

RESOLUTION NO. 59-22
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER Duke Lunsford ON THE
15th DAY OF August, 2022.

**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 becomes effective at the earliest date allowed by law.

PASSED THIS 15th day of August, 2022.


Mayor of the City of Centerville, Ohio

ATTEST:


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. 59-22, passed by the Council of the City of Centerville, Ohio on the 15th day of August, 2022.



Clerk of the Council

Approved as to form, consistency
with existing ordinances, the
charter & constitutional provisions
Department of Law
Scott A. Liberman
Municipal Attorney

CITY OF CENTERVILLE - WASHINGTON TOWNSHIP EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. INTRODUCTION

Ohio Revised Code requires developing an Emergency Operations Plan (EOP) at each level of government. This plan lists the responsibilities and authority of the City of Centerville and Washington Township as it pertains to the actions taken to prepare adequately, respond and recover from catastrophic emergencies and disasters.

Assistance will be provided to affected political subdivisions under the coordination of mutual aid agreements and/or assistance from the Montgomery County Office of Emergency Management/Montgomery County Emergency Operations Center (MCOEM/MCEOC) on behalf of the Montgomery County Board of County Commissioners as outlined in the Emergency Management service resolution. Generally, to receive this assistance, the elected governing body of The City of Centerville and/or Washington Township will declare that an Emergency exists and send a request for specific assistance to the Board of County Commissioners through the MCOEM/MCEOC.

A. Purpose

1. Ensure prompt and efficient emergency response and recovery.
2. Effectively utilize systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
3. Provide for the rapid and orderly restoration and recovery of persons and property affected by emergencies.

B. Scope

1. The City of Centerville and Washington Township EOP:
 - a. Establishes a concept of operations spanning the emergency from initial monitoring through disaster response and finally disaster recovery.
 - b. Defines interagency and intergovernmental coordination to facilitate the delivery of local response and recovery forces.
 - c. Assigns specific functional responsibilities to appropriate local departments, private sector groups, and volunteer organizations.

C. Authorities

1. Federal
 - a. Homeland Security Presidential Directive/HSPD-5
 - b. Homeland Security Presidential Directive/HSPD-8
 - c. "The Robert T. Stafford Disaster Relief and Emergency Assistance Act," as amended, 42 U.S.C. Sections 5121, et seq.
 - d. Executive Order 12472, Telecommunications Support in Non-Wartime Emergencies

- e. Executive Order 12148, Formation of the Federal Emergency Management Agency
 - f. Executive Order 12656, Assignment of Federal Emergency Responsibilities
 - g. Presidential Decision Directive 39 and 62, U. S. Counterterrorism Policy
 - h. Federal Disaster Assistance for Disasters Declared on or after 11/23/88, 44 CRF Part 13
 - i. Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CRF Part 13
 - j. 18 United States Code 1385 (Posse Comitatus Act)
2. State
- a. Ohio Revised Code Chapter 149.433, Exemption of security and infrastructure records
 - b. Ohio Revised Code Chapter 3750, State Emergency Response Commission
 - c. Ohio Revised Code Chapter 4937, Utility Radiological Safety Board
 - d. Ohio Revised Code, Sections 5502.21 through 5502.99, Emergency Management
 - e. Ohio Administrative Code, Rules, Chapter 3750, State Emergency Response Commission
 - f. Ohio Administrative Code, Rules, Chapter 4123:1-21-07 Fire Department Occupational Safety and Health
 - g. Ohio Administrative Code, Rules, Chapter 4501:3
 - h. Ohio Administrative Code, Rules, Chapter 4937
3. County/Local

- a. Authority provided by Centerville Resolution #<new number> and Washington Township Motion # 2022-045 and Ohio Revised Code 5502.27, the City of Centerville City Manager or Washington 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 Centerville Resolution #<new number> and Township Motion # 2022-045 herin 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 Centerville Resolution #<new number> and Township Motion # 2022-045. The role of the Incident Commander at the Emergency Operations Center will be the Centerville City Manager January 1st through June 30th of each year and the Washington Township Administrator will assume the role of the Incident Commander at the Emergency Operations Center July 1st through December 31st of each year.

In the event the Centerville City Manager/Washington Township Administrator or their designee are unavailable or incapacitated, the Chief of Police/Fire Chief shall coordinate

disaster activities and shall have full authority as specified in Centerville Resolution #<new number> and Township Motion # 2022-045. Additionally, the Chief of Police and/or Montgomery County Sheriffs Office Captain and Fire Chief shall have responsibility to see that necessary assignments are made within the Police Division and Fire Department so this division/department may fulfill its responsibilities.

If the City Manager/Township Administrator or the Acting City Manager/Acting Township Administrator, and the Chief of Police/Fire Chief or their designee are unable to perform their duties, the following chain of command is appointed sequentially as the official who may act under the authority of Centerville Resolution #<new number> and Township Motion # 2022-045:

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

- b. Montgomery County Emergency Operations Plan
- c. Emergency Management Services Agreement with Jurisdictions

D. References

1. Federal
 - a. National Response Framework 2008
2. State
 - a. State of Ohio Emergency Operations Plan 2007
 - b. State of Ohio Hazard Analysis and Risk Assessment 1998
 - c. Hazardous Materials Emergency Management Plan 1993
 - d. Ohio Plan for Response to Radiation Emergencies at Licensed Nuclear Facilities
3. County/Local
 - a. Montgomery County Emergency Operations Plan
 - b. Emergency Management Services Agreement with Jurisdictions

II. BACKGROUND

The City of Centerville and Washington Township are a densely populated City and Township situated in the southeastern portion of Montgomery County, Ohio, with an estimated population of greater than 62,000 citizens per the 2020 census. Fifteen hazards are likely to affect Washington Township and the City of Centerville and lead to emergency/disaster declarations. Full analyses of these hazards and delineation of risks are addressed in the Montgomery County Emergency Operations Plan.

A. Planning Assumptions

1. The City of Centerville and Washington Township are in compliance with the requirements of the Ohio Revised Code Sections 5502.21 through 5502.99.
2. Emergencies requiring enhanced response and recovery may occur at any time.
3. Communications capabilities are adequate to provide a coordinated local response.
4. Organizations tasked with specific responsibilities have identified personnel and resources and developed SOPs/SOGs to ensure compliance with this plan.
5. Disasters or incidents will occur that will exhaust our local response forces, and there will be a need to receive county, state, or federal level assistance.

III. CONCEPT OF OPERATIONS

A. Overall Plan Priorities

The following priorities are listed in order of importance. Whenever demands for emergency resources (personnel or equipment) conflict, the highest operational need on this list will prevail.

1. Life Safety
 - a. Save or rescue human lives.
 - b. Treat the injured.
 - c. Warn the public to avoid further casualties.
 - d. Evacuate people from the effects of the emergency.
 - e. Search for human lives.
 - f. Shelter and care for those evacuated.
2. Property Conservation
 - a. Save property from destruction.
 - b. Take action to prevent property damage.
 - c. Provide security for property, e.g., evacuated or destroyed areas.
3. Community Recovery
 - a. Restore essential utilities.
 - b. Restore community infrastructure, e.g., roads, transportation.
 - c. Help restore the economic basis of the community.

B. Organization for Responding to and Managing Emergencies

1. The City of Centerville and Washington Township will utilize the processes, guides, protocols, and procedures prescribed in the National Incident Management System (NIMS). The NIMS standardizes incident management for all hazards, regardless of the scale or requirements of

the incident, across all levels of government. The NIMS has established the ICS as the standardized incident organizational structure for the management of all incidents.

2. Organization of Emergency Operations Center: See Tab

C. Emergency Operations

1. Notification

Public notification is accomplished by using warning sirens, weather alert radios, the Emergency Alert System (EAS), Code Red, broadcast media and social media. Based upon resident location and activity, some individuals will not receive warnings due to the limitations of existing systems. As technology continues to advance, new means of public notification will be explored.

- a. There is a system of sirens within the City of Centerville and Washington Township. These sirens are operated and activated by the Centerville Police Dispatch Center or the Montgomery County Regional Dispatch Center.
 - 1) Sirens will be used in conjunction with other available public notification systems to alert the public to a potentially dangerous situation such as severe weather, a HazMat release, or an act of Terrorism
 - 2) Sirens will be activated using the FEMA standard Attention or Alert Warning, a 3 to 5 minute steady signal per CPG 1-17 Outdoor Warning Systems Guide, FEMA, March 1, 1980, Page 5, section IV. E.
 - 3) Activation of sirens is a signal for the public to get to a safe place and to access broadcast or social media for further information such as shelter in place or evacuation instructions.
- b. The National Weather Service is the government agency responsible for declaring and disseminating "Severe Weather Watches and Warnings. The National Weather Service Office in Wilmington, Ohio, serves as the official source of all weather warnings for jurisdictions within Montgomery County.
- c. EAS is designed to provide an operational public warning capability to national, state, and local governments. It consists of broadcast stations licensed by the FCC.
 - 1) Washington Township and the City of Centerville are part of the Ohio EAS System. The Ohio EAS system may be activated on a day-to-day basis in response to such emergencies as; tornadoes, severe storms, flash floods, widespread fires, HAZMAT incidents, nuclear incidents, widespread power failure, industrial explosions, civil disturbances, or any other occurrence which poses an immediate threat to health, life, safety or property.
 - 2) Activation of the EAS in the City of Centerville and Washington Township is through the Montgomery County Sheriff or the Director of the Office of Emergency Management working in conjunction with local stations. For more information regarding EAS, contact the Montgomery County Office of Emergency Management.
- d. The use of mobile public address systems and/or door-to-door notification by emergency response personnel may be required when a quick onset emergency occurs necessitating an evacuation. At no time should the safety of personnel be compromised to complete door-to-door notifications.

2. The Ohio State Patrol (OSP) is the State of Ohio warning point for the National Warning System (NAWAS) and operates the Ohio portion of the National Warning System. This system was established primarily as a warning system for attacks from another country. Still, it can be utilized for any emergency/disaster that would warrant the notification of many individuals. Examples of usage in Ohio have been weather notices, earthquake notices, and chemical spill notices.
3. The Centerville Police Dispatch Center and/or the Montgomery County Regional Dispatch Center will receive warnings regarding weather and other emergencies affecting the jurisdiction. The dispatch center(s) will notify:
 - a. Law enforcement officers
 - b. Fire department personnel
 - c. Elected Governing Body
 - d. Appointed Chief Executive
 - e. Engineering personnel
 - f. Activate City of Centerville and Washington Township sirens, as needed
4. Once the notifications are made by dispatch, all subsequent notifications will be completed by the departments or agencies contacted: (each department or agency will be responsible for maintaining phone trees for these notifications)
 - a. The Chief Executive's Office Notifies:
 - 1) Elected Governing Body
 - 2) Confirms notification of department heads (Police, Fire, Street Dept, etc.)
 - 3) Clerical support staff
 - b. Police Department Notifies:
 - 1) Officers needed for increased operations
 - 2) Clerical support
 - c. Fire Department Notifies:
 - 1) Fire/EMS units
 - 2) Personnel needed for increased operations
 - d. Public Information Officer (PIO) Notifies:
 - 1) Radio and TV stations
 - 2) Newspapers
 - 3) County PIO
 - e. Engineering Notifies:
 - 1) Public Works
 - 2) Clerical support staff
 - 3) Staffing for increased operations
5. Public Protective Actions

Notifications to the public will need to be made when a community is faced with an Evacuation or Shelter-in-Place.

- Shelter-in-Place is a process for taking immediate shelter in a location readily accessible to the affected individual(s) by sealing a single area (an example being a room or a building) from outside contaminants and shutting off all HVAC systems. The process is designed for those situations in which it is safer to remain in a building than to evacuate. Incidents usually last a few hours, not days or weeks.

- An Evacuation is the process of relocating a segment of the population from a threatened location to a safe location during an emergency. Evacuation commonly takes place in the event of a transportation or industrial accident that releases hazardous materials; or other emergency situations, such as a bomb threat, flooding, or impending dam failure.
 - a. There are many populated areas within the City of Centerville and Washington Township area that are or could be in close proximity to hazardous materials production/storage facilities. The residents in these areas may have to be evacuated in the event of a hazardous materials incident.
 - b. During emergencies which require evacuations, residents will be directed along routes identified by emergency services.
 - c. The Ohio Revised Code authorizes township and municipal police and fire departments and the County Sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the Sheriff and the Chiefs of these organizations are empowered to determine the need and order evacuations during emergencies. When time allows, all evacuation orders will be coordinated with the chief executive officer of the affected jurisdiction before they are released to the public.
 - d. The political jurisdiction in which the incident occurs is responsible for notifying other jurisdictions that may be affected.
 - e. Within any evacuation area, it is likely that facilities will exist that will require special consideration. These facilities include schools, nursing homes, day-care centers, shopping centers, theaters, schools, hospitals, and facilities that can be characterized as having large numbers of people clustered in a small geographic area with varying degrees of availability for transportation.
 - f. If the evacuation involves more than one jurisdiction, consider having county officials evacuate by sectors or county-wide.
 - g. Law enforcement personnel will control evacuation routes.

D. Operational Overview

The Incident Command System, with a well located command post and ICS positions filled as needed, will provide command and control to coordinate emergency response during disasters. Resource support for the Incident Commander is provided by the City of Centerville – Washington Township EOC, which will in turn contact the MCEOC for any additional resource support that is needed.

The EOC should be viewed as an extension of the ICS and the two components should be fully integrated. Functions within the EOC exist to support Incident Command. Different functions have unique responsibilities that support and supplement Finance, Logistics, Operations, and Planning. These functions may exist in the field as part of the ICS, at the EOC, or a combination of the two.

Few, if any, jurisdictions have an adequate number of personnel to fully staff all ICS and EOC positions separately. Whenever possible a single function, operating from either the ICS or the EOC, should provide service to the entire emergency operation. For example, the Finance function can keep financial records and perform other related financial duties for both the ICS and the EOC, regardless of their location.

In cases where the same or similar functions must be provided by both the ICS and the EOC, these functions should be in close communication with one another. For example, an incident may require a Transportation Officer in the field. The EOC may also have a Transportation Function representative. These two functions should communicate with one another, although their missions may not be identical.

1. Direction and Control

- a. Incident Commanders, on scene, maintain command and control of their operating forces but when conflicts arise for resource needs, the City of Centerville – Washington Township EOC Director and the EOC Executive Group manage and coordinate the distribution of additional emergency response and recovery resources.
- b. The notification system found in Section III.C.4 (above) will be used to notify organizations when the City of Centerville – Washington Township EOC is activated.
- c. The following personnel may activate the City of Centerville – Washington Township EOC in order to coordinate local emergency response and recovery activities:
 - i. City Manager/Township Administrator or their representative (police or fire chief)
- d. The local Incident Commander maintains command and control of all response and recovery operations regardless of what level of government provides resource support. Each level of government may request additional resources from the next highest level of government. Local, county, state, and federal emergency operations centers are used to communicate and process these requests. During disaster recovery operations, MCOEM will coordinate with its state and federal counterparts.

2. Executive Group

- a. Responsibilities include:
 - i. Policy adoption that relates to the incident or disaster
 - ii. Authorize emergency expenditures
 - iii. Determine service reductions during the response phase, as needed
- b. The Executive Group will maintain on-going communications with neighboring executives.
- c. The following personnel are recommended Executive Group Members.
 - i. City Manager/Township Administrator or designated representative
 - ii. Mayor/Trustee President
 - iii. City Council Member or Township Trustee
 - iv. Police Chief or designated representative
 - v. Fire Chief or designated representative
 - vi. Appropriate Department Heads
- d. The notification system found in Section III.C.4 will be used to notify Executive Group members.

3. City of Centerville – Washington Township Emergency Operations Center (EOC)

- a. The City of Centerville – Washington Township EOC is made up of an Executive Group (including staff), the EOC Director and, 15 Functions. Not all of the 15 functions may be needed in all disasters and they are scalable based on the need. Detailed procedures covering EOC operations and coordination are addressed in the Emergency Operations Center Standard Operating Guidelines (EOC-SOG).

- b. Contact Information:
The City of Centerville – Washington Township EOC is located at the City of Centerville Police Headquarters or the Washington Township Fire Department Headquarters. The 24-hour emergency numbers for the EOC is:
 - CPD – 937-433-7661
 - WTFD – 937-433-3083
- c. The City of Centerville – Washington Township EOC Capabilities
 - i. The operations center has workstations for each department and workstations for the EOC Manager and staff. These workstations and additional workspace will accommodate the sufficient number of personnel to run the EOC.
 - ii. Both City of Centerville and Washington Township EOC locations have a diesel-powered generator for emergency back-up power.
 - iii. Refer to Communications Plan for City of Centerville – Washington Township EOC communications and computer capabilities.

4. Relationship Between Levels of Government

- a. The Montgomery County EOC is the initial point of contact for county, state, federal, private, and volunteer resources that can be called upon by local jurisdictions, in time of an emergency.
- b. When local-level capabilities, including mutual aid are not sufficient to address the disaster, the chief executive or designee may declare an emergency for their affected jurisdiction. This critical step is necessary to release the next higher level of government's resources. The Jurisdiction should request county assistance by calling the Montgomery County Office of Emergency Management/Montgomery County Emergency Operations Center MCOEM/MCEOC at (937)224-8934 (office) or (937)225-4357 (MCSO).
- c. When county-level capabilities, including mutual aid are not sufficient to address the disaster, the Montgomery County Board of County Commissioners may declare an emergency for the county and request state assistance through the MCOEM/MCEOC.
- d. Depending upon the scope and intensity of the disaster, the Governor may declare a state of emergency, which will activate state resources. State assistance is designed to support ongoing local response efforts. Certain state resources may be used prior to a gubernatorial emergency declaration.
- e. When the emergency is beyond the capabilities of state resources, Ohio EMA will contact FEMA Region V in Chicago, Illinois to alert them that the Governor will be submitting a formal request for federal assistance. The state request is channeled through FEMA Region V to FEMA Headquarters in Washington D.C. for submission to the President. FEMA is authorized to use the full authority of the Stafford Act and may deploy a Liaison Officer to the Montgomery County EOC if the President issues a Presidential Declaration.
- f. Emergency Support Functions (ESFs) are used to establish direct liaison with one another at the City of Centerville – Washington Township EOC, Montgomery County EOC, the State of Ohio EOC, and Federal EOC.

5. Assessment Team

- a. City of Centerville and Washington Township personnel conducting assessments at the site of the emergency will communicate with the Incident Commander who will provide this information to the Montgomery County EOC to ensure an accurate evaluation of the emergency.
- b. There may be times when the Montgomery County Office of Emergency Management (MCOEM) deploys an Assessment Team to visualize the scope of the disaster.

IV. AGENCY RESPONSIBILITIES

A. Responsibilities

All organizations tasked with responsibilities during a disaster are responsible for the following:

1. **Standard Operating Guidelines (SOGs)**
Develop and regularly update internal SOGs that detail how assigned emergency responsibilities will be addressed.
2. **Resources**
Develop and regularly update internal resource listings of equipment, supplies, and services that would be used by the organization during emergencies. Ensure that emergency resources are operational and available. The Montgomery County Emergency Resource Field Inventory is distributed to all Incident Commanders to provide an inventory of available resources.
3. **Representatives**
Ensure that sufficient representatives are identified to support/staff 24-hour operations at the EOC/ICP. Maintain listings of these personnel, 24-hour contact information, and directions to their residences in the event of communications outages.
4. **Reports**
Develop and maintain Incident Action Plans, Situation Reports (SITREPS) and Finance/Administrative documentation that will be used in future activities.
5. **Training and Exercises**
In order to insure maximum levels of readiness for local emergency response and recovery operations, organizations of the City of Centerville and Washington Township will cooperate and participate in emergency exercises and training.