

Table of Contents

ANNEX A (Direction and Control) to the Trumbull County Emergency Operations Plan.

| | <u>Page</u> |
|--|--------------------|
| I. Purpose | A-2 |
| II. Situation and Assumptions | A-2 |
| III. Concepts of Operation | A-3 |
| IV. Organization and Assignments of Responsibilities | A-6 |
| V. Direction and Control | A-12 |
| VI. Continuity of Government | A-13 |
| VII. Administration and Logistics | A-14 |
| VIII. Plan Development and Maintenance | A-16 |
| IX. Authorities and References | A-16 |
| X. Addendums | A-17 |
| IX. Authentication | A-17 |

| Tab# | | Page |
|-------------|---------------------------------------|-------------|
| 1 | Initial Disaster Report | A-18 |
| 2 | Significant Events Log | A-20 |
| 3 | Emergency Operations Center Checklist | A-21 |
| 4 | Security Log for EOC | A-22 |
| 5 | Message Handling Procedures | A-23 |
| 6 | Message Form | A-24 |
| 7 | Message Form Instructions | A-25 |
| 8 | After Action Report | A-27 |
| 9 | Emergency Notification Roster | A-29 |
| 10 | ICS 214 Fillable Activity Log | A-31 |
| 11 | ICS 214 Directions for Activity Log | A-33 |

**EMERGENCY OPERATION CENTER
DIRECTION AND CONTROL**

I. PURPOSE

This annex addresses the facility, personnel, procedures, and support requirements for activating the County Emergency Operations Center (EOC) and for directing and controlling the conduct of emergency operations from that center, or from an alternate facility during emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Trumbull County Emergency Operations Center (EOC) is located in Warren, Ohio, at 640 North River Road NW, and serves as the county's primary EOC.
2. In the event that the primary EOC is damaged, inaccessible, unsafe, or must be evacuated, and alternate EOC will be activated in an uninvolved area of the county with use of the Mobile Command Post.
3. The EOC was established for the purpose of providing centralized direction and control for local government emergency operations, and for day-to-day use by the EMA staff.
4. Mutual aid for the support of direction and control functions is addressed by agreements between the Trumbull County Emergency Management Director and Emergency Management Directors from adjacent counties.
5. In the event one of the alternate EOC's are activated, direction and control authority will be transferred to the Executive Group at the alternate location. EOC representatives will transport themselves to the alternate EOC or they will be transported by emergency vehicles if circumstances make this necessary.
6. The operational capabilities of the alternate EOC includes: Adequate telephones, radio equipment, operation area, backup power. With the addition of the mobile EOC vehicle, additional communications equipment will help run the alternate EOC.

B. Assumptions

1. The designated EOC will be activated upon the occurrence or threat of occurrence of a major emergency. The EOC would be activated in the occurrence of a level two or higher emergency.

2. The County EOC is at this time adequate for coordinating county-wide emergency operations.
3. Sufficient procedures have been developed to direct and control disaster operations.
4. Upon its activation the EOC, in coordination with the Incident Command Post at the site, will be the point of contact for all operating/responding departments and agencies, other counties and the State.
5. Emergency operations for all levels of government will be carried out according to plans and standard operating procedures.

III. CONCEPT OF OPERATIONS

A. General

1. The EOC is the central point for coordinating the operational, logistical and administrative support needs of response personnel at the disaster site, in public utilities, at the EOC and at dispatch points. Within the EOC, local decision makers direct and coordinate emergency activities. The EOC staff gathers and disseminates situation reports and information for the local decision makers, and other units of local, state and federal governments. Through this process, resources can be utilized without duplication of effort and operations can be more efficient. The EOC is the central coordinating point for obtaining, analyzing, evacuating, reporting, and recording disaster-related information.
2. The decision to activate the primary EOC or transfer operations to an alternate EOC is made by Director of Emergency Management or his/her designee in the occurrence of a level two or higher emergency, as described in the Basic Plan (**Section IV.C**).
3. Key officials and executive heads of local departments and agencies will be notified by telephone or pager system in accordance with the Emergency Notification Roster (**Tab 9**).
4. Executive heads of local departments are responsible for conducting emergency functions assigned by the Chief Executive. They will determine the number of personnel needed to carry out emergency operations in the EOC.
5. Internal EOC operational procedures will be the responsibility of the Emergency Management Coordinator, EMA.
6. When the EOC is not activated, a Command Post will be established at or near the scene will be used to provide direction and control for emergency operations.

7. The EOC is capable of being operated continuously for the duration of the emergency. Maximum staffing will be maintained during periods of full activation of the EOC. If a shift change is needed staff will work 12-hour shifts and will switch randomly. Appropriate staff of the EOC will be notified of the staff and shift change.

B. Emergency Operation Center Activation Levels

1. Limited – EMA staff is the only personnel allowed to remain in and activate the EOC.
2. Partial – EMA staff and liaisons from departments, agencies, and organizations selected by the EMA Director are allowed to activate the EOC.
3. Full – EMA staff and liaisons from all departments, agencies and organizations listed in the EOP listed in **Tab 1** of the Basic Plan “Response Matrix for Trumbull County.”

C. Phases of Emergency Management

1. Mitigation

Mitigation activities may include, but are not limited to:

- a. An Emergency Operations Center with a County EMA Director.
- b. A complete hazard identification for the county
- c. Upgrading of communications capabilities.
- d. Development of EOC training program.

2. Preparedness

Preparedness activities may include, but are not limited to:

- a. Prepare plans and operating procedures for the EOC including supporting materials such as displays, message forms, record and report forms, etc. (See Tabs to this Annex.)
- b. Conduct exercises to test the readiness capabilities of the EOC and provide experience in EOC operations to responders.
- c. Train EOC personnel on the use of all internal forms and procedures.
- d. Review and update County Resource Manual.

- e. Determine internal staffing needs and designate personnel to fulfill EOC staffing requirements.
- f. Regularly testing equipment including generators.
- g. Preparing EOC information packets.

3. Response

Response activities may include, but are not limited to:

- a. Activation of the EOC as required.
 - (1) Alert EOC representatives
 - (2) Install extra radios if deemed necessary
 - (3) Check equipment and supplies
 - (4) Distribute EOC information packets.
- b. Coordinate all EOC operations.
- c. Establish contact with State EOC, neighboring counties, and other jurisdictions as necessary.
- d. Hold staff briefings for all EOC representatives.
- e. Provide security for the EOC.
- f. Provide bedding, washroom facilities, food and other necessities to EOC representatives and staff.
- g. Should the situation exceed the capability of the county and its political subdivisions, a request to the Governor to declare a state of emergency will be made and the type of assistance required will be identified.

4. Recovery

- a. Hold initial meeting to determine needs for recovery.
- b. Make assignments for each recovery function.
- c. Prepare damage assessment reports.
- d. Request and apply for disaster assistance if necessary.
- e. Conduct critique of operations.
- f. Return EOC to pre-emergency conditions.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The activated Trumbull County EOC is organized into four groups: Executive, Communications, Operations and Administrative.

1. The Executive Group consists of the EMA Executive Committee, the Emergency Management Director and participating mayors or other elected officials of affected jurisdictions. Responsibilities of this group are policy development, coordination of EOC operations, coordination with the Incident Commander, and management of overall emergency response and recovery effort.
2. The Communications Group consists of the communications officer, radio operators from supporting agencies, ARES/RACES members, telephone call directors, message controller, journal clerk and messengers. Responsibilities of this group include radio and telephone communications between field forces and the EOC, other jurisdictions and the State EOC.
3. Operations Group:
 - a. The Operations Group consists of the operations officer, department/agency heads or their representatives who will coordinate the implementation of assigned emergency functions. Each functional area manager is responsible for directing and coordinating the personnel and resources of his/her respective area. Operations include the Damage Assessment/Disaster Analysis (DAS) section.
 - b. The following functional area coordinators are a part of this group: Law Enforcement, Fire and Rescue, Engineering and Public Works, Health and Medical, Sheltering, Damage Assessment, Radiological Protection and Resource Management.
4. The Administrative Group consists of the administrative officer, message runners, typists, loggers and other EOC support staff.

B. Responsibilities

1. General Duties of all EOC Staff:
 - a. Staff and operate the EOC.
 - b. Provide support personnel and services.

- c. Coordinate response and recovery activities.
- d. Begin and maintain a significant events log recording all significant emergency events, requests for assistance, casualty information, and property damage, size of affected area, evacuations, sheltering activities, and health concerns.
- e. Provide copies of latest available significant events log to EOC representatives on regular basis, as updated.
- f. EOC workers will acknowledge and authenticate reports.

2. Chief Executives:

- a. Formulate, review and approve policy and operational guidelines.
- b. Appropriate and authorize expenditure of funds, approve contracts and authorize distribution of equipment, materials, and supplies for disaster purposes.
- c. Authorize and control information given to the public via the Public Information Official.
- d. Maintain liaison and coordination with elected officials from municipalities that are included within this plan and the use of personnel and equipment in responding to the disaster.
- e. Issue a proclamation declaring an emergency or disaster exists.
- f. Request a disaster or emergency declaration from the Governor.
- g. Assign and make available for duty the employees, property or equipment of the county or municipality.
- h. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
- i. Authorize and order protective action guidelines, such as evacuation, etc., be implemented based on recommendations from regulating agencies.

3. Emergency Management Director

- a. Maintain EOC in a constant state of readiness.
- b. Provide for a timely activation and recall capability of key officials and EOC staff.

- c. Open, manage and coordinate activities within Primary or Alternate Emergency Operations Centers.
 - d. At the direction of the Chief Executive, forward a disaster declaration request to the State for assistance.
 - e. Conduct EOC staff briefings.
 - f. Forward Initial Disaster Reports and damage and injury assessment information to the State. Insure that the damage assessment reports are compiled/
 - g. Ensure that all available information is supplied to the Emergency Operations Center staff. Maps, status board, etc. will be in position at all times providing for the collection and display of damage assessment information in the EOC.
 - h. Maintain liaison and coordination with the State, adjacent jurisdictions and local municipalities that are included within this plan and their use of personnel and equipment in responding to the disaster.
 - i. Ensure that security is provided for the EOC facility.
 - j. Coordinate the logistical aspects of the EOC operation. Auxiliary power is provided. Food for billeting will have to be provided at the time of activation. Logistical support for food, water, lighting, fuel, etc. to support the EOC staff and personnel should also be deployed to the disaster sites if field forces are utilized.
 - k. Ensure that Standard Operating Procedures of each agency/department are retained in the EOC as well as in a complete inventory of current county resources.
 - l. Advise senior decision makers on the emergency situation and recommend actions to protect the public.
 - m. Assure the EOC operations are coordinated among all responding organizations.
4. Municipal Chief Executive:
- a. Coordinate with Incident Command/EOC for evacuation.
 - b. Coordinate the actions of municipal disaster relief forces in conjunction with the information and coordination received through the County Emergency Operations Center.

- c. If the disaster occurs solely within the confines of the municipality and the Chief Executive Officer deems it beyond the control of the municipality, he may request State assistance or a declaration of a state of disaster through the County EMA.

5. Law Enforcement Officials:

- a. Provide security for the EOC.
- b. Provide transportation for EOC damage assessment teams and staff, if necessary.
- c. Control traffic in vicinity of the EOC.
- d. Provide backup communications for EOC through mobile units.
- e. Provide direction and control for law enforcement activities.

6. Fire and Rescue Officials:

- a. Check EOC and supporting facilities for fire security.
- b. Maintain contact with fire/rescue personnel in the affected jurisdictions.
- c. Provide backup communications for the EOC through mobile units.
- d. Obtain and record reports on:
 - Fire Control
 - Rescue
 - Casualties
 - Victim Treatment and Transportation
 - Emergency Site Operations
- e. Inform other jurisdictions of existing situations and advise on actions to be taken.

7. Engineering and Public Works Officials:

- a. Maintain contact with engineering/public works personnel in the affected jurisdictions.
- b. Obtaining and recording reports on:
 - Road and Bridge Conditions
 - Need for Debris Clearance
 - Physical Barrier Placement

- Gas Line Breaks
- Pipeline Breaks
- Water Service
- Electrical Service Outages

c. Informing other jurisdictions of existing situations and advise on actions to be taken.

8. Communications Officials:

- a. Determine the EOC telephone and radio communications needs.
- b. Arrange for adequate equipment to meet those needs.
- c. Provide trained operators for communications needs.
- d. Maintain record of radio frequencies and call signs to contact various departments, EOC's in neighboring counties and higher levels of government.
- e. Ensure that the EOC can communicate with mobile units of various departments of local government.
- f. Provide direction and control for all communications activities.

9. Health and Medical Officials:

- a. Maintain contact with the medical facilities in the county and relay pertinent information to the EOC officials.
- b. Obtain, record and issue reports on:

- Medical Facilities
- Medical Support Facilities
- Distribution of Medical Personnel
- Distribution of Medical Support Personnel

- Shelter & Congregate Care Facility Inspection
- Food & Water Inspection
- Need for Medical Supplies
- Health Hazards
- Public Health Advisories

10. Sheltering and Mass Care Officials:

- a. Assist in the provision of food and potable water.
- b. Provide direction and control for all sheltering and mass care activities.

11. Evacuation Officials:

- a. Provide direction and control for all evacuation activities.
12. Radiological Protection Officials:
- a. Collect information on levels of radiation in the field operations and shelter facilities.
 - b. Receive reports of all hazardous materials threats.
 - c. Analyze, plot and determine time of arrival of fallout in a nuclear-related incident.
 - d. Keep all jurisdictions informed of ongoing radiation situations.
 - e. Prepare reports and transmit upward to the State.
 - f. Radiological defense officers, recorders, analysts and plotters will staff EOC during radiological emergencies.
13. Damage Assessment Officials:
- a. Coordinate with other EOC representatives in the assessment and compilation of disaster-related damages; providing data using Recorders, Analysts, and Plotters.
 - b. Receive damage reports from all political entities.
 - c. Compile damage reports.
 - d. Estimate amount of damage by political entity.
 - e. Report damage upward to the State.
 - f. Damage to be assessed will include number of private residences damaged, number of private residences destroyed, number of public buildings damaged, number of public buildings destroyed, number of people injured, number of people killed, and the informed estimates of insured damage.
14. Administrative Group Officials:
- a. Records and plots information on maps, status boards and display charts in the EOC Operations Room based upon record of significant events log.
 - b. Provides EOC support staffs who serve as loggers, message, runners, and typists.

15. Resource Management Official
 - a. Provide direction and control of resources.
 - b. Assist other agencies/departments in the procurement of necessary resources for disaster resource and recovery activities.
16. Public Information Officer:
 - a. Direct overall activities for the release of public information.
 - b. Activate Joint Public Information Center (JPIC).
 - c. Review all public information instructions and situation reports to prevent duplication or conflict of releases.
 - d. Act as liaison between all public officials and the media.

V. DIRECTION AND CONTROL

A. Incident Command/EOC Coordination

1. Incident Command will be established at the site of the emergency by the fire service organization having jurisdiction at the scene. The Incident Commander is the highest ranking fire official of the organization having jurisdiction at the site. The Incident Commander is responsible for appointing a Fire and Rescue Coordinator who will act as liaison between the EOC and the On-Scene Command Post. The Incident Commander will establish the Command Post for first response (i.e. chief's car or close structure to site). The Mobile Command Post can be dispatched if needed and requested by the IC.
 2. During civil emergencies (riots and terrorist incidents) law enforcement officials for the affected jurisdiction will set up Incident Command and provide a liaison to the activated EOC.
 3. Incident Command will relay regular reports to the Fire and/or Law Enforcement Coordinators at the EOC. The coordinators will provide regular reports to the Executive Group in the EOC and material and personnel support for responders.
- B. The Executive Group in the activated EOC will coordinate with the highest elected officials of affected jurisdictions and with the Incident Commander in order to provide direction and control during an emergency.
- C. The EOC will ordinarily be fully activated and Executive Group will assume control of emergency operations during any emergency situation of such magnitude as to require widespread mobilization of elements of local

government other than those principally involved in emergency services on a day-to-day basis.

- D. The Emergency Management Director will coordinate EOC operations including notification of EOC representatives, conducting briefings for staff and key officials, and maintaining contact with State EMA and neighboring counties. Upon the arrival of state and federal officials, coordination with these officials will take place within the county EOC.
- E. The Executive Group will coordinate with the Incident Commander for direction and control, approve all public information releases, direct protective actions, approve emergency expenditures and request a disaster declaration from the Governor.
- F. State and/or Federal officials arriving at site of the emergency or at the County EOC will assume direction and control activities only at the request of local executives and the Incident Commander.
- G. During an emergency, the County Commissioners may delegate authority to the Emergency Management Director. Special emergency authority will terminate at the end of the emergency response or short-term recovery phase.

VI. CONTINUITY OF GOVERNMENT

A. Succession of Command

- 1. The line of succession of the County Board of Commissioners is from the Chairperson through the members of the board in order of their seniority on the board.
- 2. The line of succession to the Emergency Management Director is the Chairman of the Executive Board of the EMA.
- 3. The line of succession to each department head is in accordance with the operating procedures established by each department and has been designated in each annex.
- 4. Each staff member shall be responsible for notifying his/her replacement in the line of succession.
- 5. EOC staffing, on a 24-hour-a-day basis, will be accomplished in two shifts consisting of 12 hours each.
- 6. Successors to emergency authority will terminate their activities when advised by the Executive Committee that the emergency operations are complete.

7. Organizations supplying response personnel will include in their SOPs specific emergency authorities that may be assumed by designated successors during emergencies.

B. Preservation of Records

Preservation of important records and measures to ensure continued operation and reconstitution is necessary of local government during and after catastrophic disasters or national security emergencies.

It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., City Clerk, Tax Collector) be protected and preserved in accordance with applicable state and local laws (i.e., ordinances, resolutions, minutes of meetings, land deeds, and tax records).

C. Protection of Government Resources

Refer to **Tab 3**, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.

VII. ADMINISTRATION AND LOGISTICS

A. EOC Forms & Records

1. Message forms will be used to record all information coming into the EOC via telephone or radio. (**Tab 5, 6, and 7.**)
2. Each individual sending and/or receiving messages will maintain an individual message log recording every message sent or received.
3. Messages will then be transmitted via a message runner to the master message logger who will record every message on the master message log.
4. After being recorded on the master message log, each message will be routed to the EOC Message Controller who will determine the appropriate response person.
5. The message will then be transmitted via a message runner to the appropriate work station for action or information.
6. The Initial Disaster Report will be completed as soon as possible after the emergency and the information transmitted to the State EMA. (**Tab 1**)

B. During the operation of the EOC, the staff shall:

1. Manage the county governmental resources and determine where each will be used and assigned, implementing resource controls.
 2. Protect resources such as personnel and equipment during disaster situations.
 3. Provide for the identification and use of resources for special or critical facilities, including radiological laboratories.
 4. Maintain accurate and adequate records to document any costs that may be incurred from private sources and that were used in responding to, or recovery from any day-to-day operations.
 5. Retain all records and reports until all operations are completed and the obligations and accounts have been closed.
 6. Provide operational and logistical support needs of response personnel directed by but not located in the EOC/alternate EOC.
- C. Disaster Effects Reporting and Acknowledgement/ Authentication of Information Received in the EOC.
1. When reports of damages or injuries are received in the EOC or at an emergency services dispatch point, emergency response personnel (e.g., fire and rescue, law enforcement, etc.) will be deployed to the site to verify reports and provide assistance.
 2. Radio and telephone communications personnel acknowledge and authenticate reports by recording incoming information on message forms and logging each message on a log sheet.
 3. When information received is unclear or questionable, the original transmitter of such information will be contacted by radio or telephone for clarification of information.
- D. EOC Security
1. All individuals requiring access to the EOC will be required to enter through designated entrances.
 2. The officer on duty may request identification before allowing access to the EOC.
 3. The officer on duty will request each authorized person entering the EOC to sign the registration log to maintain a record of who is in the EOC at all times.

4. Media representatives and other visitors will only be allowed access to the EOC upon approval of the Executive Committee or EMA Director.
5. Each EOC staff participant will be requested to sign out on the registration log and record an emergency telephone call-back number to ensure their expeditious recall to the EOC in the event conditions should worsen, or to resume their shift to relieve their replacements.

E. Fiscal Procedures and Administrative Authorities

1. Fiscal procedures followed during emergency operations are the voucher system, the same as is utilized on day-to-day basis for routine business.
2. Vouchers must be approved by the EMA Executive Committee, County Auditor or the County Commissioners or the EMA Director.

F. Alternate EOC

1. In the event the primary EOC is not functional due to damage, inaccessibility or evacuation, the alternate EOC will be activated. The established activation, manning and staffing procedures developed for the operation of the primary EOC will be utilized.
2. The alternate EOC can be located in Trumbull County at any location needed where there will be maps and display equipment which can be relocated from the primary EOC if necessary. The Mobile Command will also be dispatched to the location of the Alternate EOC.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The County Emergency Management Director is responsible for ensuring that necessary changes and revisions to this annex are prepared, coordinated, published and distributed. Deficiencies identified through drills, exercises and changes in government structure and emergency organizations will be addressed by the County Emergency Management Director. The EMA Director will forward all revisions of this annex to affected organizations.
- B. The Emergency Management Director is responsible for maintaining an emergency notification roster with 24-hour telephone numbers for EOC representatives, developing an EOC activation checklist/SOP and an inventory of all EMA equipment.
- C. Organizations with direction and control responsibilities are responsible for maintaining current Standard Operating Procedures (SOPs), which detail

how assigned responsibilities will be performed to support plan implementation.

IX. AUTHORITIES AND REFERENCES

A. Authorities

Not used. See Item IX. A. of the Basic Plan

B. References

Not used. See Item IX. B. of the Basic Plan

X. ADDENDUMS

Tab 1 – Initial Disaster Report

Tab 2 – Significant Events Log

Tab 3 – Emergency Operations Center Checklist

Tab 4 – Security Log for EOC

Tab 5 – Message Handling Procedures

Tab 6 – Message Form

Tab 7 – Message Form Instructions

Tab 8 – After Action Report

Tab 9 – Emergency Notification Roster

Tab 10- ICS 214 Fillable Activity Log

Tab 11- ICS 214 Directions for Activity Log

XI. AUTHENTICATION

Director, Trumbull County
Emergency Management Agency

INITIAL DISASTER REPORT

INITIAL DISASTER REPORT:

1. What happened? _____

2. When did it happen? _____

3. Where did it happen? _____

4. Extent of damage or loss:

5. Best estimate of injured, homeless, fatalities: _____

6. Type and extent of assistance required, if known: _____

EMERGENCY OPERATIONS CENTER CHECKLIST

A. ACTIVATION

- Notify EOC representatives
 - Activate phones and request additional lines, if needed.
 - Assign security to entrance of the EOC
 - Review operating procedures for the EOC.
 - Assign EOC staff and brief them on assignments.
 - Set-up furniture per floor plan
 - Mount displays and organize appropriate maps.
 - Connect radios, scanners, copiers, printers, and any other additional equipment needed for activation.
 - Distribute stationery supplies to each desk.
 - Inspect generator, antennas, food and water stocks, and fuel supply.
 - Activate Joint Public Information Center.
 - Begin recording Significant Events Log.
 - Notify the Ohio EMA.

B. DEACTIVATION

- Release EOC representatives
 - Disconnect unnecessary phones and office equipment.
 - Test equipment for damage and usage and requisition, repair and resupply as needed.
 - Determine expenses and submit for reimbursement.
 - Arrange for updating of plans and SOPs if deficiencies were apparent during activation.
 - Restore furniture displays and maps to non-emergency locations.
 - Prepare After Action Report.

MESSAGE HANDLING PROCEDURES

MESSAGE ARRIVES IN COMMUNICATION ROOM

Radio Operator

Record message
Enter into radio log.
Forward to message coordinator

Message Coordinator (Member of EOC Staff)

Determine which EOC representative should respond.
Assign priority.
Enter into log.
Give message to message runner and deliver to appropriate EOC representative.
Notify plotter of significant events.

Operations Staff Member

Determine capability to respond.
Forward to other appropriate representative, if unable to respond
Coordinate and complete response.
Enter into log.
Forward to message coordinator; forward to communications room, if necessary.

Message Coordinator

Complete log
Forward to plotter and file.

MESSAGE ARRIVES AT OPERATIONS POSITION

Operations Staff Member

Record message
Enter into log.
Determine capability to respond.
Forward, if unable to respond.
Notify message coordinator.
Coordinate and complete response.
Forward to message coordinator; forward to communications room, if necessary.

Message Coordinator

Complete log
Forward to plotter and file

MESSAGE FORM

DATE _____ TIME _____ MESSAGE NUMBER _____

IN RESPONSE TO MESSAGE NUMBER _____

PRECEDENCE: **MESSAGE TO:**

INTERNAL _____ NAME: _____ TEL: () _____

EXTERNAL _____

COMM. _____ POSITION: _____

URGENT _____

ROUTINE _____ ORGANIZATION: _____

ACTION _____

INFORMATION _____

MESSAGE FROM:

NAME: _____ TEL: () _____

POSITION: _____

ORGANIZATION: _____

MESSAGE: _____

MESSAGE FORM INSTRUCTIONS

I. PURPOSE

To record significant operational messages requiring dissemination and/or action regarding emergency response activities of agencies operating within the EOC.

II. DEFINITIONS

A. TO - message information concerning the person receiving the message.

B. FROM - message information concerning the person initiating or sending the message.

C. INTERNAL - a message between or among agencies operating within the EOC.

D. EXTERNAL - a message that is received from or sent to any person or organization outside of the EOC.

E. COMMUNICATIONS - a message requiring communications support, such as radio, Teletype, or Telecopier, for transmission.

F. URGENT - a message that requires immediate attention because of a significant or imminent threat to life and/or property.

G. ROUTINE - a message that does not involve a significant or imminent threat to life and/or property.

H. ACTION - designates an agency responsible for responding to or acting upon a message.

I. INFO - designates an agency requiring information on the contents of a message.

III. INSTRUCTIONS

A. Insert date and time that message is sent or received.

B. Insert name, position, organization, and telephone number of person who initiates or sends the message in the "TO" block.

C. Insert name, position, organization and telephone number of person who initiates or sends the message in the "FROM" block.

- D. Mark a check in the "INTERNAL," "EXTERNAL," or "COMMUNICATIONS" block indicating the type of message.
- E. Mark a check in the "URGENT" or "ROUTINE" block indicating the priority of the message.
- F. If message is prepared in response to a previous message, insert the message number of the message you are responding to in the "IN RESPONSE TO MESSAGE NUMBER" block.
- G. Write the text of the message concisely and legibly in the "MESSAGE" block.
- H. Insert a "P" in the "ACTION" block indicating the primary action agency responsible for a message. Mark a check or checks in the "ACTION" block indicating other action agencies which support the primary action agency.

Mark a check or checks in the "INFO" block indicating agencies
Requiring an information copy of the message

AFTER ACTION REPORT

This "After Action Report" format is to be employed by all committed or supporting agencies acting in an assistance role during an emergency.

A. It is essential that all agencies compile and maintain a systematic means of recording the activities of management and staff alike in order to assure:

1. A means of determining the sequence of causative events and corrective actions.
2. A means of determining responsibility, or liability, in the event of suits, judgments and other court actions arising from an emergency.
3. A means of furnishing other supporting agencies with substantiating documentation should the need arise.

B. The following are primary items to be addressed in an After Action Report. Supporting documentation should be maintained by the County EMA Director.

1. General

A description of the emergency, locations, sites, times, dates and jurisdictions

2. Operations

Strength - include a description of personnel committed from a given agency:

| <u>Date</u> | | <u>Agency</u> | <u>Number/s</u> |
|-------------|----------------|---------------|-----------------|
| _____ | Administrative | _____ | _____ |
| _____ | Clerical | _____ | _____ |
| _____ | Managerial | _____ | _____ |
| _____ | Other | _____ | _____ |
| _____ | Total | _____ | _____ |

An operations summary - include all significant events on a time-phase basis:

Planning - Preparation
Alerting - Warning
Operations - Response
Post operations - Recovery

- c. Communications - operations, means and equipment.
 - d. Training - Prior and subsequent to emergency. Indicate in what specialized areas.
3. Administration
- a. Public information and education activities, if any
 - b. Special affairs, problems
 - c. Internal morale and discipline problems
 - d. Losses, casualties
4. Supplies and Equipment
- a. Special supplies or equipment used, requested or anticipated
 - b. Value of same, if applicable
5. Problems
- a. Personnel
 - b. Information - Planning, etc.
 - c. Operations
 - d. Organization
 - e. Training
 - f. Supplies and equipment
 - g. Communications
 - h. Other
6. Lessons learned and/or recommendations for the future.

EMERGENCY NOTIFICATION ROSTER

State Assistance

| | |
|---|----------------|
| Ohio Department of Public Safety..... | 614-466-4344 |
| Ohio Emergency Management Agency..... | 614-889-7150 |
| Ohio Homeland Security..... | 614-387-6171 |
| Ohio National Guard..... | 614-336-7324 |
| Ohio Bureau of Environmental Health..... | 614-466-1390 |
| Ohio Beach Monitoring: | (866) 644-6224 |
| Ohio State Fire Marshal..... | 614-752-8200 |
| | 888-252-0803 |
| Ohio State Highway Patrol (Trumbull)..... | (330) 898-2311 |
| | 877-772-8765 |
| From inside Ohio | #677 |

Other Emergency Assistance

| | |
|-------------------------------|----------------|
| National Response Center..... | 1-800-424-8802 |
| | 202-267-2675 |

Local County Emergency Assistance

| | |
|--|----------------|
| Ashtabula County EMA..... | 440-576-9148 |
| Geauga County Dept. of Emergency Services..... | (440) 279-2170 |

Portage County EMA..... 330-297-3607

Mahoning County EMA..... 330-740-2200

Local Emergency Assistance

Trumbull County EMA..... 330-675-2666

Trumbull County Sheriff..... 330-675-2540

Trumbull County Commissioners..... 330-675-2451

Trumbull County Health Board..... 330-675-2489

*** Note all current phone numbers can be found in The Directory of Trumbull County Officials or at http://www.co.trumbull.oh.us/tc_phone.html**

ICS 214 Activity Log

Purpose

The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation

An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution

Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|--------------|---|--|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | Name | Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team). |
| 4 | ICS Position | Enter the name and ICS position of the individual in charge of the Unit. |
| 5 | Home Agency (and Unit) | Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline. |
| 6 | Resources Assigned | Enter the following information for resources assigned: |
| | <ul style="list-style-type: none"> • Name | Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option. |
| | <ul style="list-style-type: none"> • ICS Position | Use this section to enter the resource's ICS position (e.g., Finance Section Chief). |
| | <ul style="list-style-type: none"> • Home Agency (and Unit) | Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit). |
| 7 | Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities | <ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc. |
| 8 | Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |