



## PROMULGATION STATEMENT

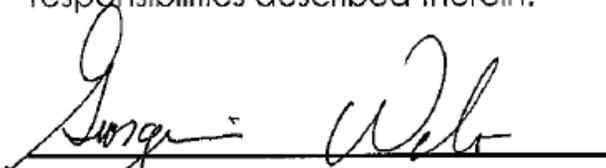
In **The City of South Euclid**, the management of an emergency begins well before they strike through collaborative planning and capacity building. The public, private, and non-profit sectors, as well as individual citizens, must work together to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose a risk to **The City of South Euclid**.

The **City of South Euclid** Emergency Operations Plan (EOP) represents a combination of best practices, collaborative planning, and lessons learned from real world response. The plan is designed to save lives, reduce injuries, and limit property damage before, during, and after an emergency. It describes the notification and communications process, as well as how resources are mobilized and coordinated to support response and recovery efforts.

This plan supersedes all previous versions and may be modified only upon my approval or, under the appropriate circumstances, upon approval of the Fire Chief.

Upon my authorization, this plan may be fully or partially activated to manage natural, technological and human-caused incidents that occur in the **City of South Euclid**. All **City of South Euclid** employees shall support this plan and carry out their responsibilities as required by this document.

The signature below attests approval of the plan and agreement to execute the responsibilities described therein.

  
\_\_\_\_\_  
Georgine Welo, Mayor  
City Of South Euclid

  
\_\_\_\_\_  
(Date)

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## BASE PLAN

### Purpose and scope of the South Euclid Emergency Management System

This South Euclid Emergency Operations Plan describes the basic emergency procedures that the City of South Euclid will use to protect people's lives and property in an emergency situation. The City will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. The resources normally available within the City may not be sufficient to respond to a major emergency and/or disaster. Therefore, outside assistance may be necessary. The responsibilities and tenets outlined in this Plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time. There is no guarantee implied by the Plan that a perfect response to emergency or disaster incidents will be practical or possible.

Emergency management operations are carried out within four distinct phases: mitigation, preparedness, response, and recovery. The scope of this plan includes response and recovery responsibilities.

#### 1. Mitigation

Mitigation includes actions that are 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. The goals of mitigation activities are to protect people and structures and to reduce the costs of response and recovery operations.

Mitigation is accomplished in conjunction with a hazard analysis. A hazard analysis identifies:

- a. What events can occur in-and-around the community
- b. The likelihood that an event will occur
- c. The consequences of the event in terms of casualties, destruction, disruption to critical services, and costs of recovery

#### 2. Preparedness

Pre-emergency activities that assure designated organizations will effectively respond to emergencies. Emergency management for preparedness involves four primary activities; training, exercising, planning and resource identification and acquisition.

Because it is not possible to mitigate completely against every hazard that poses a risk, preparedness measures can help to reduce the impact of the remaining hazards by taking certain actions before an emergency event occurs.

Preparedness includes plans or other preparations made to save lives and facilitate response and recovery operations. Preparedness measures involve all of the players in the integrated emergency management system – local, State, and Federal agencies and citizens.

3. Response

The onset of an emergency creates a need for time-sensitive actions to save lives and property, as well as for action to begin stabilizing the situation so that the community can regroup. Such response actions include notifying emergency management personnel of the crisis, warning and evacuating or sheltering the residents if possible, keeping the residents informed, rescuing individuals and providing medical treatment, maintaining the rule of law, assessing damage, addressing mitigation issues that arise from response activities, and even requesting help from outside our local community.

4. Recovery

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. Recovery begins right after the emergency. Some recovery activities may be concurrent with response efforts. Long-term recovery includes restoring economic activity and rebuilding community facilities and housing. Long-term recovery (stabilizing all systems) can sometimes take years.

The Functional Annexes (ESF) and Hazard Appendices which follow this base plan establish the roles, procedures, and inter-organizational relationships under which city officials, department heads, and other entities and organizations in the South Euclid community shall operate in the event of an emergency. The annexes are supported by individual agency Standard Operating Procedures (SOP's) that address specific operational concepts. There is either one agency or joint primary agencies, with primary responsibilities of coordinating each ESF, while other agencies are tasked with detailed support of the main ESF. Each ESF corresponds to the National Response Plan (NRP) operation and organizational model or is specific to Cuyahoga County. This Emergency Operations Plan provides an "all hazards response", which means it applies to any type of emergency.

This Emergency Operation Plan conforms to the following emergency response plans to provide a coordinated tiered response of local, county, regional, state and federal resources:

- 1) The Cuyahoga Major Emergency Management System (CMEIMS)
- 2) The Ohio Fire Service Emergency Response Plan
- 3) The State of Ohio Revised Memorandum of Understanding for Responses to Hazardous Materials Incidents dated 3/10/00
- 4) The plans of State agencies such as the Ohio Emergency Management Agency (Operations Group), the Ohio Department of Health (Bio-Terrorism and Emergency Response), and the Ohio Environmental Protection Agency (Division of Emergency and Remedial Response).
- 5) The National Incident Management System (NIMS)
- 6) The National Response Plan (NRP)

Overview of emergency response

**Emergency warning**

The South Euclid Police Department (SEPD) is responsible for warning the community and necessary officials when an emergency situation is expected. Depending on the available time and the particular hazard, a combination of early warning systems may be used.

**First response to an emergency situation: Incident Command System**

The City of South Euclid has the responsibility to respond to and direct operations at emergencies within its borders. The first response to an emergency incident shall be undertaken by the South Euclid Fire Department (SEFD) and/or the South Euclid Police Department (SEPD). The highest-ranking officer of the lead agency present at the scene will institute the Incident Command System and report the level and type of emergency incident to South Euclid Safety Forces Dispatch Center. Emergency operations will be conducted with city resources, supplemented as necessary with mutual aid resources, trained volunteers and with resources obtained at the county and state levels with assistance from federal agencies.

While Ohio Revised Code 3737.80 provides for the fire chief to “coordinate” the activities at an emergency scene, incident command and control issues at a Major Emergency Incident will likely involve a unified command system in order to properly coordinate the various agencies and authorities involved in responding to an incident. The City of South Euclid is a member of the Cuyahoga Major Emergency Incident Management System (CMEIMS), which will provide emergency management assistance to the City of South Euclid in the case of a Major Emergency Incident through the Cuyahoga Emergency Management Assistance Center (CEMAC). As the scope of the response changes and grows more complex it may be necessary to change the lead agency in charge within the unified command system, such as transitioning from crisis management to consequence management. For example, Presidential Decision Directive – 39 identifies the FBI as the lead agency for consequence management. The City of South Euclid retains the authority and responsibility for ensuring that necessary and appropriate actions are taken to protect people and property from the consequences of emergencies and disasters within its own boundaries.

**Notification**

Depending on the level and type of the emergency situation (as determined by the Incident Commander and/or a Chief of his/her Department) specific people need to be notified. Once an incident reaches a Level 3 Emergency or there is the potential for a Level 3 being declared, the On Call EOC Commander shall be notified and the EOC shall be activated per **SEEOP Guideline 3**.

### **Emergency Operations Center (EOC)**

If a Level 3, 4 or 5 Emergency occurs in South Euclid, emergency services will be coordinated from the South Euclid Emergency Operations Center (EOC). The EOC Core Team (**SEEOP Guideline 4**), shall form the initial EOC. These officials shall decide in coordination with the Incident Commander who else is needed to strengthen the Emergency Operations Center; those additional members of the EOC will depend on the type of disaster. The primary location of the EOC is at the municipal complex. (**See EOC Floor Plan**)

### **Emergency Declaration**

When an emergency incident affecting the community of South Euclid overwhelms local resources requiring the response capacity of the County to assist mitigating the situation, the highest ranking city official shall be called, and may initially request assistance provided an official state of emergency has been declared by the Mayor. (**SEEOP Guideline 5**) An emergency is declared when the Mayor of South Euclid signs a resolution declaring the emergency and notifies Cuyahoga County Division of Emergency Services.

### **Requesting state and federal assistance**

If all available local resources including CMEIMS Communities and Mutual Aid Box Alarm System (MABAS) County resources are committed and further assistance is still required, state assistance may be requested through Cuyahoga County Division of Emergency Services. State assistance can only be requested if (1) local resources are not sufficient, and (2) the Mayor has declared a local emergency by signing the emergency resolution. The Cuyahoga County Division of Emergency Services will then forward the information to the Ohio Emergency Management Agency.

**Maintaining Records:** In order to request state and federal assistance, it is important to maintain records of used resources during the emergency situation. Each agency, department, or service within the community of South Euclid must maintain records (according to their Standard Operating Procedures) of work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

### **Overall direction and control**

In the City of South Euclid, the Mayor is responsible for the overall coordination of the response to and recovery from a major emergency situation or disaster and for the coordination of all city government resources. The Mayor is the only one who can declare a local emergency for the City of South Euclid.

**Succession order:** When the Mayor is absent and no designee has been assigned, the succession order for overall direction and control of an emergency incident is: (1) Fire Chief, (2) Police Chief, and (3) Assistant Chief in either department.

The following overview presents the individual responsibilities of community officials in the response to a major emergency situation or disaster:

**Mayor/Safety Director**

- Declare MAJOR (Level 3) emergency by signing Emergency Resolution.
- Coordinate the overall response to and recovery from a disaster by coordinating all aspects of this emergency plan.
- Direct city government resources to be used in the emergency response.

**Incident Commander**

- Determine type and level of the emergency and establish Command Post.
- Be in charge of overall emergency response.
- Advise and inform the established EOC on situation and needed resources.
- Establish contact with liaisons of the Police/Fire Department to coordinate response.

**Fire Department**

- Fire Chief may initiate notification of EOC Core Team (and other individuals as needed) by notifying dispatch of type and level of emergency.
- Fire Chief may advise Mayor on declaration of emergency.
- In the absence of the Chief, the Assistant Chief will assume all responsibilities of the Chief.
- The Fire Department shall: Prevent, control and suppress fires.
- Secure hazardous materials scenes and mitigate hazardous materials incidents.
- Assist with search and rescue operations.
- Provide on-scene medical assistance.
- Assist Police with alerting and warning, evacuation efforts, and traffic and crowd control as needed.

**Police Department**

- Police Chief may initiate notification of EOC Core Team (and other individuals as needed) by notifying dispatch of type and level of emergency.
- Police Chief may advise Mayor on declaration of emergency.
- In the absence of the Chief, the Assistant Chief will assume all responsibilities of the Chief.
- The Police Department shall: Maintain law and order.
- Provide public notification of the emergency.
- Provide early warning of the community if an emergency situation is expected.
- Evacuate areas as necessary.
- Provide traffic control.
- Restricted area control (access control, perimeter and internal security patrols.)
- Take immediate and appropriate action to protect life and property and to safeguard records as necessary.

**Finance Director**

- Solicit records from all city departments of all resources and donations used in the disaster and keep records of all purchases, approved by the Mayor.
- Complete documentation necessary to apply for eligible funding as part of the recovery from a declared emergency

**Service Department**

- Report to EOC and coordinate public works activities in cooperation with other resource suppliers in the community.
- Provide equipment and personnel to perform damage assessment, debris clearance, emergency repairs, equipment protection, movement of personnel and equipment, support decontamination, and perform other activities as needed.
- Coordinate incoming supplies and provide a staging area for all incoming equipment and supplies.
- Provide emergency power and lighting systems if needed.
- Determine the safety of emergency operations facilities, public shelters, and reception and care centers.
- Obtain the assistance of utility companies if needed for emergency operations.

**Public Information Officer**

- Manage public information and establish liaison with the news media for dissemination of information.
- Speak “as one voice” to the media regarding the emergency on behalf of the elected officials, the EOC, and the Command Post.

**Communications Officer**

- Coordinate communication resources to support communication needs of EOC **(See ESF 2 Communications)**.

**Transition from Emergency to Control Phase**

The Incident Commander in cooperation with other authorities determines the end of the Emergency Phase and the start of the Control Phase. In the Control Phase, the emergency no longer escalates; the situation is static or begins to regress and time will be available to focus on recovery.

**Transition from Control Phase to Phase Out**

The end of the Control Phase is also determined by the Incident Commander in cooperation with other authorities. During Phase Out the Incident Commander can start demobilizing emergency resources.

### **Post Disaster Review**

Within 48 hours after the end of the incident (including Phase Out), the lead department's chief officer or his designee will hold a debriefing with participants in the emergency response. Further debriefings to evaluate the emergency response will be organized at the direction of said chief officer with participants he deems necessary. As a result of the debriefings, needed changes will be made to this Emergency Operations Plan.

The lead department's chief officer will also arrange Critical Incident Stress Debriefings for emergency responders. These individual stress debriefings are confidential.

### **Plan development, maintenance and distribution**

This South Euclid Emergency Operations Plan was developed in cooperation with the departments of the City of South Euclid, Cleveland Clinic Health System, University Hospitals, the South Euclid/Lyndhurst School System, the Greater Cleveland Chapter of the American Red Cross, Cuyahoga County Division of Emergency Services, and local community and business organizations.

The procedures described in this plan only work when all responsible parties agree to the plan and prepare accordingly. All departments and organizations that are responsible for part of the community's response to an emergency situation are required to develop and maintain their own Standard Operating Procedures (SOP's), mutual aid agreements, and personnel rosters with 24-hour emergency contact information, and are also required to maintain the needed equipment and review the annexes that apply to their area of activities and expertise.

### **Plan review and maintenance**

The South Euclid Fire Chief is responsible for maintaining the accuracy and effectiveness of this plan. Every year the plan will be reviewed, tested in a drill, and updated. The SEFD shall publish and distribute changes of this plan to all departments, agencies and organizations that retain a copy of it. The distribution list can be found in the front of this manual.

Copies of the South Euclid Emergency Management Plan are exempt from public records disclosure and as such will only be distributed to organizations and individuals that are participants in the plan.

### **Resource list**

Contact information for emergency services or resources that may be needed in the response to an emergency are listed in the EOC Agency list of this plan and the Cuyahoga Major Emergency Incident Management System (CMEIMS) Resource Manual. The manual contains an alphabetized listing of equipment, services, suppliers, expertise, and mutual aid resources as updated and maintained by the Cuyahoga County Division of Emergency Services.

Maps and forms

**Maps**

The South Euclid Fire Department (SEFD) will have maps of the city, Notre Dame Campus, University Suburban Health Center (USHC), and the surrounding areas available at the staging area and at the Emergency Operations Center.

**Forms**

This Emergency Operations Plan includes examples of forms that are used in the emergency response. Additional forms are available through the South Euclid Fire Department (per SEFD Standard Operating Procedures).

The following forms are illustrated in this emergency plan:

- Emergency Proclamation
- Form to request State Disaster Assistance
- Initial Damage Assessment Form
- Damage and Needs Assessment Form

**ESF #1  
DIRECTION AND CONTROL**

**I PURPOSE**

The purpose of this annex is to explain how we will direct and control the activities of government that are essential to save lives, protect property and maintain or restore facilities and services during and following emergency/disaster situations. This annex describes the concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. The City of South Euclid is vulnerable to many hazards, which threaten public health and safety and public or private property. (See hazard analysis)
2. Direction and control which includes the Emergency Operations Center (EOC) organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic.
2. The primary EOC is located in the building and finance departments of the municipal complex.
3. Alternate EOC is the Community Center or mobile units if necessary.
4. The EOC will be activated when a major emergency incident has been declared or there is the potential of a major emergency incident being declared.
5. The decision to order activation of the EOC will be made by direction of the on call EOC Commander.

**The primary staff will consist of:**

Mayor  
Fire Chief  
Police Chief  
Community Center Director  
Community Services Director  
Building Commissioner  
Finance Director  
Law Director

**Secondary Staff:**

Council President  
Assistant Fire Chief  
Fire Inspector  
Assistant Police Chief  
Traffic Commissioner

Assistant General Foreman  
Housing Manager  
City Engineer

(Each department which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he/she is expected to perform at the EOC.)

**B. Assumption:**

Every incident or event has certain major management activities or actions that must be performed. Even if the event is very small and only one or two people are involved, these activities will still always apply to some degree.

Most incidents are classified as minor. They affect only a small portion of the community, and most response agencies have the ability to manage the incident by committing only limited resources.

Major incidents, however, may threaten the entire community. Whole communities may require evacuation for several days during large-scale incidents. A much greater commitment of equipment and personnel is made in an attempt to control these incidents. The decision-making process moves to the policy level, which involved more people in the procedure. Coordination of the response, responders, and information management moves to the highest level.

**III. CONCEPT OF OPERATION**

**A. General**

1. The City of South Euclid utilizes the National Incident Management System to manage emergencies and disasters. The direction and control structure for emergency operations includes an on-scene control system called the Incident Command Post (ICP) and a centralized direction and control system called the Emergency Operations Center (EOC). These two systems may be employed individually or in combination, depending on the situation.
2. An Incident Commander using response resources from South Euclid and mutual aid communities if necessary, will handle normal emergency incidents. The EOC will generally not be activated.
3. During major emergencies and disasters, both an ICP and the EOC will generally be activated. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resources and technical support, research problems, provide information to senior officials, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:

- a. When a threat of hazardous conditions exists, but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment as well as issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
  - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the city, such as a severe weather incident.
5. For operational flexibility, both ICP and EOC operations may be sized according to the anticipated needs of the situation. The structure of the ICP is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC will also be activated on a graduated basis.
- B. The EOC staff, upon activation will prepare the EOC for operation, and:
1. Ensure that information is being received from field forces, recorded and evaluated.
  2. Based on evaluation, coordinate response.
  3. Develop and maintain a city situation map identifying problem areas and deployment of responders.
  4. Determine the capability of the City to respond to the situation and whether outside assistance is needed, and its availability. Establish liaison.
  5. Issue information and advice to the general public. Be prepared to brief media and answer questions.
  6. Prepare for possible 24 hour EOC operation, if warranted.
  7. Determine procedures for damage assessment and recovery operations.

#### **IV. RESPONSIBILITIES**

EOC Commander: The designated EOC Commander is responsible carrying out the South Euclid Emergency Operations Plan (SEEOP). The EOC Commander will activate the EOC as required or requested to coordinate/support the activities of all departments/agencies assisting with response and recovery efforts. Provides overall direction of emergency response operations, until an emergency scene is established and an IC assumes this responsibility. (For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the EOC Commander.)

Fire Department: Provide for rapid systematic mobilization, organization and operation of necessary fire and rescue resources to mitigate the effects of disasters. The Fire Branch Director acts as an advocate on behalf of the fire and rescue services interagency/interdisciplinary activities and provides a regional perspective in requesting aid and in establishing response priorities. In addition to fire and rescue operations fire departments will respond to hazardous materials incidents

and provide information regarding health or safety concerns that may impact responders and the surrounding community. A portion of response to hazardous materials incidents may also include identification of hazardous materials/substances and decontamination.

Police Department: Preserve life and property by ensuring maintenance of law and order and providing for timely and coordinated evacuations of populations. Directs and controls traffic during emergency operations including providing security in the area affected by the emergency. Acts as an advocate and information channel on behalf of law enforcement services interagency/interdisciplinary activities and provides a regional perspective in requesting and establishing response priorities. Police Department also provides guidance and collaboration for search and rescue operations, including missing persons, collapsed structure and drowning.

Public Works: Assists public safety operations by performing debris removal and damage assessment activities. Provides emergency generators, fuel, lighting, and sanitation to support emergency responders and coordinates with utility companies to restore power to disaster victims. Acts as an advocate on behalf of public works services interagency/interdisciplinary activities and provides a regional perspective in requesting and establishing response priorities.

Public Information Officer (PIO): Provide official information and instructions to the community utilizing all available means of communication, before, during and after an emergency or disaster situation.

Health and Medical Coordinator: Coordinates the health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims including preventative public health services. Coordinates necessary mortuary services, to include operations of temporary morgues, and identification of victims.

Communications: The communications section is responsible for ensuring that the EOC can communicate with outside agencies, field units and the general public. This should include radio, phone and computer capabilities. The communications section will also handle all communications by radio in to and out of the EOC. Normally operated with logistics and staffed with personnel familiar with radio operations.

Mass Care Coordinator: Develop organizational and operational policies and procedures required to meet the food, clothing and shelter needs of people on a mass care basis during natural, technological and national security hazards. Mass Care also includes food procurement, handling and distribution to personnel engaged in emergency operations and recovery.

Logistics: The logistics section is responsible for locating, procuring, cataloging and prioritizing the distribution of resources. In coordination with planning and operations, tracks availability, distribution, redistribution and projected resource needs during the response phase as well as ensuring the return of resources during the recovery and demobilization efforts.

Administration and Finance: Manage all financial and cost analysis aspects of the incident as well as coordinate the emergency finance units which include cost, time

and claims. This support includes stabilization of regional and local economies, using available programs and resources of Federal departments and agencies to aid community recovery, especially long-term recovery, and to reduce or eliminate risk from future incidents, where feasible.

**ESF #2  
COMMUNICATION**

**I PURPOSE**

The purpose of this annex is to identify and define emergency communications operations and responsibilities, particularly when the South Euclid Emergency Operations Center (EOC) is activated in response to natural disasters, and other emergencies. Hazard-specific appendices to this plan provide additional information for such specific emergencies.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. Fire and Police communications are integrated with the 9-1-1 Safety Forces Communications Center, Emergency Operations Center (EOC), and the Mobile Command Post.
2. All emergency services interface through radio or telephone lines in the 9-1-1 Safety Forces Communications Center, EOC, Mobile Command Post, or Incident Command Post, depending on the situation
6. The loss of some or all telephone service will reduce or eliminate the effectiveness of the 9-1-1 Safety Forces Communications Center and EOC public information lines.

B. Assumption:

A natural disaster may disrupt service to all or a major portion of both the telephone and radio systems.

A technological disaster may disrupt a localized exchange in the telephone system.

Major incidents, however, may threaten the entire community. Whole communities may require evacuation for several days during large-scale incidents. A much greater commitment of equipment and personnel is made in an attempt to control these incidents. The decision-making process moves to the policy level, which involves more people in the procedure. Coordination of the response, responders, and information management moves to the highest level.

Traditional methods of communication may be unavailable (i.e. phone lines overloaded).

**III. CONCEPT OF OPERATION**

1. The EOC must be capable of providing rapid and reliable means of communication to support emergency operations under all emergency situations. The EOC must:
  - a. Provide direction and control information in support of emergency operations.

- b. Provide necessary emergency information to the public at risk, that generates an automatic, informed, and effective public response. This will normally be through the City Watch Emergency Notification System, Emergency Alert System (EAS), public media, and Police Department patrols.
  - c. Coordinate communications amongst responding agencies in support of response and recovery.
2. Communications between the EOC and all outside activities will be by telephone systems, public safety radios, amateur radios, or e-mail. Facsimile (fax) machines are available at many locations. If all these forms of communications fail, messengers will be used.
  3. The preferred means of communications with the EOC will be by telephone systems.
  4. Agencies that have their own operational radio networks will be responsible for maintaining their own networks and services.
  5. Volunteer amateur radio operators will be used to fill the void in those areas not covered by public safety radios, such as mass care shelters, hospitals, the Joint Information Center, reception centers, and central-resource receiving and distribution points.
  6. During smaller-scale emergency situations, the role of the EOC, as described above may be accomplished by the Mobile Command Post, or the on-scene Incident Commander at his/her Command Post.
  7. Communication is an integral part of the four phases of emergency management, including mitigation, preparedness, response and recovery.
  8. Communications should follow established procedures and radio protocol for voice transmissions and message handling.

The Communications Branch Director will manage all communications needs in the City of South Euclid and in that capacity will report to the Logistics Section Chief. The Communications Branch Director will also work with the Logistics Section Chief to provide for the emergency communications needs of the community, in conjunction with the Public Information Officer.

#### **IV RESPONSIBILITIES**

##### **A. General**

1. Most information found in ESF #1, Direction and Control, applies to emergency communications
2. In order to maintain continuous direction and control during emergency situations, the EOP can preempt the use of any radio system net available to the community.

3. Communications transmission priorities are as follows:
  - a. Warning
  - b. Protective Actions
  - c. Evacuation progress
  - d. Decontamination requirements
  - e. Shelter population (number of vacancies)
  - f. Staffing and supply requirements
  - g. Routine operations and public information

B. Organization

The organization for emergency communications is identical to the Police and Fire emergency response and support organizations used during both emergencies and normal daily operations. The 9-1-1 Safety Forces Communication Center dispatchers report directly to the Chiefs and the ARES radio operators to the Emergency Coordinator.

C. Responsibilities

1. South Euclid EOC Manager:

- a. Verifies the position of Radio Officer and Message Center Chief are filled
- b. Maintains the responsibility for emergency communications when the EOC is established
- c. Identifies/assigns two (2) 9-1-1 Dispatchers and one (1) ARES Radio operator for the EOC, when activated

2. Message Center Chief:

- a. Manages and coordinates the activities of the EOC Message Center
- b. Coordinates both internal and external messenger services to the EOC

3. Radio Officer (ARES):

- a. Recruit, assign, and train individuals for radio operations
- b. Provide communications between the EOC and the designated locations
- c. Makes contact and establishes a communication link with adjacent cities, as necessary
- d. Provides other emergency communications support wherever requested, within capabilities

**ESF #3  
ALERT AND WARNING**

**I PURPOSE**

The purpose of this annex is to provide an overview of the responsibilities and procedures whereby the notification of key officials and warning of the general public are accomplished. This overview is intended to provide for the proper receipt and dissemination of all warnings and notifications of natural or technological disasters. Warning and Notification is provided for the general public within the jurisdictional areas of South Euclid to ensure that immediate action is taken to minimize the effects of an impending or actual disaster.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. In an emergency, the City must have means to warn the public of a potential or imminent threat to life and property so they can take proper measures to protect themselves.
2. There are many modes of warning outlets to the community: radio, television, newspapers, CityWatch, NOAA (National Oceanic & Atmospheric Administration) weather radios, or house-to-house notifications.
7. Non-English speaking populations, the elderly community, and people with mental and physical disabilities are especially vulnerable during a disaster.
8. Non-English speaking populations have no access to warnings specific to their language.

B. Assumption:

South Euclid will utilize National Oceanic and Atmospheric Administration (NOAA) and local police and fire departments to monitor threatening severe weather

The NAWAS (National Warning System) and CIMS (Ohio Contact & Information Management System) are used to pass on any national security warnings and any natural or technological incidents at the state level to the county and local warning points.

Residents of South Euclid expect their local units of government to provide means for them to know of potential imminent threats to their lives and property.

Every attempt will be made by the city to pass on any threat information they receive to the public via the local media and available warning systems.

**III. CONCEPT OF OPERATION**

The Ohio State Police have primary responsibility for initial reception of any warning disseminated by the State. If a warning is locally generated it would normally be received by either the Police Department or the Fire Department by

telephone. Each department has a responsibility to see that the other department is notified. Once this is accomplished the Fire Chief has the responsibility for public notification, assisted by the Police, and, the Police Chief has the responsibility of EOC staff notification. Time permitting, a decision to warn the public and the method to be utilized will be coordinated with the Mayor/Safety Director particularly if the method of protecting the public includes sheltering and/or evacuation.

#### **IV. RESPONSIBILITIES**

1. As the City warning point, the South Euclid building 9-1-1 Safety Forces Communication Center is responsible for ensuring that all warnings and notifications which it receives are disseminated expeditiously. (See SEEOP #7 CityWatch Emergency Notification System)
2. The following procedures will be followed to notify the public of an emergency:
  - a. Initiate a CityWatch notification
  - b. Activate the Emergency Alert System
  - c. Notify City government officials (including police and fire officials not on duty)
  - d. Notify radio and television stations
  - e. Door to door warning

**ESF #4  
FIRE AND RESCUE**

**I PURPOSE**

The purpose of this annex is to develop a plan that will assist in minimizing damage to property, save lives, and improve recovery in the event of an emergency/disaster requiring a response from Fire Department personnel.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. The South Euclid Fire Department has the primary responsibility of responding to emergencies in the City where fire, or threat of fire, may exist.
2. The fire Department can expect assistance from other City agencies and departments upon request.
3. Fire Department personnel assisted in the development of a hazard analysis for the City, occurrence of an emergency in any of these priority areas, or other hazards not identified, could require a major response from the Department or have an effect on their capability to respond to other emergencies.
4. Situations can occur that hinder firefighting capability or overwhelm local resources.
5. The Fire Department is also responsible for search and rescue activities.
6. Businesses, homes, and other local buildings are subject to severe structural damage from tornados, floods, explosions, and acts of terrorism, which could result in injured people trapped in the damaged or collapsed structures.
7. Large numbers of people may require rescue in emergency situations involving structural collapse.
8. Secondary hazards may compound problems and threaten both disaster victims and rescue personnel.
9. Weather conditions, such as rain, high winds, and temperature extremes, may pose additional hazards to disaster victims and rescue personnel.
10. During winter months, search and rescue operations may be include water/ice rescues.

B. Assumption:

City fire personnel and equipment should be adequate to deal with most emergency situations.

All departments throughout the state maintain equipment and training essential to perform fire protection duties.

A trained, equipped, organized rescue service will provide the capability to conduct methodical SAR operations, shore up, and stabilize weakened structures, release trapped persons, and locate the missing and the dead.

Access to disaster areas may be limited because of damaged infrastructure.

During major emergency situations, our SAR resources may be damaged and specialized supplies depleted.

### **III. CONCEPT OF OPERATION**

1. The City of South Euclid utilizes the National Incident Management System (NIMS) when managing all emergencies and disasters.
2. The Fire Suppression Branch Leader will manage all fire suppression operations for the City.
3. The Fire Suppression Branch Leader will work with Operations and the Incident Commander for the fire suppression needs of the community.
4. The Search and Rescue (or Fire Suppression) Branch Director will be assigned to the Operations Section Chief.
5. Operations of the Fire Department require a rapid and coordinated response.
6. Implementation must be as self-triggering as possible and not dependant upon the presence of a particular individual. Fire Department Personnel are on duty 24 hours a day should a response by the department be required. Telephone re-call is used to supplement the on-duty forces.
7. Initial Response will include an evaluation of the on-scene situation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

### **IV. RESPONSIBILITIES**

#### **A. General**

1. The South Euclid Fire Department consists of approximately 33 members.
2. The Fire Chief is responsible for day-to-day operations of his or her department and for coordination with other City agencies.
3. The Assistant Fire Chief has authority delegated by the Chief for disaster planning and for maintaining and updating this fire and rescue annex annually or on an as-needed basis and coordinating changes with the Emergency Coordinator.
4. The line of succession for the Department is as follows:
  - a. Chief
  - b. Assistant Chief
  - c. Captain
  - d. Lieutenant
  - e. Senior Firefighters

5. The officer in charge has the responsibility on-scene, of reporting to an established command post or of recommending or creating a post if the situation indicates.

B. Responsibilities:

Fire Chief: The Fire Chief is responsible for: Responding to fire or threat of fire; any rescue work needed, then protecting exposures as required and extinguishing fires; Assisting other City agencies, if requested, when life or property is threatened; Assisting in dissemination of warning; Recommending and assisting in evacuation if situation warrants; Requesting assistance from Mutual Aid Systems; Keeping proper authorities informed of the situation; and normal operations of the Fire Department.

Fire Department: Officers must have the ability and knowledge to serve as officer-in-charge at an incident until a superior officer or chief is on the scene and assumes control; they must also possess the knowledge and skills necessary to perform day-to-day operations as described in staff duties. The Fire Department will support search and rescue operations within the City.

Police Department: The Police Department is responsible for assisting with search and rescue operations within the jurisdiction of the City. Search and rescue operations may include collapsed structure search and rescue, missing persons search and rescue, water/ice rescues and mass casualty events. The Police Chief for the City is responsible for coordinating with other supporting agencies, with specific disciplines in search and rescue. The Police Department will coordinate with the Fire Department to provide a command post for on-scene Incident Command.

\*\* The Fire Department, the Police Department, and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating guidelines (SOG) they may need. Such SOG's may include guidance and instruction for performing search and rescue following an accident/incident which may have involved hazardous materials.

**ESF #5  
LAW ENFORCEMENT**

**I PURPOSE**

The purpose of this annex is to provide for crime prevention, maintenance of law and order, and traffic control during disaster and emergency response by the Police Department.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. A hazard analysis has been completed that identifies types of disasters or emergencies that could affect the community.
2. The City has a population of 22,012 (2012 data), located throughout the City, which can create a demand for response at widely separated locations.
3. Law enforcement, criminal investigation, traffic control, and security activities are challenges faced daily by the South Euclid Police Department. These activities become even more intense during emergency/ multi-hazard situations such as civil disturbances/ tornados/ evacuations, active shooter/ hostage situations, widespread power outages/break-ins, etc. Such occurrences may cause need for specialized law enforcement activities, including outside assistance.

B. Assumption:

Available City Police personnel and equipment will be able to cope with most emergency situations using mutual aid agreements, when necessary.

Law enforcement activities will increase significantly during a major disaster, civil disturbance, or other emergency situation.

Additionally, during an emergency situation, law enforcement organizations may be required to expand their operations beyond normal law enforcement duties to provide increased protection and security required by these conditions.

Local law enforcement organizations must be prepared to support each other during emergency situations using available expertise, equipment, and manpower, to ensure efficient and effective emergency law enforcement operations.

South Euclid could be subject to an emergency situation that could overwhelm the Police Department's capabilities.

When local resources do not exist or are depleted, outside assistance may be made available through other local, County, State, and Federal governments, but may not arrive on scene for many hours.

### III. CONCEPT OF OPERATION

1. The City of South Euclid utilizes the National Incident Management System (NIMS) when managing all emergencies and disasters.
2. The Law Enforcement Branch Leader will manage all law enforcement operations for the City as, or in cooperation with, the Operations Section Chief.
3. The Law Enforcement Branch Leader will work with Operations and the Incident Commander for the security needs of the community.
4. The Law Enforcement Branch Director will be assigned to the Operations Section Chief.
5. Operations of the Police Department require a rapid and coordinated response.
6. Implementation must be as self-triggering as possible and not dependant upon the presence of a particular individual. Police Department Personnel are on duty 24 hours a day should a response by the department be required. Telephone re-call is used to supplement the on-duty forces.
7. Initial response will include an evaluation of the on-scene situation, establishment of a command post, if necessary, and identification of a staging area if additional assistance is required.

### IV. RESPONSIBILITIES

#### A. General

1. The South Euclid Police Department consists of approximately 41 members.
2. The Police Chief is responsible for day-to-day operations of his or her department and for coordination with other City agencies.
3. The Assistant Police Chief has authority delegated by the Chief for disaster planning and for maintaining and updating this law enforcement annex annually or on an as-needed basis and coordinating changes with the Emergency Coordinator.
4. The line of succession for the Department is as follows:
  - a. Chief
  - b. Assistant Chief
  - c. Lieutenant
  - d. Sergeant
  - e. Patrol Officers

#### B. Responsibilities:

Police Chief: The Police Chief is responsible for: Responding to security, investigation, traffic and crowd control issues; Assisting other City agencies, if requested, when life or property is threatened; Assisting in dissemination of warning; Recommending and assisting in evacuation if situation warrants;

Requesting assistance from Mutual Aid Systems; Keeping proper authorities informed of the situation; and normal operations of the Police Department.

Police Department: Officers must have the ability and knowledge to serve as officer-in-charge at an incident until a superior officer or chief is on the scene and assumes control; they must also possess the knowledge and skills necessary to perform day-to-day operations as described in staff duties. The Police Department is responsible for maintaining law and order, public notification, evacuation, traffic control or other actions necessary to protect life and property. The Police Department will coordinate with the Fire Department to provide a command post for on-scene Incident Command.

Fire Department: The Fire Department is responsible for search and rescue operations within the jurisdiction of the City. Search and rescue operations may include collapsed structure search and rescue, missing persons search and rescue, water/ice rescues and mass casualty events. The Fire Chief for the City is responsible for coordinating with other supporting agencies, with specific disciplines in search and rescue.

\*\* The Police Department, the Fire Department, and other agencies responsible for conducting or participating in a search and rescue operation will develop and maintain whatever standard operating guidelines (SOG) they may need. Such SOG's may include guidance and instruction for performing search and rescue following an accident/incident which may have involved hazardous materials.

**ESF #6  
PUBLIC WORKS**

**I PURPOSE**

The purpose of this annex is to assign responsibilities and outline a method for the Department of Public Works to safeguard lives and property in the event of a disaster. This annex also provides for the coordination for repair and cleaning of essential roads and facilities, and resource support in emergency or disaster situations.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. As a result of a major disaster or emergency situation the following conditions could exist within the City:
  - a. Severe damage may occur to homes, businesses, public buildings, bridges, and other infrastructures.
  - b. Streets and major transportation routes may be obstructed with large amounts of debris and impassable for long periods. Access may be restricted to damaged area.
  - c. Public and Private utilities, water, and sewer systems usage may be curtailed or otherwise cease to operate due to damage or other emergency conditions.
  - d. Electric outages and capacity shortages may be caused by the disruption of transmission and distribution of power, unexpected high usage rates, power plant outages, or a region-wide power shortage.
  - e. The disruption of fuel distribution, unexpected high usage rates, or a slowdown of fuel production may cause local fuel shortages. Other energy shortages, such as interruption and other industrial uses, may result from extreme weather conditions, strikes, or international embargoes.

B. Assumption:

All systems and organizations would need to come together to provide maximum response and recovery capabilities.

Any emergency or disaster incident will require Public Works involvement.

Most incidents will affect some portion of the infrastructure by either actual damage and/or debris clearance.

Following a catastrophic event, most roads and streets may be impassable due to debris.

Public works will work under the concept of the Incident Command System (ICS).

A major incident will deplete local public resources.

Interruption of some, or all-essential services is an expected consequence of an emergency or disaster, resulting in large numbers of people without essential services.

Critical facilities will receive priority in the restoration of essential services.

Both communications and surface movement may be impaired, if not impossible due to impassable roads, loss of public works, utilities, and energy sources. Loss of these services gravely affects public health and safety services by hampering, or in some cases completely disrupting fire-fighting, emergency medical, rescue, and law enforcement efforts.

With impassable roads, and the loss of public works, utilities, and energy sources, communications and surface movement may not be possible or will at least be overloaded. This loss of services could also gravely impact other public health and safety services, and hamper fire fighting, emergency medical, rescue, and law enforcement efforts.

### **III. CONCEPT OF OPERATION**

1. Public Works Department is the lead agency for the coordination of public works and engineering functions. When the EOC is activated Public Works shall send a liaison to the EOC, other Departments may be contacted to provide manpower, equipment, or technical advice.
2. Public Works provides for a flexible emergency response capability involving engineering, construction, repair and restoration of essential public facilities and infrastructure. During a disaster event, the public works department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts.
3. In the event of a major emergency requiring the activation of Public Works services, all necessary equipment and personnel of the affected jurisdiction will be mobilized and dispatched to the scene. All emergency functions will remain the responsibility of the jurisdiction concerned.

### **IV. RESPONSIBILITIES**

Public Works: During emergencies affecting the City, Public Works will provide support to all City services and agencies, as needed and as appropriate. As directed, a representative will report to the EOC. Public Works should ensure that sewer and water codes are enforced and meet proper regulations. The Public Works Branch Director is responsible for developing and maintaining personnel, equipment, and supply deployment plans. One Public Works representative is to report to the EOC and maintain communications with the EOC.

Service Director: The Service Director is responsible for: coordinating the emergency activities of the Department; setting resource priorities; suspending services and reducing resources; authorizing emergency purchases; and exercising operational control of the Department's work force.

Assistant General Foreman: The Assistant General Foreman is responsible for the day to day and emergency operations of his department, and coordination with other City agencies. The Assistant Foreman is expected to keep an up-to-date inventory of departmental resources and personnel maintained. In an emergency situation, he is responsible for clearing debris from City roads; maintaining water and sewer systems; supplying emergency power, if needed, to emergency shelters; coordinating of emergency transportation through the Emergency Coordinator. The Assistant Foreman is expected to provide emergency operations training for departmental personnel; maintain and repair department emergency vehicles.

**ESF #7  
EVACUATION**

**I PURPOSE**

The purpose of this annex is to provide for the orderly and coordinated evacuation and traffic control of all or any part of the population of the City of South Euclid, if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation.

**II SITUATION AND ASSUMPTIONS:**

1. At the time of a relocation order, South Euclid residents will be advised by CityWatch, police patrol, radio and/or TV that their city is being evacuated at the Governor's, County EMA Director's, Mayor's or Sheriff's request.
2. Highways and/or roads will be the main routes of transit for hazard area residents evacuating the City of South Euclid.
3. Roads may have evacuees moving through South Euclid to other reception areas.
4. Traffic control points and reception centers will be established as necessary throughout the City. During an emergency two-way traffic may not be maintained on streets and highways, to accommodate traffic from the evacuation area.
5. Rest areas will be established for the aid and convenience of people passing through the city en route to neighboring reception areas.
6. The American Red Cross and South Euclid CERT will establish and staff reception centers for evacuees.
7. Evacuees will be given information to assist them while relocating with their family. This information will consist of routes, shelter locations, parking spaces, eating assignments, and medical aid, if needed.
8. The State Patrol, the Sheriff's Office, and local law enforcement will coordinate assistance for vehicles having mechanical problems during evacuation.
9. Local law enforcement officers, with backup volunteers, will be assigned as security to each congregate care facility.

**III. CONCEPT OF OPERATION**

1. The City of South Euclid utilizes the National Incident Management System (NIMS) when managing all disasters.
2. The designated law enforcement official will be the primary contact for all evacuation and traffic control related needs. This individual will be directly assigned as a staff person to the Operations Section Chief.

3. The South Euclid Police Department will be responsible for coordinating and conducting any large scale evacuations of residents. This coordination will include the evacuation activities of other participating agencies and jurisdictions. In the event of a large scale evacuation critical supplies, equipment, personnel, etc. will be relocated as necessary, using city vehicles.

#### **IV. RESPONSIBILITIES**

Police Department: The Police Department will assign an Evacuation and Traffic Control Branch Director who will be responsible for coordinating evacuation and traffic control within the City of South Euclid. Responsibilities include establishing and staffing traffic control points, maintaining access control and security, and providing security to the affected areas in order to protect private and public property. The Police Department will work with the On-Scene Incident Commander(s) to provide accurate and expedient information regarding evacuation orders to the affected areas/communities to the Public Information Officer. Sheltering in place recommendations will be a joint decision between the police department and the fire department. The Evacuation and Traffic Control Branch Director is also responsible for coordinating the evacuation of special needs populations, including those individuals/families without transportation.

Fire Department: The South Euclid Fire Department will work with the Police Department to determine requirements for evacuations and/or sheltering in place. Following Hazardous Materials incidents the Fire Department will provide information to the Evacuation and Traffic Control Branch Director to determine when it would be safe for community members to return to evacuated areas.

American Red Cross: The American Red Cross will help establish Congregate Care (shelter) sites for evacuees. Congregate Care includes sheltering, feeding, case work, welfare inquiry services, mental health services, and health services for those affected by the disaster/emergency.

Public Works: The City of South Euclid Public Works Department is responsible for coordinating the transportation needs of the City following a disaster. Transportation includes the moving of people and goods/supplies. The transportation annex addresses modes of transportation and transportation services that may be available to assist special needs populations and those individuals/families that do not have access to personal transportation.

Public Information Officer (PIO): The PIO will work with the Evacuation and Traffic Control Branch Director to create and disseminate information regarding evacuations, sheltering in place, and traffic control, as required. Information provided to the public should include clear, descriptive, and easily understandable messages regarding specific actions that should be taken by individuals/families to protect themselves from hazard.

**ESF #8  
MASS CARE**

**I PURPOSE**

The purpose of this annex is to provide the planning and implementing procedures necessary to meet the mass care needs of South Euclid residents in the event of a disaster.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. The City of South Euclid has identified hazards that could cause an evacuation of some portions of the city. The most likely scenarios requiring sheltering range from a few families to a large segment of the population. This could occur with severe winter storms, flooding, tornadoes, or hazardous materials event, in the community.
2. South Euclid residents will need emergency shelter, food, clothing, and other services if they must evacuate their home during a disaster.

B. Assumption:

Although local government has the overall responsibility, the American Red Cross (ARC) will manage and coordinate congregate care operations within their capability.

Until such time that the ARC arrive on-scene, local government will manage and coordinate all mass care activities.

Other professional and volunteer organizations that normally respond to disaster situations will do so.

Facilities planned for mass care use will be available at the time of need.

Information technology, specifically computer and internet access, will be available for the use of providing emergency services.

Communication devices, such as radio and/or telephone access will be available for the use of providing emergency services.

**III. CONCEPT OF OPERATION**

1. The City of South Euclid utilizes the National Incident Management System (NIMS) when managing all disasters.
2. The Mass Care response will be determined by the type, location, and estimated longevity of the incident.
3. The Emergency Operations Center Manager will notify the American Red Cross and inform them of the mass care response needed. The Mass Care Branch Director will be the primary liaison between the American Red Cross

and the EOC. The Mass Care Branch Director reports directly to the Logistics Section Chief.

4. The American Red Cross will appoint a staff member to serve as a liaison in the Emergency Operation Center as necessary.
5. The American Red Cross will activate its Disaster Plan and follow disaster operations protocols as outlined in the American Red Cross 3000 Disaster Response series.
6. All media will be directed to the designated Public information Officer (PIO) for the release of information to the public.
7. The Mass Care Branch Director in conjunction with the Operations Chief will be responsible for coordinating security and safety measures for the mass care sites, transportation sites, and if necessary decontamination prior to entering shelter sites.
8. The Donations Management Branch Director will coordinate local spontaneous volunteers, in-kind contribution receipts and distribution, and public financial contribution receipts and distribution not designated to specific agencies.
10. The American Humane Society, the Humane Society of the United States, the Ohio Animal Disaster Coalition, and the Ohio Animal Control Association, will provide animal evacuation and shelter assistance.
11. The Mass Care Branch Director will be responsible for coordinating community mobile feeding.

#### **IV. RESPONSIBILITIES**

In the event of an emergency that displaces individuals or forces evacuees into the community, the Community Center Director with assistance from the American Red Cross is responsible for coordinating specific mass care duties and utilizing other response agencies and volunteer organizations that provide emergency mass care needs. The Community Center Director will, as it relates to mass care:

1. Provide shelter sites, equipment, supplies, staff, and operations management to operate the shelter incorporating community resources and requesting additional resources as needed.
2. Provide food to displaced people, emergency responders, volunteer responders, and other community residents incorporating community resources and requesting additional resources as needed.
3. Administer case work for the provision of immediate needs such as prescriptions, medical supplies, clothing, and other items incorporating community resources and requesting additional resources as needed.
4. Provide welfare services for families searching for information regarding displaced disaster victims incorporating community resources and requesting additional resources as needed.

**ESF #9  
EMERGENCY PUBLIC INFORMATION**

**I PURPOSE**

To provide an overview of how emergency public information would be disseminated in the event of a disaster as well as outline specific tasks to be performed by the public information officer.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. In an emergency, the City must have means of communicating with the public the response and recovery activities local government is providing and directions the public should take to assist themselves and public safety officials.
2. There are many modes of communication outlets to the community: radio, television, newspapers, newsletters, government websites, e-mail, emergency hotlines, etc.
3. Non-English speaking populations, the elderly community, and people with mental and physical disabilities are especially vulnerable during a disaster.
4. The Emergency Operations Center (EOC) and/or the Incident Commander will need to relay information to the public in a unified and controlled manner. All forms of these communications must pass through the Public Information Officer (PIO).

B. Assumption:

When multiple organizations are involved in an emergency response, the incident Commander may establish a Joint Information Center (JIC).

All responding agencies will coordinate the release of information to the public through the PIO.

All media will be directed to the designated PIO only for the release of information to the public.

**III. CONCEPT OF OPERATION**

1. The City of South Euclid uses the National Incident Management System (NIMS) when managing all disasters.
2. The designated PIO will be the primary contact for all media outlets and will be directly assigned as staff to the Incident Commander or EOC Manager.

**IV. RESPONSIBILITIES**

Public Information Officer: The Public Information Officer (PIO) will be responsible for disseminating information and instructions to the public on a timely basis, and will

coordinate all news releases. The PIO is also responsible for arranging for the set-up and staffing of an emergency hotline. The PIO will coordinate with the hotline supervisor to respond to all public inquiries and work with rumor control. Additionally the PIO will be responsible for ensuring that a system exists for responding to the inquiries from families regarding the status of relatives.

Incident Commander: The Incident Commander or assigned deputy director will be responsible for ensuring that the Emergency Alert System (EAS) is activated when necessary. The Incident Commander will be responsible for relaying information about the emergency/disaster to the PIO in a timely manner.

Police Department: The Police Department is responsible for the preparation of instructions for people who must evacuate from a high-risk area as well as instructions for sheltering places. This planning should involve the Community Center Director. The Police Department will be responsible for instruction that identify centrally located staging areas and pick-up points for evacuees without means of reliable transportation.

Fire Department: The Fire Department, when appropriate, will establish and maintain contact with the Cuyahoga County Department of Health. Preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first-aid actions and other appropriate survival measures will be the responsibility of the Health Department.

Community Center Director: The Community Center Director in cooperation with the American Red Cross will be responsible for preparing instructions for evacuees upon arrival of the shelter. Such instructions may include the location of reception centers, shelters, lodging, feeding, facilities, and mental centers.

**ESF #10  
HEALTH AND MEDICAL**

**I PURPOSE**

The purpose of this annex is to provide planning and implementation procedures necessary to detect, respond and recover from all types of disasters that have a significant impact on public health and medical operations.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. A major or catastrophic disaster may result in a substantial number of disruptions and/or overload to the Health and Medical infrastructure of the City of South Euclid and surrounding area.
2. Hospitals, nursing homes, adult living facilities, pharmacies, and other medical/health facilities may be severely damaged, destroyed, or affected by the event.
3. People with special needs may require appropriate intervention services such as relocation to shelters equipped to provide the required level of service.
2. The damage and destruction from a catastrophic natural disaster or acts of terrorism will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
3. People refusing to evacuate or in isolation and quarantine will require on-going follow-up and possible relocation to a medical facility, if injuries have been sustained.
4. Ill, but uninjured individuals may have difficulty accessing medical care, obtaining daily medications, medical supplies, and/or equipment.
5. City of South Euclid residents, to include visiting and vacationing non-residents, may require health related services as a result of a widespread health event.

B. Assumption:

Initially, local resources will be utilized to relocate individuals to a place of safety.

EMS personnel will be unable to be the primary source of staffing for shelters.

Resources with the affected disaster area may be inadequate to clear casualties and/or adequately treat them in local hospitals.

In a major disaster, coordination may be required for the transportation of patients by air and ground to areas outside of the impacted area having sufficient hospital beds and treatment capabilities.

Assistance in maintaining continuity of health and medical services will be required with specific emphasis on implementation of communicable disease services (prevention, surveillance, etc.).

Normal medical and health services available to the affected population may be disrupted.

Fatalities and injuries may occur among medical, health, and allied health professionals at about the same ratio as in the general population.

Normal medical and health supply sources may be destroyed or damaged requiring control of the remaining resources by a resource management organization.

There may be an immediate overload from requests for emergency medical aid.

Individual EMS units may be working as independent entities due to a loss of communications and medical control.

EMS personnel may sustain injury and fatigue, further lessening available personnel resources.

Receiving shelters will require medical equipment, personnel and supplies for the care of people with special needs.

Damage to chemical and industrial plants, sewer lines, water distribution systems, and secondary hazards such as fires, may result in toxic environmental and public health hazards of the surviving population and response personnel. This can include contaminated water supplies, crops, livestock, and food products.

Disruption of sanitation services and facilities, solid waste services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury and/or require identification of additional shelter space(s).

Medical supplies of any kind from outside the affected area may be delayed for several hours to several days, making mandatory the rationing of available supplies.

Acts of terrorism involving chemical agents may result in large numbers of disaster victims as well as emergency response personnel requiring decontamination.

Widespread epidemiological consequences can occur as a result of biological acts of terrorism.

Required vaccines, appropriate antidotes as well as other medications used to counteract the affects of biological and chemical agents may be in short supply or not available through local resources.

In the event of a statewide public health outbreak we may not be able to rely upon outside resources to assist us.

### **III. CONCEPT OF OPERATION**

The City of South Euclid utilizes the National Incident Management System (NIMS) when managing all disasters. In the event where the primary impacts are health related, a joint command structure will be utilized. The public health and EMS

representative(s) will manage all health and medical needs in South Euclid. The role of this representative(s) would be to provide support and guidance to the designated section chief(s) as identified by the incident commander.

#### IV. RESPONSIBILITIES

Public Health is responsible for assuring the overall health of the community. In a disaster, serious potential or actual health problems, including disease prevention, injury prevention, food and water safety, surveillance for illness, deaths, and injuries, monitoring the immediate and long-term affects of a health related event, hazardous chemical or radiological release and the disposal of dead and diseased humans and/or animals, will be referred to the Cuyahoga County Board of Health, Building Department and/or Ohio EPA.

When confronting a Public Health Disaster, local public health, with the support of the Ohio Department of Health, will be the lead agency in the response and will respond independently of other local and state agencies. In the event of a large-scale emergency/disaster, the actions of the local public health department will be closely coordinated with local emergency management to respond effectively. This agency coordination will also extend to other local, state, federal, and non-governmental agencies, as necessary.

##### A. Public Health

1. Surveillance and investigation of diseases, deaths, illnesses and injuries:
  - a. Establish and monitor the systems for the detection and tracking of death, disease and injury incidence
  - b. Establish and monitor control measures to prevent further spread or incidence including needed vaccinations (e.g.: Tetanus; Hepatitis A).
  - c. Establish and implement investigative process to determine interventions needed to mitigate disease and injury incidence.
2. Assessment of community needs:
  - a. Assess the community needs for services such as medical care, food, water, and medications.
  - b. Assist with coordination of medical and other basic health services needed in the community.
3. Monitoring after a release of hazardous materials:
  - a. Assist in hazardous assessments including populations at risk, and potential adverse health affects.
  - b. Monitor on an ongoing basis the potential and real adverse health affects as a result of the hazardous material exposure.
  - c. Work with area hospitals/providers to inventory stocks of antidotes, medications, and supplies.
4. Health information and education:
  - a. Activate the Health Alert Network (HAN) when needed.

- b. Assist PIO in the development of health messages to the public, media, disaster responders, providers, hospitals, and others affected by the disaster.
- 5. Injury prevention and control:
  - a. Educate responders and the general public regarding injury control measures to be taken during a disaster.
- 6. Disease Control:
  - a. Identify appropriate personal protective equipment and other infection control activities.
  - b. Identify other protective interventions such as isolation and quarantine and social distancing.
  - c. Isolation and Quarantine provides for the isolation of ill persons and segregation of possible infected or exposed persons. Public Health, in conjunction with the Ohio Department of Health and the Police Department, will be responsible for assuring persons follow the quarantine. This will include plans that assure persons have their basic physical cares or needs addressed.
- B. Environmental Health
  - 1. Food handling and living conditions:
    - a. The City of South Euclid Health Building Department and Cuyahoga County Board of Health are responsible for the licensing and inspection of the food establishments in the City. Proper food supply, preparation, storage, and handling procedure are enforced through this program. In a disaster situation, there will be a need to maintain proper food service practices and sanitary living conditions amid such needs as temporary housing and sheltering. Restaurants and motels affected by the disaster will want to return to operation as soon as possible and must be monitored for practice in doing so. Safe and sanitary procedures should be maintained as practical.
  - 2. Food-borne Outbreaks:
    - a. All food-borne outbreaks are handled by the City of South Euclid Building Department and Cuyahoga County Board of Health, with assistance from, staff from the Ohio Department of Health, and the State Epidemiologist. In addition, an important consideration in the area of food safety is the handling and preparation of food supplied to disaster volunteers, rescue workers, and others involved in such work. Assuring the continued health of the workforce is critical to the success of relief efforts.
    - b. City of South Euclid Building Department will:
      - i. Maintain a list of available resources;
      - ii. Provide direction and information o the public;
      - iii. Provide coordination with the Cuyahoga County Board of Health;
      - iv. Coordinate with the Ohio Department of Health; and

- v. Coordinate with relief agencies, i.e. Red Cross, Catholic Charities
3. Community Water Supplies:
- a. City of South Euclid Building Department will:
    - i. Provide direction and information to the public;
    - ii. Provide direction and information for the disinfecting of contaminated water;
    - iii. Assist with monitoring floodwater contaminated with sewage, garbage, debris, mud and silt; and,
    - iv. Coordinate with the Cuyahoga County Board of Health, Cleveland Division of Water and the Ohio Department of Health.
4. Solid Waste Management:
- a. Debris from a disaster often needs to be cleaned up in an expedient manner. This will assist in the rescue efforts, protect the public health, and it is important in the community's psychological recovery process.
  - b. City of South Euclid Public Works will:
    - i. Provide direction and information to the public;
    - ii. Provide public information to the EOC;
    - iii. Provide direction to private waste haulers;
    - iv. Coordinate with the Northeast Ohio Regional Sewer District, Cuyahoga Board of Health and Ohio EPA.
5. Sewage Treatment System Management:
- a. One of the most immediate needs in the aftermath of a disaster is to arrange for temporary sewage handling facilities. Portable toilets with hand sanitizing facilities must be accessible and provided to disaster areas as soon as possible. In a prolonged recovery effort, this is a very important and costly consideration. Another important consideration is the timely removal of sewage from the portable toilets and its proper disposal.
  - b. City of South Euclid Public Works will:
    - i. Provide direction and information to the public;
    - ii. Provide coordination with private contractors on portable toilets;
    - iii. Coordinate with the Northeast Ohio Regional Sewer District.
- C. Hospitals and Clinics
- 1. Hospitals and clinics will take the lead role in assessing their capacity to meet the immediate medical needs of the affected populations and triage needs related to the disaster. Services to address the needs as identified will be coordinated with the Public Health and Medical Representative in the EOC.
  - 2. Local hospitals, clinic, and county health officials will notify the Ohio Department of Health when they observe a pattern of unusual disease activity and/or lab results consistent with the list of reportable communicable diseases or a pattern of symptoms or deaths not explainable by diagnosis.

These may be a disease condition, or the result of chemical or biological weapon exposure.

D. First Response, First Aid

If notification of an event comes via 9-1-1, the nearest available first response/rescue unit will provide immediate care and first aid to disaster victims. First aid/response may also be initiated by local public health officials.

E. EMS Service

Rescue squad services are responsible for scene triage, medical care, transportation, and tracking of disaster victims. They are also responsible for assessing the need for resources and requesting those resources as needed.

F. Emergency Mortuary Operations

It is the responsibility of the Medical Examiner to establish control of the mass fatalities incident which include scene security, victim identification, and notification of next of kin in a manner that will preclude abnormal time delays, prepare and find death certificates and facilitate ways for preparing, processing and releasing victims' remains. Family assistance may be rendered by the American Red Cross and/or Salvation Army.

G. Decontamination

South Euclid Fire Department will work in conjunction with public health officials and regional hazmat resources when decontamination of large numbers of people is needed. Cuyahoga County Board of Health will assist with education and guidance in consultation with the Ohio Department of Health.

H. Off Site Care

Off Site Care will be requested when a disaster or healthcare event that requires hospitalization of patients exceeds the capacity of the community or the event warrants an alternative care site strategy. Off Site Care will be coordinated by Cuyahoga County Emergency Communications System (CECOMS).

I. Clean-up

1. The purpose of this section is to provide a guide to abate a known contamination of a biological or chemical agent. The Incident Commander will coordinate the HAZMAT team, county, state and federal agencies to determine the appropriate course of action dependent upon the type of contamination. In the event of a criminal investigation, the removal of these materials will be coordinated with the investigating agency. The designated law enforcement official will act as the liaison between public health and the criminal justice system officials conducting the investigations.
2. If a disaster resulting in a serious health event occurs, overall management of the public health/medical response to the disaster will take place at the South Euclid EOC.

J. Public Inquiry and Referral Services for Families

The American Red Cross coordinates all inquiry and referrals for family well being in a disaster. The City of South Euclid Public Information Officer (PIO) will coordinate the flow of information for the public through the appropriate media outlets.

**ESF #11  
TRANSPORTATION**

**I PURPOSE**

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations and assigns responsibilities for various transportation tasks, as well as outlines related administrative requirements.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. In an emergency situation people may have to be transported from areas of risk and equipment/supplies may have to be transported to support response and recovery activities. We have the ultimate responsibility to arrange for or provide the transportation needed to support emergency operations.
2. During emergency situations it may be necessary to rapidly evacuate school children, health center patients, group home residents, the elderly, those with disabilities, and prisoners from areas at risk.
3. Specialized transportation may be needed to transport some special needs groups, such as medical patients and prisoners, from areas of risk.
4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
5. Transportation infrastructure, such as roads, bridges, and railroads may sustain damage during emergency situations, making it difficult to use some of the transportation modes which are available.
6. Some cargo may require mechanized handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in the transportation planning.
7. Drivers with commercial driver licenses must operate many cargo trucks and busses. In coordinating for use of these resources, it is desirable to arrange not only for the use of these vehicles, but also for qualified drivers.
8. Public transportation services will be needed during the activation of the Strategic National Stockpile. Community members will require transportation to triage and mass dispensing sites.
9. Should quarantine be required, for a health related emergency, such as a small pox or an influenza pandemic, transportation will be needed for people within the affected area.

10. Staging and locations of vehicles, including personal, commercial and emergency vehicles, must be coordinated to prevent congestion at pick-up/drop-off sites for passenger busses.

11. Transportation may be required for transport of supplies, equipment, materials, and passengers necessary for response and recovery operations.

B. Assumption:

If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.

During emergency situations we will use our transportation resources and those available pursuant to mutual aid agreements to the extent that they are available.

If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.

As school busses are the primary local passenger transportation resource, we assume that local schools will respond to requests for transportation assistance from local government during emergency situations.

If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.

Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

Access to fuel sources may be restricted during a disaster. Fuel needed for transportation vehicles will be obtained from fuel providers used during normal routine operations.

Public transportation vehicles will require maintenance, which may include tire repair or replacement. These services will be by the Public Works garage or contracted through the transportation company, with vendors used during normal routine operations.

Additional busses/transportation vehicles, above and beyond what is needed for daily operations are available thru school bus companies.

School Busses and RTA are available to transport people with special needs, which may include, but is not limited to, wheel chair use, mobility constraints, etc.

Special facilities such as schools, health centers, nursing homes, day care facilities, and group homes are responsible for the welfare and safety of their clients and patients. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation, which includes suitable transportation.

### III. CONCEPT OF OPERATION

South Euclid uses the National Incident Management System (NIMS) when managing all disasters. The Transportation Branch director will manage all transportation needs in the City of South Euclid and in that capacity will report to the Logistics Section Chief. The Transportation Branch Director will also work with the Planning Section Chief to provide for the emergency transportation needs of the community.

#### A. Direction and Control:

1. The EOC Director or the Logistics Section Chief will establish priorities for and provide policy guidance for transportation activities.
2. The Logistics Chief will provide general direction to the transportation Branch Director regarding transportation operations.
3. The Transportation Branch Director and staff will plan, coordinate, and carry out transportation activities.

#### B. General:

1. Transportation Requirement. When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities and from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment and emergency workers during response and recovery efforts.
2. Special Facilities
  - a. Schools and Day Care Centers: If evacuation of public schools is required, students will normally be transported on school busses. Private schools and day care centers, including adult day care facilities, typically do not have significant transportation resources and may require government transportation assistance during emergencies.
  - b. Health Care Centers and Group Homes: Transportation of many medical and handicapped patients requires specialized transportation and appropriate medical supplies. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local government may need to assist. Some clients and patients may be able to use normal transportation vehicles.
3. Individuals with special needs. Individuals who are aged; ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transport pickup points for the general public. The Community Partnership on aging may assist with the transportation needs of people with disabilities.

4. Requesting Transportation Support
  - a. Requests for transportation support may be generated by the Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities in this plan. Requests for transportation support should be made to the Transportation unit Leader. Those requesting support must assign a priority to their requests.
  - b. The Transportation Branch Director shall identify appropriate transportation resources to fill such requests, coordinating as necessary with those requesting transportation and transportation providers.
5. External Support. If local transportation resources and those available pursuant to mutual aid agreements are insufficient to support emergency requirements, transportation resource support may be requested from the County or State.

#### **IV. RESPONSIBILITIES**

All departments/agencies having transportation assets will provide current information on available transportation equipment to the City of South Euclid Emergency Coordinator, on an annual basis. Public transportation companies will provide equipment and personnel to fulfill requirements for emergency transportation of passengers and cargo, to the extent possible, upon the request of the Transportation Branch Director.

Private school bus companies may be limited to a designated service area. Public school busses, some private companies, and taxis have little or no restriction on where they can provide service.

School Busses: School busses have the capability to transport high volumes of people. In addition school busses have the capability to transport people with special needs, with equipment such as wheelchair lifts. Child restraints are available for transporting small children. School bus companies are responsible for maintaining records of expenditures for disaster response and recovery and should submit to the Transportation Branch Director upon demobilization.

Ambulances: Private ambulance providers will assist as able to transport passengers affected by the disaster. Highest priority would be given to those individuals requiring high level medical care. Ambulance Service Providers are responsible for maintaining records of expenditures for disaster response and recovery and should submit to the Transportation Branch Director upon demobilization.

Public Works: Provide equipment to clear roadways to make transportation throughout South Euclid possible. Additional support may be provided in transporting goods and equipment via City vehicles.

Trucks/Flatbeds: Trucks and trailers may be utilized to transport equipment and goods into and out of a disaster affected area. Transport may include but is not limited to the distribution of supplies needed for response and recovery operations

as well as the distribution of goods/supplies needed for feeding and sheltering of disaster victims. This type of transportation will be contracted for with local trucking companies for emergency situations.

**ESF #12  
RESOURCE MANAGEMENT**

**I PURPOSE**

The purpose of this annex is to provide for timely and effective use of essential information and resources, from a variety of sources, in order to manage a disaster situation. This also provides for the development and maintenance of a comprehensive resource inventory.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. Each emergency situation poses a unique set of circumstances for City personnel and requires a unique set of resources. During these emergencies, a combination of public and private resources may be needed to respond to and support the requirements of the emergency.
2. During an emergency, certain critical items will be in short supply due to disruptions in transportation corridors, manufacturers and supply depots.
3. During an emergency, certain critical items will be in short supply because demands for goods will exceed the local supply.
4. Local government will receive and distribute supplies and implement control procedures so that basic human needs are met during a disaster.
5. Personnel staffing the EOC will need supplies to effectively respond to a disaster.
6. Personnel staffing the EOC will need technical support to set up the EOC's physical equipment, technology and communications.
7. The EOC will need to be secured with access only to authorized personnel.

B. Assumption:

Specific resources may be exhausted due to impacts of disasters. Extraordinary measures may have to be taken to provide needed supplies and resources for emergency operations.

Following an emergency or disaster, there may be a need to provide resources, goods, and services to an affected area.

Fundamental resources/supplies such as water, food, first aid supplies, shelter, sanitation supplies, fuel, tools, etc. may be needed.

There may be delays in all normal services such as police, fire, EMS, public works, transportation, water/sewer, and utilities response due to damaged facilities and equipment as well as shortages of personnel.

Staging areas will be required for the receiving and distributing of equipment and other resources.

Each emergency function will determine its supply requirements and make requests to the Resource/Procurement Branch Director.

Requests for supplies will be coordinated by the Resource/Procurement Branch Director.

### **III. CONCEPT OF OPERATION**

The City of South Euclid utilizes the National Incident Management System (NIMS) managing all disasters. The Resource/Procurement Branch Director will manage all resource/procurement needs in the City of South Euclid and in that capacity will report to the Logistics Section Chief. The Resource/Procurement Branch Director will work with the Planning Section Chief to prepare for supplies needed for future operations.

### **IV. RESPONSIBILITIES**

Public Works: The Resource/Procurement Branch Director is responsible for initiating the set up for the EOC furnishings and equipment prior to staff arrival, providing EOC supplies, maintaining EOC equipment and furnishings during a disaster and providing communications equipment set-up and support. These functions will be supported through the Municipal Complex, Information Technology vendors, and the Police Department.

Municipal Complex: The staff of the Municipal Complex is responsible for setting up and supporting the EOC.

Police Department: The South Euclid Police Department is responsible for establishing EOC security and allowing only authorized personnel into the EOC and keeping a permanent record of personnel.

**ESF #13  
CONTINUITY OF GOVERNMENT**

**I PURPOSE**

The purpose of this annex is to describe the coordinating processes used to ensure the survivability of City government. This annex provides guidance on the preparedness, response, recovery, and mitigation roles and responsibilities of government officials.

**II SITUATION AND ASSUMPTIONS:**

A. Situation:

1. The City of South Euclid is vulnerable to many hazards, which threaten public health and safety and public or private property. (See hazard analysis)
2. It is essential to ensure the continuity of City government authority and the capability of the City government to function during periods of disaster.
3. A major disaster could include death or injury of key officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained.

B. Assumption:

Continuity of leadership and government authority is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery operations. To this end, it is particularly essential that the City of South Euclid continue to function as a government entity.

All operations during an emergency or crisis situation will be managed from the South Euclid Municipal Complex.

If an emergency situation renders this facility inoperable, the designated alternate location is the South Euclid Community Center.

In addition to the EOC, any emergency vehicle may be used as a mobile command post as the situation dictates.

**III. CONCEPT OF OPERATION**

A. General

1. The City of South Euclid utilizes the National Incident Management System to manage emergencies and disasters.
2. Local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by other upon request from other government agencies. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster situation.

3. Measures to ensure the continued functions of City government include:
  - a. Lines of succession to City Government offices, divisions, and departments, at least three deep.
  - b. Pre-delegation of emergency authority.
  - c. The safekeeping of essential records.
  - d. Alternate Emergency Operations Center.
  - e. Other emergency relocation sites supported by communications and required services.
  - f. Emergency responsibilities detailed for all appropriate personnel.
  - g. Identification of essential City services which must be maintained and of those activities which may be suspended.

**B. Assistance**

1. The Mayor or his/her designee may request assistance from voluntary and private sector groups by mutual aid agreements, letters of understanding, or contact by telephone to any number of such agencies.
2. The Mayor or his/her designee may request assistance from Cuyahoga County via telephone or radio, through the Cuyahoga Emergency Management Agency (CEMAC), when the required effort for response and/or recovery is beyond the capabilities of the City.
3. The Mayor or his/her designee may request assistance from the State of Ohio via telephone or radio, through the Ohio Emergency Management Agency (OEMA), when the required effort for response and/or recovery is beyond the capabilities of the City.
4. Should assistance be required beyond the capabilities of the City of South Euclid and the State of Ohio, the Director of OEMA will request such assistance from the Federal Emergency Management Agency.

**IV. RESPONSIBILITIES**

Mayor: In the event that the Mayor of South Euclid is absent or otherwise unable to assume his or her duties, the President of City Council will assume the Mayor's Responsibilities.

## HAZARD APPENDIX A AIRPLANE CRASH

### I. PURPOSE

This incident annex provides information, procedures and guidelines to be used by responding personnel at the scene of an aircraft related emergency.

### II. SCOPE:

Aircraft accidents in South Euclid can result from an aircraft experiencing trouble while attempting to land or depart the Cuyahoga County Airport, or from mid-air collisions between aircraft flying over or near South Euclid as the approaches Cleveland Hopkins International Airport or Akron Canton Airport.

### III. POLICIES

#### Hazard Analysis

The City of South Euclid is vulnerable to aircraft related emergencies from aircrafts experiencing trouble while attempting to land or depart the Cuyahoga County Airport. Such incidents can occur at any time.

#### Training

Public awareness and education are important aspects in preparing for emergency situations. The Emergency Coordinator, in conjunction with the fire department will conduct public awareness and education programs as needed. All city departments should assess their training needs at least annually. Special emphasis should be placed on the preparation for, response to mitigation of and recovery from airplane related emergency situations.

Department Heads are responsible for ensuring their subordinates receive proper training. Departmental standard operating procedures (SOP) should address the preparation for, response to, mitigation of and recovery from airplane crashes.

#### Exercises

Emergency Preparedness Exercises should be conducted as needed to ensure the following:

- Existing SOPs are valid and workable;
- All personnel understand their roles and are capable of accomplishing assigned tasks;
- All necessary safeguards are in place and all supporting activities have been properly identified and coordinated;
- All necessary equipment is available.

### IV. SITUATION

South Euclid is in the flight path of Cuyahoga County, Cleveland Hopkins International, and Akron Canton Airport. Both inbound and outbound aircraft could potentially experience emergencies in the vicinity of South Euclid. Response to a major aircraft incident will tax local emergency resources; therefore, response to an

off airport aircraft emergency will include local, State, and Federal emergency responders.

## **V. CONCEPT OF OPERATIONS**

Depending on the number of fatalities/injuries and the area damaged by the aircraft, EOC activation may be required.

The Police Department will handle the crash site(s) as they would any other fire scene: establish perimeter control, crowd control, traffic control.

If either one or both of the aircraft broke up in the air, it will not only be necessary to secure the impact sites, but to search the area to identify the location of aircraft parts and human remains. Care should be taken to ensure that members of the public are not allowed to walk off with aircraft debris.

To the extent that staffing allows, witnesses should be identified and asked where they were when they saw the crash in the air and on the ground, and what they saw. The information, along with their name, address, and phone number, should be given to federal authorities when they arrive on the scene.

## **VI. RESPONSIBILITIES**

### **Emergency Operations Center (EOC) Manager**

- The role of the EOC Manager will be limited to monitoring the situation, keeping the City Council Members advised of pertinent information, and assuring that city support is being given to the Fire Department.
- If a Local Emergency is required, he will have the Mayor request the City Council to meet in emergency session to make a Declaration of Local Emergency, or, if it is of the essence, declare a Local Emergency and notify the City Council.
- Meet with the Operations Section Chief to assure that they have assigned a representative to the Fire Incident Command Post.

### **Operations Section Chief**

- Meet with the Branch Directors to determine the level of support needed at the Incident Command Post. If support is required, meet with the Branch Directors, review their respective support responsibilities, and deploy as required.

### **Police Department**

- The Police Department will provide support and coordination with the Incident Commander.
- The Police Department will participate in the Unified Command during emergency and post-emergency periods.
- They will provide crash site perimeter security, crowd control, traffic control, and evacuation and relocation of evacuees to a secure location.

### **Public Works**

- Public Works will meet with the Incident Command Post Liaison Officer to obtain a situation briefing on the current conditions and actions being taken.

The Liaison Officer may make arrangements to meet with the On-Scene Incident Commander and the Operations Section Chief to request Public Works assistance.

- The objective of the public works is to determine support requirements and establish coordination protocols.
- Additional responsibilities may include providing traffic control barricades and their placement and determining the need for public works support for heavy equipment, fencing, and water infrastructure support.

## HAZARD APPENDIX B CIVIL DISTURBANCES

### I PURPOSE

This incident annex establishes basic guidance to restore law and order and to protect life and property in the event of an act of civil unrest or violence.

### II SCOPE:

Civil unrest or disturbance is a result of groups within the population feeling their needs or rights are not being met by society, a segment of it, or the current political system. Civil unrest spans a variety of actions including labor unrest, strikes, civil disobedience, demonstrations, riots, rebellions, hostages, and shootings. Events that could trigger these actions include racial tension, unemployment, unpopular political actions, and a decrease in the supply of essential goods and services.

### III. POLICIES

#### Hazard Analysis

Any large disturbances could affect the City of South Euclid. Under an extreme scenario, there may be looting, arson, and rioting that could affect parts of the City. Extremely violent situations could lead to hostage taking and/or shootings. Such incidents may occur at any time, with little or no warning.

#### Training

Public awareness and education are among the most important aspects to prepare for civil disturbances and violence. The Emergency Coordinator, in conjunction with the police department will conduct public awareness and education programs as needed. All city departments should assess their training needs at least annually. Special emphasis should be placed on the preparation for, response to, mitigation of and recovery from civil disturbances, hostage and shooting situations, and workplace violence.

Department Heads are responsible for ensuring their subordinates receive proper training. Departmental standard operating procedures (SOP's) should address the preparation for, response to, mitigation of and recovery from situations involving civil disrupt.

#### Exercises

Emergency Preparedness Exercises should be conducted as needed to ensure the following:

- Existing SOPs are valid and workable;
- All personnel understand their roles and are capable of accomplishing assigned tasks;
- All necessary safeguards are in place and all supporting activities have been properly identified and coordinated;
- All necessary equipment is available.

#### **IV. SITUATION**

Civil disturbances are those organized or spontaneous group activities that disrupt the peace and threaten life, health, property or legally constituted authority.

Civil disturbances may also come in the form of hostage and shooting situations or work place violence.

Civil disturbances have occurred in nearby communities and may occur in the City of South Euclid with little or no warning.

Some terrorist activities may take the form of or include civil disturbances.

Civil disturbances will be accompanied by other criminal activities such as vandalism, arson, looting, sabotage, sniping, or bomb threats.

#### **V. CONCEPT OF OPERATIONS**

This annex assumes a wide spread spectrum of civil disorder situations and recognizes that response will vary accordingly.

The Police Department is responsible for preserving the peace, suppressing civil disorder, and performing the law enforcement functions of the City.

#### **VI. RESPONSIBILITIES**

Police Department

- Identify and maintain a list of critical facilities that may be vulnerable to civil disturbances.
- Establish an on-scene command post and assume primary responsibility for on-scene management of the emergency.
- Warn the public of any potential dangerous situations.
- Provide security of critical facilities as the situation warrants.
- Establish holding areas for processing of violators.

Fire Department:

- Assist the Police Department in establishing an on-scene command post.
- Receive clearance from the EOC before allowing forces to enter the affected area.
- Provide medical care to victims

Public Works

- Provide and set up barricades for crowd control.
- Remove barricades erected by rioters.
- Help Police Department with on-scene security and control.

## HAZARD APPENDIX C FIRE CONFLAGRATION

### I PURPOSE

This incident annex provides quick response and containment of fires involving structures, vehicles, and wild land. It is not the intent of this annex to define Standard Operating Procedures for any particular agency, but to provide a framework for operations in the event of mutual aid between departments.

### II SCOPE:

A fire or explosion can occur at any given time and no warning is given when they happen. Fires have happened many times in South Euclid, with the additional aggravating component of arson. This disaster could include any large grass fires as well as major urban fires. This disaster could involve a fire in a gasoline service station pump area, or a propane fuel storage area.

### III. POLICIES

#### Hazard Analysis

To accurately assess the city's vulnerability to fire conflagration, the City of South Euclid Fire Department, in conjunction with the Emergency Coordinator, other city departments, and other effected entities, will maintain an ongoing assessment of public and private facilities. The results of this assessment will be analyzed and recommendations will be made to reduce the vulnerability when possible. Structure fires occur often; explosions and wild land fires are rare.

#### Training

The Emergency Coordinator, in conjunction with the fire department will conduct public awareness and education programs as needed. All city departments should assess their training needs at least annually. Special emphasis should be placed on the preparation for, response to, mitigation of, and recovery from a fire or explosion incident.

Department Heads are responsible for ensuring their subordinates receive proper training. Departmental standard operating procedures (SOP) should address the preparation for, response to, mitigation of and recovery from mass fire incidents.

#### Exercises

Emergency Preparedness Exercises should be conducted as needed to ensure the following:

- Existing SOPs are valid and workable;
- All personnel understand their roles and are capable of accomplishing assigned tasks;
- All necessary safeguards are in place and all supporting activities have been properly identified and coordinated;
- All necessary equipment is available.

#### **IV. SITUATION**

Fire poses a potential threat to a community through loss of private and public property as well as life. When a fire occurs, local response agencies must be prepared to respond to protect life and property.

Each response agency is responsible for fire suppression in their own area, knowing additional help may be available from other departments.

As a participant in a MABAS, South Euclid can expect help from University Heights, Cleveland Heights, Shaker Heights, Lyndhurst, Beachwood, and additional sources if certain fire suppression resource needs exceed City capability.

#### **V. CONCEPT OF OPERATIONS**

Operations of any fire will be handled in conjunction with established Standard Operating Procedures (SOP's) of the department.

The Incident Command System will be implemented at all incidents.

If mutual aid is initiated, Incident Command will remain with the fire department.

The Fire Department will establish an on-scene Command Post and will assume responsibility for on-site management. The Police Department will provide control and security of the affected area.

#### **VI. RESPONSIBILITIES**

Fire Department

- Establish an on-scene command post and assume primary responsibility for on-scene management of the emergency.
- Request mutual aid assistance from other fire departments, as required.

Police Department

- Assist the Fire Department in establishing an on-scene command post.
- Prevent looting of damaged and evacuated areas.
- Alert the citizens of areas that are likely to be affected.

## HAZARD APPENDIX D HAZARDOUS MATERIALS

### I PURPOSE

This annex establishes the policies and procedures under which the City of South Euclid will operate in the event of a hazardous material incident. It defines the roles, responsibilities, and organizational relationships of government agencies and private entities in responding to and recovering from an incident involving the transport, use, storage, or processing of hazardous materials. It is essential that citizens and workers of the City be protected to the highest degree possible from the adverse effects of a hazardous materials release. Protective measures taken to preserve the health and safety of the public during a hazardous materials event are: isolation, evacuation, and shelter in place or a combination of all three.

### II SCOPE:

This incident annex provides for a coordinated, effective, and efficient response to discharges and releases of hazardous materials occurring in, or affecting the City of South Euclid. When activated, this incident annex will coordinate all departments and agencies with responsibilities and assets to support the response to actual and potential discharges and releases of hazardous materials.

Activation of plan should be considered if:

- There are casualties;
- There are evacuations;
- An incident is deemed to be a Type 3 incident;
- There is a spill or release warning or notification under state or federal law.

### III. POLICIES

All operations will be conducted in accordance with the Incident Command System (ICS) in accordance with the City of South Euclid Emergency Operations Plan. Initial operations will be directed toward product isolation and identification, with primary focus toward victim and responder safety. Responding departments/agencies will perform to the level trained as defined in 29 CFR 1910.120 which identifies the following levels of training:

- Awareness – Covers basic recognition of a hazard, identification of the hazard (chemical released), evacuation and isolation of the area, calls for assistance, notifications required. Any person who may witness a hazardous materials spill in their profession is required to have at least this training.
- Operations – Goes beyond awareness. Requires knowledge of personal protective equipment, defensive mitigation techniques, the incident command system, decontamination, emergency medical procedures, and the employer's plan.

- Technician – Goes beyond the Operations Level. Requires knowledge of offensive mitigation techniques, the local emergency plan, and knowledge of the national response plan in addition to skills and knowledge at the Operations Level.

#### **IV. SITUATION**

##### Planning Assumptions

The potential for a hazardous materials incident is directly related to the level of diverse industrial facilities, educational centers, and transportation routes passing through and terminating in the City.

Under the best circumstances, the management and coordination of a large hazardous materials response operation is complex and may involve multiple agencies.

Emergency or hazardous conditions of potentially disastrous proportions, or that are coincident with other emergency situations will place excessive requirements upon local response organizations.

While the majority of incidents tend to involve petroleum products, a significant number involve extremely hazardous materials. Extremely hazardous materials are those materials which may do irreversible damage or cause death to people or harm the environment when released outside the intended use.

Hazardous materials that are transported may be involved in rail accidents, highway collisions, or waterway mishaps.

Natural or other disasters could result in situations in which hazardous materials are released into the environment. Fixed facilities, schools, laboratories, and other locations which produce, generate, use, store, or dispose of hazardous materials, could be damaged so severely that existing spill control apparatus and containment measures are not effective.

Local resources may be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup, and dispose of a hazardous release into the environment.

Hazardous materials spills might cause the short term or long term evacuation of an affected area. Depending on the nature of the spill and local weather conditions, residences, businesses, health centers, schools, group homes, and roadways may be evacuated or closed to traffic.

A Mass Casualty Incident (MCI) resulting from a hazardous materials release would seriously impact the local medical response community.

Additional response cleanup personnel and equipment may be needed to supplement existing capabilities and to provide backup or relief resources.

## V. CONCEPT OF OPERATIONS

The Fire Department is the primary department for this incident annex and will provide personnel to the Emergency Operations Center on a twenty four (24) hour basis.

Emergency response operations include:

- Product identification
- Isolation and evacuation
- Establish operational zones
- Request additional resources as needed
- Provide update to Cuyahoga County LOCAL Emergency Planning Committee (LEPC) and the South Euclid EOC
- Integrate operations to utilize county, state, and federal resources

## VI. RESPONSIBILITIES

Fire Department

- The Fire Department shall operate at the HazMat Operations level.
- Coordinate response activities with other departments/agencies.
- Request activation of EOC, if deemed necessary.
- Provide scene security and control.
- Establish Incident Command and coordinate local response.
- Notify State and Federal authorities in accordance with current protocols.
- Provide liaison to other levels of government.
- Provide Public Information Officer (PIO).
- Request resource assistance from County, State, and Federal resources.
- Notify Mayor and City officials as necessary.
- Communicate safety and operational concerns to the EOC.

Emergency Coordinator

- Assist Fire Department with coordination of Haz Mat response activities with other departments/agencies.
- Coordinate Haz Mat Awareness training for city employees/officials.
- Coordinate dissemination of awareness information to city residents and businesses.
- Assist Mayor to ensure Continuity of Government

Police Department

- Provide Haz Mat Awareness training for department members.
- Conduct evacuation, movement, or sheltering-in-place in accordance with ESF's 7 and 8.
- Provide scene security and control.
- Secure the scene to maintain integrity of the scene.
- Ensure all responders are equipped with personal protective equipment as appropriate for the hazard level.

## **HAZARD APPENDIX E MASS FATALITY INCIDENT**

### **I PURPOSE**

The purpose of this annex is to describe and identify roles and procedures in mitigation, preparedness, response to and recovery from mass fatality incidents. This annex provides for proper coordination of mass fatality incident response activities, and establishes means and methods for the sensitive, respectful, orderly care and handling of human remains in multi-disaster situations.

### **II SCOPE:**

All terrorist acts are crimes. All involve violence, threats of violence, or the disruption of essential services. The targets are mainly civilians but can include governmental and commercial organizations or individuals. The motives are usually political. The actions are generally designed to achieve maximum publicity. Acts of terrorism are usually intended to produce psychological effects far beyond the immediate physical damage.

It is not possible to eliminate the possibility of terrorism. However, the effects of terrorism can be reduced by:

- Training and education of public safety personnel;
- Acquisition of essential equipment;
- Preparation of essential facilities;
- Public education and awareness programs;
- Formation and maintenance of working relationships with appropriate County, State and Federal governments

### **III. POLICIES**

#### Hazard Analysis

To accurately assess the city's vulnerability to terrorism, the City of South Euclid Police Department, in conjunction with the Emergency Coordinator, other city departments, and other effected entities, will maintain an ongoing assessment of public and private facilities. The results of this assessment will be analyzed and recommendation made to reduce the vulnerability when possible.

#### Training

Public awareness and education are among the most important aspects of terrorism prevention and mitigation. The Emergency Coordinator, in conjunction with the police department will conduct public awareness and education programs as needed. All city departments should assess their training needs at least annually. Special emphasis should be placed on the preparation for, response to, mitigation of, and recovery from terrorist acts and threats including chemical, biological, radiological, nuclear and explosive events.

Department Heads are responsible for ensuring their subordinates receive proper training. Departmental standard operating procedures (SOP's) should address the

preparation for, response to, mitigation of and recovery from terrorist acts and threats.

#### Exercises

Emergency Preparedness Exercises should be conducted as needed to ensure the following:

- Existing SOP's are valid and workable;
- All personnel understand their roles and are capable of accomplishing assigned tasks;
- All necessary safeguards are in place and all supporting activities have been properly identified and coordinated;
- All necessary equipment is available.

#### **IV. SITUATION**

Multiple casualty accidents can occur at any time, anywhere in the City of South Euclid. This could take place as an aircraft and/or vehicle incident or anywhere people come together, such as a theater or public building.

The Level of response is based on the number of patients involved in the Mass Casualty Incident:

- Level I – 5 to 10 patients
- Level II – 11 to 20 patients
- Level III – greater than 20 patients.

#### **V. CONCEPT OF OPERATIONS**

In accordance with Emergency Support Function (ESF) 1 – Direction and Control, Incident Command (IC) will be established to efficiently integrate and coordinate response resources and support from all departments and agencies at all levels of government. Command level personnel should consider the activation of the city Emergency Operations Center (EOC).

Site security is a critical function and must be established as early in the incident as possible. This is essential to ensure that the scene (crime scene) is protected, further threats to public safety are reduced or eliminated, and responder safety is maintained.

Access to the scene is controlled and enforced so that all personnel in the Hot Zone have security clearance and are equipped with proper personal protective equipment (PPE).

Communications shall be established in accordance with ESF 2 – Communications to ensure effective communications among all response elements and all levels of government. Some communications require a higher level of security and will be kept separate and secure from other incident communications.

#### **VI. RESPONSIBILITIES**

Police Department

- The Police Department shall be the lead agency for initial response.

## South Euclid Emergency Operations Plan

- Conduct and coordinate threat assessment for the city.
- Develop and conduct security and crime prevention programs.
- Provide terrorism awareness and training information to city departments.
- Coordinate terrorism response activities with other departments/agencies.
- Provide scene security and control.
- Establish Incident Command and coordinate the local response.
- Secure the scene to maintain integrity of the crime scene.
- Begin initial investigation.
- Notify County, State, and Federal authorities in accordance with current protocols.
- Provide liaison to other levels of government.
- Provide Public Information Officer (PIO).
- Request resource assistance from County, State, and Federal resources.
- Communicate safety and security concerns to the EOC.

### Emergency Coordinator:

- Assist Police Department in conducting a threat assessment for the town.
- Assist Police Department with coordination of terrorism response activities with other departments or agencies.
- Coordinate terrorism awareness for city employees and officials.
- Coordinate dissemination of awareness information to town residents and businesses.
- Assist the mayor to ensure continuity of government in accordance with ESF 13 – Continuity of Government.

### Fire Department:

- Assist Police Department in conducting threat assessment for the city.
- Provide terrorism awareness training for department members.
- Provide rescue and extrication for victims.
- Ensure all responders are equipped with PPE as appropriate for the hazard level.
- Provide medical care to victims.
- Provide medical and rehabilitation support to responders.

## **HAZARD APPENDIX F PUBLIC HEALTH EMERGENCY**

### **I PURPOSE**

This incident annex enhances the ability of City officials to continue to deliver essential services through city departments during an influenza pandemic/public health emergency, and protect the health and welfare of its employees and their families. This annex seeks to ensure the continuity of essential government services during a public health emergency by achieving pre-designed coordination among City departments and the elected and administrative authorities of the City.

### **II SCOPE:**

Pandemic influenza occurred three (3) times in the 20<sup>th</sup> century. In 1918, the subtype H1N1 (Spanish Flu) emerged and caused a severe pandemic that is referred to as the most deadly disease event in human history, with nearly 40 million deaths worldwide. In 1957, the emergence of influenza subtype H2N2 (Asian Flu) caused 70,000 U.S. deaths and in 1968, the emergence of H3N2 (Hong Kong Flu) caused an estimated 34,000 U.S. deaths. Most public health experts agree that it's inevitable that an influenza pandemic will occur again.

### **III. POLICIES**

#### Hazard Analysis

Public health emergencies can occur at any time. Viruses have the ability to mutate and change at any time, which leaves the public vulnerable to such incidents. Currently, the H5N1 Avian Influenza is being monitored for mutations; this virus has the potential to cause a moderate to severe influenza pandemic.

#### Training

Public awareness and education are important aspects of preparing for a public health emergency. The Emergency Coordinator, in conjunction with the Cuyahoga County Board of Health will conduct public awareness and education programs as needed. All city departments should assess their training needs at least annually. Special emphasis should be placed on the preparation for, response to mitigation of, quarantine of, and recovery from public health emergencies.

Department Heads are responsible for ensuring their subordinates receive proper training. Departmental standard operating procedures (SOP's) should address the preparation for, response to, mitigation of and recovery from terrorist acts and threats.

#### Exercises

Emergency Preparedness Exercises should be conducted as needed to ensure the following:

- Existing SOPs are valid and workable;
- All personnel understand their roles and are capable of accomplishing assigned tasks;

- All necessary safeguards are in place and all supporting activities have been properly identified and coordinated;
- All necessary equipment is available.

#### **IV. SITUATION**

An Influenza Pandemic can occur when a new subtype of Influenza A emerges that humans have no or little immunity, causes moderate to severe illness, is transmittable easily from person to person and vaccines to prevent the illness are not available.

Public health professionals throughout the world are currently concerned about the H5N1 Avian Influenza virus. H5N1 is one of the few avian influenza viruses to have crossed the species barrier to infect humans. H5N1 is a virulent virus and infection with H5N1 currently associated with a high mortality rate. Most cases have been linked to close contact with infected birds or the contaminated surfaces of infected birds. The person-to-person spread of H5N1 has been limited. The concern is that because the influenza viruses have the ability to mutate and change, that if the H5N1 virus gains the ability of spreading efficiently from person to person and maintains its virulence, a moderate to severe influenza pandemic will occur.

The emergence of a new subtype is inevitable and will be a global event, but a local emergency.

A new subtype will be unpredictable; anyone could be susceptible to the new subtype.

#### **V. CONCEPT OF OPERATIONS**

The World Health Organization's (WHO) Influenza pandemic Phases are used as the template for federal, state, county, and City pandemic planning. The City of South Euclid will use the WHO pandemic phases to provide a consistent and coordinated planning effort with federal, state, and county public health agencies.

The WHO Pandemic Phases are as follows:

##### Inter-Pandemic Period

- Phase 1 – no new human subtype. Animal influenza may be present and poses a low risk for human disease.
- Phase 2 – no new human subtype. A circulating animal influenza poses substantial risk of human disease.

##### Pandemic Alert Period

- Phase 3 – new human subtype causing little or no person to person disease.
- Phase 4 – new human subtype causing limited smaller cluster disease spread person-to-person. Spread highly localized, not well adapted to humans.
- Phase 5 – new human subtype causing larger clusters of disease, becoming more adapted to humans.

Pandemic Period

- Phase 6 – increased and sustained transmission in general public.

Recovery and Resumption of Normal Business Phase

- Phase 7 – (This phase is not a WHO pandemic phase); this attempts to assist South Euclid in transitioning back to phase 1 and normal operations.

**VI. RESPONSIBILITIES**

Mayor

- Responsible for the enactment of policy to protect the health, safety, and welfare of South Euclid
- Provide overall policy for direction.

Emergency Coordinator

- Determine South Euclid's influenza pandemic measures including the implementation and accountability of all phases of the WHO Pandemic Phase.
- Declare levels of emergency when necessary.

Police Department

- Patrol the City and dispatches services where needed (with the aid of the Fire Department).

Fire Department

- Provide Emergency Medical Services (EMS)

Public Works

- Provide essential life/safety services.
- Create a system for the production, storage and distribution of safe drinking water.
- Support police and fire personnel.

## HAZARD APPENDIX G SEVERE WEATHER

### I PURPOSE

This annex establishes the context and overarching strategy for implementing and coordinating an accelerated, proactive City response to a severe weather or environmental related incident.

### II SCOPE:

A severe weather or environmental incident is any weather or environmental event that significantly affects the population, infrastructure, economy, and/or government functions, and/or causes casualties or significant property damage.

City resources will be required to augment overwhelmed initial response efforts.

This annex establishes protocols to pre-identify and rapidly deploy key essential resources that are expected to be urgently needed to save lives and protect property through mitigation, preparedness, response, and recovery. The goal of these efforts is to return the City to pre-incident status.

### III. POLICIES

This hazard appendix is consistent with National Incident Management System (NIMS) protocols and Incident Command System (ICS) conventions.

All City resources deploying in accordance with this hazard appendix remain under the control of their respective department or agency during mobilization and deployment.

Resources arriving at a check-in location or staging area remain there until requested by incident command authorities, when they are integrated into the incident response effort.

### IV. SITUATION

Planning Assumptions:

Weather incidents can occur with little or no warning. Examples of such events are high winds or tornados. Other weather events may be predicted several days in advance allowing time for incident-specific strategic and tactical planning. Examples of predicted weather are prolonged heat or cold and drought.

Environmental events such as flash floods or earthquakes occur with little or no warning.

A severe weather/environmental incident could result in sustained City-wide impacts over a prolonged period of time, almost immediately exceeds resources normally available in the impacted area, and significantly interrupts government operations and emergency services.

A severe weather/environmental incident that causes mass casualty or mass evacuation triggers a *Local State of Emergency* declaration, immediately or

otherwise. *Emergency Local Orders* will be issued as necessary to support the incident response.

Multiple incidents may occur simultaneously or sequentially in contiguous or noncontiguous areas.

The incident may cause significant disruption of the area's critical infrastructure such as energy, transportation, telecommunications, public health, and medical systems.

A severe weather/environmental incident may have significant regional dimensions. The response capabilities and resources of the local jurisdiction (to include mutual aid from surrounding region) may be insufficient and quickly overwhelmed.

Local emergency personnel who normally respond to incidents may be among those affected and unable to perform their duties.

A detailed and credible common operating picture may not be achievable for twenty four (24) to forty eight (48) hours or longer after the incident. As a result, response activities must begin without the benefit of a detailed or complete situation and critical needs assessment.

City and County support must be provided in a timely manner to save lives, prevent human suffering, and mitigate severe damage. This may require mobilizing and deploying assets before they are requested via normal City of South Euclid Emergency Operations Plan (SEEOP) protocols.

Large numbers of people may be left temporarily or permanently homeless and may require prolonged temporary housing or other support services.

#### Incident Condition

Normal procedures for certain ESFs may be expedited or streamlined to address the magnitude or urgent requirements of the incident. All ESFs must explore economies of scale to maximize utilization and efficiency of scarce resources. In the case of a catastrophic incident, it is expected that the City departments and agencies provide expedited assistance in one or more of the following areas:

- Alert and Warning and Emergency Public Information (ESF #3 and 9): Provide and disseminate information to the public in the event of an actual or potential disaster. In order to implement public protective actions there should be a timely, reliable and effective method to warn and inform the public. The initial focus is on the dissemination of information and instructions to the people at risk in the community.
- Evacuation (ESF #7): Evacuation refers to the removal of entire populations in a given area. Movement is the relocation of populations from smaller isolated danger areas to areas of safety. Sheltering-in-place refers to leaving populations in the protection of their homes or businesses. The method used to safeguard populations will need to be planned for and evaluated at the time of the incident.

- Mass Care (ESF #8):  
Coordination of activities involved with the emergency provision of temporary shelters, emergency mass feeding, bulk distribution of coordinated relief supplies for victims of disaster, and disaster welfare information. Support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts.

## V. CONCEPT OF OPERATIONS

In accordance with SEEOP provisions for proactive response to severe weather/environmental incidents, this incident annex employs an expedited approach to the provision of City resources to save lives and contain the incident.

Guiding principles for a proactive catastrophic incident response include the following:

- The primary mission is to save lives, protect property and critical infrastructure, contain the event, and maintain security through mitigation, preparedness, response and recovery.
- Standard procedures for requesting assistance may be expedited or, under extreme circumstances, temporarily suspended in the immediate aftermath of an incident of catastrophic magnitude.
- Pre-identified City response resources are mobilized and deployed, and, if required, begin emergency operations to commence life-safety activities.
- Full coordination with initial response departments/agencies shall occur as soon as practical, but the coordination process should not delay or impede the rapid mobilization and deployment of critical City resources.
- Upon recognition that a severe weather/environmental incident condition exists (e.g. involving mass casualties and/or mass evacuation) the South Euclid Emergency Coordinator shall implement this hazard appendix.

Upon notification from the Emergency Coordinator or his or her designee, that this appendix has been implemented, City departments and agencies shall:

- Take immediate actions to activate, mobilize, and deploy incident-specific resources in accordance with this appendix and the appropriate ESF.
- Take immediate actions to protect life, property, and critical infrastructure under their jurisdiction, and provide assistance within the affected area.
- Immediately commence those hazard specific activities established under the appropriate and applicable appendices.
- Immediately commence functional activities and responsibilities established under the South Euclid Emergency Operations Plan ESF annexes.

Actions that the city takes in response to a catastrophic incident include:

- All departments/agencies and organizations initiate actions to mobilize and deploy resources as planned.

- All departments, agencies, and organizations assigned primary or supporting ESF responsibilities immediately begin implementation of those responsibilities, as appropriate or when directed by the EMC or designee.
- Incident-specific resources and capabilities are activated and prepare for deployment to a mobilization center or staging area near the incident site.
- The development of site-specific catastrophic incident response strategies that include the pre-identification of incident-specific critical resource requirements and corresponding deployment/employment strategies.
- Accelerate the timely provision of critical resources and capabilities.

## **VI. RESPONSIBILITIES**

### Emergency Coordinator

- Establish that a catastrophic incident has occurred and implement the South Euclid Emergency Operations Plan.
- Notify all appropriate departments and agencies to implement this hazard appendix.
- Upon implementation of this hazard appendix, activate and deploy, or prepare to deploy, the necessary City resources.
- Coordinate response activities with other departments/agencies.
- Request activation of EOC, if deemed necessary.
- Provide scene security and control.
- Establish Incident Command and coordinate the local response.
- Identify and prepare for operation, those facilities critical to supporting the movement and reception of deploying resources.
- Establish and maintain communications with incident command authorities to ensure a common and current operating picture regarding critical resource requirements.

### Supporting Departments

- Activate and deploy (or prepare to deploy) department or ESF-managed teams, equipment caches, and other resources in accordance with the appropriate ESF.
- Commence ESF responsibilities as appropriate.
- Commence assessments of the probable consequences of the incident and projected resource requirements.
- Commence development of short and longer term response and recovery strategies.

## HAZARD APPENDIX H TERRORISM

### I PURPOSE

This incident annex establishes basic guidance for the preparation for, mitigation of, response to, and recovery from any act of terrorism that occurs within, or has an affect on the City of South Euclid. This annex applies to all threats or acts of terrorism with the city that require a coordinated response.

### II SCOPE:

All terrorist acts are crimes. All involve violence, threats of violence, or the disruption of essential services. The targets are mainly civilians but can include governmental and commercial organizations or individuals. The motives are usually political. The actions are generally designed to achieve maximum publicity. Acts of terrorism are usually intended to produce psychological effects far beyond the immediate physical damage.

It is not possible to eliminate the possibility of terrorism. However, the effects of terrorism can be reduced by:

- Training and education of public safety personnel;
- Acquisition of essential equipment;
- Preparation of essential facilities;
- Public education and awareness programs;
- Formation and maintenance of working relationships with appropriate County, State and Federal governments

### III. POLICIES

#### Hazard Analysis

To accurately assess the city's vulnerability to terrorism, the City of South Euclid police Department, in conjunction with the Emergency Coordinator, other city departments, and other effected entities, will maintain an ongoing assessment of public and private facilities. The results of this assessment will be analyzed and recommendation made to reduce the vulnerability when possible.

#### Training

Public awareness and education are among the most important aspects of terrorism prevention and mitigation. The Emergency Coordinator, in conjunction with the police department will conduct public awareness and education programs as needed. All city departments should assess their training needs at least annually. Special emphasis should be placed on the preparation for, response to, mitigation of and recovery from terrorist acts and threats including chemical, biological, radiological, nuclear and explosive events.

Department Heads are responsible for ensuring their subordinates receive proper training. Departmental standard operating procedures (SOP) should address the

preparation for, response to, mitigation of and recovery from terrorist acts and threats.

#### Exercises

Emergency Preparedness Exercises should be conducted as needed to ensure the following:

- Existing SOPs are valid and workable;
- All personnel understand their roles and are capable of accomplishing assigned tasks;
- All necessary safeguards are in place and all supporting activities have been properly identified and coordinated;
- All necessary equipment is available.

#### **IV. SITUATION**

The City of South Euclid is vulnerable to acts of terrorism due to the existence of several high profile targets as well as other potential targets. These targets include Notre Dame College Campus, University Suburban Medical Center, communication, and infrastructure entities.

An attack on any of these targets could cause mass casualties, major damage, and the disruption of essential services.

At the federal level, the Department of Justice is designated as the lead agency for threats or acts of terrorism within U.S. territory. The Department of Justice assigns lead responsibility for operational response to the Federal Bureau of Investigation (FBI). Within that role, the FBI operates as the on-scene manager for the federal government.

The Federal Emergency Management Agency (FEMA) is designated as the lead agency for consequence management within U.S. territory. FEMA retains authority and responsibility to act the lead agency for consequence management throughout the federal response. It is FEMA policy to use the National Response Plan structures to coordinate all federal assistance to state and local governments for consequence management.

#### **V. CONCEPT OF OPERATIONS**

In accordance with Emergency Support Function (ESF) 1 – Direction and Control, Incident Command (IC) will be established to efficiently integrate and coordinate response resources and support from all departments and agencies at all levels of government. Command level personnel should consider the activation of the city Emergency Operations Center (EOC).

Site security is a critical function and must be established as early in the incident as possible. This is essential to ensure that the scene (crime scene) is protected, further threats to public safety are reduced or eliminated, and responder safety is maintained.

Access to the scene is controlled and enforced so that all personnel in the Hot Zone have security clearance and are equipped with proper personal protective equipment (PPE).

Communications shall be established in accordance with ESF 2 – Communications to ensure effective communications among all response elements and all levels of government. Some communications require a higher level of security and will be kept separate and secure from other incident communications.

## **VI. RESPONSIBILITIES**

### Police Department

- The Police Department shall be the lead agency for initial response.
- Conduct and coordinate threat assessment for the city.
- Develop and conduct security and crime prevention programs.
- Provide terrorism awareness and training information to city departments.
- Coordinate terrorism response activities with other departments/agencies.
- Provide scene security and control.
- Establish Incident Command and coordinate the local response.
- Secure the scene to maintain integrity of the crime scene.
- Begin initial investigation.
- Notify county, state, and federal authorities in accordance with current protocols.
- Provide liaison to other levels of government.
- Provide Public Information Officer (PIO).
- Request resource assistance from County, State, and Federal resources.
- Communicate safety and security concerns to the EOC.

### Emergency Coordinator:

- Assist Police Department in conducting a threat assessment for the town.
- Assist Police Department with coordination of terrorism response activities with other departments or agencies.
- Coordinate terrorism awareness for city employees and officials.
- Coordinate dissemination of awareness information to town residents and businesses.
- Assist the mayor to ensure continuity of government in accordance with ESF 13 – Continuity of Government.

### Fire Department:

- Assist Police Department in conducting threat assessment for the city.
- Provide terrorism awareness training for department members.
- Provide rescue and extrication for victims.
- Ensure all responders are equipped with PPE as appropriate for the hazard level.
- Provide medical care to victims.
- Provide medical and rehabilitation support to responders.

## HAZARD APPENDIX I WINTER STORM

### I PURPOSE

This appendix provides winter storm warnings, coordinates emergency response, and reduces potential loss of life within the City. It endeavors to maintain essential services during a major winter storm. It identifies duties and responsibilities of each department involved. This appendix also plans/provides for a coordinated response by all necessary departments.

### II SCOPE:

Frequent and severe winter storms cause serious damage in most years, including collapse of buildings due to overloading with snow or ice, dangerously low temperatures, power outages due to downed trees and power lines and the closure of rail, road and air travel. South Euclid is at risk of freezing in extended power outages if they lack backup heat and those shoveling large accumulations of snow can also be at risk from frostbite, hypothermia and heart attacks due to cold and overexertion. While snow removal from the transportation system is standard fare in Ohio winters, extreme snow or ice that closes road systems can jeopardize any stranded persons with the danger of freezing and make transport for medical assistance difficult.

### III. POLICIES

#### Hazard Analysis

The City of South Euclid is very vulnerable to winter storm emergencies: such storms can occur with little or no warning. Such an emergency can significantly affect the population, infrastructure, environment, economy, and/or government functions, and/or cause casualties or significant property damage.

#### Training

This incident appendix strategy is consistent with National Incident Management System (NIMS) protocols and Incident Command Systems (ICS) conventions. All City resources deploying in accordance with this incident appendix remain under the control of their respective department during mobilization and deployment.

#### Exercises

Emergency Preparedness Exercises should be conducted as needed to ensure the following:

- Existing SOPs are valid and workable;
- All personnel understand their roles and are capable of accomplishing assigned tasks;
- All necessary safeguards are in place and all supporting activities have been properly identified and coordinated;
- All necessary equipment is available.

#### **IV. SITUATION**

South Euclid is vulnerable to major winter storms.

Large-scale loss of life and property does not normally occur as a result of a winter storm. However, any person caught out in the storm is in extreme danger. Occasionally there are power outages, resulting in a lack of communication, and the failure of heating sources. Medical assistance may become critical.

Community response will differ in accordance with communication capabilities and the availability of snow/ice removal resources.

Winter storms will fluctuate in size and intensity, and may affect the entire region.

Citizens and authorities will be advised of severe winter weather conditions through a variety of means; i.e. radio and TV bulletins.

Transportation by road or air will become more hazardous because of snow, ice, and limited visibility.

#### **V. CONCEPT OF OPERATIONS**

The City of South Euclid should be aware of severe winter weather that may affect the City. A winter storm watch means that severe winter weather is possible. A winter storm warning means that heavy snow, sleet, or freezing rain is expected. This information will be passed to appropriate response agencies (i.e. police department, fire department, medical services, school districts, etc.).

Depending upon the situation, this plan will be implemented in three phases:

##### **A. Phase I – Readiness**

Normally, the initial threat information will originate with the National Weather Service (NWS) in the form of watches and warnings.

Emergency response agencies are alerted of an impending winter storm. These agencies will utilize this time to alert and locate personnel needed for the emergency. Required snow/ice removal and control equipment and materials will be located for use.

##### **B. Phase II – Emergency**

Upon receiving information of a winter storm occurring within the region, the Cuyahoga County Communications Center will immediately notify the City of South Euclid. The 9-1-1 Safety Forces Dispatcher will notify the on-call EOC Commander. The EOC Commander will activate the EOC if necessary and notify the elected officials. The City of South Department of Public Works will determine how much of the snow removal plans will be activated. Should a life-threatening situation arise, search and rescue teams and snow removal crews will work to reach stranded individuals. Emergency shelter locations may be activated.

C. Phase III – Recovery

All agencies will take appropriate action to sustain life and property. Search and rescue operations will continue as needed, and every effort will be made to restore public facilities to normal operating conditions as soon as possible.

**VI. RESPONSIBILITIES**

Public Works

- Provide snow removal, plowing, barricading, ice removal, bridge clearing, etc. or any other function concerned with road or street clearance during winter storms as manpower, equipment, and materials may be available.
- Plow main arteries according to a plan of priorities. These plans may include opening a minimum network of streets to provide a transportation system for emergency vehicles.
- During severe snow or blowing snow, or other conditions that could endanger Public Works personnel, all plowing may be suspended at the discretion of the Public Work's Director. The elected officials shall be included in the decision to suspend operation, and the Emergency Coordinator shall be informed in order to notify the public and supporting agencies.

Police Department

- Assist in the evacuation of stranded motorists/population.
- Establish roadblocks and maintain traffic control.
- Preserve law and order.
- Establish a field command post, if required. (To optimize communications and provide support to key field operations).

Fire Department

- Maintain a state of readiness for providing fire protection, emergency medical services, hazardous materials response, search and rescue, and general emergency services.
- Coordinate search and rescue operations.

Emergency Coordinator

- Upon the receipt of notification that a severe winter storm may occur in the community, elected officials will be contacted and the EOC activated, if deemed necessary.
- Determine resources needed for affected area, and coordinate response activities.
- Establish communications with Cuyahoga County EMA
- Notify American Red Cross that a winter storm may occur and shelters may be necessary for stranded motorists, power outage victims, etc.

**SEEOP #1  
EOC COMMANDER**

**AUTHORIZED PERSONS**

The following persons are authorized to serve as the E.O.C. Commander.

<u>Name</u>	<u>Title</u>
Douglas Stefko	Chief of Fire
David Csire	Assistant Fire Chief
Kevin Nietert	Chief of Police
Jim Franey	Assistant Police Chief
Jim Anderson	Service Director

If none of these individuals are available to serve in this capacity, the Officer in Charge of the Fire or Police Department will serve as or assign an E.O.C. Commander until such time as the Mayor or his designate, delegates another person to serve in this capacity.

**DUTIES**

The duties of the E.O.C. Commander shall be as described in the job description as part of SEEOP Guideline #2 EOC Organization.

**ON CALL COMMANDER**

One of the individuals named above shall be on call as the E.O.C. Commander (see On Call List). In this capacity, this person shall have all the authorities and responsibilities of the E.O.C. Commander until such time as the position is transferred to another person.

The On Call E.O.C. Commander shall be the E.O.C. Commander until such time as this responsibility is transferred to one of the individuals listed above. Under no circumstances shall the command be transferred until the person receiving command is physically at the E.O.C. If the On Call E.O.C. Commander is in transit and out of communications, the first authorized person to arrive at the E.O.C. shall be the E.O.C. Commander and shall obtain the following from the Police Dispatcher:

1. Incident Report
2. SEEMS Activation Checklist

**SEEOP #2  
EOC ORGANIZATION**

**MINIMUM E.O.C. ORGANIZATION**

At a minimum the E.O.C. organizational structure graphically represented by EOC Chart 1 should consist of the following positions.

1. E.O.C. Commander
2. Communications Supervisor
3. Logistics Supervisor
4. Operations Chief
5. Support Chief

At a minimum the EOC should be able to perform the following core functions:

1. Coordination
2. Communications
3. Resource dispatch and tracking
4. Information collection, analysis, and dissemination

**COMMAND SECTION**

The Command Sections responsibilities are as follows:

- A. Overall Command of the E.O.C. operations.
- B. Liaison with incident scene and the Scene Commander.
- C. Liaison with other responding entities, and
- D. Public Information and Media Relations (see SEEMS 4-3).

EOC Chart 2 graphically illustrates the Command Section's structure and indicates the included jobs. The job descriptions for the Command Section jobs are included at the end of this guideline.

## **EOC COMMANDER**

Entity: Command  
Reports To: City's Chief Executive Officer or Designee  
Subordinate Jobs: Logistics Supervisor, Communications Supervisor, Public Information Officer, Agency Liaison Officer, Operations Chief, Support Chief

### **Primary Responsibility**

Managing the activities of the E.O.C. and coordinating the overall incident response in conjunction with the Scene Commander(s).

### **Duties and Responsibilities**

1. Decide if the E.O.C. should be mobilized and, if so the degree to which it should be mobilized.
2. Define the E.O.C. organizational structure to be employed.
3. Assign all E.O.C. personnel to jobs.
4. Coordinate overall incident activities with the Scene Commander.
5. Assess the incident situation and potential.
6. Approve all media releases.
7. Brief Chief Executive Officer(s).
8. Provide for health and welfare of subordinate personnel.
9. Approve all requests for additional reassignment and/or release of resources at the E.O.C.
10. Maintain liaison with county, state and federal officials, and
11. Assume the duties and responsibilities of vacant subordinate jobs or designate people to the job.

## **LOGISTICS SUPERVISOR**

Entity: Logistics Division  
Reports To: EOC Commander  
Subordinate Jobs: Facility Leader, Security Leader

### **Comments**

In the absence of the Logistics Supervisor, duties will be the EOC Commanders responsibility.

### **Primary Responsibility**

Operation and security of the EOC facility and providing for the health and welfare of the EOC.

### **Duties and Responsibilities**

1. Activate and maintain the EOC facility and all supportive systems.
2. Manage the activities and resources of the Logistics Division.
3. Recommend to the EOC Commander resource requests, allocations, reallocations and releases.
4. Assign allocated personnel and other resources to work tasks and locations.
5. Provide for the health and welfare of subordinate personnel and,
6. Assume duties and responsibilities of vacant subordinate jobs.

## **COMMUNICATIONS SUPERVISOR**

Entity: Communications Division  
Reports To: EOC Commander  
Subordinate Jobs: Communications Operators, Dispatchers

### **Comments**

Staff position. In the absence of this position duties are the responsibility of the EOC Commander. The Communications Supervisor should always be a member of the EOC Center staff.

### **Primary Responsibility**

Development of the communications plan for the EOC, incident scene, and other communications and supervision of radio, telephone and alternate communications at the EOC including supervision of amateur radio operations.

### **Duties and Responsibilities**

1. Supervise the Communications Division's activities and resources.
2. Define, install and operate the needed communications capabilities at the EOC.
3. Allocate, install, test and maintain communications equipment.
4. Assign available communications resources to tasks and locations.
5. Notify Logistics Supervisor of resource needs.
6. Provide technical assistance to the Scene Communications Supervisor.
7. Provide for the health and welfare of subordinate personnel and,
8. Assume duties of vacant subordinate jobs.

**OPERATIONS CHIEF**

Entity: Operations Section  
Reports to: EOC Commander  
Subordinate Jobs: Situation Leader, "Operations Director"

**Comments**

General staff position

**Primary Responsibility**

Managing the Operations Section activities.

**Duties and Responsibilities**

1. Manage the Operations Section activities including:
  - A. Coordinate activities external to the Incident Community, such as public evacuation planning, public notification via mass communications media, patient distribution, etc. and
  - B. Assist the Scene Command structure in planning and coordinating the delivery of services.
2. Provide the EOC Commander with periodic predictions as to the incidents potential and with possible alternative strategies.
3. Manage the EOC activities in regard to operations.
4. Notify the Logistics Supervisor of resource needs.
5. Assign allocated personnel and other resources to tasks and locations.
6. Organize the Operations Section pursuant to the EOC Commander's instructions, and
7. Provide for the health and welfare of subordinate personnel.

**SUPPORT CHIEF**

Entity: Support Section  
Reports To: EOC Commander  
Subordinate Jobs: Resource Leader

**Comments**

General staff position

**Primary Responsibility**

Manage the Support Sections activities.

**Duties and Responsibilities**

1. Manage the Support Sections activities.
2. Organize the Support Section pursuant to the EOC Commander's instructions.
3. Assign allocated personnel and other resources to tasks and locations.
4. Notify the Logistics Supervisor of the sections resource needs.
5. Manage the facilitation of the provision of Emergency Management Capacity to the scene and to other involved communities.
6. Provide the EOC Commander with periodic reports in association with incident Emergency Management Capacity, actual and potential requirements and status.
7. Provide for the health and welfare of subordinate personnel and,
8. Assume duties and responsibilities of vacant jobs.

## **PUBLIC INFORMATION OFFICER**

Entity: Command  
Reports To: EOC Commander  
Subordinate Jobs: None

### **Comments**

Staff position. In the absence of this position the EOC Commander is responsible for the duties.

### **Primary Responsibility**

Formulation of information about the incident for release to the media and other entities.

### **Duties and Responsibilities**

1. Coordinate public information activities with the Public Information Officer at the scene.
2. Establish the EOC Information Center.
3. Organize a media pool at the EOC
4. Observe the constraints imposed by the EOC Commander regarding release of information.
5. Prepare initial information summary as soon as possible.
6. Release information to the media after obtaining the EOC Commander's approval.
7. Arrange for media meetings with EOC personnel and escorted tours of the EOC.
8. Notify Logistics Supervisor of resource needs.
9. Provide for the health and welfare of subordinate personnel and the media and,
10. Assume duties and responsibilities of vacant subordinate jobs.

**AGENCY LIAISON OFFICER**

Entity: Command  
Reports To: EOC Commander  
Subordinate Jobs: None

**Comments**

Staff position. In the absence of this position, the EOC Commander shall be responsible for the position duties. This position would only be needed if there are Agency Representatives at the EOC or the EOC Commander does not have time to fulfill this responsibility.

**Primary Responsibility**

Point of contact for the assisting and cooperating Agency Representative at the EOC.

**Duties and Responsibilities**

1. Serve as point of contact for assisting and cooperating Agency Representatives at the EOC.
2. Respond to requests from EOC and/or scene personnel for inter-organizational contacts.
3. Identify Agency Representative for each cooperating/assisting agency, including communication link and location.
4. Monitor scene and EOC operations to identify current and/or potential inter-organizational problems and report same to EOC Commander.
5. Provide for health and welfare of subordinate personnel, and
6. Notify Logistics Supervisor of resource needs.

## **EOC SCENE OFFICER**

Entity: Command  
Reports To: EOC Commander  
Subordinate Jobs: None

### **Comments**

This position would be at the incident scene if, and only if, the EOC Commander and the Scene Commander reach agreement that the EOC should have a representative at the scene.

### **Primary Responsibility**

Facilitate the interface of the Scene with the EOC.

### **Duties and Responsibilities**

1. Cooperate fully with the Scene Commander.
2. Perform those duties specified by the Scene Commander.
3. Assist the Scene Command structure in fulfilling its duties and responsibilities by Providing technical assistance, and facilitate the interface with the EOC and, Inform the EOC Commander as to the situation and status at the scene.

**SEEOP #3  
EOC ACTIVATION**

The decision as to whether to activate the EOC shall be made by the On Call EOC Commander. The decision shall be made when a Major Emergency Incident has been declared or there is the potential of a Major Emergency Incident being declared.

The basic activation procedure shall be as follows.

<u>Step</u>	<u>Actor</u>	<u>Action</u>
A	Dispatch	Receives notification of a Level 3 declaration or indication that there is a potential of a Level 3 being declared.
B	Dispatch	Records available information on the Incident Report form.
C	Dispatch	Contacts On Call EOC Commander and provides the information recorded on the Incident Report Form.
D	EOC Commander	The EOC Commander shall obtain a copy of the Incident Report from Dispatch.
E	EOC Commander	If sufficient information is available, shall make the decision as to whether and as how the EOC is to be activated. If sufficient information is not available the Scene Commander shall be contacted directly or via dispatch.
F	EOC Commander	Using the EOC activation checklist, the SEEM Commander shall decide which persons shall be contacted and what action shall be taken to prepare the EOC facility.
G	EOC Commander	Provide dispatcher with activation instruction and depart from current location to the EOC
H	Dispatch	Record the activation instruction on the EOC activation checklist and assign these instructions to the first off duty responder arriving at the EOC
I	Dispatch	Go to EOC lobby to check in responding personnel, Dispatcher to be relieved by one of the first responders at the EOC pursuant to the EOC Commanders instructions.

## South Euclid Emergency Operations Plan

- |   |                 |   |
|---|-----------------|---|
| J | Dispatch        | Provide first responder with the EOC activation checklist. Go to step L.  |
| K | Dispatch O.I.C. | Initiate what actions and contacts can be accomplished at current location. Inform EOC of action taken and depart for the EOC |
| L | First Responder | Obtain the EOC checklist from Dispatch and complete the activation items.   |

**SEEOP #4  
EOC CORE TEAM**

Dispatch shall contact EOC Staff as requested by the On Call SEEM Commander from the following list:

<u>Name/Title</u>	<u>Home</u>	<u>Cell</u>	<u>Business</u>
Georgine Welo Mayor/Safety Director			
Jane Goodman Council President			
Douglas Stefko Fire Chief			
Kevin Nietert Police Chief			
David Csire Asst. Fire Chief			
James Franey Asst. Police Chief			
Scott Sebastian Fire Prevention/Inspector			
Bob Abele Traffic Commissioner			
Mike Lograsso Law Director			
James Smith Finance Director			
Jim Anderson Service Director			
Paul Kowalczyk Building Commissioner			
Meg Martines Community Center Director			
Keith Benjamin Community Services Director			
Andy Blackley City Engineer			

***Other staff shall be contacted and asked to report to the EOC as requested by Core Team members or the EOC Commander.***

**SEEOP #5  
INCIDENT LEVELS & DECLARATION AUTHORITY**

The Emergency Incident Level definitions are as follows:

- **LOCAL (Level 1) Emergency Incident:** An emergency incident for which the incident community has the needed response capacity.
- **SERIOUS (Level 2) Emergency Incident:** An emergency incident for which the response and recovery requires the response capacity of the incident community and of other communities with which the incident community has written mutual aid agreements.
- **MAJOR (Level 3) Emergency Incident:** An emergency incident for which the response and recovery requires the response capacity CMEIMS Communities and the County.
- **COUNTY (Level 4) Emergency Incident:** An emergency incident for which the response and recovery requires the response capacity of the CMEIMS communities, the County and Inter-Divisional MABAS Counties: Ashtabula, Geauga, Lake, Lorain and Summit Counties.
- **COUNTY DISASTER (Level 5) Emergency Incident:** An emergency incident for which the response and recovery requires a response capacity that can only be fulfilled through the involvement of the state and/or federal government.

The Emergency Incident Level Declaration Authority is as follows:

- **LOCAL (LEVEL 1) EMERGENCY INCIDENT: Only the Incident Community may declare a Level 1 incident**
- **SERIOUS (LEVEL 2) EMERGENCY INCIDENT: Only the Incident Community may declare a Level 2 incident.**
- **MAJOR (LEVEL 3) EMERGENCY INCIDENT: The Incident Community or CEMAC has the authority to declare a Level 3 incident.** The CEMAC shall accept such a declaration made by any representative of the incident community. The CEMAC shall have the authority to declare a Level 3 only under the following circumstances.
  - A. The incident is within the county's territorial boundaries and the incident community has approved the declaration: or
  - B. The incident is external to the county's territorial boundaries.
- **COUNTY (LEVEL 4) EMERGENCY INCIDENT: Only the CEMAC can declare a Level 4 incident.**

South Euclid Emergency Operations Plan

**CITY OFFICIAL**

**EMERGENCY INCIDENT LEVEL**

	1	2	3
Mayor Georgine Welo	A	A	A
Fire Chief Douglas Stefko	A	A	A
Police Chief Kevin Nietert	A	A	A
Asst. Fire Chief David Csire	A	A	A
Asst. Police Chief James Franey	A	A	A

A = Authority

**SEEOP #6  
PUBLIC INFORMATION**

**PUBLIC INFORMATION OFFICER**

The EOC Commander should designate a Public Information Officer or should serve in this capacity. The job description for this position is included in SEEOP Guideline #2 EOC Organization.

**JOINT INFORMATION CENTER**

A JIC will be located so public affairs professionals from organizations involved in the incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions.

**PRESS RELEASES**

Press releases shall not be issued from the EOC without the prior approval of the EOC Commander. Such releases shall be coordinated with the Scene Commander.

**MEDIA ACCESS**

The Community Room on the second floor shall serve as the Media Room and shall be used for press conferences, etc. Media representatives shall not be allowed to interfere with emergency operations at the EOC. In this regard, media representatives shall be limited to the Media Room and the Lobby. A media pool should wherever practical, be provided with escorted access to the balance of the facility. The media pool should consist of a print reporter, print photographer, television camera and reporter, and a radio reporter. In addition, arrangements should be made for media access to key command personnel.

**RESPONSIBILITY**

The Public Information Officer, under the direction of the EOC Commander and in coordination with the Scene Commander, has the primary responsibility for the public notification via CityWatch (SEEOP Guideline #7), Emergency Broadcast System, pay television and the electronic print media.

**EMERGENCY BROADCAST SYSTEM PROCEDURE**

- A. Prepare the message to be broadcast. At the end of this Guideline are sample messages for “take shelter”, “evacuation” and “school evacuation”. Additionally SEEOP Guideline #7 CityWatch Emergency Notification System has sample messages for “water problem”, “evacuation”, “power outage”, and “severe storm/tornado”.

- B. Have the EOC Commander approve the message and authorize the use of the Emergency Broadcast System.
- C. Call CECOMS at 216-771-1363 and inform them of the message to be broadcast on the Emergency Broadcast System.

**EBS MESSAGE #1 TAKE SHELTER**

The following message has been released by \_\_\_\_\_. \_\_\_\_\_ has announced that a major emergency incident presently exists at \_\_\_\_\_. Persons living or working within an approximate \_\_\_\_\_ mile radius of this location are requested to take sheltering action.

According to public safety official, there is no need for residents to leave to take sheltering action.

People living, working or traveling in the following areas are affected by this request.

---

Persons living, working or traveling in this area should take sheltering action. Persons traveling home or to work should proceed to their destinations in an orderly fashion, obeying all traffic regulations. Non residents travelling in motor vehicles should clear the area in an orderly fashion.

All persons traveling in the area in motor vehicles should roll up windows, close air vents and turn off air conditioners. If in an automobile or when sheltering is not immediately available, improvised respiratory protection may be taken. Place a handkerchief, towel or other similar item snugly over the mouth and nose until indoors.

Persons who have taken shelter should observe the following procedures:

1. Close all doors and windows.
2. Disconnect air conditioners or fans.
3. Lower the thermostat setting of any heater to minimize the intake of external air.
4. Keep pets inside.

**YOU ARE ASKED NOT TO DO THE FOLLOWING:**

1. You are requested not to telephone or go to the school your children are attending. They are in a covered protective environment and will be bussed home when it is safe to do so.
2. Do not telephone the city, county, state or federal officials directly involved. They will keep you informed of the situation through this station. Do not use the telephone except for medical emergencies.

The preceding has been announced by \_\_\_\_\_. It calls for all persons living or working within a \_\_\_\_\_ mile radius of \_\_\_\_\_ to take shelter. For further information please stay tuned to this station.

**EBS MESSAGE #2 EVACUATION**

The following message has been released by \_\_\_\_\_.  
“ \_\_\_\_\_ has announced that a major emergency incident presently exists at \_\_\_\_\_ and recommends the evacuation of all persons living or working within an approximate \_\_\_\_\_ mile radius of this location.

This advisory affects persons living in the following areas: \_\_\_\_\_  
\_\_\_\_\_

Please follow the main evacuation routes for your community. If you will need a place to stay report to the designated mass care center en route.

**LIST EVACUATION ROUTES AND MASS CARE CENTERS**

*If outside the sphere of influence of the disaster, South Euclid Community Center will be utilized. Otherwise, possible locations for a Mass Care Center include Notre Dame College, Regina High School, Memorial Jr. High, or Brush High School.*

If you have house bound persons or invalids in your home and require assistance in moving them, contact \_\_\_\_\_.

Please cooperate by checking on persons who may live alone in your neighborhood. If they have no way of providing their own transportation, please assist them if possible.

Persons affected by this evacuation advisory should prepare to spend a minimum of three days away from home and should have with them sufficient quantities of clothing, sleeping bags or blankets, personal care items and prescription drugs for at least this period. Persons evacuating to mass care centers will be provided with food and sanitary facilities. Pets will not be allowed inside the mass care centers. Provisions made for pets will be the responsibility of the owner of the pet.

Persons planning to evacuate are reminded to take the following steps prior to leaving:

1. Secure your home and property.
2. Turn off all lights and electrical equipment and appliances.
3. Turn down heating systems or turn off air conditioning systems.
4. Proceed calmly to your destination, obeying all traffic laws and driving carefully.
5. Obey the police and others who will be directing traffic along the evacuation routes.

The preceding has been an announcement by \_\_\_\_\_ regarding a recommendation by \_\_\_\_\_ for the evacuation of all persons living within a \_\_\_\_\_ mile radius of the \_\_\_\_\_. For further information please stay tuned to this station.”

**EBS MESSAGE #3 SCHOOL EVACUATION**

The following message has been released by \_\_\_\_\_.  
It supplements instructions given to the public relative to the evacuation announcement  
for an approximate \_\_\_\_\_ mile radius of \_\_\_\_\_.

“Parents with children attending school within a \_\_\_\_\_ mile radius of the location of \_\_\_\_\_ are advised that their children are subject to a separate evacuation plan while school is in session. Children will be bussed directly to schools outside the risk area. Parents are to meet their children at designated host schools located outside the emergency zone. I repeat, children will be bussed directly to schools outside the risk area where parents are to meet their children. Parents are not to report to their children’s school.

Children attending schools within the risk area will be bussed to the following schools where they can be picked up:

REPEAT LIST \_\_\_\_\_.

Parents are urged not to telephone or go to the school that their children are attending. Parents are to meet their children at the assigned host schools. I repeat, parents are not urged to telephone or go to the school that their children are attending. Parents are to meet their children at the assigned host schools.

The proceeding has been an announcement by \_\_\_\_\_ giving parents instructions on where to meet their children who are attending schools within an approximate \_\_\_\_\_ mile radius of \_\_\_\_\_.”

**SEEOP #7**  
**“ReadyNotify” EMERGENCY NOTIFICATION SYSTEM**

## **1.0 Purpose**

The purpose of this document is to provide policy and guidelines for the use and administration of the Cuyahoga County Mass Notification System, “ReadyNotify.”

This document describes countywide policies, roles and responsibilities, and activation procedures for the ReadyNotify system. A separate user-manual will be maintained by the Cuyahoga County Office of Emergency Management (CCOEM).

## **2.0 Scope**

This SOP is in effect for all incidents that require the use of ReadyNotify.

## **3.0 System Description**

ReadyNotify is a secure, web-based emergency notification application that is accessible anywhere there is an internet or data connection and is supported by GovDelivery Inc.’s *Emergency Notification System*. The Emergency Notification System gathers and manages opt-in citizen information, groups, lists, and emergency contact information.

ReadyNotify disseminates early warning and time sensitive information to county residents, employees, and businesses during emergency events. It also provides information regarding Cuyahoga County news and updates.

ReadyNotify is available 24/7 and is pre-loaded with Cuyahoga County emergency data and countywide maps. Customized groups and lists can be created and up-loaded to the system. Citizens provide contact information via self-registration using the ReadyNotify sign-up website. Notifications are received via voice, text, email, or fax. **Participants receive notifications on all devices that are registered.**

A ReadyNotify Fact Sheet is included as **Attachment A** to this SOP.

## 4.0 Governance

CCOEM manages ReadyNotify as a countywide asset. County departments and communities that choose to use the ReadyNotify system are required to follow these procedures. In addition, they are encouraged to develop their own policies and procedures for use of the system.

CCOEM is responsible for ReadyNotify and ensures that the system is available at all times.

## 5.0 System Access

An email address is needed to register for ReadyNotify notifications.

Individuals may register at:

[www.readynotify.cuyahogacounty.us](http://www.readynotify.cuyahogacounty.us)

The ReadyNotify Administrator will grant administrator rights.

Individuals granted administrator rights use the email and password created during ReadyNotify registration to gain access to the administration portal.

The administration portal is accessed at:

<https://cuyahogacountyoh.admin.gov-i.com/login>

## 5.1 Administrators

The following entities are authorized to receive administrative access:

- Cuyahoga County
  - Office of Emergency Management
  - Cuyahoga Emergency Communications System (CECOMS)
  - Cuyahoga County Department Directors (or designee)
- Cuyahoga County communities

The ReadyNotify User Guide is included as **Attachment B** to this SOP.

## 5.2 Role Management

Only administrative users may send notifications.

The system has four levels of administrative users:

1. System Administrator
2. Client Administrator
3. Cuyahoga County Department Administrator
4. Regional Administrator

### 5.2.1 System Administrator

System Administrators can issue notifications on behalf of Cuyahoga County. System Administrators have unlimited access to the ReadyNotify system which allows them to manage administrator and user accounts, correct notification issues, update notification information, and address other universal ReadyNotify system matters.

Individuals with System Administrator rights are:

- Director of Public Safety & Justice Services
- CCOEM Administrator
- CCOEM Deputy Administrator
- ReadyNotify Administrator

The Chief of Staff and/or Deputy Chief of Staff, Justice have authority to authorize System Administrator rights.

### 5.2.2 Client Administrator

Client Administrators can issue notifications on behalf of Cuyahoga County.

Individuals with Client Administrator rights are:

- CCOEM Branch Managers
- CECOMS Supervisors and Dispatchers

The Chief of Staff and/or Deputy Chief of Staff, Justice have authority to authorize Client Administrator rights.

### **5.2.3 Cuyahoga County Department Administrator**

Department Directors (or their designees) who request access may send notifications to employees within **their departments**.

This access also allows for the creation and management of groups and lists of their department employees and/or any group/list related to the operations of their department.

Additional access to other departments and groups is determined by the Chief of Staff and/or Deputy Chief of Staff, Justice.

A reference sheet for Cuyahoga County Department Directors is included in [Attachment C](#).

### **5.2.4 Regional Administrator**

Each community that elects to use the ReadyNotify system shall appoint a Regional Administrator to serve as the point-of-contact for the ReadyNotify Administrator. The Administrative Assistant of the Police Department shall be the Regional Administrator for The City of South Euclid.

Regional Administrators, and their designees, may send notifications to individuals who elect to receive notifications from their community.

Regional Administrative access also allows for the creation and management of groups and lists within the system.

## **6.0 Authorized Use**

ReadyNotify is used to send out Emergency and Non-Emergency notifications. Emergency notifications contain time-sensitive, safety-related information necessary to protect Cuyahoga County citizens. Non-Emergency notifications contain general county or city related information.

### **6.1 System Administrator & Client Administrator**

System and Client Administrators can send emergency and non-emergency notifications to any and all system subscribers.

### **6.1.1 Emergency Notifications**

Emergency notifications include critical, safety-related information.

Emergency notifications are sent by the Cuyahoga Emergency Communications System (CECOMS) or CCOEM to all system subscribers using the “Countywide Emergency” notification type or, if applicable, specific municipal notification types in the ReadyNotify system.

Emergency Notifications include:

1. Severe Weather Warnings issued by the National Weather Service
2. Evacuation notices
3. Public health emergencies
4. Public safety emergencies
5. Any notification to provide emergency information to a defined community

Emergency notifications are sent to subscribers via Phone, SMS/Text, Email, and Fax.

Emergency notifications may also be sent using Enhanced 9-1-1 (E911) data (See section 7.0) or via the Integrated Public Alert Warning System (IPAWS) (See section 8.0).

Authorization to send emergency notifications, other than immediate weather warnings, is made by the County Executive, Chief of Staff, Deputy Chief of Staff, Justice, or Director of Public Safety & Justice Services.

### **6.1.2 Non-Emergency Notifications**

System and Client Administrators can send non-emergency notifications to system subscribers and Cuyahoga County employees.

Non-emergency notifications sent to subscribers are sent using the “Cuyahoga County News” notification type.

Non-emergency notifications sent to Cuyahoga County employees are sent using the already established department groups in the system.

Use of ReadyNotify for non-emergency notifications requires authorization from the Chief of Staff, Deputy Chief of Staff, Justice, or Cuyahoga County Department of Communications Director.

## 6.2 Cuyahoga County Department Administrator

Cuyahoga County Department Administrators can send non-emergency notifications to employees of their departments.

### 6.2.1 Emergency Notifications

Cuyahoga County Department Directors (or their designees) **WILL NOT** send countywide emergency notifications.

### 6.2.2 Non-Emergency Notifications

Cuyahoga County Department Directors (or their designees) may send non-emergency notifications to employees of **their department** using created groups and lists.

Non-emergency county department notifications are **NOT** sent using the “Cuyahoga County News” notification type or using E911 data.

Non-emergency notifications are used for official department business only.

Permissible use of the system includes:

- Office/Building closure
- Late arrival/early dismissal
- Meeting/training information
- Other official and essential employee information

Prohibited use of the system includes

- Any notification of commercial nature
- Any notification of a political nature
- Any non-official business (e.g. bake sales, retirement announcements, etc.)

## 6.3 Regional Administrator

Regional Administrators can send emergency and non-emergency notifications to individuals that registered to receive notifications from their community.

All notifications sent by communities begin with **“This is a message from ReadyNotify (City Name)”** to specify the notification's origin.

### 6.3.1 Emergency Notifications

Regional Administrators may send emergency notifications to subscribers within their own communities.

The following persons are authorized to determine the need for the use of the ReadyNotify system, the message to be sent, and the geographic area to be covered in an **Emergency** notification situation.

- Mayor
- Fire Chief
- Police Chief
- Asst. Fire Chief
- Asst. Police Chief
- Fire Department Officer in Charge
- Police Department Officer in Charge

Regional Administrators **MAY NOT** send countywide emergency notifications or notifications to subscribers who did not elect to receive notifications from their community.

In the event that the geographic location of an incident requires a notification to be delivered to multiple communities, CCOEM will coordinate the dissemination of information.

Communities will determine who has authority to authorize emergency notifications within their communities.

### 6.3.2 Non-Emergency Notifications

Regional Administrators may send non-emergency notifications to subscribers who have elected to receive information about their community.

The following persons are authorized to determine the need for the use of the ReadyNotify system, the message to be sent, and the geographic area to be covered in a **Non-Emergency** notification situation.

- Mayor
- Fire Chief
- Police Chief
- Asst. Fire Chief
- Asst. Police Chief
- Executive Assistant to the Mayor
- Administrative Assistant to the Service Department
- Director of Community Services

Non-emergency community notifications **ARE NOT** sent using the “Cuyahoga County News” notification type or using E911 data.

Non-emergency notifications are used for official community business only.

Permissible use of the system includes:

- Public services information (garbage collection, water main break, road closures, etc.)
- Other official and essential information

Prohibited use of the system includes:

- Any notification of commercial nature
- Any notification of a political nature
- Any non-official business (e.g. articles, retirement announcements, etc.)

Communities determine who may authorize non-emergency notifications within their communities.

Participating communities are authorized to develop pre-established notification lists and notifications to meet their community needs. These lists may include special populations (e.g. in-home care, schools, etc) or those susceptible to certain risks (e.g. homes within dam inundation zone). It is the responsibility of the participating community to create, maintain, and update these lists.

## **7.0 Enhanced 9-1-1 (E911)**

The Outbound Emergency Notification Data Service (OENDS) has provided Enhanced 9-1-1 (E911) information to CCOEM for use in the ReadyNotify system. Access and use of the information is in accordance with Ohio Revised Code 128.32, Ohio Administrative Code 4901:1-8-06, and P.U.C.O Tariff 20.

E911 data will be used for the sole purpose of contacting citizens during a “public emergency” which is defined in Ohio Administrative Code 4901:1-8-06 and P.U.C.O Tariff 20 as “the presence of actual or imminent conditions which present either an immediate danger to the health or safety of people and/or likelihood of severe irreparable damage to property.”

**Authority to send a notification using E911 data rests exclusively with the Cuyahoga County Executive.**

## **8.0 Integrated Public Alert Warning System (IPAWS)**

ReadyNotify contains the IPAWS capability which is accessed and managed exclusively by CCOEM.

IPAWS is an integration of the nation's alert and warning infrastructure and reduces the time required for disseminated emergency information.

IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), the National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and other public alerting systems from a single interface.

**Authority to send a notification using IPAWS rests exclusively with the Cuyahoga County Executive.**

## **9.0 Cost**

Cuyahoga County does not charge County departments or communities for use of the system at this time. Cuyahoga County assumes all costs associated with ReadyNotify.

## **10.0 System Administration**

CCOEM coordinates training and testing of ReadyNotify in conjunction with Cuyahoga County departments and communities.

### **10.1 Training**

CCOEM provides initial training to Cuyahoga County department directors and communities on the use of ReadyNotify. County directors and individual communities are responsible for providing logins and procedural training to key individuals responsible for using the ReadyNotify system.

## 10.2 ReadyNotify Administrator

The Cuyahoga County Director of Public Safety & Justice Services assigns a person to serve as the designated ReadyNotify Administrator. The ReadyNotify Administrator is responsible for overall accessibility, maintenance, compliance, and management of the ReadyNotify system.

The ReadyNotify Administrator is responsible for:

1. System acquisition and contract management.
2. Policy management (in consultation with County Executive, Director of Public Safety & Justice Services, Office of Emergency Management Administrator, and emergency response personnel).
3. Audit compliance: routine monitoring of System use to ensure policy and contract compliance.
4. Access management: record management of signed MOUs from each participating community, distribution of local administrator accounts and updated local administrator contact list.
5. Data management: E911 data acquisition, update and compliance monitoring.
6. Testing: facilitate routine system-wide test/exercise, document overall test results, and recommend and execute corrective action at the County level.
7. Public education campaign: initiate and facilitate a public education campaign aimed at making the public aware of ReadyNotify System.
8. System support: provide support to Regional Administrators.

## 10.3 Regional Administrator

Participating communities agree to appoint a designated ReadyNotify Regional Administrator responsible for leading, coordinating, and monitoring use of the system for their community. The Regional Administrator is the community's central point of contact concerning the ReadyNotify system. He/She ensures use of the system is within policy and MOU guidelines. The Regional Administrator for the City of South Euclid is the Administrative Assistant to the Police Department. The overall responsibility for and the oversight of usage of the ReadyNotify system will rest with the Police Chief.

It is recommended that the Regional Administrator:

1. Develop community's Standard Operating Guidelines (SOGs) for use of ReadyNotify.

2. Monitor use to ensure ReadyNotify is used within the conditions and terms of this document and associated MOU.
3. Manage community users account access.
4. Perform routine data management, error-correcting, and data integrity updates to ReadyNotify contact and geo-coded map data.
5. Facilitate routine local system tests and exercises, document local test results, and recommend and execute corrective action at the local level.
6. Initiate and facilitate a public education campaign about ReadyNotify
7. Provide support to local community end-users.

## 10.4 Routine Testing

The ReadyNotify System is tested biannually on the first Mondays of April and October during normal business hours (8am-5pm) by the ReadyNotify Administrator. These tests provide system administrators and users the ability to observe the mode of operation and make corrective actions as necessary.

The test notification consists of the following language:

“This is a quarterly test notification from ReadyNotify. You are receiving this notification because you signed up to receive notifications from ReadyNotify.”

The Director of Public Safety & Justice Services will approve testing.

## 11.0 Privacy

Information provided by the public during registration **WILL NOT** be sold or distributed to any individual and will be exclusively used for intended notification purposes.

Information collected in the ReadyNotify system is **NOT** a public record.

Notifications sent through the ReadyNotify system **ARE** public record.

## 12.0 Information Systems and Support

Department Directors and Regional Administrators should contact CCOEM for support:

**Phone:** 216-443-5700

**Email:** [ema@cuyahogacounty.us](mailto:ema@cuyahogacounty.us)

The ReadyNotify Administrator maintains 24/7/365 vendor support for the ReadyNotify system.

Cuyahoga County citizens that have questions or concerns can contact CCOEM.

### 13.0 Notification Matrices

The following matrices outline usage of ReadyNotify for emergency and non-emergency notifications.

#### 13.1 Emergency Notification Matrix

Emergency Notifications		
Type of Notification	Ability to Send	Authorizing Agent
Weather Warnings	CECOMS OEM Admin/Deputy Admin/Managers ReadyNotify Administrator	Automatic from National Weather Service
Other Countywide Emergency Notifications (e.g. Evacuation Notices, Public Health Emergencies, Public Safety Emergencies)	CECOMS OEM Admin/Deputy Admin/Managers ReadyNotify Administrator	County Executive Chief of Staff Deputy Chief of Staff, Justice Director of Public Safety/Justice Services
Community Emergency Notifications	Regional Administrators CECOMS OEM Admin/Deputy Admin/Managers ReadyNotify Administrator	Community Officials

#### 13.2 Non-Emergency Notification Matrix

Non-Emergency Notifications		
Type of Notification	Ability to Send	Authorizing Agent
Building Closures Late Arrival/Early Dismissal Meeting/Training Information Other official and essential employee information	CECOMS OEM Admin/Deputy Admin/Managers ReadyNotify Administrator County Department Administrators	Chief of Staff Deputy Chief of Staff, Justice Director of Communications County Department Administrators
Community Non-Emergency Notifications	Regional Administrators	Community Officials

**Water Problem – General Message**

This is the City of South Euclid calling to let you know that the water is turned off in your area (*if cause is known and shutoff was made by CWD – because of \_\_\_\_\_*).  
(*if cause is not known – We have reported the situation to the Cleveland Water Department and they will be responding to determine and correct the problem*).

Either “At this time they have not provided us an estimated time when the water will be back on” or “They have advised us that the water should be restored within approximately \_\_\_\_\_ hours”.

So as not to overload our 911 safety forces communication center, please do not call the communication center for the purpose of water updates. Calls to 911 should be reserved for emergency purposes only.

If you need additional information, please call the Cleveland Water Department at (216) 664-2444.

Thank You

**Evacuation – General Message**

This is the City of South Euclid’s emergency notification system. The Fire Department has ordered an evacuation of all homes and businesses in your area because of \_\_\_\_\_.

I repeat: The South Euclid Fire Department has ordered an evacuation of all homes and businesses in your area because of \_\_\_\_\_.

Residents are advised to evacuate to the Community Center, City Hall, Brush High School etc.

So as not to overload our 911 safety forces communication center, please do not call the communication center for the purpose of evacuation updates. Calls to 911 should be reserved for emergency purposes only. Updates will be provided at the evacuation center.

Residents that need special assistance evacuating because of disability or other cause should contact the communication center.

Thank You

**Power Outage – General Message**

This is the City of South Euclid calling to let you know that there has been a power outage in your area. We have reported the situation to the electric company and they are responding to correct the problem and restore power.

Either “At this time they have not provided us an estimated time when the power will be restored” or “They have advised us that power should be restored within approximately \_\_\_\_\_ hours”.

So as not to overload our 911 safety forces communication center, please do not call the communication center for the purpose of power outage updates. Calls to 911 should be reserved for emergency purposes only.

If you need additional information, please call First Energy at (888) 544-4877.

Thank You

**Severe Storm/Tornado General Message**

This is the City of South Euclid calling to let you know that the National Weather Service has issued a Tornado **WARNING** for our area meaning a tornado has been sighted in this area.

Seek immediate shelter. Listen to NOAA Weather Radio or commercial radio or television newscasts for up-to-date weather information.

I repeat:

Go down to the lowest level

Get under something

Cover your head

Keep in shelter until the storm has passed

We encourage all residents to remain calm. So as not to overload our 911 safety forces communication center, please do not call the communication center looking for general information about the storm. Calls to 911 should be reserved for emergency purposes only.

**SEEOP #8  
PUBLIC EVACUATION OPERATIONS**

**PURPOSE**

The purpose of this Guideline is to define the roles, responsibilities, procedures, etc. of the EOC Operations Section in the event of a declared Major Emergency Incident in which the evacuation of the public is involved.

**RESPONSIBILITIES**

The Operations Section is responsible for the following:

1. Planning and evacuation.
2. Coordinating with CECOMS and the Red Cross the provision of emergency care and housing.
3. Notify other communities impacted by the evacuation of the evacuation and coordinating with them the appropriate aspects of the evacuation.
4. Notifying the appropriate hospitals of the evacuation and of the potential demand on their services.

It should be noted that the Support Division has the responsibility for providing any resources needed and for arranging for Emergency Shelters. (See SEEOP Guideline #9 Shelter/Mass Care)

**ORGANIZATION**

EOC Chart 3 indicates the organizational structure that may be employed in the event of a Major Emergency Incident involving an evacuation of the public. S indicated by this chart, an Evacuation Branch should be established under the Operations Section. This branch may be further divided into divisions if deemed appropriate.

**PROCEDURES**

The operations can be divided into the following four phases:

1. Activation
2. Assessment
3. Planning
4. Execution

**ACTIVATION**

Once it is determined that an evacuation of the public may be necessary, the following action should be initiated by the EOC Commander:

- A. Notification of CECOMS and the American Red Cross of the potential evacuation;
- B. Request of the American Red Cross that a liaison person be sent to the EOC;

- C. Establishment of the appropriate positions in the EOC, Operations and Support Divisions and
- D. Procurement of any reference materials at the EOC in relation to the following:
  - 1. Evacuation routes and current capacity;
  - 2. Census data;
  - 3. Emergency Shelters;
  - 4. Reception areas and
  - 5. Facilities at risk

## PLANNING

In conjunction with the Scene Command, determine the territory to be evacuated, the direction of the evacuation, the estimated population to be evacuated, any special populations to be evacuated with special care needs and the estimated evacuation time. This information should be clearly displayed by the Situation Leader and provided to the Operations Chief/Evacuation Director.

Based on this information, the following data should be calculated:

- A. The number of motor vehicles involved – this is calculated by dividing the number of evacuees by 3.03;
- B. The number of persons that will require emergency shelters – this is calculated by multiplying the number of evacuees by 0.6;
- C. In conjunction with the Support Chief/Emergency Shelter Director, determine the locations of the nearest appropriate reception areas and emergency shelters;
- D. Based on the aforementioned information and the capacity of the various routes, determine the appropriate evacuation routes and
- E. Identify hospitals which could be impacted.

## EXECUTION

Using the information developed in the Planning Phases, the following actions should be taken:

- A. Notify CECOMS and the American Red Cross to activate the various reception areas and emergency shelters.
- B. Notify other impacted communities of the evacuation routes and determine the appropriate traffic control points with these communities.
- C. Notify impacted communities of reception areas and emergency shelters being activated in their territory.
- D. Notify the appropriate hospitals of the evacuation and any special populations that may require medical care.

## WORKSHEET

The Evacuation Worksheet which can be used to facilitate the evacuation process is in the SEEOP Forms section.

**SEEOP #9  
MASS CASUALTY OPERATIONS**

**PURPOSE**

The purpose of this Guideline is to define the role, responsibilities, procedures, etc. of the EOC's Operations Section in the event of a declared Mass Casualty Incident.

**RESPONSIBILITIES**

The principle entities involved in a Mass Casualty Incident are the Incident Community, the CEMAC, other CMEIMS Communities, the receiving hospitals and the County Coroners Office. The following subsections define the responsibilities of these entities with additional information in connection with these responsibilities being provided in the balance of this Guideline.

**INCIDENT COMMUNITY**

- A. Declaring a Major, (Level 3), Emergency Incident, (see the CMEIMS Manual, Part A, Sections 2 and 3), and determining that the incident involves "mass casualties".
- B. Implementing the scene command structure pursuant to the CMEIMS Manual, Part D, "Scene Command Protocol and the special instructions provided in CEMAC responsibilities section of this Guideline.
- C. Requesting victim distribution instructions from the CEMAC pursuant to the CEMAC responsibilities of this Guideline.
- D. Requesting additional Emergency Management Capacity from the CEMAC pursuant to the CMEIMS Manual, Part D, "Scene Command" and Emergency Management Capacity.
- E. Keeping the CEMAC informed as to the status of the situation and the Emergency Management Capacity at the incident scene.

**CEMAC**

The CEMAC's responsibility shall include the following:

- A. Implementing the command structure pursuant to the CMEIMS Manual, Part "CEMAC" Protocol and the special instructions provided in section 5 of the protocol.
- B. Facilitating the provision of the Emergency Management Capacity requested by the Incident Community in accordance with the CMEIMS Manual, Part D, "CEMAC" and the "Emergency Management Capacity Protocols".
- C. Contacting the hospitals in connection with their capabilities to handle multiple victims.
- D. Providing the Incident Community with victim distribution instructions.
- E. Notifying receiving hospitals of victim distribution.

F. Notifying the County Coroner Office of the mass casualty incident and the need for its services.

G. Keeping the Incident Community informed as to the status of Emergency Management Capacity being provided by other CMEIMS Communities and other entities.

### **OTHER CMEIMS COMMUNITIES**

The responsibilities of the CMEIMS Communities other than the Incident Communities are to provide the CEMAC insofar as possible in accordance with the CMEIMS Agreement, Article 5.1 and the CMEIMS Manual, Part D, "Emergency Management Capacity" Protocol.

### **RECEIVING HOSPITALS**

The receiving hospitals responsibilities shall include the following:

- A. Providing CEMAC with the requested capability information.
- B. Implementing their mass casualty incident plans.
- C. Keeping the CEMAC informed as to their capability status.
- D. Transferring victims to other hospitals.
- E. Providing medical supplies and other medical resources to the incident scene if requested to do so.

### **RED CROSS**

The Red Cross responsibilities shall include the following:

- A. Providing blood and blood by-products.
- B. Tracking victims.

### **COUNTY CORONER'S OFFICE**

The County Coroner's responsibilities shall include the following:

- A. Establishing morgue facilities at the incident scene.
- B. Supervising the removal of the dead and the documenting of the location of the dead.
- C. Supervising the conveying of the dead to the temporary morgue facilities.
- D. Supervising the operation of the temporary morgue facilities.
- E. Handling inquiries concerning the dead.

**SEEOP #10  
SHELTER/MASS CARE**

**PURPOSE**

The purpose of this Guideline is to provide for the protection of the population from the effects of hazards through the identification of a shelter and to give guidance for the upgrading and stocking of such a shelter. It also provides for the execution of assigned emergency tasks through the coordination of the city and the various social service agencies. This plan shall not be limited to its written contents. There must be latitude for the EOC Commander and the Shelter Managers to make judgments at the time of an emergency/crisis.

**SITUATION AND ASSUMPTIONS**

A. Situation

Many types of emergencies could occur which would require activation of the Shelter/Mass Care Organization. The sheltering, feeding and meeting of personal needs of individuals coping with snow, ice, windstorms, tornadoes, utility failure, fire and explosion, hazardous material spills and enemy attack may well require more personnel and resources than normally available.

B. Assumptions

Experience has shown that under local emergency conditions a high percentage, (50% or more), of evacuees will seek shelter with friends or relatives rather than go to established shelters. Thus, the Shelter/Mass Care Coordinator does not have to plan for the sheltering and feeding of the entire affected community in such circumstances. The Shelter Team must decide how many shelter spaces to provide, based on the population involved.

C. General

1. Ultimate responsibility for sheltering evacuated citizens rests with local Government.
2. South Euclid Community Center Director will be responsible for shelter management.
3. American Red Cross Officials are directly responsible for providing assistance in numerous areas, including food and medical aid.
4. Other non-profit or governmental agencies in the county, including the County Department of Human Services, the County Mental Health Department and the Salvation Army, and others, may assist in shelter operations.

**ACTIVATION PROCESS**

A. Notify, via Safety Forces Dispatch, city leaders and emergency managers, i.e., Mayor, Fire & Police Chiefs, Service Department Director, Media Relations Officer and the Shelter Manager

1. Shelter Manager will alert basic staff, notify Red Cross and activate the shelter

2. Media Relations Officer will contact and inform local radio/TV stations

B. Notification and Warning of the General Public

1. Emergency public information broadcasts over local radio/TV stations.
2. Emergency notification using the CityWatch system.
3. "Door to door" notification by emergency services personnel working in the area to be evacuated.
4. Neighborhood by neighborhood announcements from emergency vehicles with public address systems.

**SHELTER LOCATIONS**

A. The following are available to the public at all times:

1. Police Department Lobby Area
2. Community Room (2<sup>nd</sup> floor at City Hall)

B. The following can be opened upon approval from the Mayor or Fire Chief.

1. Arnold C. Damico Community Center

# South Euclid Emergency Response Organization

**South Euclid Mayor**  
Mayor Georgine Welo

<b><u>EOC Core Team</u></b>	
<b><u>Name</u></b>	<b><u>Title</u></b>
Dr. David Miller	Council President
David Csire	Asst. Fire Chief
James Franey	Asst. Police Chief
Scott Sebastian	Fire Prevention/ Inspector
Bob Abel	Traffic Commissioner
Mike Lograsso	Law Director
James Smith	Finance Director
Paul Kowalczyk	Building Commissioner
Meg Martines	Community Center Director
Keith Benjamin	Community Services Director
Andy Blackley	City Engineer

**Fire Chief**  
Chief Douglas Stefko

**FD Disaster Response Supervisor**

**FD Response**

**CERT Response**

**SELPOD Clinic Officer**

**Police Chief**  
Chief Kevin Nietert

**SWAT Team Commander**

**PD Terrorism Response Supervisor**

**Police Department Response**

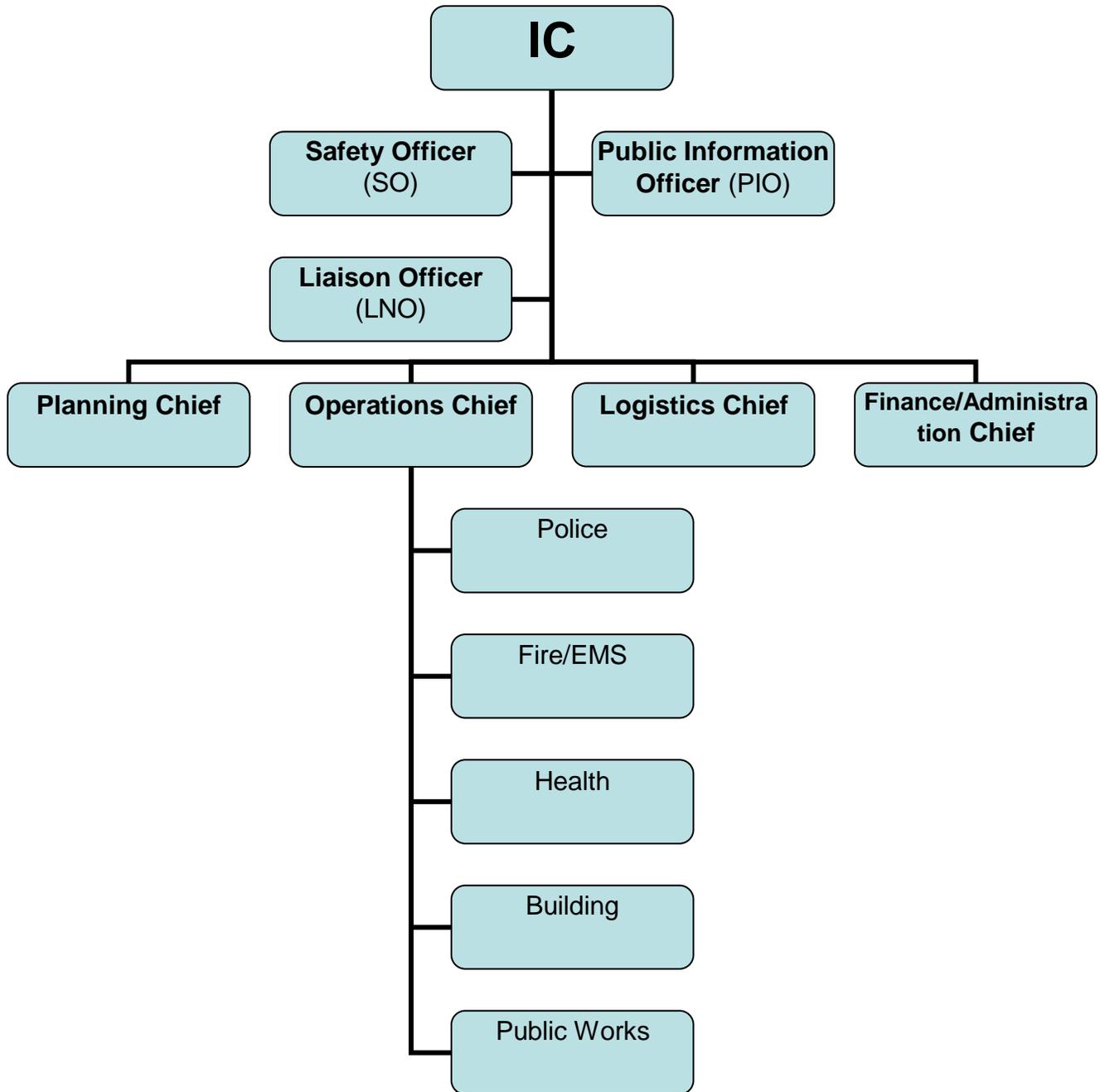
**Auxiliary Police Response**

**Public Works Director**  
Jim Anderson

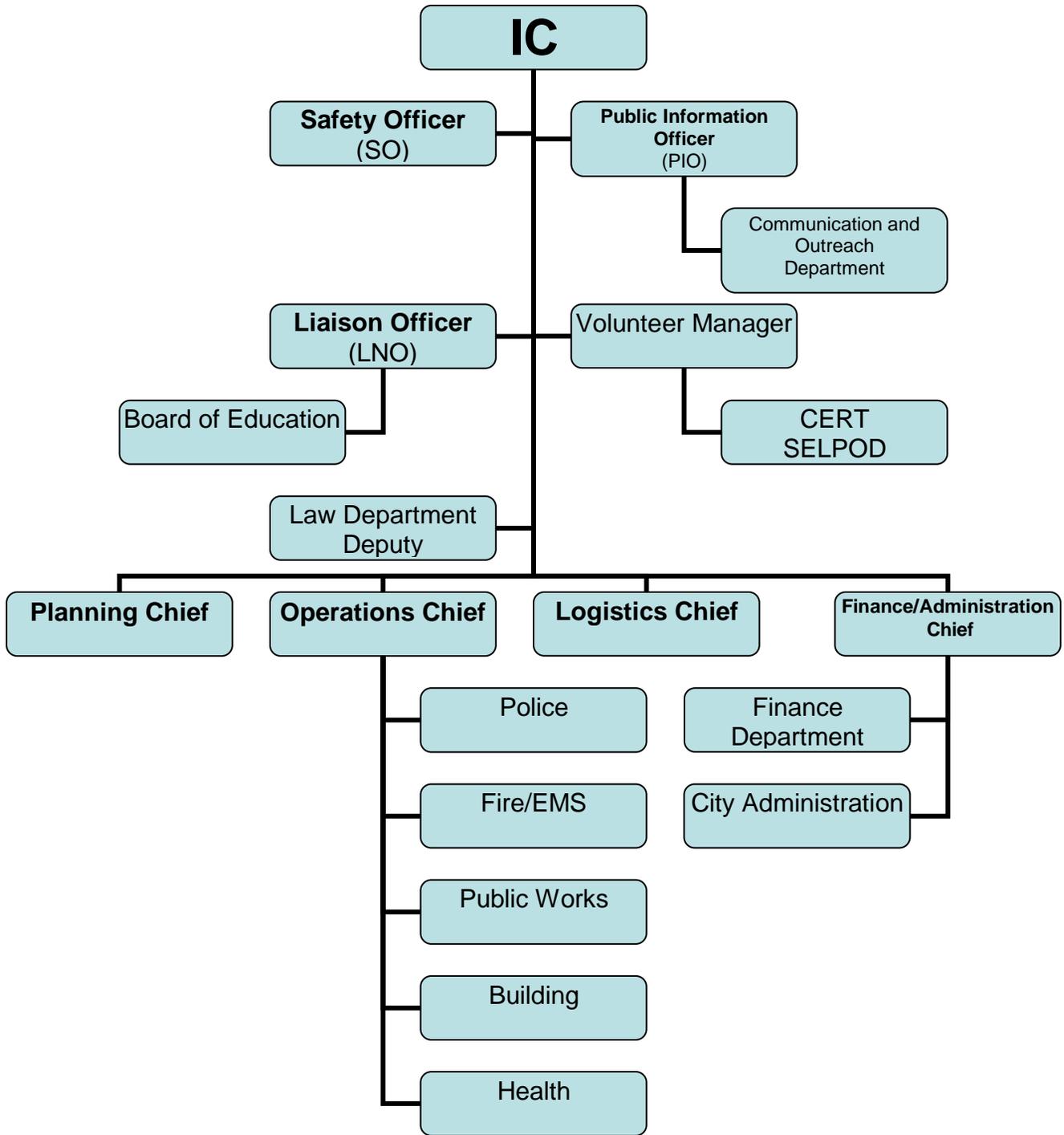
**Public Works Disaster Response Supervisor**

**Public Works Response**

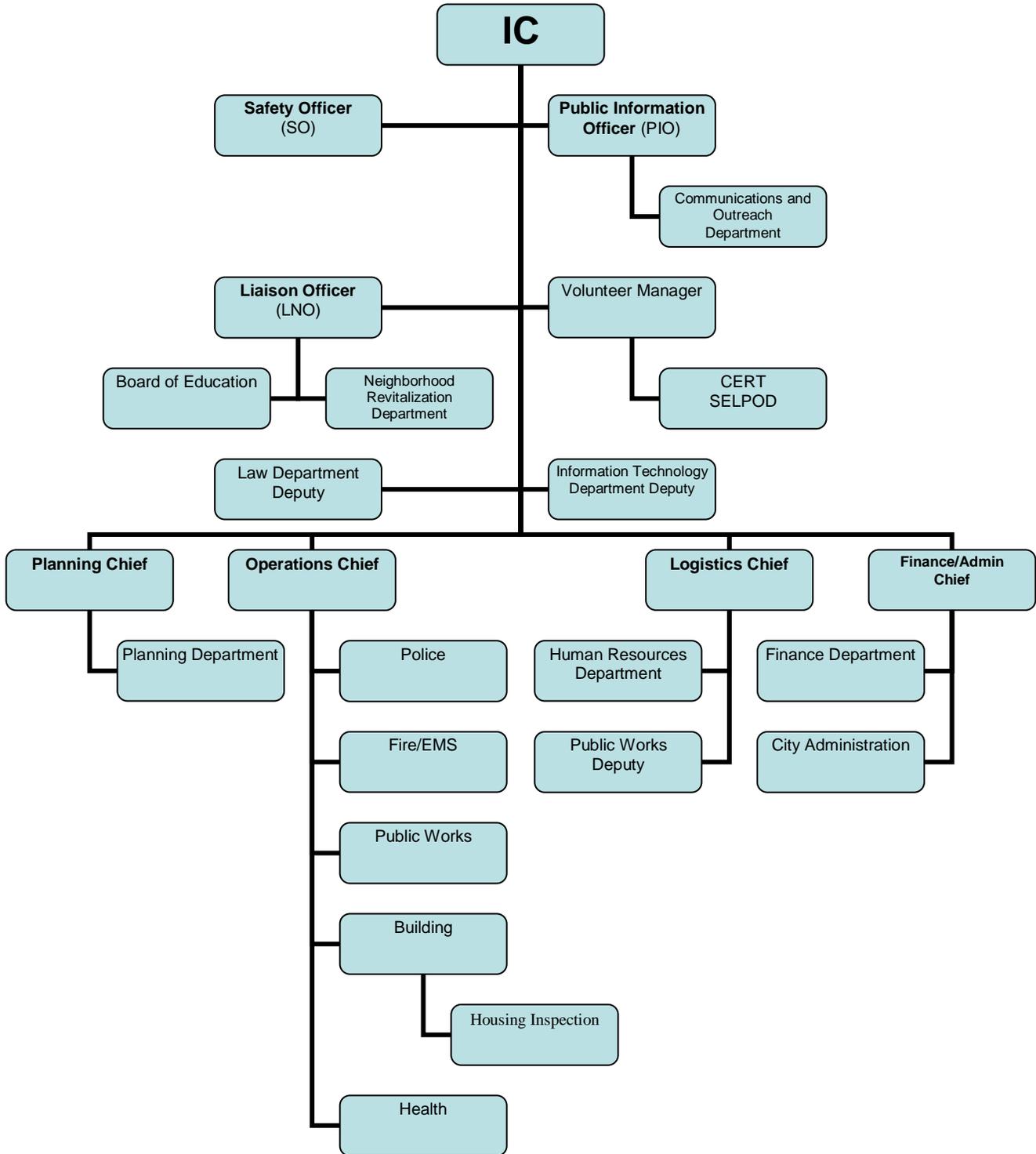
# South Euclid Level I Disaster Response Flow Chart



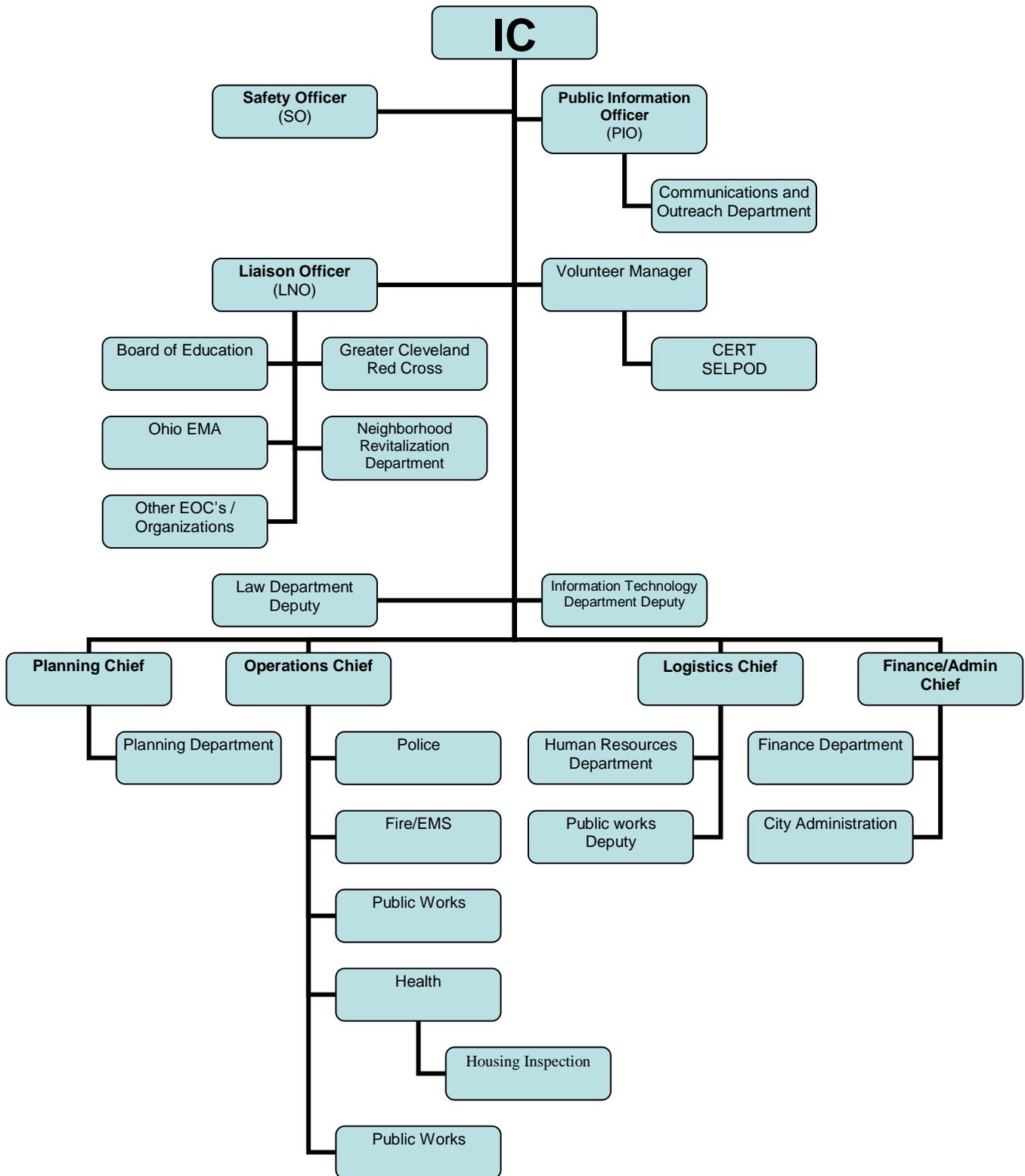
# South Euclid Level II Disaster Response Flow Chart



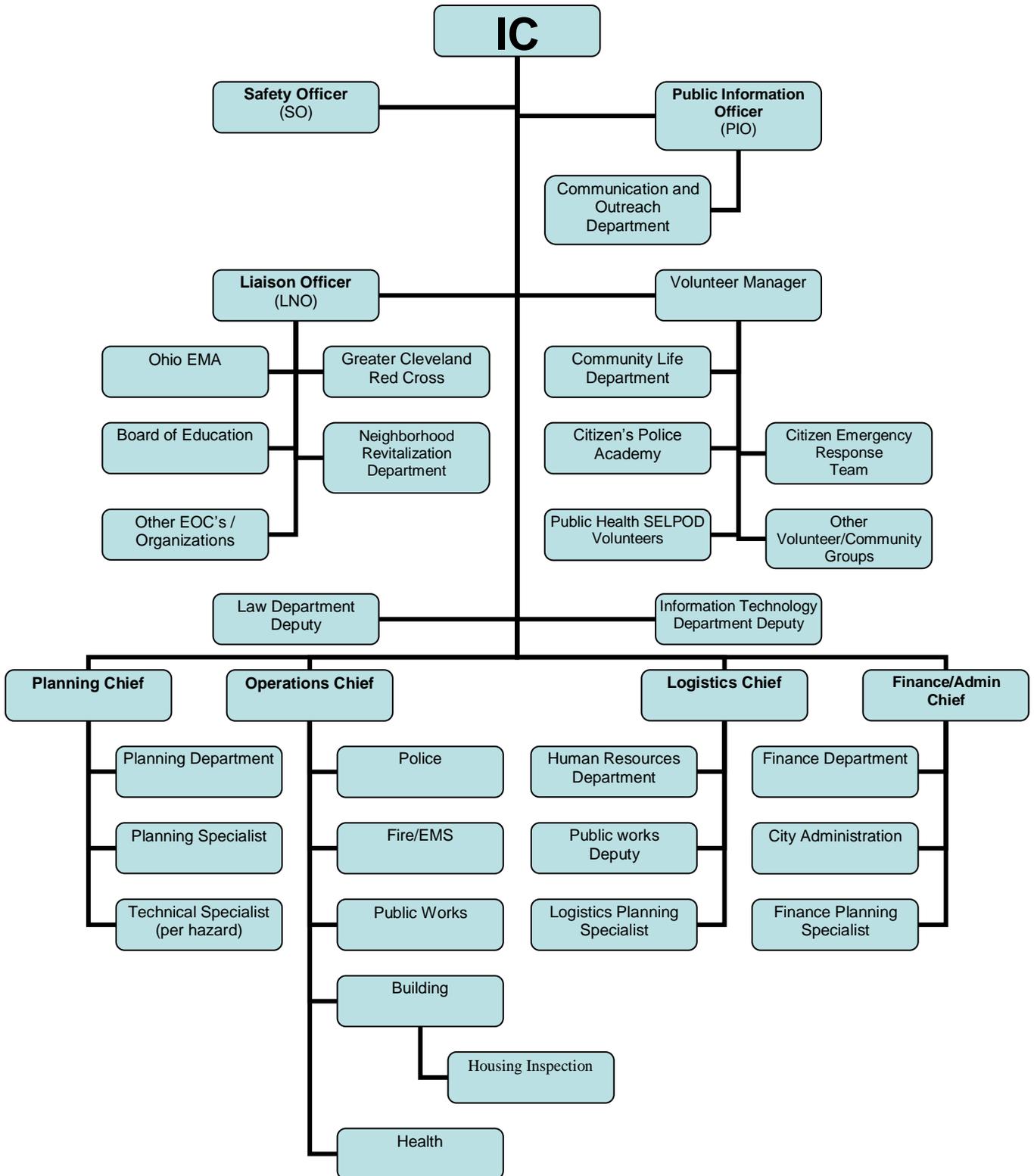
# South Euclid Level III Disaster Response Flow Chart



# South Euclid Level IV Disaster Response Flow Chart

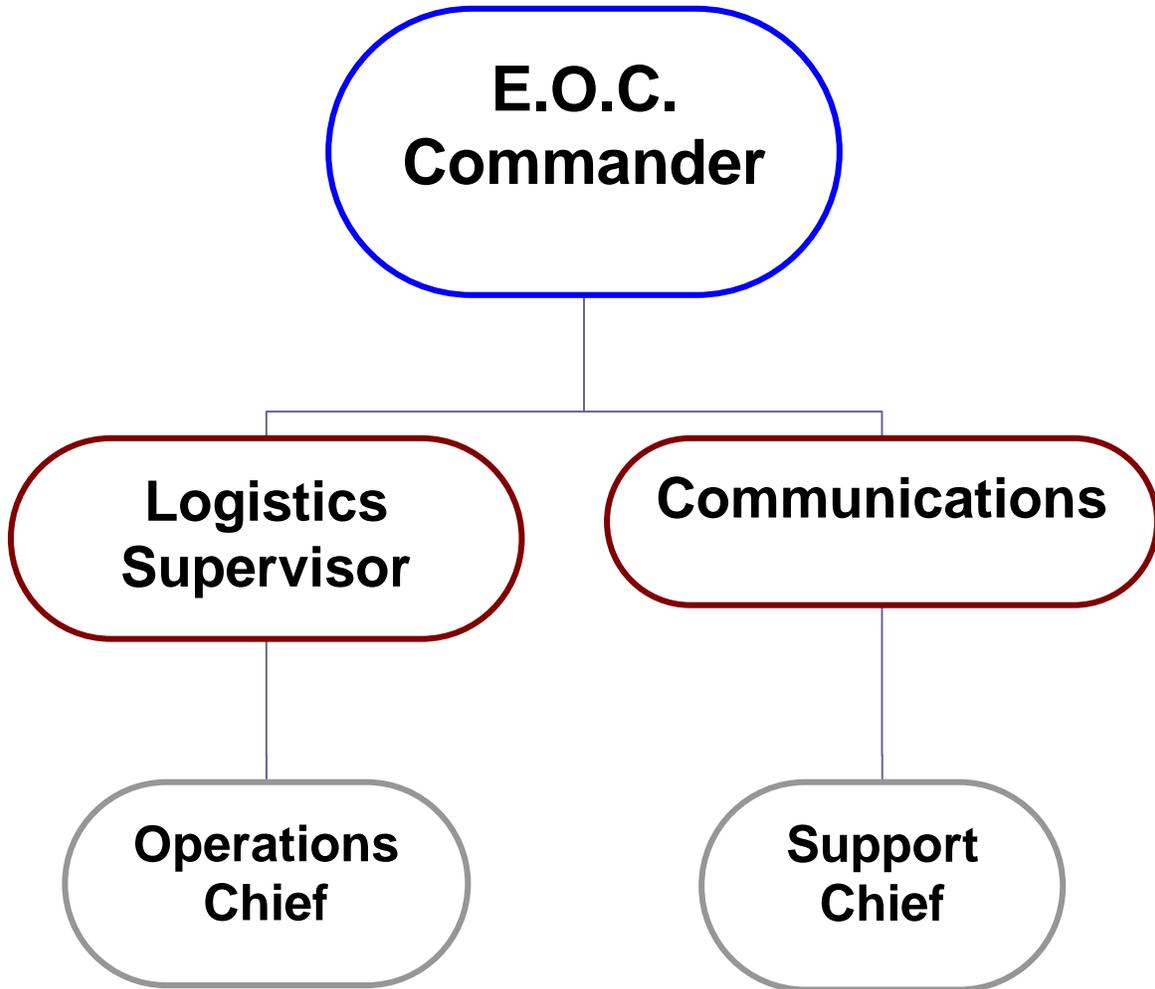


# South Euclid Level V (Full) Disaster Response Flow Chart



# EOC CHART 1

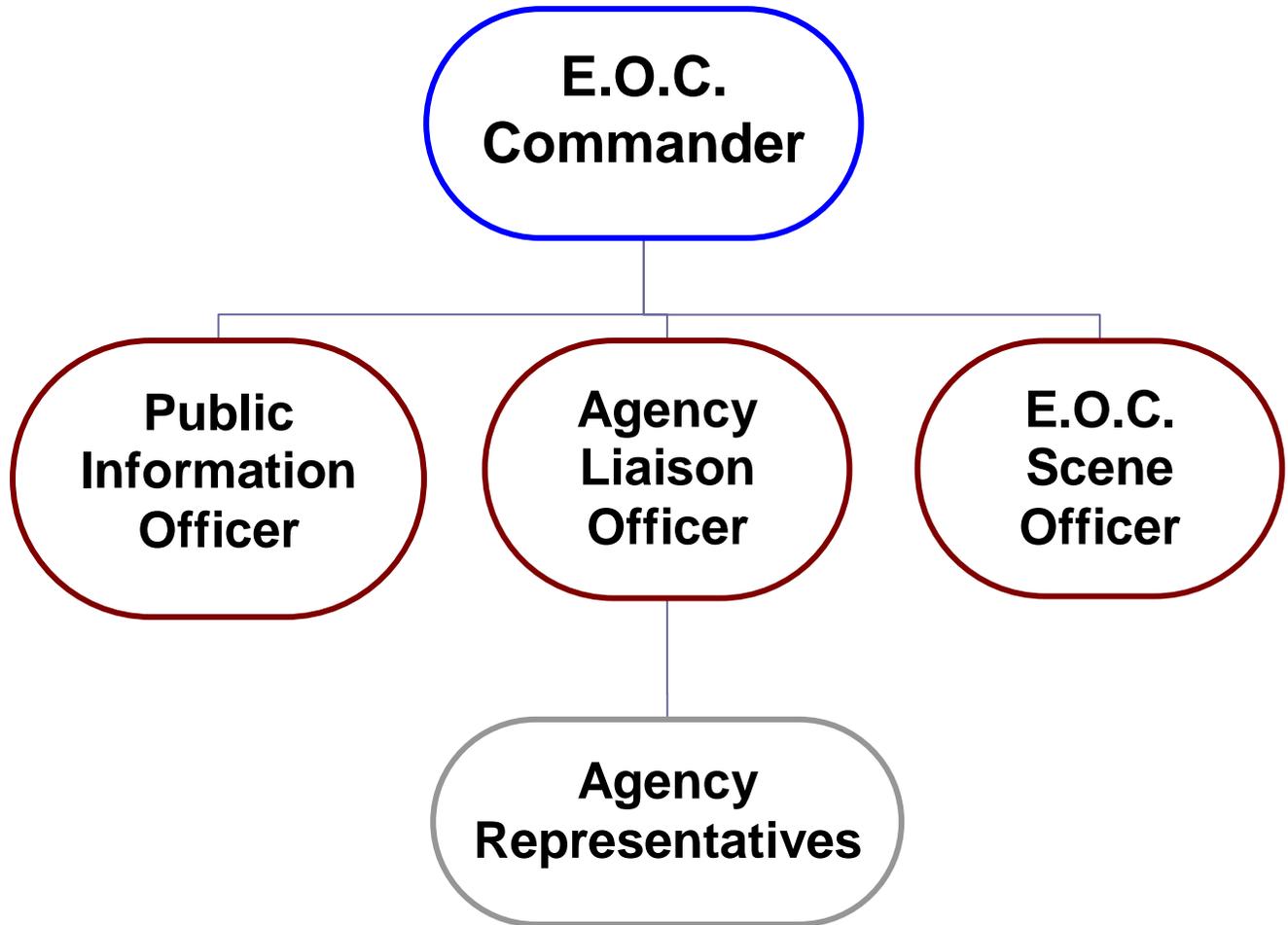
## MINIMUM E.O.C. STRUCTURE



# EOC

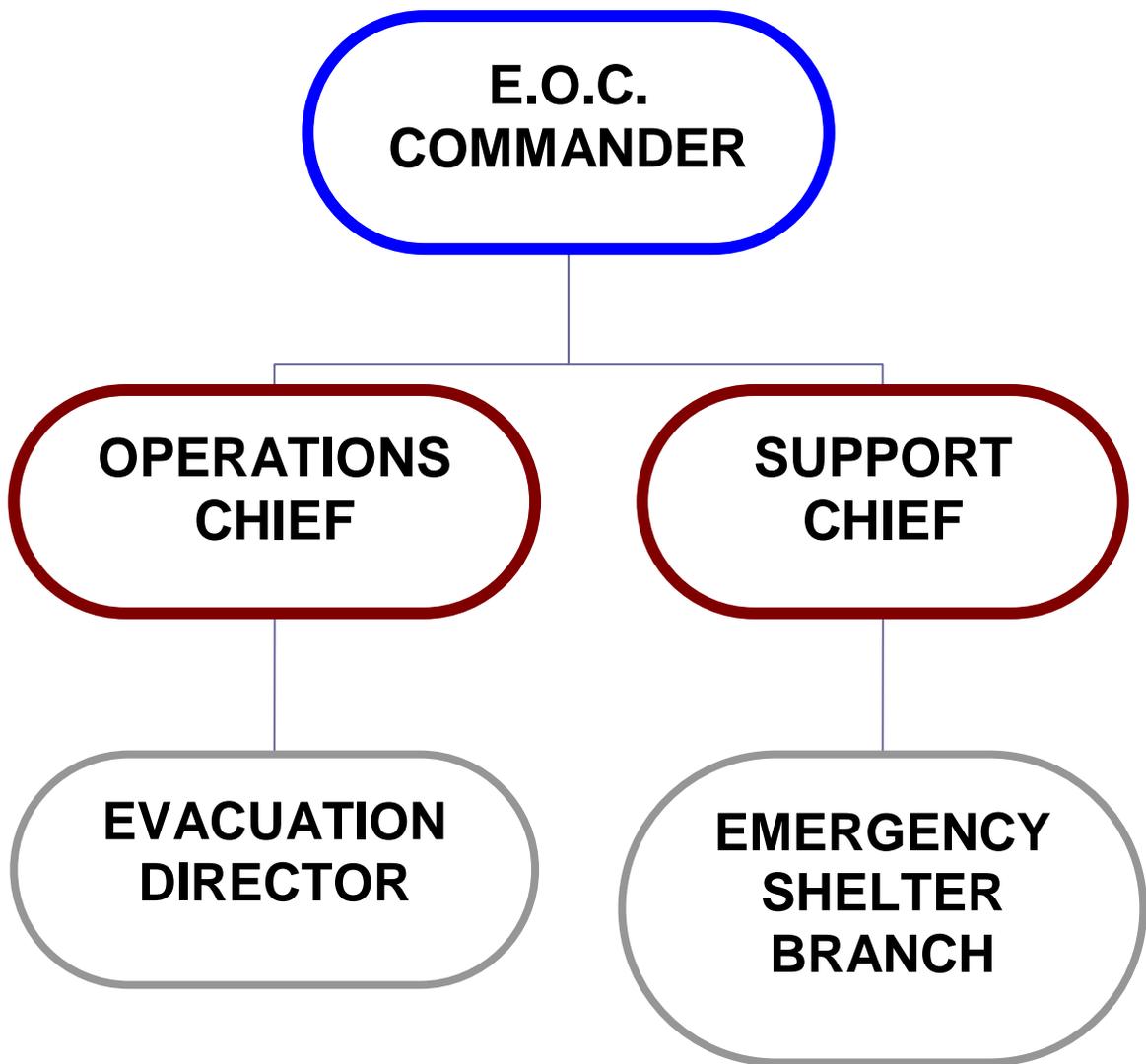
## CHART 2

### COMMAND STRUCTURE SECTION



# EOC CHART 3

## OPERATIONS ORGANIZATION



## INCIDENT REPORT PAGE ONE

Dispatcher		Date:	Time:
Call Received From:		Call Back Number: <input type="checkbox"/> Telephone	
Title:		<input type="checkbox"/> Radio	
Level Declared:	By:	Date:	Time:
Caller's Organization:			
Address:		City:	Zip Code:
Incident's Address or Location Description:			
Incident's Nature		Hazmat Incident <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>CHEMICAL INFORMATION (IF HAZMAT INCIDENT)</b>			
Chemical Name or Released Substance:		Quantity Released (In pounds if possible)	
Reportable Quantity?	Time Released:	Release Duration:	Release Medium:
Case No:	Any Known Health Risks or Concerns:		Evacuation Necessary:
Additional Comments/ Information:			
<b>EMERGENCY NOTIFICATIONS</b>			
Fire Department:	Time:	Police Department:	Time:
Person Notified:	Telephone #	Person Notified:	Telephone #
Comments:		Comments:	

**INCIDENT REPORT PAGE TWO**

NEORS (641-3200) Notification YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of Person Notified:	Time Notified:
Comments:		
State Emergency Response Commission (1-800-282-9378) Notification YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of Person Notified:	Time Notified:
Comments:		
National Response Center (-800-424-8802) Notification YES <input type="checkbox"/> <input type="checkbox"/> NO	Name of Person Notified:	Time Notified:
Comments:		
Other:	Name of Person Notified:	Time Notified:
Comments:		
<b>FACILITY EMERGENCY CONTACT</b>		
Company:	Facility:	Time Notified:
Address:	City:	Zip Code:
Contact Name:	Title:	Telephone #
Additional Comments/ Information:		

## INCIDENT REPORT PAGE THREE

Number of Victims:	Resources: <input type="checkbox"/> NO <input type="checkbox"/> YES   (See Request Form)				
Mutual Aid Responders:	<b>Communications Links</b>				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%; text-align: center; padding: 5px;">Channel</th> <th style="text-align: center; padding: 5px;">Purpose</th> </tr> <tr> <td style="height: 100px;"></td> <td></td> </tr> </table>	Channel	Purpose		
	Channel	Purpose			
E.O.C. Commander					
Time Notified:	Departure Time:				
<b>SCENE COMMAND STRUCTURE</b>					
<b>POSITION</b>	<b>NAME</b>				
SCENE COMMANDER					
OPERATIONS CHIEF					
SUPPORT CHIEF					
LAW ENFORCEMENT CHIEF					
COMMUNICATIONS SUPERVISOR					
<b>REQUESTED ASSISTANCE</b>					
Staging Information:					
Traffic Flow Information:					

**E.O.C. ACTIVATION CHECKLIST**  
**PAGE 1**

**INCIDENT NAME:**

**ACTIVATION ORDERED BY**

**DATE**

**TIME**

\_\_\_\_\_

**NOTIFICATIONS/ACTIONS**

<b><u>NAME</u></b>	<b><u>CHECK IF TO BE NOTIFIED</u></b>	<b><u>TELEPHONE NUMBER</u></b>	<b><u>CHECK IF CONTACTED</u></b>	<b><u>ETA</u></b>
Welo, Georgine	_____	_____	_____	_____
Stefko, D	_____	_____	_____	_____
Niertert, K.	_____	_____	_____	_____
Kowalczyk, P.	_____	_____	_____	_____
Anderson, J.	_____	_____	_____	_____
Smith, J	_____	_____	_____	_____
Lograsso, M.	_____	_____	_____	_____

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E.O.C. ACTIVATION CHECKLIST**

**PAGE 2**

**NOTIFICATIONS/ACTIONS**

<u><b>ACTION</b></u>	<u><b>CHECK IF TO BE DONE</b></u>	<u><b>TELEPHONE NUMBER</b></u>	<u><b>CHECK IF COMPLETED</b></u>	<u><b>TIME</b></u>
SET UP DESKS	_____	_____	_____	_____
NOTIFY RED CROSS	_____	216 431-3010	_____	_____
NOTIFY COUNTY SHERIFF	_____	216 443-6085	_____	_____
NOTIFY AMATEUR RADIO OPERATOR JOEL GORDON	_____	216 731-5009	_____	_____
NOTIFY HOSPITALS	_____	_____	_____	_____
NOTIFY COUNTY CORONER	_____	216 721-5610	_____	_____
NOTIFY CECOMS	_____	216 771-1363	_____	_____
NOTIFY REGION AND/OR OTHER CITIES	_____	_____	_____	_____
NOTIFY MUTUAL AID CITIES	_____	_____	_____	_____

NOTES:

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**E.O.C. ACTIVATION CHECKLIST**  
**PAGE 3**

**NOTIFICATIONS/ACTIONS**

<u><b>ACTION</b></u>	<u><b>CHECK IF TO BE DONE</b></u>	<u><b>TELEPHONE NUMBER</b></u>	<u><b>CHECK IF COMPLETED</b></u>	<u><b>TIME</b></u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**E.O.C. AGENCY LIST  
PAGE 1**

<b><u>AGENCY NAME</u></b>	<b><u>EMERGENCY COORDINATOR</u></b>	<b><u>ADDRESS</u></b>	<b><u>TELEPHONE</u></b>
Amateur Radio Emergency Services	Joel Gordon	297 Knollwood Trail Euclid, Ohio 44143	(216) 731-5009 Cell (216) 299-9467
American Red Cross	Cory Paul	3747 Euclid Avenue Cleveland, Ohio 44115	(216) 431-3010
Ameritech	Tony Rivera		(800) 572-4545
CHEMTREC			(800) 424-9300
Cleveland Clinic Foundation	Jim Meola	9500 Euclid Avenue Cleveland, Ohio 44106	(216) 636-5375 (216) 444-2200
Cuyahoga Board of Health	Rebecca Hysing	5550 Venture Drive Parma, Ohio 44130	(216) 857-1431 (216)201-2000 ext. 1602
Cuyahoga County Coroner	MDME Thomas Gilson	11001 Cedar Ave. Cleveland, Ohio 44106	(216) 721-5610 (216) 698-3154
Cuyahoga County Engineer	Bonnie Teeuwen	2100 Superior Viaduct Cleveland, Ohio 44113	(216) 698-2058 (216) 348-3800
Cuyahoga County Sheriff	Chief Cliff Pinkney	1215 W. 3 <sup>rd</sup> Street Cleveland, Ohio 44113	(216) 443-6000
Critical Incident Stress	Refer to Cuy. Co. EMA through CECOMS		(216) 771-1363
Dominion East Ohio	Central Dispatch Tyrone McBee	1201 East 55 <sup>th</sup> Street Cleveland, Ohio 44103	(216) 736-6650 (216) 736-6213
Euclid Hospital	Rich Lowery	18901 Lakeshore Blvd. Euclid, Ohio 44119	(216) 531-9000
Fairview Hospital	Kevin Cooney	18101 Lorain Ave. Cleveland, Ohio 44111	(216) 476-7080
Hillcrest Hospital	Tara Vargovich	6780 Mayfield Road Mayfield Hts., OH 44124	(440) 312-2210 (216) 407-2134
Illuminating Company	Terri Killeen Area Manager	1300 East 9 <sup>th</sup> Street Cleveland, Ohio 44114	(440) 477-3083
Kaiser Permanente Medical Center (Health Spn)	Deb Iacona	12301 Snow Road Parma, Ohio 44130	(216) 362-2222 (216) 362-2000

South Euclid Emergency Operations Plan

**E.O.C. AGENCY LIST  
PAGE 2**

<b><u>AGENCY NAME</u></b>	<b><u>EMERGENCY COORDINATOR</u></b>	<b><u>ADDRESS</u></b>	<b><u>TELEPHONE</u></b>
Lakewood Hospital	Bill Burnett	14519 Detroit Avenue Lakewood, Ohio 44107	(216) 529-7400 (216) 339-9689
Lutheran Medical Center	Bill Burnett	1730 W. 25 <sup>th</sup> Street Cleveland, Ohio 44113	(216) 529-7400 (216) 339-9689
Marymount Hospital	John Higginbotham	12300 McCrackin Road Cleveland, Ohio 44125	(216) 581-0500 (216) 312-4892
MetroHealth Medical Center	Marek Owca	2500 Metro Health Dr. Cleveland, Ohio 44109	(216) 778-3540 (216) 957-6000
Metro Park Ranger	Officer in Charge	9301 Pearl Road Strongsville, Ohio 44136	(440) 243-0442
Nextel Emergency Response Team			(888) 639-0020
Northeast Regional Sewer District	Yvonne Bonner	4747 E. 49 <sup>th</sup> Street Cleveland, Ohio 44125	(216) 641-6000
Notre Dame College	Campus Security Chief Jeff Scott	4545 College Rd. South Euclid, OH 44121	(216) 381-5212 (216) 373-5407
Parma Medical Center	Kathi O'Connor	7007 Powers Blvd. Parma, Ohio 44129	(440) 743-2158 (440) 743-3000
Regional Transit Authority	Pamela Washington Safety Dept.	1240 W. 6 <sup>th</sup> Street Cleveland, Ohio 44113	(216) 781-4021
St. John West Shore Hospital	Mike Johnson	29000 Center Ridge Rd. Westlake, Ohio 44145	(440) 827-5401 (440) 835-8000
St. Vincent Charity Hospital	Jeff Wilson	2351 East 22 <sup>nd</sup> St. Cleveland, Ohio 44115	(216) 363-2711 (216) 861-6200
South Euclid Lyndhurst School Board	Stefanie Rhine	5165 Kneale Dr. Lyndhurst, Ohio 44124	(440) 605-0762
	Ori Akrish		(440) 449-9192
	Cassandra Jones	4665 Liberty Rd South Euclid, Ohio 44121	(216) 691-3908
	Lisa Marko	5180 Spencer Rd Lyndhurst, Ohio 44124	(440) 473-9704 (440) 821-5492
	Alfreda Wynne	585 Quilliams Rd South Euclid, OH 44121	(216) 798-6569
South Euclid Lyndhurst School District	Dana Stearns		(216) 691-2039 (440) 725-4766

**E.O.C. AGENCY LIST**

<u>AGENCY NAME</u>	<u>EMERGENCY COORDINATOR</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
South Pointe Hospital	Kevin Friis	4110 Warrensville Center Beachwood, Ohio 44122	(216) 491-6559
Southwest General Hospital	Mary Kazmierczak	18697 Bagley Road Middleburg Hts., OH 44130	(440) 816-8000 (440) 816-4553
Time Warner Cable	James Cran Safety Director		(440) 863-2453 (818) 482-9481
University Bedford	Ben Zednea	44 Blaine Avenue Bedford, Ohio 44146	(440) 735-3900 (216) 513-7511
University Hospitals	Melissa Braskie	11100 Euclid Ave. Cleveland, Ohio 44106	(216) 844-1000 (216) 285-6495
University Richmond	Andy DeJesus	27100 Chardon Road Richmond Hts., OH 44143	(216) 844-1384 (440) 585-6500
University Suburban Health Center	Chris Ricchiuto	1611 S. Green Rd. South Euclid, Ohio 44121	(216) 297-2040 (216) 382-7686
Verizon Phone Bank			(440) 884-0554
US Foam Technologies	Emergency 24/7 Fire Hotline		(800) 595-3626

***Other agencies shall be contacted and asked to report to the EOC as requested by the Officer in Charge of the lead agency or the EOC Commander.***



**PUBLIC EVACUATION WORKSHEET – PAGE 1**

<b>ACTIVATION</b>			
<b>CHECK IF NEEDED</b>	<b>ACTION</b>	<b>DONE BY</b>	<b>TIME DONE</b>
	RED CROSS NOTIFIED		
	RED CROSS LIASON REQUESTED		
	EVACUATION ROUTES DATA PULLED		
	CENSUS TRACT DATA PULLED		
	EMERGENCY SHLTERS DATA PULLED		
	RECEPTION AREAS DATA PULLED		
	FACILITY-AT-RISK DATA PULLED		

<b>EVACUATION DATA</b>		
<b>PROVIDED BY:</b>	<b>RECEIVED BY:</b>	<b>TIME:</b>
<b>TERRITORY TO BE EVACUATED:</b>		
<b>EVACUATION DIRECTION AND ROUTES FROM IMPACTED TERRITORY:</b>		
<b>ESTIMATED TIME FOR COMPLETING EVACUATION:</b>		
<b>SPECIAL POPULATIONS REQUIRING SPECIAL CARE:</b>		

**PUBLIC EVACUATION WORKSHEET – PAGE 2**

<b>EVACUATION VOLUMES</b>		
<b>ITEM</b>	<b>BY</b>	<b>TIME</b>
1. NUMBER OF EVACUEES		
2. NUMBER OF MOTOR VEHICLE (1/3.03)		
3. NUMBER OF EVACUEES REQUIRING SHELTERS (1X.6)		

<b>RECEPTION AREAS</b>		
<b>LOCATION</b>	<b>BY</b>	<b>TIME</b>

<b>SHELTERS</b>			
<b>LOCATION</b>	<b>CAPACITY</b>	<b>BY</b>	<b>TIME</b>





**ICS Form 201**

<b>INCIDENT BRIEFING</b>	<b>1. Incident Name</b>	<b>2. Date Prepared</b>	<b>3. Time Prepared</b>
<b>4. Map Sketch</b>			
ICS 201 Page 1 of 4	<b>5. Prepared by (Name and Position)</b>		

<b>6. Summary of Current Actions</b>	
ICS 201	Page 2

**7. Current Organization**

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**ICS Form 202**

<b>INCIDENT OBJECTIVES</b>	<b>1. INCIDENT NAME</b>	<b>2. DATE</b>	<b>3. TIME</b>
<b>4. OPERATIONAL PERIOD (DATE/TIME)</b>			
<b>5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)</b>			
<b>6. WEATHER FORECAST FOR OPERATIONAL PERIOD</b>			
<b>7. GENERAL SAFETY MESSAGE</b>			
<b>8. Attachments (☑ if attached)</b> <input type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Medical Plan (ICS 206) <input type="checkbox"/> Weather Forecast <input type="checkbox"/> Assignment List (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"/> _____			
<b>9. PREPARED BY (PLANNING SECTION CHIEF)</b>		<b>10. APPROVED BY (INCIDENT COMMANDER)</b>	

Organization Assignment List, ICS Form 203

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION	NAME	4. OPERATIONAL PERIOD (DATE/TIME)		
<b>5. INCIDENT COMMAND AND STAFF</b>		<b>9. OPERATIONS SECTION</b>		
INCIDENT COMMANDER		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH I- DIVISION/GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
<b>6. AGENCY REPRESENTATIVES</b>		DIVISION/GROUP		
<b>AGENCY</b>	<b>NAME</b>	DIVISION/ GROUP		
		DIVISION/ GROUP		
		DIVISION/GROUP		
		DIVISION /GROUP		
		b. BRANCH II- DIVISIONS/GROUPS		
		BRANCH DIRECTOR		
		DEPUTY		
		DIVISION/GROUP		
<b>7. PLANNING SECTION</b>				
CHIEF		c. BRANCH III- DIVISIONS/GROUPS		
DEPUTY		BRANCH DIRECTOR		
RESOURCES UNIT		DEPUTY		
SITUATION UNIT		DIVISION/GROUP		
DOCUMENTATION UNIT		DIVISION/GROUP		
DEMobilIZATION UNIT		DIVISION/GROUP		
TECHNICAL SPECIALISTS				
<b>8. LOGISTICS SECTION</b>				
CHIEF		d. AIR OPERATIONS BRANCH		
DEPUTY		AIR OPERATIONS BR. DIR.		
		AIR TACTICAL GROUP SUP.		
		AIR SUPPORT GROUP SUP.		
		HELICOPTER COORDINATOR		
		AIR TANKER/FIXED WING CRD.		
<b>a. SUPPORT BRANCH</b>				
DIRECTOR				
SUPPLY UNIT				
FACILITIES UNIT				
GROUND SUPPORT UNIT				
<b>b. SERVICE BRANCH</b>				
DIRECTOR				
COMMUNICATIONS UNIT				
MEDICAL UNIT				
FOOD UNIT				
<b>10. FINANCE/ADMINISTRATION SECTION</b>				
<b>PREPARED BY (RESOURCES UNIT)</b>		CHIEF		
		DEPUTY		
		TIME UNIT		
		PROCUREMENT UNIT		
		COMPENSATION/CLAIMS UNIT		
		COST UNIT		



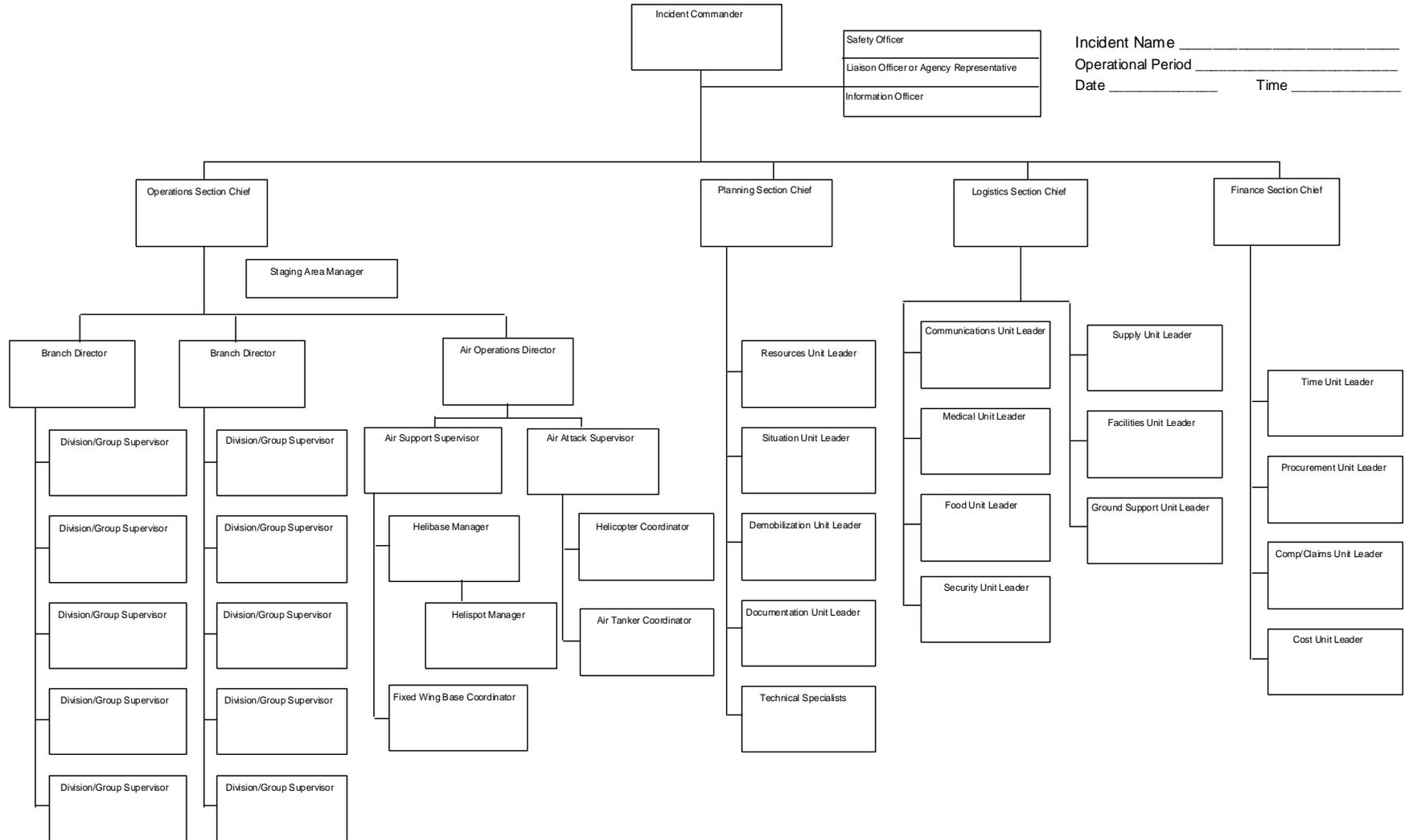
**Sample Incident Communications Plan, ICS Form 205**

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

**Sample Medical Plan, ICS Form 206**

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

ICS Form 207



ICS 207

NFES 1332

**ICS Form 209**

**INCIDENT STATUS SUMMARY  
FS-5100-11**

1. Date/Time		2. Initial <input type="checkbox"/>		3. Incident Name				4. Incident Number				
		Update <input type="checkbox"/>										
		Final <input type="checkbox"/>										
5. Incident Commander		6. Jurisdiction		7. County		8. Type incident		9. Location		10. Started Date/Time		
11. Cause	12. Area Involved	13. % Controlled	14. Expected Containment Date/Time			15. Estimated Controlled Date/Time		16. Declared Controlled Date/Time				
17. Current Threat						18. Control Problems						
19. Est. Loss		20. Est. Savings		21. Injuries		Deaths		22. Line Built		23. Line to Build		
24. Current Weather		25. Predicted Weather		26. Cost to Date				27. Est. Total Cost				
WS	Temp	WS	Temp									
WD	RH	WD	RH									
28. Agencies												
Resources											Totals	
Kind of Resource	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST
ENGINES												
DOZERS												
CREWS	Number of Crews:											
	Number of Crew Personnel:											
HELICOPTERS												
AIR TANKERS												
TRUCK COS.												
RESCUE/MED.												
WATER TENDERS												
OVERHEAD PERSONNEL												
TOTAL PERSONNEL												
30. Cooperating Agencies												
31. Remarks												
32. Prepared by				33. Approved by				34. Sent to:				
								Date	Time		By	







**ICS Form 215**

<b>OPERATIONAL PLANNING WORKSHEET</b>					1. Incident Name				2. Date Prepared Time Prepared				3. Operational Period (Date/Time)							
4. Division/Group or Other Location	5. Work Assignments	Resource by Type (Show Strike Team as ST)																6. Reporting Location	7. Requested Arrival Time	
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4			
		Req																		
		Have																		
		Need																		
		Req																		
		Have																		
		Need																		
		Req																		
		Have																		
		Need																		
9. <b>Total Resources - Single</b>		Req																		
		Have																		
		Need																		
<b>Total Resources - Strike Teams</b>		Req																	Prepared by (Name and Position)	
		Have																		
		Need																		

SEEOP ON CALL LIST

EOC COMMANDER

The following is the EOC Commander On Call list thru 2016. Month listed is for two consecutive years.

January ('15/'16)	Chief Stefko
February	Chief Nietert
March	Asst. Chief Csire
April,	Asst. Chief Franey
May	Chief Stefko
June	Chief Nietert
July	Asst. Chief Csire
August	Asst. Chief Franey
September	Chief Stefko
October	Chief Nietert
November	Asst. Chief Csire
December	Asst. Chief Franey

The names listed above will be the On Call EOC Commander and they will be attempted to be notified first. If they cannot be notified, the next name below shall be notified and the rotation followed as necessary.

Revised March 5, 2015

**SOUTH EUCLID EMERGENCY OPERATIONS PLAN  
DISTRIBUTION LIST**

Organization	Contact	
City of South Euclid	Georgine Welo	Mayor
City of South Euclid	Moe Romeo	Council Member
City of South Euclid	Ruth Gray	Council Member
City of South Euclid	Edward Icove	Council Member
City of South Euclid	Jane Goodman	Council Member
City of South Euclid	Dennis Fiorelli	Council Member
City of South Euclid	Jason Russell	Council Member
City of South Euclid	Marty Gelfand	Council Member
City of South Euclid	Douglas Stefko	Fire Chief
City of South Euclid	Dave Csire	Asst. Fire Chief
City of South Euclid	Scott Sebastian	Fire Inspector
City of South Euclid	Tedman Shoop	Captain
City of South Euclid	Paul Tepley	Captain
City of South Euclid	Larry Gaspar	Captain
City of South Euclid	Kevin Nietert	Police Chief
City of South Euclid	James Franey	Asst. Chief
City of South Euclid	Bob Abele	Traffic Commissioner
City of South Euclid	Jim Wilson	Lieutenant
City of South Euclid	Jeff Meyers	Lieutenant
City of South Euclid	Joe Mays	Lieutenant
City of South Euclid	Jim Anderson	Service Director
City of South Euclid	Gerri Keller	Dispatch Supervisor
City of South Euclid	James Smith	Finance Director
City of South Euclid	Paul Kowalczyk	Building Commissioner
City of South Euclid	Michael Love	Economic Development Director
City of South Euclid	Keith Benjamin	Community Services Director
City of South Euclid	Michael Lograsso	Law Director
City of South Euclid	Meg Martines	Community Center Director

**ACRONYMS**

<b>EOC</b>	Emergency Operations Center
<b>CEMAC</b>	Cuyahoga Emergency Management Assistance Center
<b>CEM Board</b>	Cuyahoga Emergency Management Advisory Board
<b>CEMP</b>	Comprehensive Emergency Management Plan
<b>CERT</b>	Community Emergency Response Team
<b>CMEIMS</b>	Cuyahoga Major Emergency Incident Management System
<b>CP</b>	Command Post
<b>EAS</b>	Emergency Alert System
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>ESF</b>	Emergency Support Function
<b>FEMA</b>	Federal Emergency Management Agency
<b>FRP</b>	Federal Response Plan
<b>HIVA</b>	Hazardous Identification and Vulnerability Assessment
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>JIC</b>	Joint Information Center
<b>JFDC</b>	Joint Fire Dispatch Center
<b>LEPC</b>	Local Emergency Planning Committee
<b>OAC</b>	Ohio Administrative Code
<b>OEMA</b>	Ohio Emergency Management Agency
<b>ORC</b>	Ohio Revised Code
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>RACES</b>	Radio Amateur Civil Emergency Service
<b>SAR</b>	Search and Rescue
<b>SITREP</b>	Situation Report
<b>SOG</b>	Standard Operating Guideline
<b>SOP</b>	Standard Operation Procedure
<b>WMD</b>	Weapons of Mass Destruction
<b>USAR</b>	Urban Search and Rescue

