparations for the reception of evacuees.
- Identify shelter facilities and provide equipment and supplies needed at those locations.
- Provide food and clothing to the displaced population and to emergency workers.

Finance Director

- Provide personnel for message services within the EOC.
- Provide typist for the preparation of public information releases, EOC directives, and other documents necessary during the course of the emergency.
- Provide accommodations for housing and feeding of personnel assigned to the EOC during times of emergency.
- Provide essential personal and administrative supplies to assigned personnel.
- Establish financial accounting procedures for the tracking of expenditures arising from emergency operations.
- Act as scribes and runners during EOC activation.

SECTION 5

ACTIVATION OF EMERGENCY OPERTAIONS CENTER

Upon receipt of an EOC activation request by an authorized city/township official, the dispatcher will attempt to notify the City Manager/Township Administrator, or his or her designee, who will assume responsibilities of activating the EOC.

The Emergency Operations Center shall be the coordinating point for all emergency relief operations. The staff of the EOC shall have the responsibility of supervising all such operations and directing the activities of all those organizations, agencies and persons involved in civil emergency operations activities.

The Emergency Operations Center shall be established at the Centerville Police Department, 155 W. Spring Valley Rd. or at Fire Headquarters at 8320 McEwen Road. In the event these sites are unavailable for use, the EOC may be established at the Washington Township Government Center or other place suitable for directing emergency relief operations as directed by the Police/Fire Chief or his or her designed representative.

The decision to establish an EOC is to be based upon the established emergency condition levels. If, in fact, it is determined that a potential or actual civil emergency can be managed outside of establishing an EOC, then those meetings, discussions and decisions necessary to provide such emergency relief shall be conducted consistent with the general business routing of the city/township operation.

CONTINUAL ASSESSMENT OF POTENTIAL OR ACTUAL EMERGENCY

The City Manager/Township Administrator shall continue to assess the need for emergency services in the areas of public safety, health, and utilities. Such assessment shall be secured through field checks by representatives of the EOC and field chiefs appointed by the various department heads represented in the Emergency Operations Center.

Such assessment shall be the basis for judgments that would require changes to the emergency condition level and the need for emergency service action(s).

Assessment includes the responsibility to utilize available means of communication for providing information to the general public and specific information to those persons whose lives and/or property are immediately threatened or have been jeopardized by the emergency. The responsibility for providing such information shall come through the Public Information Officer.

RECOVERY

Emergency Operations personnel shall initiate steps necessary to be taken in coordinating local, state or federal assistance as may be necessary to bring the community back to a sense of normalcy.

EOC STAFFING AND EMERGENCY SERVICE RESPONSIBILITY

In accordance with the authority given under Centerville Codified Ordinance #43-99 and Washington Township Resolution #M99-286, the City Manager/Township Administrator shall direct the activities of all emergency relief operations. When doing so through the establishment and organization of an Emergency Operations Center, the City Manager/Township Administrator may appoint the following personnel to staff based on the Incident Level:

> Assistant to the City Manager
> Police Chief/Fire Chief
> Public Works Director
> Finance Director
> City/Township Attorney
> Director of Washington Township Recreation Center
> Community Resources Coordinator/Administrative Services Coordinator
> Police and Fire Staff Commanders
> Administrative Personnel
> Director of Montgomery County Office of Emergency Management
> Superintendent of Schools
> Health Commissioner

City Council/Board of Trustees may be convened to address legislative matters and other official duties as needed.

Depending upon the incident level, not all of the above persons may be necessary to staff the EOC so as to adequately deal with the emergency at hand. In such cases, responsibilities of each of the above named persons may be expanded to include other responsibilities.

Likewise, the extent of the emergency may be such that full participation by all of the above named persons is impossible and that they may be unavailable for discharging such responsibilities. This would include such situations where, for example, the Miami Valley Emergency Management Authority's Director may be needed elsewhere. In such cases, it shall be the responsibility of each of the above named persons to designate a representative as a staff member to the EOC who shall act on behalf of the department head or agency director so named.

Staff members of the EOC shall have responsibility for fulfilling the obligations generally assigned below. Should any conflict arise with respect to the proper discharge of these responsibilities, they shall be resolved by the City Manager/Township Administrator.

In addition to the responsibilities outlined in Section 4, following are additional duties of personnel while in the EOC:

FIRE CHIEF

The Fire Chief shall assume responsibility for the immediate coordination and delivery of fire protection and rescue services as may be provided by the Fire Department, involved members of the public, and outside agencies in pursuit of the following specific public safety goals:

- Immediate treatment and removal of emergency victims.
- Coordination of rescue assistance from outside agencies.
- Preparation of persons injured or killed inventory.
- Extinguishment of fires.
- Elimination of potential fire hazards.
- Safety inspection of all property and structures threatened by potential or actual civil emergency.
- Coordination of all utility companies as it relates to fire or explosive hazards.
- Containment of hazardous material releases.

POLICE CHIEF

The Police Chief shall assume responsibility for the immediate coordination and delivery of law enforcement services as may be provided by the Police Department, involved members of the public, and outside agencies in pursuit of the following specific public safety goals:

- Establish evacuation routes.
- Traffic enforcement.
- Enforcement of applicable local, state and federal ordinances and statutes.
- Implementation of applicable warnings.
- Security of civil emergency scene.
- Security of EOC.

PUBLIC WORKS DIRECTOR

The Public Works Director shall assume immediate responsibility for directing the activities of those members of the Public Works Department, the community, and assisting agencies in returning the public utilities system and structural components of the community to a sense of normalcy. Specifically, he or she shall:

- Provide assistance to help maintain security of emergency scene.
- Provide for return of service of all public utilities.
- Provide coordination of outside assistance relating to the clearance of right-of-way and removal of debris.
- Direct and coordinate demolition and rebuilding of private/public building structures.

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- Coordinate damage assessment activities, keeping the City Manager/Township Administrator and members of the EOC staff apprised of actions of damage assessment teams.

FINANCE DIRECTOR

The Finance Director shall be responsible for the following:

- Establishing a data bank for statistics relating to loss of property and the expenditure of manpower and equipment used in returning the community to normalcy.
- The coordination of insurance company administration needs.
- The coordination of all other local, state and federal agencies as applicable in providing financial assistance to emergency victims in the community.

COMMUNITY RESOURCES COORDINATOR/ ADMINISTRATIVE SERVICES COORDINATOR

The Community Resources Coordinator/Administrative Services Coordinator is responsible for developing all prepared informational releases to news media and community advising them as to the status of the emergency, the steps being taken to alleviate the emergency, and those instructions to the public as would be necessary to alleviate the emergency. These positions shall also act as a staff aid to the City Manager/Township Administrator.

DIRECTOR OF WASHINGTON TOWNSHIP RECREATION CENTER

The Recreation Center Director is responsible for providing necessary protective shelters for disaster victims:

- Works with other agencies: ie., Red Cross, Schools, RTA., etc.
- Provides food, clothing, bedding and consulting services to shelter victims.
- May assist in evacuation efforts.

POLICE/FIRE STAFF COMMANDERS

The Police/Fire Staff Commanders shall be responsible for the following:

- Developing and maintaining communications resource inventory.
- Ensuring communications capability continues between the Centerville Police Department Communications Center, Washington Township Fire Dept. Communications Center, Montgomery County Sheriff's Office Communications Center, all City/Township Departments, and the Emergency Operations Center.
- Developing and maintaining General Orders to include message handling procedures and recall rosters for essential personnel.
- Coordinating the inclusion of amateur radio operations and business/industry into the communications network, if necessary.

HEALTH COMMISSIONER

The Montgomery County Health Commissioner shall be responsible for the enforcement of all applicable health code rules and regulations, assisted by his or her staff and city/township personnel. Duties which may be carried out by the Health Commissioner may include the following:

- Issuance of health advisories.
- Overseeing medical support for sheltered evacuees.
- Controlling contamination of food and water.

CITY/TOWNSHIP ATTORNEY

The City/Township Attorney is responsible for coordinating the efforts of any organized legal representation mandated by such an emergency. The City/Township Attorney shall keep the City Manager/Township Administrator, City Council/Board of Trustees and members of the EOC staff apprised of the legal constraints surrounding those actions as may be thought necessary to adequately deal with the emergency.

DIRECTOR OF MONTGOMERY COUNTY OFFICE OF EMERGENCY MANAGEMENT

The Director of the Montgomery County Office of Emergency Management is responsible for assisting with securing necessary area-wide, state and/or federal assistance. Such activities may include securing assistance from the Red Cross, churches, Salvation Army, various contractors' associations and those agencies as may be necessary to provide psychological care during and after the civil emergency. The Director of the Montgomery County Office of Emergency Management shall have authority to utilize those communication devices and powers appropriate to call outside assistance as is deemed appropriate by the City Manager/Township Administrator.

SUPERINTENDENT

The Superintendent of Centerville Schools shall have responsibility for coordinating all those activities that would involve school children or utilization of school personnel, and school buildings and property in dealing with the potential or actual civil emergency. The Superintendent shall also make school transportation vehicles available when necessary.

DEACTIVATION

The EOC will be deactivated at the direction of the City Manager/Township Administrator when its function is no longer required.