

RESOLUTION NO. 43-29
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Suzanne Leusch ON THE
20th DAY OF September, 1999.

A RESOLUTION TO ADOPT A 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 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 20th day of September, 1999.

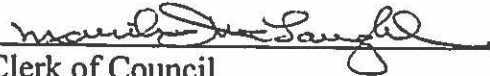
Sally D. Bink
Mayor of the City of Centerville, Ohio

ATTEST:

Marilyn McLaughlin
Clerk of Council, City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of the Council of the City of Centerville, Ohio, hereby certifies that the foregoing is a true and correct copy of Resolution Number 43.99, passed by the Council of the City of Centerville, Ohio, on the 20th day of September, 1999.


Clerk of Council

Approved as to form, consistency
with the Charter and Constitutional Provisions.

Department of Law
Robert N. Farquhar
Municipal Attorney

DRAFT #7

8/26/99

EXHIBIT "A"

PROMULGATION STATEMENT

This Emergency Operations Plan was adopted the _____ 1999, by the Council of the City of Centerville, and 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

Gary W. Huff, 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 Assistant City Manager/Assistant Township Administrator is 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 Assistant City Manager/Assistant 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 Assistant City Manager/Assistant 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 Lieutenant/Township Fire Staff Deputy Chief
3. City Police Staff Lieutenant/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 Vice-Mayor/Vice-President, 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

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.
Appendix	Attached to an annex providing technical information, details, methods, and/or hazard specific procedures to that annex.
Basic Plan	A part of the EOP that provides an overview of the city/township's approach to emergency management, including broad policies, plans and procedures.
Command Post	That area established by the initial responding agency's senior officer situated at a location of his or her discretion, taking into consideration the hazard involved, the accessibility and space requirements to marshal and manage the personnel and material to combat the hazard. The Command Post serves as the on-scene communications link to the EOC.
Communications	Those communications systems that include, but are not limited to, telephone and radio systems.
Damage Assessment	The post-incident appraisal or determination of the actual effects on human, physical, economic, and natural resources.
Disaster/Emergency	An event that causes or threatens to cause loss of life, human suffering, property damage, economic and social disruption.
Emergency Operations Center (EOC)	The off-site facility designed and staffed to coordinate support. Center activities include, but are not limited to, those normally needed to handle emergency activities.
Emergency Operations Plan (EOP)	A document that identifies available personnel, equipment, facilities, supplies and other resources in the jurisdiction and states the method or scheme for coordinated actions to be taken by individuals and government services in the event of natural, manmade and related disasters. It describes a jurisdiction's emergency organization and its means of coordination with other jurisdictions. It assigns functional responsibilities to the

elements of the emergency organization and it details tasks to be carried out at the time and places projected as accurately as permitted by the nature of each situation addressed.

FEMA	The Federal Emergency Management Agency
Functional Area Annex	A person with overall responsibility for coordinating emergency response within a particular functional area, (i.e., the City/Township Engineer may be the Public Works coordinator when EOP is activated).
Hazard	A potential event or situation that presents a threat to life and property.
Hazard Identification	The process of identifying situations or conditions that have the potential of causing injury to people, damage to property, or damage to the environment.
Hazardous Materials	Refers generally to hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic substances and other toxic substances.
Incident	An event or occurrence with potential threat to the health and safety of residents in the vicinity; may also result in physical damage to properties and facilities.
Incident Command	Highest ranking public official on scene in charge of an incident as designated by local legislation or policy.
Incident Command System (ICS)	The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident as described in the document <i>Incident Command System</i> .
MVEMA	Miami Valley Emergency Management Authority
Mass Casualty Incident	Any incident that generates an emergency victim load that exceeds the capability of the community's emergency medical service, including the emergency victim handling capabilities of the nearest medical treatment facility.
Mitigation	Activities taken to eliminate or reduce the degree of risk to life and property from hazards, either prior to or following a disaster.

Mutual Aid Agreement	A pre-arranged agreement developed between two or more entities to render assistance to the parties of the agreement.
Needs Assessment	The identification of resources needed to restore vital functions.
OEMA	Ohio Emergency Management Agency
Personnel Accountability	Constant awareness of the location and function of all personnel who are within controlled access areas.
Preparedness	Activities, programs, and systems developed prior to a disaster that are used to support and enhance mitigation of response to and recovery from disasters.
Public Information Officer (PIO)	Person in the EOC responsible for serving as liaison to the news media and coordinating dissemination of information related to emergency activities.
Recovery	Activities and programs designed to return the entity to an acceptable condition.
Response	Activities designed to address the immediate and short-term effects of the disaster.
Risk Analysis	A pre-incident study to estimate the effect that specific incidents can have on an entity's operations or activities.
Risk Assessment	An assessment of the likelihood, vulnerability, and magnitude of incidents that could result from exposure to hazards.
SARA	The Superfund Amendments and Reauthorization Act of 1986. Title III of SARA includes detailed provisions for community planning.
Sectors	Designated operations or functions by incident command to carry out and control specific functions in a major incident.
"Sheltering in Place"	Having personnel remain in a building or seek shelter in lieu of evacuation.
Standard Operating Procedures (SOP)	Procedures a department/division follows on a daily basis for dealing with routine activities.
Title III	The "Emergency Planning and Community Right-to-Know Act of 1986." Specifies requirements for organizing the planning process at the state and local levels for specified extremely hazardous

substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens.

Windshield Report An initial assessment compiled from all available sources (police, fire, engineering, etc.) as soon as possible after a disaster.

SECTION 2

HAZARD IDENTIFICATION AND RISK MATRIX

The National Fire Protection Association (NFPA) and the County Emergency Management Authority (EMA) 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

		HIGHLY LIKELY	LIKELY	POSSIBLE	UNLIKELY
S E V E R I T Y	CATASTROPHIC	HIGH HAZARD	HAZARD	HAZARD	LOW HAZARD
	CRITICAL	HIGH HAZARD	HAZARD	HAZARD	LOW HAZARD
	MARGINAL	MEDIUM HAZARD	HAZARD	HAZARD	VERY LOW HAZARD
	NEGLIGIBLE	LOW HAZARD	LOW HAZARD	LOW HAZARD	VERY LOW HAZARD

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

VERY LOW HAZARD EVENTS

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:

Level I Incidents

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.

Level II Incidents

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 lie 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 (MCI)
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 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 Incidents

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 City Manager/Assistant 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 Miami Valley Emergency Management Authority
- 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, 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. 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, 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 bi-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. Wide spread 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 re-routing 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. Re-routing 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 Miami Valley Emergency Management Authority (MVEMA). 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 Integrated Emergency Management System (IEMS), 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).
- 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 to key officials and the public via the PIO, of actual or impending disaster.
- 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 EOC

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 Detective Section, 100 W. Spring Valley Rd. or at Fire Station 41, Maple Avenue. 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 # ___ and Washington Township Resolution # ___, 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 City Manager/Assistant 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
- Administrative Personnel
- Director of Miami Valley Emergency Management Authority
- Superintendent of Schools

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.

- Coordinate damage assessment activities, keeping the City Manager/Township Administrator and members of the EOC staff appraised 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 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 MIAMI VALLEY EMERGENCY MANAGEMENT AUTHORITY

The Director of the Miami Valley Emergency Management Authority 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 Miami Valley Emergency Management Authority 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.