

Table of Contents

BASIC PLAN of the Trumbull County Emergency Operation Plan

	<u>Page</u>
I. Introduction/Purpose	BP-1
II. Situation	BP-3
III. Assumptions	BP-5
IV. Concepts of Operation	BP-6
V. Assignment of Responsibilities	BP-15
VI. Direction and Control	BP-23
VII. Continuity of Government	BP-23
VIII. Administration and Logistics	BP-25
IX. Plan Development and Maintenance	BP-27
X. Authorities	BP-29
XI. References	BP-31
XII. Addendum	BP-33
XIII. Authentication	BP-34

Tab#

Page

1. Response Matrix	BP-35
2. Procedures for Requesting Disasters Assistance	BP-36
3. Sample Local Emergency Proclamation	BP-38
4. Procedures for Relocations and Safeguarding Vital Records	BP-39
Attachments	
1. Vital Records Checklist	BP-42
2. Relocations and Safeguarding Vital Records	BP-43
3. Incident Briefing Forms	BP-49
4. ICS form 207	BP-59

Appendices

1. Flood Hazard Management Plan	BP-62
2. Tornado Disaster Plan	BP-69
3. Severe Weather Matrix	BP-74
4. Winter Storm Plan	BP-75
5. Drought Response Plan	BP-81
6. Earthquake Plan	BP-88

BASIC PLAN of the Trumbull County Emergency Operation Plan

BASIC PLAN

I. INTRODUCTION

A. Trumbull County Emergency Operations Plan

1. Chapter 5502.22 of the Ohio Revised Code requires the development of the Trumbull County Emergency Operations Plan (EOP) and lists the responsibilities and authority of the Trumbull County Emergency Management Agency. The Trumbull County EOP corresponds with the Emergency Support Functions (ESFs) in the Ohio EOP and the National Response Plan (NRP) as well as the National Incident Management System (NIMS). It establishes a framework through which Trumbull County and its political subdivisions respond to and recover from disasters that affect the health, safety and welfare of the citizens of Trumbull County.
2. The Trumbull County EOP is based upon Emergency Support Functions (ESFs) which are headed by lead agencies in coordination with support agencies that are selected based upon their authorities, knowledge, resources and capabilities. The Emergency Support Function is the primary mechanism through which assistance at the local level is managed during emergencies.
3. Trumbull County assistance will be provided to affected political subdivisions under the direction/coordination of the Trumbull County Emergency Management Agency Director, on behalf of the Trumbull County Board of Commissioners.
4. This plan will be activated by appropriate local authorities and/or the Trumbull County EMA Director in the event of any imminent or actual hazard occurrence.

B. Purpose

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

C. Scope

1. Establishes a concept of operations spanning the emergency from the initial response through the post disaster recovery.
2. Defines interagency coordination to facilitate delivery of local, state and federal assistance.
3. Assigns specific functional responsibilities to appropriate government departments, private sector groups and volunteer organizations.

II. SITUATION

A. Geography

1. Trumbull County is located in the Northeast quadrant of the State of Ohio. It is bounded by Ashtabula County to the North, Mercer County, Pa. to the East, Mahoning County to the South, Geauga County to the Northwest, and Portage County to the Southwest. The land area of Trumbull County is 616 square miles and there are 18 square miles of water that are in Trumbull County hence the potential threat of rural flooding. Located in the Northeast section of Ohio, it is a county that contains terrain that includes plateaus, plains, and rolling hills. According to Ohio Emergency Management Agency Trumbull County is in region 2 of the Ohio area. The average precipitation in Trumbull County is about forty inches with an average temperature of 52 degrees Fahrenheit.
2. According to the 2013 Census, the population of Trumbull County is 206,442. The highest concentration of residents lives in the cities of Warren, Niles, Girard, and Hubbard. Several large townships also have high population concentrations, these include: Howland, Liberty, Bazetta, Weathersfield, Warren, Hubbard and Brookfield. The heaviest population concentration lives in the urbanized southern section of the county. The Northern rural areas are less populated.
3. The southern portion of Trumbull County, is heavily industrialized with steel mills, automobile related assembly, and other industrial facilities. Farming and light industry are the primary businesses in the remainder (Northern half) of the county. Route I-80 and the Ohio Turnpike, passes through the southern part of the county. Other major routes in the county include Rt. US 422, Rt. 11, Rt. 82, Rt. 5, Rt. 46 and a host of other state routes. Rail lines are concentrated along the southern half of the county. One commercial airport is located in Trumbull County; and is also home to the 910th Airlift Wing, of the U.S. Air Force Reserve. Trumbull County's highway systems, are used as the main arteries through the industrialized heartland of mid-America, unfortunately

this also brings the constant dangers associated with heavily used industrial transportation routes.

4. High-risk hazards most likely to affect the residents of Trumbull County, as identified by the HYCA/MYDP developed in 1988, by the Hazard Identification presented in the introductory portions of this EOP and by NAPB-90 are the following: floods, winter storms, nuclear attack, tornadoes, hazardous material releases on highways and at facilities, hazardous waste sites, civil disturbances/riots, energy shortages, severe storms, terrorism, urban fire, pipeline and gas well failure.

B. Hazards

1. Trumbull County and its political subdivisions are vulnerable to the many hazards identified in the State of Ohio Hazard Identification and Risk Analysis found in the Introduction.

The following are estimates of the population at risk in Trumbull County for the identified high-risk hazards.

HAZARD	POPULATION AT RISK
a. Floods	210,000
b. Winter Storms	225,116
c. Nuclear Attack	225,116
d. Tornadoes	225,116
e. Hazardous Materials (Highway/rail)	227,813
f. Hazardous Materials (Facilities)	190,000
g. Hazardous Waste Sites	*
h. Civil Disturbances/Riots	*
i. Energy Shortages	227,813
j. Severe Storm (Lightning, Hail and high wind)	227,813
k. Terrorism	*
l. Urban Fire	*
m. Pipeline	*
n. Gas Well Failure	*

* Depending on situation

2. Pre-planning for emergencies with seasonal events, time of day, rush hours etc. are included throughout the EOP. Some are planned within the event, while others are as needed.

C. Hazard specific appendices

1. Hazard specific appendices may be included in each Emergency Support Function relevant to the subject being addressed or they may appear as separate appendices to the EOP for complex, all-encompassing hazards.
2. These hazard specific appendices provide context unique to the particular hazard beyond the emergency support functions listed as supplements to this base plan.

III. ASSUMPTIONS

A. Capabilities

1. The county and its political subdivisions have capabilities/resources, which, if effectively used in the event of an emergency or disaster affecting the area, will maximize preservation of life and property. These capabilities include personnel, equipment, supplies, and the skills of public and private agencies and groups.

B. Capability Meetings

1. The Trumbull County Emergency Management Agency meets regularly and on an on-going basis with groups such as the Trumbull County Fire Chief's Association, Trumbull County Police Chief's Association to coordinate Emergency Management.

C. Activation

1. This plan will be activated by appropriate local authorities and/or the Trumbull County EMA Director in the event of any imminent or actual hazard occurrence.
2. The Trumbull County Emergency Management Agency Director may activate this plan as deemed necessary to ensure a readiness posture of local departments and agencies.

D. Emergency Response

1. The severity and magnitude of an emergency will dictate if local-level responders can effectively address the emergency or if requests for aid from volunteer organizations, private enterprises, mutual aid organizations or state and federal agencies are required.

E. Occurrence of Emergencies

1. Emergencies may occur after the county has been alerted or they may occur with little or no warning. Some emergencies are seasonal in nature and/or may have a short or long duration.

F. Emergency Awareness

1. Representatives of the Trumbull County Emergency Management Agency are aware of the potential for emergencies or major disasters. In the event of such an occurrence they and all emergency responders, will fulfill their responsibilities in accordance with the Ohio Revised Code requirements.

G. Functions

1. Response activities are grouped into functions and typically occur in most emergencies affecting Trumbull County. The Trumbull County EOP is based upon Emergency Support Functions (ESFs) which are headed by lead agencies in coordination with support agencies that are selected based upon their authorities, knowledge, resources and capabilities. The Emergency Support Function is the primary mechanism through which assistance at the local level is managed during emergencies.

H. Plan availability

1. The plan will be available on the Trumbull EMA web page.

I. Identification of personnel

1. Organizations tasked with emergency responsibilities have identified personnel and resources and developed internal procedures to ensure compliance with the Trumbull County EOP.

J. Exercises and Internal SOPs

1. Organizations listed in the Trumbull County EOP exercise and regularly update internal SOPs and call-down lists.

K. Communication Capability

1. Communications capabilities are available to provide a coordinated countywide response.

IV. CONCEPT OF OPERATIONS

A. Phases of Emergency Management

1. Emergency management is carried out within five distinct phases: prevention, mitigation, preparedness, response, and recovery. The scope of this plan includes response and recovery responsibilities for Trumbull County. Each is addressed in all Emergency Support Functions found in this plan.

a) Prevention:

(1) Actions taken to decrease the likelihood that an event or crisis will occur.

b) Mitigation:

(1) Actions taken before or after an emergency to eliminate or reduce the long term risk to human life and property from natural, technological, and civil hazards.

- (a) Building Codes
- (b) Disaster Insurance
- (c) Land-Use Management
- (d) Public Education
- (e) Risk-Area Mapping
- (f) Statutes/Ordinances/Codes
- (g) Tax Incentives

c) Preparedness:

(1) Pre-emergency activities that assure designated organizations will effectively respond to emergencies. Emergency management for preparedness involves four primary activities:

- (a) Training
- (b) Exercising
- (c) Planning
- (d) Resource identification and acquisition.
- (e) Continuity of Government
- (f) Emergency Broadcast System
- (g) Emergency Operations Center
- (h) Emergency Operation Plans
- (i) Emergency Exercises
- (j) Hazard Identification
- (k) Sirens

d) Response:

(1) Includes the actions taken during or directly after an emergency to save lives, to minimize damage to property and enhance the effectiveness of recovery.

- (a) Emergency Medical Assistance
- (b) Law Enforcement Response
- (c) Fire and Rescuse Response
- (d) Evacuation
- (e) Emergency Sheltering
- (f) Protective Action Announcements
- (g) Emergency Operation Center Activation

e) Recovery:

(1) Post-emergency, short-term activities that return infrastructure systems at the site of an emergency to minimum operating standards and long-term activities designed to return the site to normal conditions.

- (a) Damage Assessment
- (b) Debris Clearance
- (c) Decontamination
- (d) Counseling
- (e) Disaster Assistance
- (f) Temporary Housing
- (g) Reconstruction

2. Mitigation, preparedness, response and recovery fall within recognized time periods. Mitigation and preparedness activities take place in the pre-emergency time frame. Response activities occur in the trans-emergency time frame and recovery occurs in the post emergency time frame.

3. Mitigation, preparedness, response and recovery are addressed in each functional annex of this plan to include the essence of planned arrangements for each time frame.

B. Emergency Activation

1. Emergencies may require the immediate activation of the Trumbull County EOP or EOC (example: a tornado or terrorist incident) or they may require ongoing monitoring as they increase in intensity (example: a flood or winter storm).

2. Jurisdictional Mayors, Trustees, Fire Chiefs, Police Chiefs and Health Commissioners or their designees will inform the Trumbull County Emergency Management Agency when emergencies or disasters occur. Upon notification the Emergency Management Agency personnel will initiate a three phase graduated program of

response known as the Crisis Action System (CAS). CAS ensures that the level of response corresponds to the situation.

a) CAS ONE (1): Incident assessment.

(1) The Emergency Management Agency personnel notify the Trumbull County Board of Commissioners and/or the County Administrator and begin the process of coordinating with other local jurisdictions and/or state agencies to assess an incident.

(2) During CAS-1 the following personnel may report to the Trumbull County Emergency Operations Center to initiate the assessment:

- (a) Emergency Management Agency Director
- (b) Emergency Management Agency Deputy Director
- (c) Emergency Management Agency Secretary/Receptionist
- (d) Local Emergency Planning Committee (LEPC) Director

(3) Information gathered at CAS-1 may be distributed to response community by situation reports typically via input in WebEOC and e-mail. Information distributed to the general public may be sent through media outlets, EAS and social media.

(4) Information is gathered and the event is monitored in cooperation with the affected jurisdiction(s). Depending upon the situation, CAS-1 is either brought to closure or elevated to CAS-2.

b) CAS TWO (2): Partial activation of the Emergency Operations Center.

(1) An Emergency Management Agency liaison may be sent to the emergency or disaster site to further evaluate the situation, provide information concerning the on-going incident and/or assess the needs of the jurisdiction(s).

(2) Trumbull EMA personnel notify the Ohio EMA that state involvement or assistance may be required.

(3) Resources deemed necessary by the Incident Commander(s) will be notified and pre-positioned.

(4) If state assistance is required the local jurisdiction(s) and the Trumbull County Board of Commissioners will declare an emergency, adopt emergency resolutions and forward them to the Ohio Emergency Management Agency WITHIN THE FIRST THIRTY-SIX (36) HOURS OF THE INCIDENT.

(5) If state assistance is not needed, local response activities will continue to conclusion, or the situation will be elevated to CAS-3.

(6) During CAS-2, the following personnel may report to the Trumbull County Emergency Operations Center, as needed:

- (a) Those listed in CAS-1
- (b) Emergency Communications (Ham) Radio representative
- (c) Trumbull County Sheriff or Sheriff's representative
- (d) President, or Vice President, or Secretary of the Trumbull County Fire Chiefs' Association
- (e) President, or Vice President, or Secretary of the Trumbull County Police Chiefs' Association
- (f) Red Cross representative
- (g) Health Department Commissioner
- (h) Hospital Coordinator
- (i) Others as deemed necessary

c) CAS THREE (3): Consists of Full Activation of the Emergency Operations Center (EOC), including 24 hour staffing of the EOC.

(1) Situation assessment continues.

(2) Emergency declarations and Resolutions may be passed and response requests from the local jurisdiction(s) and the Trumbull County Board of Commissioners submitted to the Ohio Emergency Management Agency (OEMA).

(3) During CAS-3 the following personnel may report to the Trumbull County Emergency Operations Center, as needed:

- (a) Those named in CAS-2
- (b) Public Information Officer
- (c) Trumbull County Commissioners and/or the County Administrator

- (d) Township Association representative
- (e) County Coroner or representative
- (f) County Prosecuting Attorney or representative
- (g) County Building Inspector
- (h) Jobs and Family Services representative
- (i) County Information Technology/Telephone Technician
- (j) County Geographic Information System (GIS) Representative
- (k) Electric Company representative
- (l) Natural Gas Company representative
- (m) Field Liaisons from the Ohio Emergency Management Agency
- (n) Representatives from other state agencies

C. Inter-jurisdictional Relationships

1. The Chief Executive Officers of each jurisdiction within Trumbull County are ultimately responsible for protecting lives and property in an emergency or a disaster situation within their jurisdictions.
2. Should there be an occurrence that affects only one jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control with the county-wide agency supporting the operation through augmentation of personnel, equipment and materials.
3. Should there be an occurrence that affects two or more jurisdictions within the county, emergency operations will take place under each jurisdiction's direction and control with the county-wide agency coordinating the operation and managing resources for the affected areas.
4. Should there be an occurrence outside of municipalities, the Township Trustees will assume direction and control with the county-wide agency supporting the operation through augmentation of personnel, equipment and materials.
5. The Chief Executive Officers of affected County jurisdictions (i.e., villages, cities, townships and county) may exercise all necessary local emergency authority for response by issuing an Emergency Proclamation. (See Tab 3 to the Basic Plan.)
6. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained by following the procedures listed in Tab 2 to the Basic Plan, Procedures for Requesting State Disaster Assistance.

7. Requests for Federal assistance are made by local government through the Trumbull County Emergency Management Agency director, who coordinates requests through the Ohio Emergency Management Agency (614-889-7150) and appropriate state departments.

D. Impact of changing conditions

1. Activation of Mutual Aid

a) This plan is based on the concept that initial emergency management (response) will, to the maximum extent possible, be executed by appropriate local authorities. Mutual aid agreements between supporting organizations will be implemented as specified within written agreements and/or memoranda of understanding.

b) The Trumbull County Emergency Management Director maintains a listing of voluntary organizations, such as the Red Cross, that may provide assistance during an emergency.

c) Assistance from State and Federal organizations will be coordinated through the appropriate state department listed on the Alert Roster on file with the Trumbull County Director. State and Federal assistance must be requested through the local emergency management agency.

2. Proclamation of a county emergency

a) The local chief executives, being ultimately responsible for protecting lives and property in an emergency or disaster situation, are authorized by local resolutions/ordinances to declare a Proclamation of Emergency.

3. Requests for State Assistance

a) Local heads of government within Trumbull County, including the Trumbull County Commissioners, may issue local or county declarations of emergency. These declarations will be coordinated with and copies will be provided to the Trumbull County Emergency Management Agency Director or his/her designee.

b) If state assistance is required, the local head of government issuing the emergency request will coordinate with the Trumbull County Emergency Management Agency Director in order to collect the necessary information to

request state assistance through to the Ohio Emergency Management Agency.

E. Laws, Ordinances, Statutory Provisions

Trumbull County Local Emergency Response Plan Legal Issues. Although the SARA law does not require discussion of legal issues in a plan, sufficient interest among fire chiefs and other emergency response professionals led to the preparation of this portion of the plan. This summary generally outlines the framework of key issues arising under SARA, Title III. As such, none of the opinions or statements expressed herein is intended to or shall constitute legal advice, nor do the authors make any warranty or representation with respect to the accuracy or completeness of the information. The authors disclaim any liability of any kind resulting from the use of or reliance upon any information, procedure, conclusion or opinion contained herein.

1. Immunity from Civil Liability for Emergency Response Personnel

In 1985 the Ohio General Assembly passed a political Subdivision Tort Liability Act which addresses the exposure to liability that would occur in the event of an emergency response to a chemical spill.

In general, the political subdivisions, their officers, agents, employees or servants are immune from claims for injury, death or loss, provided they are operating within the scope of their employment. Within this broad umbrella there are, however, certain specific details that should be kept in mind. Each is addressed below:

- a. **Who is covered?** The statute, at O.R.C. 2744.01(B), gives broad coverage by defining an employee as an officer, agent, employee or servant, whether or not compensated or full time or part time, who is authorized to act and is acting within the scope of his employment for a political subdivision. The Act, however, specifically excludes independent contractors. Therefore, in the event of an emergency, should individuals who are not regular employees or officials of political subdivisions be recruited to assist in the emergency response, care should be given as to how their roles are defined i.e. as independent contractors or as agents because their liability and the liability of the political subdivision may be affected.

b. **What activity is covered?** Emergency response to a chemical spill should fall within the definition of a governmental function. The general criteria for a governmental function are obligations of the state, for the common good of all citizens, which promote or preserve public peace, safety or welfare. Further the law identifies the following specific activities that may apply to the emergency response:

(a) The provision or non-provision of police, fire, emergency medical, ambulance, and rescue services or protection;

(b) The power to preserve the peace, to prevent and suppress riots, disturbances, and disorderly assemblages, and to protect persons and property;

(c) The regulation of the use of, and the maintenance and repair of roads, highways, streets, avenues, alley, sidewalks, bridges, aqua ducts, viaducts, and public grounds;

(d) The regulation of traffic, and the erection or non erection of traffic signs, signals, or control devices;

(e) The collection and disposal of garbage, refuse, and other solid wastes, including, but not limited to, the operation of dumps, sanitary landfills, and facilities;

c. **What conduct is not covered by immunity?**

Section 2744.02(B) identifies five exceptions, but only one is likely to be pertinent to this inquiry. It relates to the negligent operation of a motor vehicle. However, even negligent operation of a vehicle is covered if by a member of the police, emergency medical, or fire departments responding to an emergency, provided the operation of the vehicle was not willful or wanton misconduct.

d. **What if any, limits are there in the amount of damages that can be awarded against a political subdivision or employee?** Punitive damages not be awarded and the collateral source rule is eliminated, meaning that the government does not have to pay any amount which is covered by insurance. There is also a

cap of \$250,000 for all intangible losses, e.g., pain and suffering, loss of consortium, etc.

- e. **What defenses does the political subdivision have to any claim that may arise?** The defenses are broad. Sec. 2744.03 (A) (2) grants immunity if the conduct is not negligent and if authorized by law, and 2744.03(1) (3) and (5) provide immunity for discretionary acts. In sum, in terms of a response to a chemical spill, the potential scope of the immunities could encompass all but wanton and willful acts by a political subdivision or its employee.

- f. **When must the claim be filed?** The statute of limitations is two years unless there is a shorter applicable statute, e.g. medical malpractice, libel or assault, in which case the shorter period applies. When the law pertaining to the immunity of governmental bodies and individuals authorized to act for them has in recent year's undergone substantial changes, the current trend is to grant protection when the political entity is acting in a non-proprietary function, i.e. providing those services and performing those functions which are traditionally handled by government, not private enterprise. The mandate of the SARA legislation is consistent with this trend. While it is too soon to have case experience under the Act, broad protection can be expected.

V. ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Countywide Agreements

- a. The Board of County Commissioners of Trumbull County and the Chief Executive of all or a majority of the other political subdivisions within the county may enter into a written agreement establishing a countywide emergency management agency. The Countywide Agreement for Trumbull County was last approved on August 31, 1989 and amended on March 31, 1992. A revision of Trumbull county EOP was prepared and unapproved on October 31, 2003 and revised July 31, 2014.

b. The bylaws forming this agency states that acceptance of this agreement constitutes a mutual agreement between Trumbull County and its political subdivisions.

2. Advisory Group

a. An Emergency Management Advisory Group made up of representatives selected by the Chief Executives of the participating jurisdictions is responsible for appointing an Executive Committee.

3. Executive Committee

a. The Executive Committee implements emergency management in Trumbull County in accordance with Ohio Revised Code 5502. The Executive Committee consists of eight members; one county commissioner representing the Board of County Commissioners entering into the agreement, six chief executives or their designees representing municipal corporations and townships entering into the agreement and one non-elected representative. Additional non-voting members may also serve as advisory members to the Executive Committee.

b. The Executive Committee appoints the Trumbull County Emergency Management Director.

4. Trumbull County Emergency Management Director

a. The EMA Director, in coordination with the Executive Committee, has established a program for emergency management in Trumbull County which is in accordance with Chapter 5502 of the Ohio Revised Code and regulations developed under it.

b. The EMA Director, in coordination with executives in affected jurisdictions, is responsible for implementing this Emergency Operations Plan.

c. The EMA Director, in cooperation with the Trumbull County Commissioners, coordinates emergency response from the emergency operations center and supports fire, medical and/or law enforcement authorities directing the emergency response at the scene.

B. Responsibilities

1. The following organizations are tasked with primary and support emergency assignments. A specific accounting of assignments is found in each annex of this plan and in the Standard

Operating Procedures (SOPs) developed by each organization with emergency response and support responsibilities. The SOPs provide:

- a. Detailed delineation of how assigned responsibilities are performed to support plan implementation.

2. County Emergency Management Agency

- a. Primary: Annexes A. Direction and Control
B. Communications
L. Damage Assessment
M. Radiological Protection
N. Resource Management

- (1) Policy decisions for integrated emergency management.
- (2) Plans for comprehensive emergency management.
- (3) Coordination of all phases of integrated emergency management.
- (4) Direction and control at the emergency operating center.
- (5) Planning updates
- (6) Resource management
- (7) Augmentation personnel
- (8) Coordination with officials in affected jurisdictions
- (9) Communications
- (10) Radiological Protection
- (11) Damage Assessment

b. Support:

- (1) Warning
- (2) Public Information and Education
- (3) Exercises

3. Law Enforcement

- a. Primary: Annexes C (Warning) and E (Law Enforcement), and J (Evacuation)

- (1) Warning Sirens
- (2) Maintain law and order
- (3) Traffic control
- (4) Area control
- (5) Protection of vital facilities
- (6) Direction and Control (at the scene)
- (7) Evacuation

b. Support:

- (1) Search and rescue

- (2) Hazardous materials response
 - (3) Communications
4. Fire Service
- a. Primary: Annexes F (Fire and Rescue), J (Evacuation) and M (Radiological Protection)
 - (1) Fire response
 - (2) Fire code enforcement
 - (3) Hazardous materials response
 - (4) Search and rescue
 - (5) Radiological protection
 - (6) Emergency medical (at the scene)
 - (7) Evacuation
 - (8) Assistance for special needs groups
 - b. Support:
 - (1) Direction and control (at the scene)
 - (2) Communications
 - (3) Warning
 - (4) Traffic control
 - (5) Damage Assessment
5. Health and Medical Service (Forum Health, Humility of Mary, Hillside Hospital, Belmont Pines Hospital, County, Municipal, Village, and Township Sanitation Departments, Trumbull County, Girard, Niles, and Warren City Health Departments)
- a. Primary: Annexes H (Public Health), and I (Medical)
 - (1) Public health programs including emergency medical services
 - (2) Food and drink inspection
 - (3) Sanitation inspection and enforcement
 - (4) Hazardous materials support
 - (5) Mortuary services
 - (6) Support for special needs groups
 - b. Support:
 - (1) Direction and control (at the scene)
 - (2) Shelter operations
 - (3) Vector (mosquito) control
 - (4) Damage assessment
6. Welfare Services
- a. Primary: Annex K (Shelter and Mass Care)
 - (1) Services for elderly and/or handicapped.
 - (2) Services for children
 - (3) Services for non-English speaking people
 - b. Support:

- (1) Mortuary services
 - (2) Mental health service
 - (3) Mass feeding
 - (4) Emergency shelter operations
7. Engineering/Public
- a. Primary: Annex G (Engineering, Utilities and Public Works)
 - (1) Water/sewer service
 - (2) Debris clearance
 - (3) Electric and gas services
 - (4) Street/road/bridge construction and maintenance
 - (5) Fuel storage
 - (6) Augmentation (personnel and equipment)
 - (7) Garbage removal
 - b. Support:
 - (1) Damage assessment
 - (2) Shelter operations
 - (3) Radiological protection n
 - (4) Direction and control (at the scene)
 - (5) Restoration of utilities
 - (6) Communications
8. Superintendent of Schools - Trumbull County Board of Education
- a. Primary: Annexes D (Emergency Public Information), J (Evacuation) and K (Shelter/Mass Care)
 - (1) Public education and information
 - (2) Emergency transportation resources
 - (3) Public shelters
 - (4) Protection of school children
 - b. Support:
 - (1) Food service
 - (2) Human Services operations
9. Fiscal Support
- a. Primary: Annexes A (Direction and Control), L Damage Assessment) and N (Resource Management)
 - (1) Maintain complete records
 - (2) Resource procurement
 - (3) Support EOC operations
 - (4) Assess and support for unmet needs during a disaster
 - b. Support:
 - (1) Damage Assessment
10. Legal Support (Trumbull County Prosecuting Attorney's Office)

- a. Primary:
 - (1) Legal assistance in all comprehensive emergency management matters.
 - (2) Enforcement of building/fire codes
 - b. Support:
 - (1) Assist with public information releases
 - (2) Rumor control
 - (3) EOC operations
11. Agricultural Support (Trumbull County Extension Service, ASCS)
- a. Support:
 - (1) Agriculture Stabilization & Conservation Service (USDA) Damage Assessment
 - (2) Resource management
 - (3) Forest fire control
 - (4) EOC operations
12. Planning Support (Trumbull County Planning Commission)
- a. Primary:
 - (1) Assist and coordinate comprehensive emergency management planning
 - (2) Develop and provide essential data bases
 - (3) Develop and maintain liaison with business and industry concerning comprehensive emergency management matters
 - b. Support:
 - (1) Plan for and provide services to the elderly and handicapped
 - (2) Resource identification and management
 - (3) Public information and education
13. Shelter (Trumbull County Chapter, American Red Cross)
- a. Primary: Annex K (Shelter and Mass Care)
 - (1) Shelter operations
 - (2) Reception and Care
 - (3) First aid at shelters and at scene as requested by Emergency Medical Services
 - b. Support
 - (1) Welfare services (e.g., temporary housing, food, clothing, household goods)
 - (2) Damage assessment (for individual needs)
 - (3) Mortuary services
14. Ohio EMA

- a. Support for local-level emergency operations by local request.
 - (1) Damage assessment
 - (2) Welfare services
 - (3) Law enforcement
 - (4) Health and medical services
 - (5) Resources (equipment, personnel, etc.)
 - (6) Financial assistance (matching comprehensive emergency management funds)
 - (7) Presidential emergency/disaster declaration assistance
 - (a) Debris removal
 - (b) Emergency protective measures
 - (c) Road and bridge repair
 - (d) Water control measures
 - (e) Restoration of public buildings and related equipment
 - (f) Restoration of public utilities
 - (g) Restoration of facilities under construction to pre-disaster conditions
 - (h) Restoration of certain private, non-profit facilities and equipment
 - (i) Certain other public service facilities and services
 - (j) Perimeter control
 - (8) Training
 - (9) Support of local EOC operations

15. Private Utilities (East Ohio Gas, Ohio Edison)

- a. Primary:
 - (1) Restoration of essential services
 - (2) Restoration of secondary priority services
- b. Support:
 - (1) Assist other utility companies in restoring services

16. County Corner

- a. Primary:
 - (1) Identification of all fatalities
 - (2) Temporary storage of the deceased
 - (3) Coordination with county funeral homes
 - (4) Emergency internment
 - (5) Death certificates

17. County Mental Health Board

- a. Primary:
 - (1) Provide counseling to victims and responders

- (2) Coordination of all mental health agencies
 - (3) Liaison with local, state, and Federal agencies
 - (4) Follow-up assessment of mental health needs
18. County Local Emergency Planning Committee
- a. Primary:
 - (1) Provide expertise in handling incidents at chemical facilities
 - (2) Coordination with SERC and SARA Title III Authorities.
 - (3) Hazardous materials response
 - (4) Maintains chemical inventory within county.
19. Trumbull County Hazmat Team
- a. Primary: Annex O (Hazardous Materials Emergency Response)
 - (1) Hazardous materials response
 - (2) Chemical code enforcement
 - (3) Radiological Protection
 - (4) WMD Responses
 - b. Support:
 - (1) Fire response
 - (2) Assistance to special needs group

Emergency Action Levels

1. Level One. The Incident Command System is necessary to direct and control emergency response forces at an incident site. Incident Command Post staging areas are established. The Incident Commander is able to control emergency without additional assistance or without activation of the EOC.
 - a. Level one incidents involves spills, leaks or fires of small amounts of fuel, oil or other materials that can be managed using equipment available to first responder operations levels such as a SCBA.
2. Level Two. Resources that are immediately available to the Incident Commander are exhausted. The Local EOC may be activated in order to manage and coordinate related, multiple, low level emergencies in different locations. Some precautionary evacuation may be necessary.

- b. Level two incidents involves but not limited to widespread power outages, major fires, laboratory explosion, civil disturbances, severe weather conditions, and bomb threats.

3. Level Three. State response and management resources may be needed to assist local and regional response. Local area evacuation and mass care activities characterize this level. Hazardous materials may be involved. Local and State EOC's are coordinating resources

- a. Level three incidents include but are not limited to major floods, F-3 or higher tornado, and hazardous material spills that involve mass evacuation and concern for the protection of life.

4. Level Four. This is the worst case scenario for a disaster. All local, regional, state and federal response and management resources are needed to respond and recover from the disaster. Wide area evacuation and mass care activities characterize this level. Hazardous materials may be involved. EOC's at all government levels are coordinating resources.

- a. Level four incidents include but are not limited to widespread pandemics, major terrorist incidents that occur within the county and major incidents regarding the protection of life, such as a nuclear attack or explosion.

5. Specific Information about the Phases of Emergency Management and Emergency Operation Center Activation Levels are described in Annex A, Directions and Control.

VI. DIRECTION AND CONTROL

- A. The Trumbull County Commissioners in coordination with personnel in the activated EOC and CEOs in the affected jurisdictions of the county will assume direction and control of emergency activities from the primary EOC located at 640 North River Road NW Warren, Ohio. The alternate EOC, should the primary EOC be unusable, will be the Mobile Command Post.
- B. Activities at the scene of an emergency, public information releases, requests for emergency support and local emergency declarations will be coordinated with the Commissioners, Director of EMA and personnel in the activated EOC.

- C. Annex A, Direction and Control, to this plan describes the EOC facilities, staffing pattern, procedures and support requirements necessary to carry out this function.

VII. CONTINUITY OF GOVERNMENT

A. General

- 1. The possibility that emergency and disaster occurrences could result in disruption of government functions necessitate that all levels of government and their departments develop and maintain measures to ensure continuity of government.
- 2. Each department of Trumbull County government, and each city, village, and township and their departments have taken or will take action to:
 - a) Pre-designate lines of succession
 - b) Pre-delegate authorities for the successors to key personnel
 - c) Make provisions for the preservation of records
 - d) Develop plans and procedures for the relocation of essential departments
 - e) Specify procedures to deploy essential personnel, equipment, and supplies to maximize their survival.
- 20. Each jurisdiction will include this information in its emergency operations plan.
- 21. This function is also covered in separate paragraphs of most Emergency Support Functions to this plan.
- 22. The line of succession for Trumbull County Government will be in accordance with Ohio Revised Code (ORC) 305.03(D) and a 1987 County Commissioners Resolution, which lists the following elected public officials, in priority, who will temporarily assume the position(s) of Chief Operating Officer (CEO) and/or a member(s) of the Board of County Commissioners until such time as the statutory procedures are followed to fill the vacancy(ies).
 - a) Vice President of the Board
 - b) Third Board Member
 - c) The Trumbull County Coroner
 - d) The Trumbull County Sheriff
 - e) The Trumbull County Engineer

23. Lines of succession for other local chief executives will be determined pursuant to the enabling statutes of the Ohio Revised Code.
24. The staff of the Trumbull County Emergency Management Agency, in coordination with Ohio EMA and FEMA, assists in the administration of state and federal emergency programs that allow local political jurisdictions and their response/support agencies to address immediate emergency needs, recover costs and begin rebuilding following an emergency. The following are some of these programs. The procedures for these programs are addressed in state and federal guidance documents and laws.

- a) Small Business Administration Loans (SBA)
- b) Federal Individual Assistance (IA)
- c) State Individual Assistance (SIA)
- d) Public Assistance (PA)
- e) Individual and Family Grants (IFG)
- f) Welfare
- g) Unemployment

B. Preservation of Records

1. Each agency/department is responsible for maintaining and recording all legal documents affecting the organization and administration of emergency management functions. It is further the responsibility of all local government officials to ensure that all records are secure and protected from elements of damage or destruction.

- a. Elected officials shall ensure that all legal documents of a public and private nature recorded by the designated official (i.e., clerks, assessors, tax collectors) be protected and preserved in accordance with State law. (Such as ordinances, resolutions, proclamations, minutes of meetings, deeds and tax records.)
- b. During emergencies the Trumbull County Emergency Management Agency and other activated response and recovery organizations will coordinate to document extraordinary costs incurred during response and recovery operations. These extraordinary costs include but are not limited to personnel overtime, equipment costs and contractual costs for emergency services.

- c. 7 Resource Support. Logistical concerns for the maintenance and transportation of supplies and personnel are primarily addressed in the Standard Operating Procedures (SOPs) of the individual organizations listed in this EOP.

VIII. ADMINISTRATION AND LOGISTICS

A. Agreements and Understandings

1. In the event that the county's resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions, higher levels of government and other agencies in accordance with existing or emergency-negotiated mutual aid agreements and understandings. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible.

B. Logistics

1. Requests for material support will be coordinated with the Chief Executive Officer of the affected jurisdiction and presented to the Trumbull County Emergency Management Director.
2. The Trumbull County Emergency Management Director will present the request to the Executive Committee and the Executive Committee will approve or deny the expenditure.
3. If the expenditure is denied it is up to the legislative authorities in the affected jurisdiction to approve or deny the expenditure.

C. Reports, Records and Documentation

1. Required documentation will be submitted to the appropriate authorities in accordance with individual annexes.
2. Each participating department/agency should submit an after-action report to the EMA Director within 30 days after the termination of emergency response activities.
3. Records of expenditures and obligations in emergency operations must be maintained by local governments and agencies employing their own bookkeeping procedures. Emphasis must be placed on meeting applicable audit requirements.

D. Individual Disaster Assistance

1. All individual disaster assistance will be provided in accordance with policies and procedures set forth in state and federal guidelines.

E. Special Needs Groups

1. Handicapped, elderly and the mobility impaired will be assisted by family, friends and neighbors to the extent possible. If special assistance is necessary during a disaster, requests for such assistance will be coordinated with appropriate supporting agencies and organizations.

F. Consumer Protection

1. Consumer protection complaints pertaining to alleged unfair or illegal business practices will be referred to the County Prosecutor's Office and/or the State Attorney General's Consumer Protection Division.

G. Duplication of Benefits

1. No person, business concern, or other entity will receive assistance with respect to any loss for which he or she has received financial assistance under any other program offer or received insurance or other compensation.

H. Use of Local Firms

1. When major disaster assistance activities may be carried out by contract or agreement with private organizations, firms or individuals, preference will be given (to the extent feasible and practicable) to those organizations, firms and individuals residing or doing business primarily in the affected areas.

I. Emergency Operations Center

1. The Trumbull County EOC is the primary site for the coordination of all emergency operations in the county.
2. During emergency operations, local chief executives may authorize emergency expenditures.

J. Legal Issues

1. Any legal questions/issues that cannot be clarified by the use of The Ohio Revised Code should be referred to the County Prosecutor's Office.

K. Mitigation Program

1. Each Emergency Support Function identifies mitigation steps. There is a mitigation plan for Trumbull County located on the Trumbull EMA web page.

L. Capability Assessment

1. The Trumbull County Emergency Management Agency is currently developing a capability assessment for natural and manmade.

IX. PLAN DEVELOPMENT AND MAINTENANCE

1. The Trumbull County Emergency Management Agency has the overall responsibility for emergency planning, coordination of state and local resources including the responding agencies and organizations in the conduct of disaster operations.

2. Authorities of supporting organizations and agencies are responsible for maintaining internal plans, SOPs, employee notification rosters including 24 hour phone numbers for emergency notification, and resource data to ensure prompt and effective response to emergencies.

3. In order for this plan to be effective, its contents must be known and understood by those who are responsible for its implementation. The County EMA Director will brief the appropriate officials concerning their roles and responsibilities in emergency management and in this plan.

4. The County EMA Director will maintain, update, and distribute changes to this plan as required based on deficiencies identified through drills, critiques following actual disasters, exercises, and changes in local government structure. Responsible officials of involved organizations and agencies may recommend revisions at any time and provide recommendations periodically as to changes of available resources, which would bear on the provisions of this plan and its implementation.

5. The Chief elected officials within the county and its political subdivisions will be responsible for ensuring that an annual review of this plan is conducted by all officials involved. Any portion of this plan implemented during an actual emergency occurrence will be reviewed at the termination of the emergency response activities. The EMA Director will coordinate all review and revision efforts.

6. This plan will be implemented by appropriate local authorities and/or the Trumbull County EMA Director in the event of any imminent or actual hazard occurrence.

7. This plan shall stand approved upon the concurrence (signatures) from the Trumbull County Commissioners.

25. This plan applies to all agencies, boards, commissions and departments assigned emergency responsibilities and to all elements of local government.

9. For training purposes and exercises, the County EMA Director may activate this plan as deemed necessary to ensure a readiness posture of local departments and agencies.

10. The Director of The Trumbull County Emergency Management Agency is responsible for ensuring that necessary changes to the Trumbull County EOP are prepared, coordinated, published and distributed. Revisions will be forwarded to all responsible organizations for acceptance before the final version is printed.

11. Officials from Trumbull County attend training courses (on an ongoing basis) presented by both the Trumbull County Emergency Management Agency, and The Ohio Emergency Agency.

12. The Director of The Trumbull County Emergency Management Agency is responsible for implementing, on an ongoing basis, additional standards, guidelines, and compliance protocols for all aspects of The NIMS provided by The Secretary of Homeland Security through the NIMS Integration Center.

13. It is the duty of The Director of The Trumbull County Emergency Management Agency to ensure implementation of the NIMS throughout all phases of Emergency Management; Mitigation, Preparedness, Response, and Recovery.

A. Drills and Exercises

Drills and exercises will be conducted as follows:

1. Orientation Seminars
 - a) Orientation seminars will be conducted as needed for training of individuals who have responsibilities within this plan.
2. Table Top Exercises
 - a) Tabletop exercises will be conducted as often as necessary to prepare for functional and full-scale exercises.
3. Functional Exercises
 - a) Functional exercises (FE) will be conducted annually as requirement to prepare for the FSE. Each jurisdiction will demonstrate its capability and capacity to implement the Direction, Control, and Warning (DC & W) function, for a

multi-agency response plus include several other integrated functions.

4. Full-Scale Exercises

a) A full-scale exercise involving the county EMA and emergency response elements of the county will be held in conjunction with local hospitals at least once every year.

5. Annually, the functional and full-scale exercises will use a different scenario drawn from the following three major disaster categories:

a. Natural Hazard (tornado, flood, winter storm, earthquake, etc.)

b. Technological Hazard (fixed nuclear facility, hazardous materials, radiological, etc.)

c. National Security Hazard (nuclear/ conventional attack, terrorist attack, mobilization, etc.)

X. AUTHORITIES

A. Federal

1. Civil Defense Act of 1950 (PL 81-920) as amended

2. The Disaster Relief Act of 1974 (PL 93-288)

3. Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA)

4. Executive Order 12656, Assignment of Federal Emergency Responsibilities

5. Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988(PL 93-288 as amended by PL 100-707)

6. Homeland Security Presidential Directive (HSPD)-5, 2004, President George W. Bush

7. Homeland Security Presidential Directive/HSPD-8, National Preparedness, 2003

8. National Incident Management System (NIMS), March 2004
Department of Homeland Security

9. National Response Framework (NRF). 2008, Department of Homeland Security

10. Uniform Administrative Requirements for Grants and Cooperative Agreements to state and Local Governments, 44 CFR Parts 13 and 206.

B. State

1. State of Ohio Constitution, Article II, Section 42 -Power of the Governor to act for the citizens in the event of attack or other disaster. Ohio Natural Disaster Plan, dated December 1, 1983

Ohio Revised Code

<u>Section</u>	<u>Application</u>
107.01 et seq.	Powers, duties and functions of the Governor
161.01 - .29	Continuity of Government
305.09	Filling vacancies in elected county government positions
305.12	Powers and duties of county commissioners
307.31	Powers and duties of county engineer
311.07	Powers and duties of county sheriff
313.06	Powers and duties of county coroner
315.08	Powers and duties of county engineer
329.01	Powers and duties of county department of human services
733.03	Powers and duties of mayors of cities
733.23	Powers and duties of mayors of villages
737.11	Powers and duties of police and fire departments
3701.01. .02, .03.,04	Powers and duties of and .13 state health department
3709.06, .22	Powers and duties of county health departments
3750	Emergency Planning Community Right to Know
4905.81	Pre-notification for hazardous materials
5101.01.,02	Powers and duties of human services
5502	Emergency Management Agency as amended

XI. REFERENCES

A. Federal

1. National Response Plan (NRP). December 2004, Department of Homeland Security
2. National Incident Management System (NIMS), March 2008
Department of Homeland Security

3. Homeland Security Presidential Directive (HSPD)-5, 2004, President George W. Bush
4. Guide for Development of State and Local Emergency Operations Plans. CPG-1-8/Sep 1990, Federal Emergency Management Agency
5. Guide for the Review of State and Local Emergency Operations Plans. CPG-1-8A/September, 1988, Federal Emergency Management Agency.
6. Job Aid Manual, SM-61.1/August, 1983, Federal Emergency Management Agency
7. CCA General Program Guidelines, CPG 1-3, dated June, 1987 (w/5 changes, 1/88, 5/88, 9/88, 9/89 and 12/89), Federal Emergency Management Agency.
8. Fundamentals Course for Radiological Monitors SM-20, dated July, 1990, Formerly SM81), Federal Emergency Management Agency.
9. Shelter and Care Operations, CPG 2-8, April 1987, Federal Emergency Management Agency.
10. Guide for the Development of a State and Local Continuity of Government Capability, CPG 1-10, July 1987, Federal Emergency Management Agency.
11. Federal Disaster Assistance Handbook, August, 1981, Federal Emergency Management Agency.
12. Disaster Operation--A Handbook for Local Government, CPG-1-6, Washington; 1981, Federal Emergency Management Agency.
13. Objectives for Local Emergency Management, CPG-1-5, July, 1984, Federal Emergency Management Agency.

B. State

1. State of Ohio Emergency Alert System Plan.
2. Damage Assessment Guide for Local Officials, Ohio Emergency Management Agency, April, 1987.
3. Sample Radiological Protection Annex, Ohio Emergency Management, September 1990 (To be published.)
4. Ohio Statewide Allocation Plan NAPB (Evacuation & Shelter) dated March 1990, Ohio Emergency Management Agency.

5. State of Ohio Hazard Analysis and Risk Assessment, 2011
6. State of Ohio Enhanced Mitigation Plan, 2011
7. Ohio Plan for Response to Radiation Emergencies at Licensed Nuclear Facilities

C. Local

1. Countywide Emergency Management Agreement of Trumbull County Resolution by Trumbull County Commissioners dated August 31, 1989 as amended on March 31, 1992.
2. Tornado Safety Campaign Information Packet (Seasonal)
3. Winter Storm Safety Campaign Information Packet (Seasonal)
4. Trumbull County American Red Cross Chapter Plan
5. Trumbull County Resource Manual, dated January 1994.
6. Trumbull County Crisis Relocation Annex, dated January 1994.
7. Trumbull County Emergency Communications Development Plan, dated September 1992.
8. Youngstown Area Emergency Broadcast System Plan dated November 1991.

D. Nuclear Attack

1. Ohio Statewide Allocation Plan - NAPB (Evacuation and Shelter) dated March, 1990, Ohio EMA
2. Transportation Planning Guidelines for Evacuation of Large Populations, CPG 2-15, dated September, 1984. Federal Emergency Management Agency.
3. Home Fallout Protection, H-12 Series, dated April 1980 to October 1987.
4. Sheltering & Care Operations, CPG 2-8, dated April 1987, Federal Emergency Management Agency.
5. Life Support Operations in Shelters, CPG 2-20, dated January 1988, Federal Emergency Management Agency.

6. EMP Guidance, CPG 2-17, dated February 1991, Federal Emergency Management Agency.
7. Radiological Defense Preparedness, CPG 2-1, dated September 1989, Federal Emergency Management Agency.
8. Radiological Defense Manual, CPG 2-6.2, dated June 1977, Federal Emergency Management Agency.
9. Radiological Safety in Shelters, CPG 2-6.4, dated September 1983, Federal Emergency Management Agency.

XII. ADDENDUMS

- Tab 1 - Response Matrix for Trumbull County.
- Tab 2 - Procedures for Requesting State Disaster Assistance
- Tab 3 - Sample Local Emergency Proclamation
- Tab 4 - Procedures for the Relocation & Safeguarding of Vital Records
- Tab 5 – Incident Command Sheets

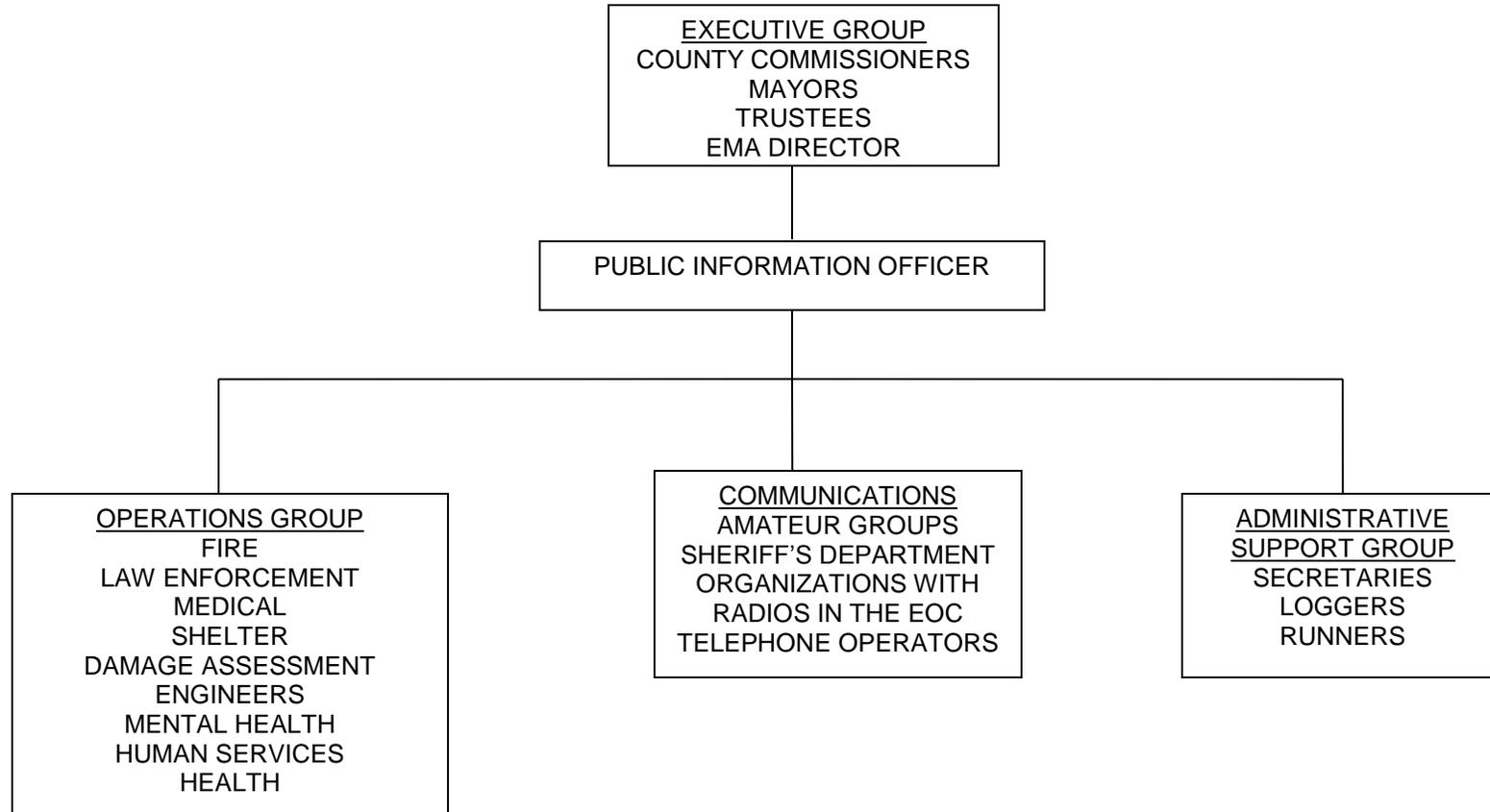
- Appendix 1 – Flood Hazard Management Plan
- Appendix 2 – Tornado Disaster Plan
- Appendix 3 – Winter Storm Plan
- Appendix 4 – Drought Response Plan
- Appendix 5 – Earthquake Plan

XIII. AUTHENTICATION

The County Emergency Management Executive Committee and the County Emergency Management Director have approved this Basic Plan of the County Emergency Operations Plan

Tab 1 Response Matrix for Trumbull County

RESPONSE SYSTEM MATRIX





STATE OF OHIO



PROCEDURES FOR REQUESTING STATE DISASTER ASSISTANCE

ALL AVAILABLE LOCAL RESOURCES MUST BE COMMITTED PRIOR TO DETERMINING IF STATE ASSISTANCE IS REQUIRED.

--1--

➤ **COORDINATE WITH THE COUNTY EMA/DSA**

Office: _____ **Home:** _____ **Pager:** _____

➤ **ISSUE LOCAL/COUNTY DECLARATION OF EMERGENCY**

--2--

➤ **THRU COUNTY EMA, PROVIDE THE FOLLOWING INFORMATION TO:**

**OHIO EMERGENCY MANAGEMENT AGENCY
(614) 889-7150**

<u>IN NATURAL OR MAN-MADE DISASTERS</u>	<u>IN CIVIL DISTURBANCES</u>
<ul style="list-style-type: none"> ❖ Name and title of individual making request ❖ Description of disaster ❖ Statement of actions taken ❖ Specific help needed ❖ Estimate of number of persons affected ❖ Estimate of damage to public and private property 	<ul style="list-style-type: none"> ❖ Name and title of individual making request ❖ Description of disorder ❖ Statement of action taken ❖ Estimated number of persons involved ❖ Statement of number of law enforcement officers available and committed ❖ Explanation why force is inadequate

--3--

➤ **CONFIRM YOUR REQUEST BY FAX (614) 889-7183**

FROM: LOCAL HEAD OF GOVERNMENT

**TO: GOVERNOR, STATE OF OHIO
ATTN: EXECUTIVE DIRECTOR, EMA
2855 W. DUBLIN GRANVILLE ROAD
COLUMBUS, OH 43235-2206**

Procedures for Requesting State Assistance

All available local resources must be committed prior to determining if state assistance is required.

1. Coordinate with county EMA director, Linda Beil

Office phone, day: 330-675-2666

24 hour number: 330-770-0222

2. Issue local declaration of emergency and provide the following information to:

Ohio Emergency Management Agency
614-889-7150
614-889-7183 – Fax

Natural or man-made disasters

- Name and title of individual making request
- Description of disaster
- Statement of actions taken
- Specific help needed
- Estimate of number of persons affected
- Estimate of damage to public/private property
- Other pertinent information

Civil Disturbances

- Name and title of individual making request
- Description of disorder
- Statement of action taken
- Estimate number of persons involved
- Statement of number of law enforcement officers available/committed
- Explanation of why force is inadequate.

3. Confirm the request by fax or law enforcement automated data system (LEADS)

From: Local head of government
To: Ohio Emergency Management Agency
2855 West Dublin Granville Road
Columbus, OH 43235-2206

**SAMPLE
LOCAL EMERGENCY PROCLAMATION**

Trumbull County, Ohio _____, 20__

AUTHORITY

Whereas, Trumbull County, Ohio has been or is immediately threatened by a natural/man-made/technological hazard and/or nuclear or conventional attack, and ;(
Give date, time, situation assessment and duration of hazard) and;

Now, therefore, we, the Trumbull County Board of Commissioners, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Trumbull County and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5502 of the Ohio Revised Code.

All public officers and employees of Trumbull County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives--state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operation plans, and to obey and comply with the lawful directions of properly identified officers.

All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center.

In witness, whereof, we have hereunto set our hand this _____ day of _____, 20____
A.D.

Chairman, Trumbull County Commissioner

Trumbull County Commissioner

Trumbull County Commissioner

**PROCEDURES FOR THE RELOCATION & SAFEGUARDING
OF VITAL RECORDS FOR TRUMBULL COUNTY**

I. PURPOSE

The purpose of this procedure is to ensure the preservation of essential government records and to ensure government's ability to function effectively under emergency conditions and to protect the rights and interests of citizens after the emergency is over.

II. SITUATION & ASSUMPTIONS

A. Situation

1. Local institutions of governments, each department of county government, and each city, village, and township and their departments, must survive and remain capable of carrying out their essential functions under all types of emergencies. These situations may include catastrophic peacetime disasters, subversions, or nuclear warfare. Continuity of government measures are designed to ensure that this capability is developed and maintained.

B. Assumptions

1. An alternate location for safeguarding vital records has been designated and is presently not at risk.
2. Essential records have been prioritized by each government office.
3. Each government office will provide support personnel, equipment, and resources necessary for the transport and protection of vital records.

III. CONCEPT OF OPERATIONS

A. General

Responsibility for preservation of essential records ultimately lies with local government offices. Each government office must select, preserve, and provide availability of those records which would be essential to the effective functioning of government and to the protection of rights and interests of persons under emergency conditions.

B. Phases of Emergency Management

1. Mitigation

- a. Designate alternate location sites depending upon the various hazards facing the jurisdiction.
- b. Evaluate alternate sites according to the type and severity of the hazard.
- c. Assess the vulnerability of direct or secondary damage.
- d. Prioritize essential records in advance.
- e. Provide protection to Automated Data Systems from damage experienced by electromagnetic pulse.
- f. Develop mutual agreement for the storage of vital records with surrounding jurisdictions.

2. Preparedness

Each government institution must develop procedures illustrating how it will relocate records to safe areas.

3. Response

- a. Label and prioritize record containers.
- b. Retain necessary documents for prudent decision-making.
- c. Secure other essential and vital records, including computer information, for safekeeping.
- d. Relocate records to appropriate location.

4. Recovery

- a. Provide necessary assessment and recovery information as requested.
- b. Return vital records to normal operating location.
- c. Return personnel, equipment, and resources to normal locations.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The function of preserving essential records will be conducted by regular public employees or officials who will assume responsibilities whenever a disaster of major proportion strikes the community. Mobilization will occur upon notification provided by the Chief Executive Officer of each government office/department/agency.

B. Responsibilities of each government office are as follows:

1. Identify, in advance, priority categories of essential records. These categories should include those records deemed essential for continuing critical government functions during an emergency and those records that are required to protect the rights and interests of citizens.
2. Label all records within the priority categories with identifiable markings. Priority of evacuation should be noted on record containers.
3. Assess the vulnerability of stored records to direct and secondary damage from various disaster threats; i.e., fire, water, chemical damages, aftershock, vandalism, etc.
4. Evaluate alternate records storage locations in light of hazard analysis.
5. Make arrangements for transportation to relocate records to alternate location if the need arises.
6. Identify and retain copies of the records that will be needed during the emergency operations by management or the emergency response team.
7. Safeguard vital computer information and records.

VITAL RECORDS CHECKLIST

GOVERNMENT - EXECUTIVE, LEGISLATIVE AND JUDICIAL:

1. Constitutions
2. Charters
3. Statues & Ordinances
4. Court Records
5. Official Proceedings
6. Other Legal Records
7. Financial Records
8. Other Records, as deemed necessary

DEPARTMENT/AGENCIES/OFFICES:

1. Utility System Maps
2. Locations of Emergency Supplies & Equipment
3. Emergency Operations Plans & Procedures
4. Lists of Succession
5. Lists of Regular & Auxiliary Personnel
6. Other Records, as deemed necessary

CITIZENS/INDIVIDUALS:

1. Vital Statistics Records
2. Land and Tax Records
3. License Registers
4. Papers of Incorporation
5. Other Records, as deemed necessary

- * Some of these records will be required during emergency operations by management or the emergency response team while others can be stored by duplicating, dispersing, and securing in safe storage facilities.

CHAPTER 91

COUNTY RECORDS COMMISSION*

91.01 GENERAL INFORMATION

The number of records maintained by county government constantly increases. The proper retention, storage, transfer and disposal of records can make the job of county officials easier. In addition, transfer or disposal of outdated records can result in considerable savings of space and equipment.

Public records may be kept by any means of photo static, photographic, film, or microfilm process or perforated tape, other magnetic means, electronic data processing, machine readable means, graphic or video display or any combination of the above which the official authorized to maintain the records deems necessary or advisable. However, when these methods are utilized, any machines and equipment necessary to reproduce the records in a readable form must be made readily available. (1) When any of these recording methods have been employed, the originals are to be disposed of in accordance with the procedures of the county records commission.

Establishing a comprehensive county records program involves a cooperative effort between the Ohio Historical Society (OHS), the Ohio Network of American History Research Centers (ONAHRC) and county offices. Assistance is available from local records specialists of the Ohio Historical Society who will assist counties with the inventory, analysis, transfer, destruction and retention of county records. Before any action to destroy or transfer county records can be taken, such action must be approved by the county records commission. For further information refer to OHIO COUNTY RECORDS MANUAL, 1983 and the LOCAL GOVERNMENT RECORDS HANDBOOK, 1985, both published by the Ohio Historical Society. This is a most useful manual as it makes recommendations concerning periods of retention for various records.

91.02 ACCESS TO PUBLIC RECORDS

Those records that are governed by the law include any document, device or item created, received or coming under the jurisdiction of any county office which serves to document the organization, junctions, policies, decisions, procedures, operations or other activities of the office.

Section 149.43 of the Revised Code is the basic Ohio public records law. It was enacted in 1963. Its purpose was to codify a broad and historic common law right to inspect governmental records. Under this 1963 law, the following types of records were exempted from the definition:

1. Physical or psychiatric exams,
2. Adoption, parole, and probation proceedings records, and
3. Records where the release was prohibited by state or federal law.

Thus, under Ohio law, any limitation upon the disclosure of information was a matter of either a specific statutory provision or as a result of case law.

In 1977 this long standing framework for determining the status of governmental records was disrupted by the enactment of Ohio's privacy act, Chapter 1347 of the Revised Code. The purpose of this law was to regulate the use of personal information and to protect the privacy of individuals from excessive record keeping by government. The effect of this law appeared to be to limit access to governmental records to a much greater extent than had been true under common law or Section 149.43 of the Revised Code. Chapter 1347 did not expressly mention the public records law and considerable confusion existed over reconciling the two laws. In the end, the controversy between personal privacy and public access was resolved in favor of public access.

In 1985 Section 149.43 was again amended and Section 149.40 was enacted to change the public records law. Because this is a relatively new law and was enacted as a part of the state budget bill, Am Sub HB 238, effective July 1, 1985, the legislative intent of these changes is not well known. The basic change in the law was to remove from Section 149.43 of the Revised Code the former limitation that a public record was one that was "required to be kept." At the same time Section 149.40 was enacted that limited the maintenance of records by public offices to those that are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency, and for the protection of the legal and financial rights of the state and persons directly affected by the agency's activities.

The key difference between the former law and the current law is as follows: the former law defined any document in a county's possession as a record, but defined a public record as a record that was "required to be kept" by the county. The law only required the county to give the public access to records which were "required to be kept", but appeared to allow counties to keep records which were not "required to be kept" and were thus not required to be disclosed. With the 1985 changes in Section 143.40 and 143.43 of the Revised Code, county officials are required to see that only records necessary to carry out the required functions of county government are kept and that any such records are public records unless specifically exempted by Section 149.43 of the Revised Code.

Present law now defines a public record as any record that is kept by a public office with the following exceptions:

1. Medical records,
2. Adoption, probation, and parole records,
3. Trial preparation records,
4. Confidential law enforcement investigatory records, and
5. Records whose release is prohibited by state or federal law.

Again it must be stressed that the records maintenance limitations imposed by Section 149.40 of the Revised Code, as described above, place limitations upon what records can be maintained by a public office.

Public records must be promptly prepared and be made available for public inspection at all reasonable times during regular business hours.(2) Upon request, copies must be made available at cost within a reasonable time.

For a better understanding of the relationship of the public records law and the privacy act, refer to Ohio Attorney General's Opinion 80-096, and Chapter 94 of the Handbook, "Ohio's Privacy Act." The following issues attempt to summarize important principles surrounding the two laws:

1. The privacy act does not restrict access to public records as defined in Section 149.43 of the Revised Code.
2. Ohio law formally recognizes the existence of three separate classes of governmental records. One class, which is comprised of records pertaining to confidential law enforcement investigations, trial preparations, and adoptions, may be disclosed neither to the public at large nor to the person who is the subject matter of the information, except that adoption records may be disclosed with consent of the court. The second class, which is comprised of records otherwise made confidential by law and subject to the provisions of Chapter 1347 of the Revised Code, may not be disclosed to the public at large, but must, upon request, be disclosed to the person who is the subject of the information. The third class, which is comprised of records that are public, must, upon request, be disclosed to any member of the public for any reason.

A governmental agency which is subject to the provisions of the privacy act, may, collect, maintain and use personal information that is subject to the law only if such information is "necessary" to the functions of the agency.

An assertion by a governmental agency which is subject to the provisions of the privacy act that records maintained are not necessary and, therefore, are not public records, may be construed as an implicit admission that the agency has violated the privacy act, and Section 143.40 of the Revised Code.

91.03 MEMBERS OF COUNTY RECORDS COMMISSION

Each county has a county records commission composed of the following (3):

1. President of the Board of County Commissioners,
2. Prosecuting Attorney,
3. County Auditor,
4. County Recorder, and
5. Clerk of Courts.

The president of the Board of County Commissioners serves as the chairman of the county records commission.

91.04 POWERS AND DUTIES OF RECORDS COMMISSION

The following are the major powers and responsibilities of the county records commission:

1. To appoint a secretary who may be a member of the commission or any other individual.
2. To employ an archivist if the need exists.
3. To meet at least once every six months on the call of the chairman. The Ohio Network of American History Research Center serving the county should be notified of all meetings.
4. To provide rules for the retention and disposal of county records.
5. To review applications for one-time record disposal and to review schedules of records retention and disposal. It may also at any time review any previously approved schedule and revise it. (4)
6. To dispose of records that no longer has any administrative, fiscal or legal value.

91.05 RECORDS DISPOSAL PROCEDURES

The following procedures must be followed when disposing of records:

1. The office desiring to dispose of records must submit a disposal request to the county records commission. This involves preparation of a disposal request to the county records commission. Two disposal request forms are available (1) "Application for One-Time Records Disposal" and (2) "Schedule of Records Retention and Destruction." In using an "Application for One-Time Records Disposal," an office requests permission to destroy or transfer particular records covering only specified dates. This is especially useful for destroying or transferring obsolete records. A "Schedule of Records Retention and Destruction," on the other hand, is designed to implement an ongoing records management program. The schedule would describe how long a record is to be retained, rather than listing the specified dates or records to be destroyed.
2. County records commission approves disposal request.
3. A copy of the disposal request must be sent to the State Auditor. The State Auditor has 60 days to stop the disposal of any records on the disposal list.
4. The Ohio Historical Society must be informed and given a 60-day opportunity to select records for custody or disposal that it deems to have continuing historical significance.
5. After disposal is completed by a county office, a "Certificate of Records Disposal: should be completed and sent to the records commission with a copy to the Ohio Historical Society.

Counties should note that the former requirement of law that once records have been approved for disposal, a list be published in a newspaper has been deleted from the law. (5)

91.06 TRANSFER OF RECORDS

The execution of a written agreement is necessary to transfer records, and they may only be transferred to organizations capable of meeting accepted archival standards for the housing and use of the documents.

Some records may be transferred to a regional records center that serves all counties in Ohio. If they are transferred to one of the seven members of the Ohio Networks of the American History Research Center locations, the county records will be arranged by county office and will be available to all persons on the same basis as before transfer to the center. Following are the seven centers that serve Ohio:

1. University of Akron,
2. Bowling Green State University,
3. University of Cincinnati,
4. Ohio University,
5. Wright State University,
6. Ohio Historical Society (Columbus)
7. Western Reserve Historical Society (Cleveland)

91.07 UNAUTHORIZED DISPOSITION OF RECORDS

No records may be removed, transferred, mutilated, destroyed, damaged, or otherwise disposed of without following the procedures set out in the records commission law. Such records must be delivered by outgoing officials and employees to their successors. Any person who is aggrieved as a result of a violation of Section 149.35 or 149.43 of the Revised Code may bring civil action to compel compliance with the law, and may recover a forfeiture of \$1,000 plus reasonable attorney fees. The Attorney General may also bring legal action to require the return of any public record which has been unlawfully transferred or removed. Such public records are to be returned to the office of origin and safeguards are to be established to prevent a recurrence.

-
- (1) Ohio Revised Code 9.01
 - (2) Ohio Revised Code 149.43, as amended by Am. Sub HB 238, effective 7-1-85.
 - (3) Ohio Revised Code 149.38
 - (4) Ohio Revised Code 149.38, as amended by Am Sub HB 238, effective 7-1-85.
 - (5) Ohio Revised Code 149.38, as amended by HB 466, effective 8-8-80.

* Reprinted with permission. Ohio County Commissioners Handbook. 3rd ed. Columbus: County Commissioners Association of Ohio, 1986.

Attachment 3 to Tab 4 Incident Briefing Forms

INCIDENT BRIEFING	1. Incident Name	2. Date	3. Time
4. Map Sketch			
5. Current Organization			
Page 49 of MAY 2018, REVISED	6. Prepared by (Name and Position) BP - 49		

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)	10. Approved by (Incident Commander)		

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
	4. Operational Period		
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)	10. Approved by (Incident Commander)		

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time	
4. Basic Radio Channel Utilization					
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
King NIFC					
5. Prepared by (Communications Unit)					

MEDICAL PLAN	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period			
5. Incident Medical Aid Station							
Medical Aid Stations	Location		Paramedics Yes No				
6. Transportation							
A. Ambulance Services							
Name	Address	Phone	Paramedics Yes No				
B. Incident Ambulances							
Name	Location		Paramedics Yes No				
7. Hospitals							
Name	Address	Travel Time Air Ground		Phone	Helipad Yes No	Burn Center Yes No	
8. Medical Emergency Procedures							
Prepared by (Medical Unit Leader)				10. Reviewed by (Safety Officer)			

GENERAL MESSAGE

TO:	POSITION:
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FROM:	POSITION:
--------------	------------------

SUBJECT:	DATE:	TIME:
-----------------	--------------	--------------

MESSAGE:

SIGNATURE:	POSITION:
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REPLY:

DATE:	TIME:	SIGNATURE/POSITION:
--------------	--------------	----------------------------

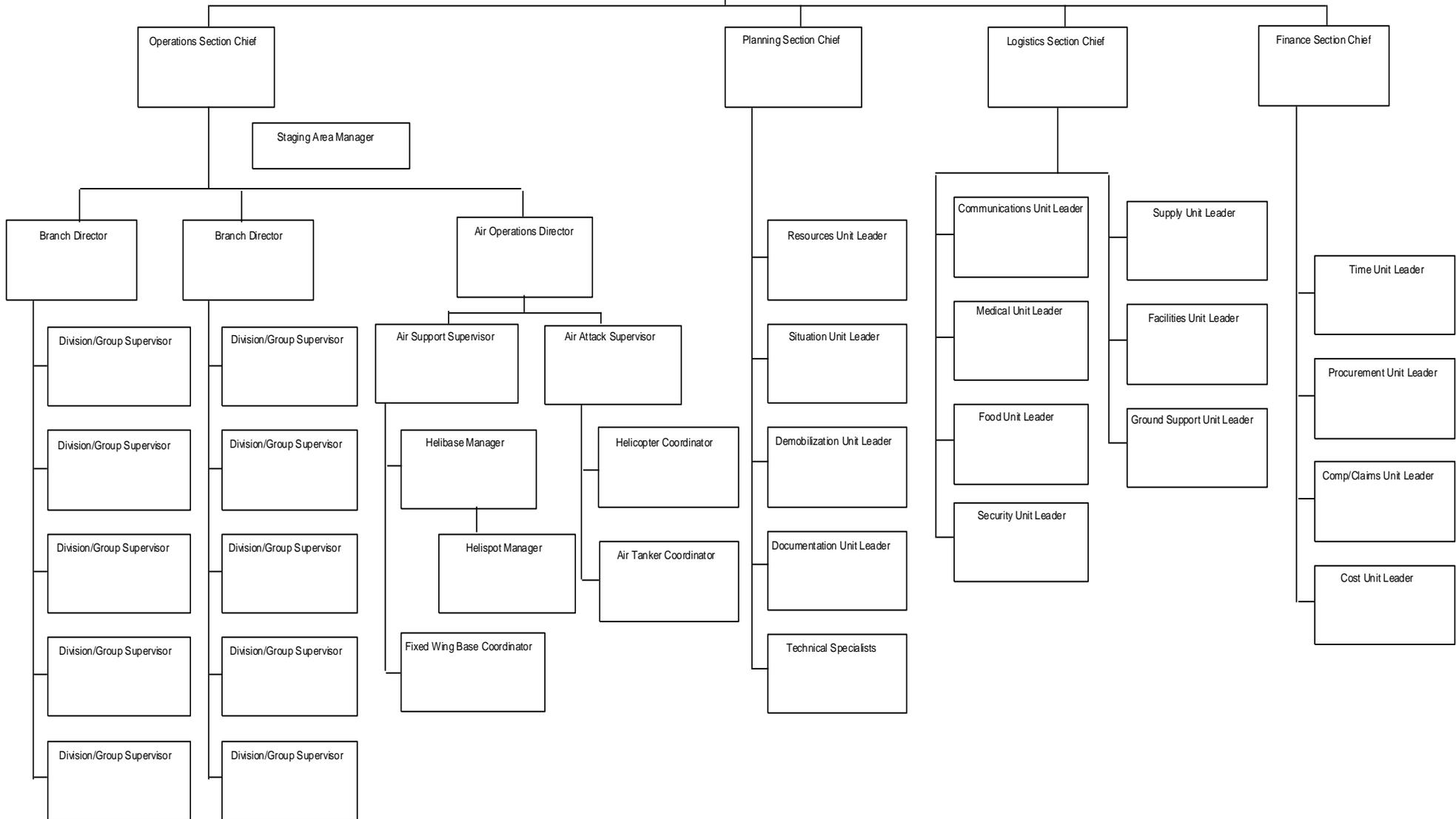
Incident Commander

Safety Officer
 Liaison Officer or Agency Representative
 Information Officer

Incident Name _____

Operational Period _____

Date _____ Time _____



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Flood Hazard Management Plan

I. PURPOSE

The Trumbull County Flood Hazard management Plan recommends regional policies, programs, and projects to reduce the risk to people and property from flooding and water abundance that causes hazards within Trumbull County. The purpose of this Plan is to create a long-term vision for flood hazard management for Trumbull County's floodplains, with an emphasis on rivers and water systems, and to recommend specific near-term actions consistent with that vision. Whenever possible, flood hazard management recommendations identify the actions Trumbull County may take to reduce flood risks and to protect, restore or enhance water ecosystems.

II. SITUATIONS AND ASSUMPTIONS

- A. The National Oceanic and Atmospheric Administration, NOAA, through its Weather Service's River Forecast Centers and River District Offices, issues flood forecasts and warnings when rainfall is enough to cause rivers to overflow their banks and when melting snow may combine with rainfall to produce similar effects.
- B. Flood warnings are forecasts of impending floods, and are distributed to the public by radio and television and through local government emergency forces. The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river, and when and where flooding will begin. Careful preparations and prompt response will reduce property loss and ensure personal safety.
- C. Flash flood warnings are the most urgent type of flood warning issued, and are also transmitted to the public over radio, television, and by other signals (e.g., sirens) established by local government to meet local needs.

III. CONCEPT OF OPERATION

A. Suggested Flood Safety Instructions for Citizens

- 1. Before the flood:
 - a. Find out how many feet your property is above or below possible flood levels so when predicted flood levels are broadcast, you can determine if you may be flooded. This information may be obtained from your Trumbull County

Emergency Management Coordinator. Also ask for the location of the nearest safe area.

- b. Keep a stock of food that requires little cooking and no refrigeration; electric power may be interrupted.
 - c. Keep a portable radio, emergency cooking equipment, lights, and flashlights in working order.
 - d. Keep first aid and critical medical supplies (prescriptions, insulin, etc.) on hand.
 - e. Keep your automobile fueled; if electric power is cut off, filling stations may not be able to operate pumps for several days.
 - f. Keep materials like sandbags, plywood, plastic sheeting, and lumber handy for emergency waterproofing.
2. When you receive a flood warning:
- a. Store drinking water in closed, clean containers. Water service may be interrupted.
 - b. If flooding is likely, and time permits, move essential items and furniture to upper floors of your house.
 - c. If forced or advised to leave your home, move to a safe area before access is cut off by flood water.
 - d. Cut off all electrical circuits at the fuse panel or disconnect switch. If this is not possible, turn off or disconnect all electrical appliances. Shut off the water service and gas valves in your home.
3. During the flood:
- a. Avoid areas subject to sudden flooding.
 - b. Do not attempt to cross a flowing stream where water is above your knees.
 - c. Do not attempt to drive over a flooded road. You can be stranded and trapped.
 - d. If your vehicle stalls, abandon it immediately and seek higher ground. Many people drown while trying to rescue their car.

4. After the flood:
 - a. Do not use fresh food that has come in contact with flood waters.
 - b. Test drinking water for portability; wells should be pumped out and water tested before drinking.
 - c. Do not visit disaster area; your presence will probably hamper rescue and other emergency operations.
 - d. Do not handle live electrical equipment in wet areas; electrical equipment should be checked and dried before returning to service.
 - e. Use flashlights, not lanterns or torches, to examine buildings; flammables may be inside.
 - f. Report broken utility lines to police, fire or other appropriate authorities.
 - g. Keep tuned to your radio or TV stations for advice and instructions of your local government on:
 - i. Where to go to obtain necessary medical care in your area.
 - ii. Where to go for emergency assistance such as housing, clothing, food, etc.
 - iii. Ways to help yourself and your community recover from the emergency.

B. Priority of Action

1. Provide for the safety and health of all responders.
2. Save lives.
3. Reduce suffering.
4. Protect public health.
5. Protect government infrastructure.
6. Protect property.

7. Protect the environment.
 8. Reduce economic and social losses.
- C. Private and Small Business
1. Private individuals and businesses are responsible for the development of their own preparedness plans and protective measures. They are also responsible to evacuate the affected areas, in an orderly manner, when advised by emergency services.
- D. Mitigation and Preparedness Efforts
1. Begin to hold flood group meetings to bring all concerns up to date and to review existing flood plans.
 - a. If a flood group is established, it should consist of representatives from engineering, fire, police or law enforcement, EMA, HAZMAT, County Commissioner
 2. Implement County Communication Plan
 - a. Set up information line to handle flood related questions (initially a recorded message, can grow into a manned hotline.
 - b. Should address needs of businesses and environmental impacts, i.e. Storage of Hazardous materials and critical inventory.
 3. Inspection of all County related flood equipment
 - a. Engineering and Fire to inspect existing equipment for serviceability
 - b. Reconfirm outside and private resources, contacts, and availability.
 4. Hand out info to affected residents and businesses. This will approximate actual evacuation procedures and will establish time lines for such. This will also make emergency crews aware of possible problem areas.
- E. Response
1. Activate County EOC – Level II (As established in Basic Plan)

- a. Formal EOC at Youngstown-Warren regional Airport
 - b. All records and updated assessments to go through the Incident Command Post to the EOC
 - c. Media information office to set up with designated spokesperson
2. Final diking and stop blocking
 - a. Engineering to give scheduled updates of water efforts
 - b. Businesses on the outside of the dikes should have all inventory removed from this zone
 3. Establish reception centers
 - a. Reception centers to be manned by EMA. and designated volunteers
 - b. Tracking residents is critical. Evacuee list to be updated and passed on to the information hotline.
- F. Shall evacuation be necessary, consult Annex J and consult Annex Q for maps and evacuation routes. This Annex is also responsible for the return and relocation of residents.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Primary Agency Responsibility

1. Fire Departments within Trumbull
 - a. The Fire Service is responsible for initiating County Flood Plan, as well as continuing to provide emergency services in the flood area.

B. Secondary Agency Responsibilities

1. Engineers Office
 - a. The Engineering department will take the lead role in our flood mitigation efforts. Responsibilities include assessment of the situation, monitoring and repair of dykes, pump stations, and roads as well as inspection of equipment.
2. Law Enforcement

- a. The Trumbull County Sheriffs Department and all Local Law Enforcement Agencies will be responsible for the evacuation of residents in the affected flood area. They are also charged with providing general security for evacuated area.

3. Chief Officials

- a. Chief Officials are responsible for issuing the evacuation order for the affected areas of City, Villages, and Townships located within the County. They are also charged with the responsibility of declaring a State of Local Emergency, if required. Chief Officials will also provide policy in support of the flood response.
 - i. Chief Officials shall be comprised of Mayor's, County Commissioners, and Township Trustees.

V. DIRECTION AND CONTROL

- A. The Trumbull County Commissioners in coordination with personnel in the activated EOC and IC's in the affected jurisdictions of the county will assume direction and control of emergency activities from the primary EOC located at 640 North River Road NW Warren, Ohio. The alternate EOC, should the primary EOC be unusable, will be the Mobile Command Post.
- B. Activities at the scene of an emergency, public information releases, requests for emergency support and local emergency declarations will be coordinated with the Commissioners, Director of EMA and personnel in the activated EOC.
- C. Annex A, Direction and Control, to this plan describes the EOC facilities, staffing pattern, procedures and support requirements necessary to carry out this function.

VI. CONTINUITY OF GOVERNEMENT

- A. Each fire department is responsible for conducting search and rescue to their local capability. Outside resources may be requested by the IC in order to assist response and recovery operations.
- B. If the Fire Chief is not able to respond, a designee by the Chief will be in command per Ohio Revised Code 3737.80.

VII. ADMINISTRATION AND LOGISTICS

A. Administration

1. Administration of emergency management activities in Trumbull County is conducted on a daily, non-emergency basis (mitigation and preparedness phases) by the County EMA Director.
2. During the emergency/response and recovery phases, the emergency management program is coordinated by the County EMA Director with responders and Incident Commanders at the scene and in the activated EOC in accordance with the written procedures set forth in this plan and in organizational SOPs.

B. Logistics

1. Requests for material support will be coordinated with the Incident Command of the affected jurisdiction and presented to the County EMA Director.

The County EMA Director will present the request to the Executive Committee and the Executive Committee will approve or deny the expenditure.

If the expenditure is denied, it is up to the legislative authorities in the affected jurisdiction to approve or deny the expenditure.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

See Plan Development and Maintenance in Basic Plan

Tornado Disaster Plan

I. PURPOSE

The purpose of this plan is to ensure the safety of citizen's pre and post disaster. It is the responsibility of the plan to implement measures to mitigate and prepare citizens for a tornado. The main purpose is to protect life and property if there is tornado activity within Trumbull County.

II. SITUATION AND ASSUMPTIONS

A. A tornado is a violent local storm with whirling winds of tremendous speed. It appears as a revolving, funnel-shaped cloud which extends toward the ground from the base of the thundercloud. It varies from gray to black in color. The tornado spins like a top and may sound like the roaring of an airplane or locomotive. These small short-lived storms are the most violent of all atmospheric phenomena, and over a small area, the most destructive.

TORNADO WATCH: means tornadoes are expected to develop

TORNADO WARNING: means a tornado has actually been sighted or indicated on radar.

B. Knowing what to do when a tornado is approaching may mean the difference between life or death. If you see any revolving, funnel-shaped clouds on a cloudy day, report them by telephone immediately to the local police department, sheriff's office, or National Weather Service Office. But do not use the phone to get information and advice--depend on radio or TV as indicated above.

C. The National Weather Service issues severe weather warnings to the public over radio and TV stations. Sirens will also be used to notify county residents of a tornado warning.

III. CONCEPT OF OPERATIONS

A. Tornado Safety Rules

1. When a TORNADO WATCH is announced:

- a. Keep your radio or television on and listen for the latest Weather Service warnings and advisories. If power fails, use a portable battery radio or your car radio.

- b. Keep watching the sky, especially to the south and southwest.
2. When a TORNADO WARNING is announced:
- a. Your best protection is an underground shelter or cave, or a substantial steel-framed or reinforced concrete building. (If none is available, take refuge in other places as indicated below.)
 - b. If your home has no basement, take cover under heavy furniture on the ground floor in the central part of the house, or in a small room on the ground floor that is away from outside walls and windows. The bathroom may also be a safe location since the fixtures are firmly connected and can protect you from flying debris. (As a last resort, go outside to a nearby ditch, excavation, culvert or ravine.)
 - c. Doors and windows on the sides of your house away from the tornado may be left open to help reduce damage to the building, but stay away from them to avoid flying debris.
 - d. Do not remain in a trailer or recreational vehicle if a tornado is approaching. Take cover elsewhere.
 - e. If advised that you are likely to be in the path of a tornado, and if time permits, electricity and fuel lines should be turned off.
 - f. If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this--or if you are walking--take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.
 - g. SCHOOLS - If the school building is of good steel reinforced construction, stay inside away from the windows and remain near an inside wall on the lower floor if possible.
 - h. AVOID AUDITORIUMS AND GYMNASIUMS - with large, unsupported roof spans.
 - i. In rural schools that do not have reinforced construction, move school children and teachers to areas providing best available protection within the building if storm shelters are not available.
 - j. FACTORIES AND INDUSTRIAL PLANTS - When possible shut off all electrical circuits and all fuel lines if a tornado is approaching a plant. Workers should be moved to sections offering the best possible protection, in accordance with advance plans.

- k. SHOPPING CENTERS - Go to a designed shelter area (NOT to your parked car).
 - l. OFFICE BUILDINGS - Go to an interior hallway on the lowest floor, or to a designated shelter area. Stay away from windows.
- B. The following are examples of Announcements Concerning Safety Measures after the Passage of the Tornado.
1. Do not enter any building that may have been damaged or weakened by the disaster, as they may collapse without warning. Also, there may be gas leaks or live electrical lines.
 2. Don't take lanterns, torches or lighted cigarettes into buildings that have been damaged by a natural disaster, since there may be leaking gas lines or flammable material present.
 3. Stay away from fallen or damaged electric wires--they may still be live.
 4. Check for leaking gas pipes in your home. Do this by smell--don't use matches or candles. If you smell gas, do this: (1) Do NOT turn any electrical appliances; (2) Open all windows and doors; (3) Turn off the main gas valve at the meter; (4) Leave the home immediately; (5) Notify the gas company or the police or fire department; (6) Don't re-enter the house until you are told it is safe to do so.
 5. If any of your electrical appliances are wet, first turn off the main power switch in your house, then unplug the wet appliance, dry it out, reconnect it, and finally, turn on the main power switch. (Caution: Don't do any of these things while you are wet or standing in water.) If fuses blow when the electric power is restored, turn off the main power switch immediately and inspect for short circuits in your home wiring, appliances and equipment. If the house or any part of the house or appliances has been damaged then secure the power to your home and wait for the electric company.
 6. Check your food and water supplies before using them. Foods that require refrigeration may be spoiled if electric power has been off for some time.
 7. Stay away from disaster areas. Sightseeing could interfere with first aid or rescue work and may be dangerous as well.
 8. Don't drive unless necessary, and if you must, drive with caution. Watch for hazards to yourself and others, and report them to local police or fire departments.

9. Report broken sewer or water mains to the Water Department.
10. Keep tuned to your radio or TV stations for advice and instructions of your local government on:
 - a. Where to go to obtain necessary medical care in your area.
 - b. Where to go for necessary emergency assistance for housing, clothing, food, etc.
 - c. Ways to help yourself and your community recover from the emergency.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

See Section IV of the Basic Plan

V. DIRECTION AND CONTROL

- A. The Trumbull County Commissioners in coordination with personnel in the activated EOC and IC's in the affected jurisdictions of the county will assume direction and control of emergency activities from the primary EOC located at 640 North River Road NW Warren, Ohio. The alternate EOC, should the primary EOC be unusable, will be the Mobile Command Post.
- B. Activities at the scene of an emergency, public information releases, requests for emergency support and local emergency declarations will be coordinated with the Commissioners, Director of EMA and personnel in the activated EOC.
- C. Annex A, Direction and Control, to this plan describes the EOC facilities, staffing pattern, procedures and support requirements necessary to carry out this function.

VI. CONTINUITY OF GOVERNMENT

See Continuity of Government in the Basic Plan

VII. ADMINISTRATION AND LOGISTICS

- A. Administration

1. Administration of emergency management activities in Trumbull County is conducted on a daily, non-emergency basis (mitigation and preparedness phases) by the County EMA Director.
2. During the emergency/response and recovery phases, the emergency management program is coordinated by the County EMA Director with responders and Incident Command at the scene and in the activated EOC in accordance with the written procedures set forth in this plan and in organizational SOPs.

B. Logistics

1. Requests for material support will be coordinated with the Chief Executive Officer of the affected jurisdiction and presented to the County EMA Director.

The County EMA Director will present the request to the Executive Committee and the Executive Committee will approve or deny the expenditure.

If the expenditure is denied, it is up to the legislative authorities in the affected jurisdiction to approve or deny the expenditure.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

See Plan Development and Maintenance in Basic Plan

Appendix 3 Severe Weather Matrix

Severe Weather/ Tornado Emergency Response Matrix

(Identifies primary P and support S agencies)

<i>Departments</i>	Notification and Warning	Establish Command	Wind shield Damage Assessment	Securing Campus Perimeter	Protective Action Measures	Traffic Control	Staging of vehicles	Debris Removal	Search and Rescue	Triage of victims	Ordering and Coordination of resources	Public Information	Mass Care and Sheltering	Detailed Damage Assessment	Declaration of Emergency
National Weather Service															
Trumbull 9-1-1 or PSAP															
Local Police															
Local Fire															
Local EMA															
Trumbull County Sherriff's Dept.															
Trumbull County EMA															
HAM Radio Operators															
Local Hospitals															
Private Ambulance Co. (AMR)															
Red Cross															
Salvation Army															

Winter Storm Advisory Plan

I. PURPOSE

To assisting in the preservation of life and the accessibility of public roads for emergency personnel.

II. SITUATION AND ASSUMPTIONS

Trumbull County is susceptible to a multitude of winter storms. The following describes Trumbull County's risk to these storms:

Ice Storm Freezing rain or drizzle is called an ice storm. Moisture falls in liquid form but freezes upon impact. The term heavy is used to indicate an ice coating sufficiently heavy to cause significant damage to trees, overhead wires, and similar objects.

Snow is a forecast, without a qualifying word such as occasional or intermittent, means that the fall of snow is of a steady nature and will probably continue for several hours without letup.

"Heavy snow warnings are issued to the public when a fall of four inches or more is expected in a 12-hour period, or a fall of six inches or more is expected in a 24-hour period. Some variations on these rules may be used in different parts of the country. Where four-inch snowfalls are common, the emphasis on heavy snow is generally associated with six or more inches of snow. In other parts of the county, where heavy snow is infrequent, or in metropolitan areas with heavy traffic, a snowfall of two or three inches will justify a heavy snow warning.

Snow Flurries are defined as snow falling for short durations at intermittent periods; however, a snowfall during the flurries may reduce visibilities to an eighth of a mile or less. Accumulations from snow flurries are generally small.

Snow squalls are brief, intense falls of snow and are comparable to summer rain showers. They are accompanied by gusty surface winds.

Blowing and drifting snow generally occur together and result from strong winds and falling snow or loose snow on the ground. Blowing snow is defined as snow lifted from the surface by the wind and blown about to a degree that horizontal visibility is greatly restricted.

Drifting snow is used in forecasts to indicate that strong winds will blow falling snow or loose snow on the ground into significant drifts. In the northern plains, the combination of blowing and drifting snow, after a substantial snowfall has ended, is often referred to as ground blizzard.

Blizzards are the most dramatic and perilous of all winter storms, characterized by low temperatures and by strong winds bearing large amounts of snow. Most of the snow accompanying a blizzard is in the form of fine, powdery particles of snow which are whipped in such great quantities that at time visibility is only a few yards.

Blizzard warnings are issued when winds with speeds of at least 35 mph are accompanied by considerable falling or blowing snow and temperatures of 20 degrees F or lower are expected to prevail for an extended period of time.

Severe blizzard warnings are issued when blizzards of extreme proportions are expected and indicate wind with speeds of at least 45 mph plus a great density of falling or blowing snow and a temperature of 10 degree F or lower.

A cold-wave warning indicates an expected rapid fall in temperature within a 24-hour period which will require substantially increased protection to agricultural, industrial, commercial, and social activities. The temperature falls and minimum temperatures required to justify cold wave warnings vary with the changing of the season and with geographic location. Regardless of the month or the section of the country, a cold wave warning is a red flag alert to the public that during a forthcoming forecast period a change to very cold weather will require greater than normal protective measures.

Hazardous Driving (Travelers) Warnings are issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds will make driving difficult.

Stockmen's Warnings alert ranchers and farmers that livestock will require protection from a large accumulation of snow or ice, a rapid drop in temperature, or strong wind.

Wind Chill Factor Strong winds combined with low temperatures cause a very rapid cooling of exposed surfaces. Unprotected portions of the body, such as the face or hands, can chill rapidly and should be protected as much as possible from the cold wind. A very strong wind combined with a temperature slightly below freezing can have the same chilling effect as a temperature nearly 50 degrees F lower in a calm atmosphere. Arctic explorers and military experts have developed a term called the wind chill

factor, which states the cooling effect of various wind and temperature combinations. In certain areas, the Weather Service issues this information as the wind chill index. The following descriptive scale compares a 20 degree F temperature with different wind speeds.

III. CONCEPT OF OPERATION

- A. When you prepare to go outside in severe cold weather, please remember the following:
1. Most of your body heat is lost through your head so wear a hat, preferably one that covers your ears.
 2. Dressing in warm layers helps you retain heat. You can remove layers as you need to, if you become too warm.
 3. Mittens provide more warmth to your hands than gloves.
 4. Recognize frostbite warning signs: gray, white or yellow skin discoloration, numbness, waxy feeling skin. Seek medical attention immediately if you have these symptoms.
 5. Hypothermia is a serious condition. Warning signs for detecting severely low body temperature are memory loss, disorientation, incoherence, slurred speech, drowsiness, exhaustion, and uncontrollable shivering. People generally suffer from hypothermia after being over-exposed to extremely cold weather, dangerous wind chills, ice and snowstorms, freezing rain or sleet. Recognize the symptoms of hypothermia that can be a serious medical condition: confusion, dizziness, exhaustion and severe shivering. Seek medical attention immediately if you have these symptoms.
 6. Wear waterproof, insulated boots to help avoid hypothermia or frostbite by keeping your feet warm and dry and to maintain your footing in ice and snow.
 7. Get out of wet clothes immediately and warm your core body temperature with a blanket or warm fluids like hot cider or soup. Avoid drinking caffeine or alcohol if you expect you or someone you are trying to help has hypothermia or frostbite.
- B. If travel is necessary during potentially dangerous winter weather, it's best to inform someone of the travel route, destination and expected arrival time. Travelers should also remember to keep their gas tanks near full to avoid ice in the tank and fuel lines. If you get stuck in slick conditions, the following actions should be taken:

1. Stay with your car. Do not try to walk to safety.
2. Tie a brightly colored cloth (preferably red) to the antenna for rescuers to see.
3. Start the car and use the heater for about 10 minutes every hour. Keep the exhaust pipe clear so fumes won't back up in the car.
4. Leave the overhead light on when the engine is running so that you can be seen.
5. As you sit, keep moving your arms and legs to keep blood circulating and to stay warm.
6. Keep one window away from the blowing wind slightly open to let in air.

C. Road Blockage

1. All winter related winter hazards concerning the blockage of public roads will be handled by the County Engineer office and Street and Road Crews assigned by the city, village, or township.
2. In non emergency periods, the role of public works in the county or within municipalities is confined to trash collection, landfill operations, building, ground and street maintenance, water and sewage utility service, equipment operation and maintenance.
3. During emergencies, the public works function expands and coordination of public works emergency operations is essential. Public works arranges for support services for emergency response agencies, shelter operations and the Emergency Operations Center and coordinates with the private sector for additional resources to supplement public works.

D. Warning Responsibility

The National Weather Service is responsible for the timely issuance of weather warnings to the public, including the approach of winter storms.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Trumbull County EMA
- B. The American Red Cross

- C. Road and Street Departments
 - a. Repair and maintain streets.
 - b. Perform damage assessment.
 - c. Clear snowfall in an emergency from roads and street and to make them passable to emergency vehicles.
 - d. Assist in de-icing the roads.
 - e. Provide equipment and operators as needed.
 - f. Drain flooded areas.
 - g. Maintain contact with EOC.
- D. Trumbull County Engineers Department
 - a. Repair roads and bridges.
 - b. Maintain debris and garbage disposal operations.
 - c. Perform damage assessment operations.
 - d. Provide engineering services and advice.
 - e. Assist in decontamination operations.
 - f. Participate in development & execution of emergency exercises.
 - g. Store and provide fuel for emergency vehicles.
 - h. Maintain contact with the Emergency Operations Center.
 - i. Update county map.
 - j. Clear debris in an emergency.
 - k. Place barricades where necessary.
 - l. Drain flooded areas.
 - m. Provide back-up electrical power to the Emergency Operations Center.
 - n. Protect the water supply and sewage system from the effects of hazardous material incidents.

- o. Inspect, designate, and demolish hazardous structures.

- E. Electric Companies

- a. Determine extent of power failure and report information to Trumbull County Emergency Management Director.

- b. Coordinate for support of emergency power at hospitals, rest homes and for individuals identified with emergency power needs.

- V. DIRECTION AND CONTROL

- A. The County Engineer or his designee will relocate to the Emergency Operations Center during an emergency to advise decision makers and coordinate response efforts with utilities, municipal and village departments, state, federal, and volunteer organizations.

If the Engineer must be at the site of the emergency, he will appoint an employee to represent him at the EOC.

- B. Internal resources of all operating departments will be managed by individual departmental procedures and policies.

- C. Each responding organization will communicate directly with its own field forces, and in turn will keep the Emergency Operations Center informed of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) during emergency operations.

- VI. CONTINUITY OF GOVERNEMENT

The line of succession for the County Engineering and Public Works Coordinator shall be as follows:

1. Trumbull County Engineer
2. Trumbull County Chief Deputy Engineer
3. Assigned LEPC Member

- VII. PLAN DEVELOPMENT AND MAINTAINENCE

See Section VII of the Basic Plan

Drought Response Plan

I. PURPOSE

Droughts, a natural phenomenon, occur with unpredictable frequency and variable intensity. During a drought, weather conditions in Trumbull County service area may be drier than normal and may stress vegetation. This Drought Response Plan is intended to assist the Trumbull County decision makers in creating policies and decisions during times of drought and watering restrictions.

II. SITUATION AND ASSUMPTION

- A. If drier-than-normal conditions exist, public interest in the potential for drought may intensify before Trumbull County Water Departments are able to make a reasonably certain projection of water storage. The effects of less snowfall, reduced reservoir storage and increased fire danger will already have generated a general awareness of the possibility of drought. In addition, other metro-area water suppliers may already have imposed restrictions on their customers.
- B. In the early stages of a dry period, Water Department within Trumbull County will communicate that it is closely watching conditions throughout the water system and that it is ready to act when conditions specific to its water system and general public call for action.
- C. Even if dry conditions do not eventually lead to declaration of a drought for Trumbull County citizens, the Public Affairs staff, as well as members of the EMA and the Engineers office, needs to be prepared with consistent information to field queries from the media, customers and recreation enthusiasts.

III. CONCEPT OF OPERATION

A. Restrictions

A set of principles to guide the development of drought restrictions:

1. Avoid irretrievable loss of natural resources.
2. Restrict less essential uses before essential uses.

3. Affect individuals or small groups before affecting large groups or the public as a whole, allowing as much public activity as possible to be unaffected.
4. Minimize adverse financial effects on the community.
5. Eliminate water waste.
 - a. Drought restrictions should not be confused with ongoing water conservation efforts. Restrictions may be harsh, cannot always be fair, and are not intended for long-term use. Water-dependent businesses will be negatively affected by water use restrictions. Denver Water encourages water-dependent businesses to develop their own Drought Response Plans to guide them through periods of drought and restrictions.

B. Surcharges

During drought conditions, Trumbull County must confront three overriding objectives:

1. Quickly reduce the volume of water used by its customers.
2. Maintain adequate revenues to meet its financial obligations.
3. Consider the opposing needs of existing demand and growth.
 - a. Drought pricing can be an effective tool in managing these objectives, and drought surcharges must be considered as part of an overall demand reduction and financial stabilization program.

C. Enforcement

Monitoring a drought will be up to the sewage and water companies. Drought monitors enforce the drought restrictions and water waste rules. The goal of the drought monitors is to help citizens comply with the rules, not merely to penalize violators, but for the common good for the County.

D. Monitoring a Drought

Trumbull County EMA will have contact with the surrounding sewage and water companies. The staff will begin monitoring and evaluation activities as soon as the County Commissioner declares a drought. Water savings will be tracked and compared with normal water use and weather-adjusted expected use. If water use is not being reduced, modifications to the drought response efforts may be recommended.

E. Response to a Drought

1. The first sign of a drought is triggered by actual or expected water storage of 80 percent or lower. The goal of reducing the impact of a drought is to reduce water use by 10 percent. Declaration of a Stage 1 Drought is meant to warn customers that water levels are significantly below average and that continued dry weather could trigger a Stage 2 Drought. Recommended responses during Stage 1 Drought include:
 - a. Set the tone for a dry irrigation season.
 - b. Reduce water demand to prevent progression to a more substantial drought.
 - c. Request that customers voluntarily reduce their water use by 10 percent.
 - d. Activate the water budget program for large-volume customers.
 - e. Warn of and prepare for a more significant drought.
 - f. Implement a public awareness campaign.

2. An actual or predicted water storage of 65 percent or lower will result in a stage two drought response. The goal in a Stage 2 Drought is to reduce water use by 30 percent. A Stage 2 Drought activates mandatory water use restrictions and requires a significant effort on the part of citizens. Recommended responses during Stage 2 Drought include:
 - a. Allow watering only two days per week.
 - b. Set a limit on the watering time allowed per watering day.
 - c. Restrict or eliminate nonessential water uses.
 - d. Implement a water use reduction goal of 30 percent for large-volume customers.
 - e. Consider giving high-public-use customers special consideration.
 - f. Implement industry-specific water restriction programs.
 - g. Activate the enforcement program.

- h. Enact the Stage 2 Drought restriction clause in contracts.
 - i. Design a surcharge program to support the mandatory drought restrictions.
 - j. Implement a public awareness campaign.
3. A Stage 3 Drought is triggered by actual or predicted water storage of 40 percent or lower. The goal in a Stage 3 Drought is to reduce water use by 50 percent. A Stage 3 Drought activates prohibitions on most lawn watering and other mandatory water restrictions. Stage 3 Drought restrictions are severe and may result in significant damage to landscapes. Recommended responses during a Stage 3 Drought include:
- a. Allow one day of watering per week for trees and shrubs (no turf watering except on high-public-use areas).
 - b. Set a limit on the watering time allowed per watering day.
 - c. Eliminate all nonessential water uses.
 - d. Implement a water use reduction goal of 50 percent for large-volume customers.
 - e. Implement industry-specific water restriction programs.
 - f. Enact the Stage 3 Drought restriction clause in contracts.
4. A Stage 4 Drought is triggered by actual or predicted water storage of 25 percent. The goal in a Stage 4 Drought is to reduce water use by 66 percent. A Stage 4 Drought activates a rationing program for Trumbull County's citizens. Restrictions under a Stage 4 Drought are severe and will probably result in long-term damage to landscapes. Though it is highly unlikely that conditions would ever warrant declaration of a Stage 4 Drought, recommended responses include:
- a. Limit outdoor watering to monthly tree watering.
 - b. Eliminate nonessential water uses.
 - c. Design a water-rationing program to provide citizens water for essential uses for an indefinite period of extreme drought.

IV. ORGANIZATION AND ASSIGNMENT OF RESPOSIBILITIES

A. Public Information Officer

1. In order for the Drought Response Plan to be effective, Trumbull County executives must communicate effectively with all its citizens. The three major components of Trumbull County's Drought Communication Program are public involvement, citizen information, and media relations.
2. The PIO will be responsible for communicating citizen information and the drought program that has been activated if applicable.

B. Trumbull County EMA

1. The County EMA will be responsible for keep communication with water department on management of water control. The director will not management water control but direct the departments of the situation.
2. Distribution of water sources to citizens and businesses for private contractors will be at the approval of the EMA. The EMA is responsible for panning how to distribute water sources using rational reasoning.

C. Trumbull County Engineers Office

1. The Engineers Office is to remain informed on the drought condition. Parts of the County infrastructure and public works may be affected in the result of a major water shortage. The engineer's office will aid in the need to contribute to the disaster and assist in the contribution of water sources. The County Engineer will also take command over the water short state of affairs in the absence of the EMA director for water distribution.

D. Water and Sewage Departments

1. The water and sewage departments in Trumbull County are the first response and mitigation source to discovering a drought.
2. These departments will make recommendations to the EMA and executive offices. When water rational needs to take place, the water and sewage departments shall be part of the decision making process. The decisions will be made by Trumbull County Commissioners with recommendations by water department and the EMA Director.

E. Red Cross

1. The Red Cross may deploy emergency centers and distribution points for water sources in the event of a drought emergency. The Red Cross may also assist in the in obtaining water sources for emergency purposes.
2. The Red Cross will establish mass care facilities if water sourcing becomes a problem.

F. Private Water Contractors

1. There are not mutual aid agreements with private water contractors or distributors. It is highly recommended that mutual aid agreements are made to mitigate drought emergency problems.

V. DIRECTION AND CONTROL

- A. The Trumbull County EMA Director is responsible for coordinating and managing water sourcing and water distribution to the Trumbull County general public. The EMA Director shall be responsible for directing and appointing a water distributors and controlling agents if the director is overwhelmed with responsibilities. Managing the water shortages includes: monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities. The EMA is encouraged to enter into cooperative agreements with other State agencies and local governments to maximize public assets. The development of such agreements must comply with the guidelines established in their agency procurement manual. All State agencies and local governments that wish to participate in such agreements should be identified prior to the development and implementation of the agreement.
- B. Coordination of activities through outside agencies shall be reported to the Trumbull County EMA Director and then through the EOC. Routine checks of water resources and water distribution should be completed to ensure accuracy and financial security.

VI. CONTIUNITY OF GOVERNEMENT

In the Event of a drought Trumbull County EMA will be responsible for the organization and management control over water sources under the consulting of the local water departments. In the event that the Trumbull County EMA Director is absent the following will take command:

1. The Trumbull County Engineer

2. Sanitary Engineer
3. The PIO for Trumbull County EMA

VII. ADMINISTRATION AND LOGISTICS

A. Communication

1. To ensure an efficient operation, all activities throughout this plan shall be coordinated through the Trumbull County EMA.
2. The EMA Director is responsible for coordinating the activities throughout this plan to the appropriate EOC members and IC if needed.

B. Resources

1. An updated list of contracted private and public water distributors shall be maintained by the County Executive and Trumbull County EMA Director.
2. Assistance will be requested by the EMA Director.
3. Any person deviating from the provisions of this guideline may be required, at the discretion of the County EMA Director, to submit in writing, within five calendar days, an explanation for such deviation. The written explanation will be forwarded to the County Debris Manager for final resolution if required.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. This plan was developed based on the concept that droughts and water shortages may become a situation inside itself that could turn into an emergency.
- B. The EMA Director in cooperation with Trumbull County Engineers Office and Water Departments within the County shall be responsible for updating this plan based on deficiencies identified through drills and exercises and changes in the government structure and emergency organizations.
- C. The Trumbull County EMA is responsible for coordinating, publishing, and distributing necessary changes and revisions to this plan.
- D. Updates shall be completed every four years with a high recommendation that it should be reviewed annually with the appropriate agencies.

Earthquake Plan

I. PURPOSE

The purpose of this plan is to organize disaster relief measures covering all corners of the county. In event of an earthquake of greater intensity the communication between the different parts of the county may be disrupted. So emphasis is given on preparing the people of every locality so that they can organize rescue and relief measures till the arrival of emergency services.

II. SITUATION AND ASSUPTION

- A. Earthquake causes havoc as it occurs without any warning and creates widespread damages in the shortest time as a consequence of which people become panicky which also aggravates the situation. Past Earthquakes call upon us to be prepared to meet the hazards boldly in a planned and disciplined manner. Steps should be taken for optimum utilization of the available resources as medical and other utility services. Relief measures such as rescue, debris clearance, and restoration of essential services, medical services, firefighting, temporary sheltering and maintenance of public morale are to be augmented.
- B. It is concluded earthquakes are susceptible from occurring in Trumbull County. Earthquakes range from small to medium on the Richter Scale within the County. This would pose an immediate threat and loss of life as well as numerous damages on property.

III. CONCEPT OF OPERATION

A. Operations

For sustained operations, a full coordination of capabilities are needed in the EOC to manage the overall response as resources become available and response actions in the disaster area become more methodical. The thrust of the activity swings from immediate life-saving requirements to the prevention of further loss of life and other forms of suffering, detailed damage assessment, and the prevention of further damage to property. The sustained phase tasks imply a high level of resource allocation to local governments for some functions, and a need for centralized control of resources for other functions. The EOC tasks include:

1. Maintaining operational direction or coordination of the provincial response effort until responsibility is released to “normal arrangements” on a function-by-function basis.
2. Self-administration and coordination of unforeseen self-administration needs of other provincial ministries involved in the response effort.
3. Planning for future operations, including commencement of recovery activities as these become feasible.
4. Financial management of the provincial government response effort, including administration of any disaster financial assistance programs that could become available.
5. Operating a public information centre in the operational area.
6. Arranging for the receipt, stockpiling, and dispatch of resources.
7. Coordinating disaster response communications requirements.

B. Preparation and Mitigation

1. Enrollment of volunteers from the local and regional agencies and other organization that have assigned volunteers.
2. Training of the Volunteers
3. Demarcate the responsibilities of officials and non officials that could be deployed for rendering assistance to the affected people.
4. Ascertain the resources both manpower and equipments available with these organization for conducting relief operation.
5. Find out ways and means to procure equipments, tents, and other items that will be required in connection with relief operation
6. Prepare a list of building, schools, etc that could be used as temporary shelters for victims.
7. Prepare a list of vehicles and emergency equipment that could be procured on hire requisition during disaster.
8. Select open fields and spaces where temporary shelters and hospitals could be established.

C. Response

1. Make prompt rescue decisions.

2. Assess requirement for personal and materials for rescue and relief operations.
3. Ensure that all services are arranged according to the need.
4. Procurement of vehicles and other means of transport as a requirement by requisition.
5. Set up information centers and temporary shelters, fields, and hospitals according to the need.
6. Quick restoration of essential services (i.e. water, electricity, telephones)
7. Procurement of equipment, tents and other items obtained on demand.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Red Cross

1. In event of any severe disaster the number of people rendered homeless may be very large. In addition to the homeless there may be large number of persons without food and adequate clothing. The Red Cross will work for providing the necessary essentials. The available of such support can play a decisive role in raising public morale but also in rehabilitating the affected people.
 - a. Supply of information regarding dead nature of facilities and assistance available for the affected people.
 - b. Care of the homeless and provision of temporary shelters where homeless people may be given shelter, food, and clothing.
 - c. Bringing of the affected people and making suitable arrangement for the evacuees during transit and at destination.

B. Trumbull County EMA

1. The EMA Director will plan, organize and render relief in accordance with the provision of the scheme in the whole of the county. It will coordinate the efforts of the government departments and non-government organizations in connection with relief operations. The director will suggest for improvement of relief operation and advice on any urgent steps. It will lease with the relief operations of the Blocks as

well as sub-divisional level covering the entire county. The Commissioner will prepare a reinforcement plan for the whole county for obtaining reinforcement from law enforcement when necessary.

C. Trumbull County CERT (If applicable)

1. For effective functioning of the various services, there must be adequate stock of materials. The CERT responders are responsible for helping the administration at various levels for quick distribution and transportation of essential items to the IC and other places. The EMA Director will be the overall in charge of the team. The volunteers and other social organization will help the officials.

D. Fire and Rescue Departments

1. The primary objective of the team will be to rescue the living persons trapped in debris of the collapsed structures or marooned by flood. It will also be responsible for the recovery of the dead bodies. The fire and rescue teams will be in command of rescue procedure. They are responsible for giving training to the other members. All team members of the rescue group will be given additional training as necessary.

E. Trumbull County Coroner

1. As a result of any major disaster a large number of deaths may occur and the disposal of the dead bodies may create a serious problem. Arrangement will have to be made for disposal of the dead, claimed or unclaimed after observing all the formalities. Arrangements will also have to be made for disposal of the dead cattle and other animals else the carelessness might create health and sanitation problem.
2. Special arrangements will be made with veterinary services for the disposals and sanitation of dead animals.

V. DIRECTION AND CONTROL

During emergency situations, the EMA Director will operate from the EOC and will coordinate damage assessment activities for the county. All damage information will be forwarded to the plotter and posted in the EOC.

Repairs to public facilities will begin as soon as possible. Priority will be given to those facilities that are critical to emergency response activities. County, city, and township resources, including private sector, will be relied upon for most of the work, with support from state, federal and other jurisdictions as available.

VI. CONTINUITY OF GOVERNEMENT

- A. The line of succession for the EMA Director in earthquake response and recovery shall be as follows:
 - 1. Trumbull County Engineer
 - 2. Assigned LEPC member

VII. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. Additional equipment or services needed to address the emergency by county/municipal responders will be requested through the Engineering, Utility and Public Works Coordinator in the activated EOC.
- 2. If the EOC is not activated, requests will be made to the County Commissioners (County organization) or the Executive Committee (County-wide organization).
- 3. The County Resource Manual lists equipment and services in the county. The Engineering, Utility and Public Works Coordinator will assist organizations in the cooperative use of equipment and personnel.
- 4. Areas needing assistance in utility restoration, debris removal, flood drainage, sanitation and related areas will be plotted on maps in the EOC and prioritized for response.
- 5. Engineering, utility and public works responders will provide information for the After Action Report as requested by the Trumbull County Emergency Management Director.
- 6. Requests for mutual-aid assistance from adjacent counties and assistance from the state and federal government for engineering, utility and public works will be made through the County Engineer in the activated EOC.

B. Logistics

1. Responders will coordinate with each other for the placement of work crews, supply lines, staging areas and emergency command centers.
2. All responding organizations will provide regular reports to the EOC Coordinator on their location, activities and status at the site.
3. Logistical support for the dispatch points, including food, water, emergency power, fuel and lighting will be provided internally by the organizations. Support will be given by the EOC when internal resources are exhausted.

VIII. PLAN MAINTAINANCE AND DISTRIBUTION

- A. This appendix will be reviewed annually and tested in exercises by the members of the Trumbull County LEPC and by the Director of the Trumbull County Emergency Management Agency. Based on identified deficiencies, changes to this annex will be given to the Trumbull County EMA Director.
- B. This annex will be updated annually or when any deficiencies are identified through drills, exercises, emergencies, or changes in governmental/organizational structure. The Trumbull County EMA Director is responsible for ensuring that all necessary changes to this annex are coordinated, published and distributed. Revisions to this appendix will be distributed to all involved organizations by the Trumbull County Emergency Management Director.