Warren County Emergency Operations Plan
Revised June, 2021

Warren County Department of Emergency Services
520 Justice Drive
Lebanon, Ohio 45036
United States of America

Privacy Statement

The disclosure of information contained within this plan could compromise the security of essential equipment, personnel, services and systems of Warren County, Ohio. The information contained within this plan in its entirety is limited to those who need to know the information contained herein to successfully activate and implement the plan.

Portions of this plan contain information that may raise personal privacy or security concerns. Those portions of the plan may be exempt from mandatory disclosure and may be considered secure documents per Ohio Revised Code 149.433.

Any decision to disclose information in this plan outside the Warren County Department of Emergency Services or to withhold information in this plan from a requesting person must be coordinated in writing with the Warren County Department of Emergency Services (WCDES).

The Warren County Department of Emergency Services would like to express our appreciation to all individuals, organizations, and jurisdictions who participated in the development of this plan. The WCDES achieves its goals of prevention, preparedness, response, mitigation, and recovery by the full participation of all involved in this plan and input is invaluable.
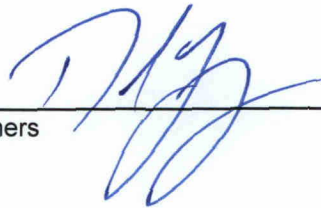
Promulgation Statement

Preparedness and readiness to respond to the effects of a disaster must be accomplished by a comprehensive emergency management system involving elements of local, state, and federal government, emergency response organizations, support agencies, and individual citizens. This Emergency Operations Plan establishes framework for how Warren County jurisdictions, public and private partners, and other supporting agencies will effectively prevent, prepare for, respond to, recover from, and mitigate hazards affecting the County and its citizens.

As the county-wide coordinating agency for disasters, Warren County Department of Emergency Services has developed this plan using generally accepted emergency management principles and practices. This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county officials, department heads and various agencies and organizations explaining their roles during, before and after emergency or disaster situations. Incorporated within this document are planning elements derived from the Federal Emergency Management Agency (FEMA), Ohio Emergency Management Agency (OEMA), and other Ohio Counties. Modifications to this plan shall be in conjunction with all jurisdictions of the County and approved by the Warren County Director of Emergency Services.

The plan is developed pursuant to Sections 5502 and 3750 of the Ohio Revised Code and conforms to the Incident Command System National Incident Management System (NIMS) standards. This plan supersedes all previous versions.

In recognition of the countywide emergency management system and in accordance with Warren County authority, the Board of Warren County Commissioners hereby promulgates the Warren County Emergency Operations Plan.

_____   8/31/21
President, Board of Warren County Commissioners   Date

Plan Maintenance Log

Date	Person Responsible	Summary of Change	Page(s)	Change Number
5/2014	Bolen	Revise and update plan	All	1
7/2015	Beach	Revise and update plan	All	2
10/2015	Bolen	Revise and update plan	All	3
06/2017	Holt	Revise and update plan	All	4
11/2020	Holt	Revise and update plan from lessons learned from COVID-19 pandemic and to be consistent with updates to County HMP	All	5
1/6/2022	Renner	Update the WCEOC organizational chart to the current operating version	26	6

Record of Distribution

Upon adoption of the plan by the Warren County Board of County Commissioners, an electronic copy of the final plan will be distributed to the heads of all county departments, a representative from every coordinating and support entity listed in the plan, and a law enforcement, fire, and administrative representative from each jurisdiction within Warren County. A copy of the plan will also be sent to Ohio EMA for their record as well. Any additional requests for copies of the EOP will be documented in the table below.

Organization	Date Distributed	Method of Distribution

Table of Contents

Section 3   Organization and Assignment of Responsibilities
   3.1   Organization
      Lines of Succession

   3.2   Assignment of Responsibilities
      Jurisdictional Responsibilities
      Chief Executives
      Shared Responsibilities
      County Response - EOC Operational Staff Responsibilities
      State Response
      Federal Response

Section 4   Plan Implementation
   4.1   Administration, Finance, and Logistics
      Administration
      Finance
      Procurement
      Logistics

Section 5   Authorities
      Federal
      State
      Local

      Acronyms

1. Introduction & Risk Assessment

1.1 Introduction

Section 5502.26 of the Ohio Revised Code (ORC) requires Warren County to develop and maintain a countywide Emergency Operations Plan. The Warren County EOP is an all-hazards plan that encourages a comprehensive relationship between all local, state, and federal agencies, boards, and organizations that serve emergency management functions.

The Warren County Board of Commissioners, through Resolution 14-0038, has established an agreement with the Warren County Emergency Management Executive Committee to plan, exercise, perform, and render any power, function, or service on behalf of the county for emergency response and recovery. These functions are completed through the Warren County Department of Emergency Services (WCDES), who serves as the central point of coordination within the county for response and recovery to disasters that exceed the capabilities of a single jurisdiction or municipality.

PURPOSE

This Emergency Operations Plan provides for a county-wide all-hazards approach to emergency management. This plan is intended to facilitate multi-agency and multi-jurisdictional coordination, as well as coordination between local, state, and federal agencies in emergency operations by establishing a framework for an effective system of comprehensive emergency management.

The purpose of the plan is to:
- Reduce the vulnerabilities of the people and communities of Warren County to damage, injury, and loss of life and property resulting from disasters and emergencies.
- Plan and prepare for prompt and efficient response and recovery activities.
- Respond to emergencies using all systems, plans and resources necessary to preserve the health, safety and welfare of persons affected by the emergency.
- Recover from emergencies by providing for the rapid and orderly restoration of services.
- Provide an emergency management system embodying all aspects of prevention, preparedness, mitigation, response, and recovery efforts.

The ultimate goal of any response is to save lives, stabilize the incident, and protect property and the environment. Incident stabilization includes ensuring that all community lifelines are functioning. A community lifeline supports the continuous operation of critical government services and business functions that are essential to human health and safety as well as economic security. Together, community lifelines outline incident information in a manner that provides an impact analysis that helps decision-makers determine rapid intervention measures to stabilize the incident.

FEMA and the National Response Framework identifies 7 lifelines that provide the most fundamental services to the community.

Figure 1: FEMA's Community Lifelines

As explained later in this EOP, Warren County will work with local jurisdictions to stabilize community lifelines in an emergency / disaster event. When the Emergency Operations Center (EOC) is active, the Emergency Support Functions (ESFs) will manage information, resources, and consequences to support the incident objectives and stabilize community lifelines.

The National Preparedness Goal also outlines five mission areas and 32 core capabilities that address the greatest risks to the nation. The county contributes to the goal and strengthens local and national preparedness by preparing for the risks that are most relevant and urgent to Warren County. This plan,

combined with the county's comprehensive emergency management program including planning, training, and exercises, address the core capabilities in a manner that helps better prepare the county for emergency response and recovery operations.

COMPREHENSIVE EMERGENCY OPERATIONS PLAN COMPONENTS

Comprehensive emergency planning spans across all five mission areas of protection, prevention, response, recovery, and mitigation. Warren County collaborates with citizens, responders, and public and private partners to build a comprehensive emergency planning program as outlined in the graphic below.

Figure 2: Comprehensive Emergency Management Planning for Warren County
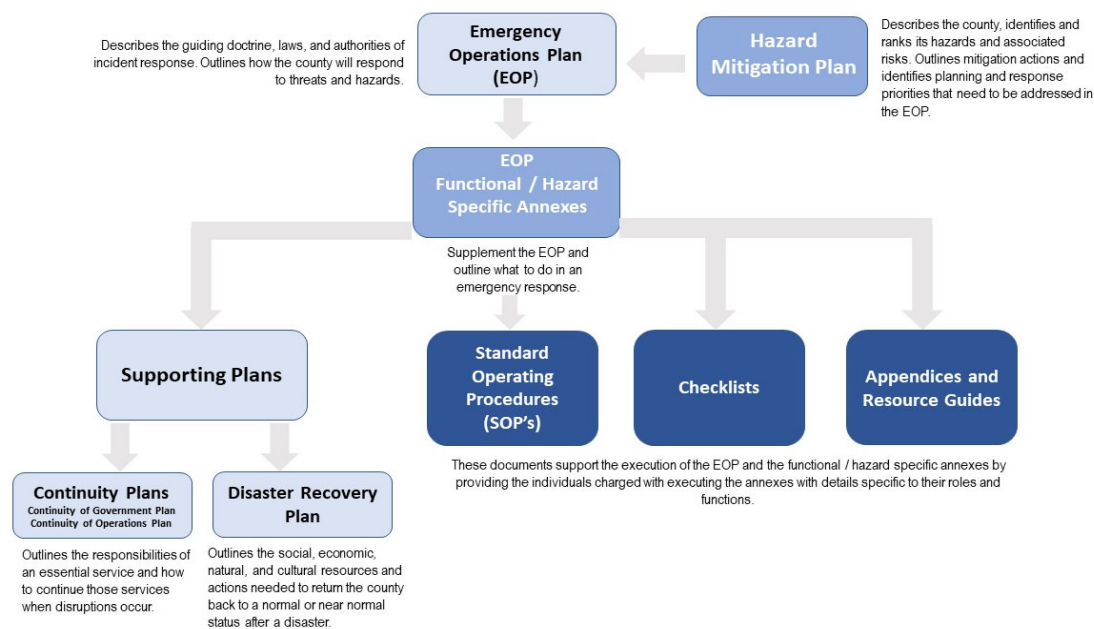
SCOPE

The Emergency Operations Plan is designed to address response activities during events where normal emergency response processes and capabilities become overwhelmed, where it is determined there is a need for coordination of response operations due to complexity and/or duration of events, or where incidents are so complex it requires the coordination of multiple jurisdictions within Warren County.

Effective coordination of emergency management operations includes good working relationships among all levels of government, non-governmental organizations, the private sector, and the public. This plan applies to all stakeholders within Warren County, and it addresses the roles and responsibilities of specific entities within the county.

The scope of this plan is to address preparedness, response, and short-term recovery activities for the jurisdictions in Warren County related to events (pre-planned or unplanned) that exceed normal emergency response capabilities, are so complex that they require the coordination of multiple jurisdictions, and/or are expected to last for an extended period. The plan is scalable and flexible depending on the needs of the event.

The plan includes:
- Procedures to manage an emergency from initial monitoring through post-disaster response and recovery.
- Specific functional responsibilities for appropriate local departments and agencies, as well as private sector groups and volunteer organizations.
- Assessments of various types of emergencies that are likely to occur in Warren County.
- Actions that the county, city, township, and village departments and agencies will take in coordination with state and federal counterparts as appropriate.

PLAN OVERVIEW

The Warren County EOP consists of 4 components.
1. <u>Basic Plan</u> – outlines in general terms how Warren County will mitigate, prepare for, respond to, and recover from a disaster.
2. <u>Emergency Support Functions (ESF)</u> – contains, at a minimum, the responsibilities of the primary and support agencies that will respond to a disaster in Warren County.
3. <u>Incident Annexes</u> – outline hazard specific response information.
4. <u>Support Annexes</u> – provide standard operating guidelines on specific response activities that have not been covered in incident or ESF annexes.

PLAN DEVELOPMENT AND MAINTENANCE

This Basic EOP is written and managed in accordance with ORC 5502.26 and Ohio Administrative Code (OAC) Rule 4501:3-6-01. It is reviewed with partners from the whole community, and updated, distributed, and promulgated per scheduled maintenance cycles.

The Director of WCDES is responsible for ensuring the plan is revised, updated, published, and distributed. A multidisciplinary committee, consisting of organizations tasked with emergency responsibilities, will collaborate on plan review and updates. Revisions to the plan will be based upon lessons learned from events, exercises, and drills, changes to government structure and / or laws and regulations, and updates to policies and procedures of organizations with specific outlined emergency responsibilities.

All changes to this plan shall be submitted to the Director of WCDES for comment and incorporation into the EOP. Revisions to the plan shall be made available to jurisdictions and the public by posting on the WCDES website.

To assist with plan development and updates and to familiarize or refresh stakeholders on plan components, WCDES maintains a comprehensive training and exercise program.

1. <u>Training</u>
   WCDES coordinates training opportunities throughout each year. Course schedules are determined through a collaborative Training and Exercise Plan developed to support National Incident Management System training requirements as well as to address county capability gaps. When appropriate, refresher courses are built into the schedule to allow for the maintenance of certificates and expertise, and to refresh stakeholders on this plan.

   The county-wide training program is outlined in the Warren County Multi-Year Training and Exercise Program, which is an annual requirement of the state.

2. <u>Exercises</u>
   In accordance with Ohio Revised Code sections 5502.26. WCDES conducts an annual exercise of the EOP. Exercises are developed in collaboration with partner agencies to maximize participation and minimize duplication of efforts. The purpose of the exercise will be to evaluate elements of the plan and to ensure identified response partners are educated on their responsibilities as identified in the plan. The Homeland Security Exercise and Evaluation Program (HSEEP) is used for the Warren County exercise program, as its methodology is flexible, scalable, adaptable, and is used by stakeholders across the whole community.

   An activation of the EOP, for either a pre-planned event or unplanned incident, may take the place of this exercise.

1.2 Community Profile & Risk Assessment

SITUATION OVERVIEW

Warren County covers an area of 408.4 square miles in Southwest Ohio. The county is composed of four (4) cities, nine (9) villages and eleven (11) townships. Some cities in Warren County such as Middletown and Monroe are co-located in Butler and Warren Counties. The City of Loveland is located in Hamilton and Clermont Counties and has acreage in Warren County.

The highest concentrations of residents live in the cities of Franklin, Lebanon, Mason, Springboro, and the townships of Clearcreek, Deerfield, Franklin and Turtlecreek.

Figure 3: Warren County Cities, Villages, and Townships

CITIES	Area	VILLAGES	Area	TOWNSHIPS	Area
FRANKLIN	9.34 SQ. MILES	BUTLERVILLE	.11 SQ. MILES	CLEARCREEK TWP.	44.7 SQ. MILES
LEBANON	12.97 SQ. MILES	CARLISLE	3.73 SQ. MILES	DEERFIELD TWP.	33.6 SQ. MILES
LOVELAND (PART)	5.0 SQ. MILES	CORWIN	.35 SQ. MILES	FRANKLIN TWP.	34.9 SQ MILES
MASON	18.67 SQ. MILES	HARVEYSBURG	1.01 SQ. MILES	HAMILTON TWP.	34.4 SQ. MILES
MIDDLETOWN (PART)	26.43 SQ. MILES	MAINEVILLE	1.37 SQ. MILES	HARLAN TWP.	45.4 SQ. MILES
MONROE (PART)	15.89 SQ. MILES	MORROW	1.97 SQ. MILES	MASSIE TWP.	22.9 SQ. MILES
SPRINGBORO	9.36 SQ. MILES	PLEASANT PLAIN	.16 SQ. MILES	SALEM TWP.	22.4 SQ. MILES
		SOUTH LEBANON	2.68 SQ. MILES	TURTLECREEK TWP.	70.4 SQ. MILES
		WAYNESVILLE	2.39 SQ. MILES	UNION TWP.	19.6 SQ. MILES
				WASHINGTON TWP.	34.5 SQ. MILES
				WAYNE TWP.	45.6 SQ. MILES

Figure 4: Map of Warren County

Warren County Map
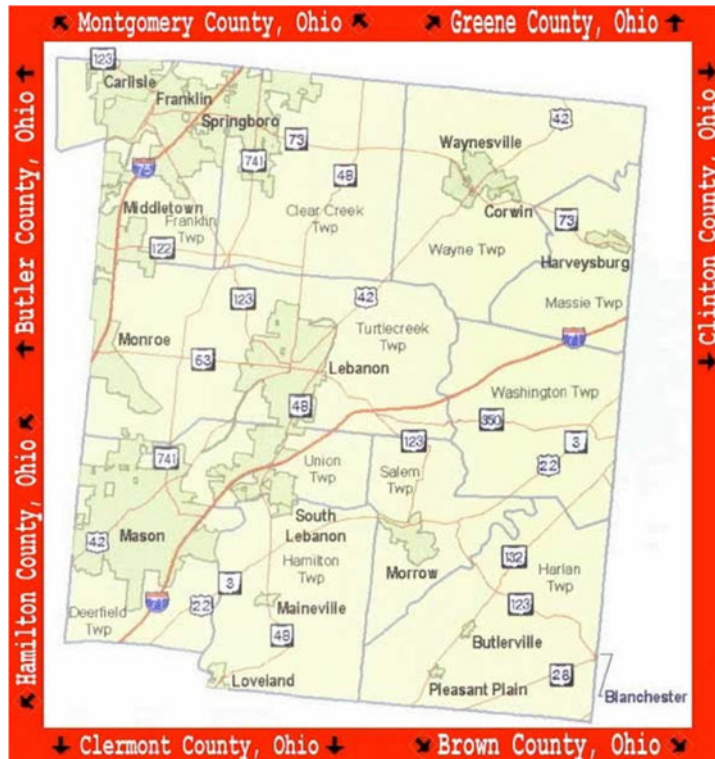
GEOGRAPHIC PROFILE

- The Little Miami River, running north and south, splits Warren County in half. The Great Miami River flows through the northwest corner of the county.
- There are ten (10) dams classified Level #1 by the Ohio Dam Safety Program. Class 1 dams have a storage volume greater than 5,000 acre-feet or a height greater than 60 feet. In addition, failure of these dams would result in probable loss of life and/or present a serious hazard to health, damage to homes, high value industrial or commercial properties or major public utilities. In total, there are 165 classified dams and 4 classified levees throughout Warren County.
- There are numerous geographic areas of Warren County vulnerable to flooding, and multiple land areas which reside in the floodplain or floodway.
- Due to its geography, Warren County is in an area of changeable weather. Cold air masses from central and northwest Canada and Tropical Gulf masses from the south often affect the region, making Warren County vulnerable to severe weather including extreme temperatures, floods, tornadoes, and severe storms (summer and winter).

DEMOGRAPHIC PROFILE

The Warren County Demographic Profile is maintained through the Hazard Mitigation Planning Process. As such, the most recent data reported in the HazMit Plan reflects demographic information from 2018. According to the Ohio Office of Research, in 2018 Warren County, OH had a population of 232,173 people with a median age of 39.1 and a median household income of $79,397. Between 2017 and 2018 the population of Warren County increased approximately 1.4% and its median household income approximately 4.95%. The median property value in Warren County was $200,100.

The 5 largest ethnic groups in Warren County, OH are White (Non-Hispanic) (86.6%), Asian (Non-Hispanic) (5.45%), Black or African American (Non-Hispanic) (3.32%), White (Hispanic) (1.98%), and (Non-Hispanic) (1.69%).

Warren County continues to see an increase in population, with an average increase of 1.1% over the last five years.

INFRASTRUCTURE PROFILE

Information about county infrastructure is outlined in the Capability Assessment section of this plan.

HAZARD ANALYSIS AND RISK ASSESSMENT

PLANNING ASSUMPTIONS

Planning requires assumptions based on statistics, behavior patterns, and likely future trends. The following assumptions were made as consideration for the Warren County EOP:

- A disaster may occur with little or no warning, escalating beyond the ability of any single local response organization to handle.
- Disasters differ in character by magnitude, duration, onset, distribution, area affected, frequency, and probability.
- The Intrastate Mutual Aid Compact (IMAC) will be enacted, if necessary, to request resources, personnel, and equipment from within the State of Ohio to complement existing mutual aid agreements per ORC 5502.41.
- The Emergency Management Assistance Compact (EMAC) will be enacted, if necessary, to facilitate the sharing of resources, personnel, and equipment across state lines during times of emergency or disaster.
- Disaster relief from outside the county may take 72 hours or more to arrive. If surrounding counties are impacted, outside resources may be delayed or unavailable altogether.
- Organizations tasked in this document are aware of their emergency responsibilities and will fulfill these requirements in an emergency utilizing their capabilities, including staffing, equipment, supplies, and skills, according to their own policies and procedures.
- Each jurisdiction will utilize all local resources before requesting state aid.
- Jurisdictional officials within Warren County are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan.
- All jurisdictions in Warren County will comply with Homeland Security Presidential Directive Five (5) and Eight (8) and will utilize the processes, guides, protocols, and procedures prescribed in the National Incident Management System (NIMS) and Incident Command System (ICS). Key components of NIMS / ICS include effective communications, structured organization, and compliance. Certification in NIMS / ICS is required of all personnel and the responsibility of the fire department / jurisdiction.
- Critical Infrastructure and Key Resources (CIKR), virtual or physical in nature, if harmed can have a debilitating impact on Warren County and The United States.

1.3 Capability Assessment

County capabilities for emergency mitigation, preparedness, response, and recovery actions can be described through the resources county departments and partner agencies provide. The effectiveness of the responders in an emergency is dependent on the number of available personnel, their level of training, and having financial support to allow services. Any gaps are eliminated between jurisdictional capabilities and needs by maintaining personnel, following national training standards, and maintaining funding. Requesting assistance from mutual aid and other resources during emergencies is vital to success in any operation.

Limitations in response capabilities in Warren County are identified through annual plan reviews, the Hazard Analysis process, and exercises. As limitations are identified, they are addressed through strategic planning.

The information below identifies the inventory and capabilities of resources in Warren County as well as mutual aid resources that may be called upon to assist. These resources are identified through FEMA's seven community lifelines that provide the most fundamental services to the county.

COMMUNITY LIFELINE: SAFETY & SECURITY

LAW ENFORCEMENT

FIRE AND EMERGENCY MEDICAL SERVICES

SEARCH AND RESCUE

GOVERNMENT SERVICES

███
█████████████

███
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COMMUNITY SAFETY

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COMMUNITY LIFELINE: FOOD, WATER, & SHELTER

FOOD AND WATER DISTRIBUTION

███
███
█████████████████████████████████████

███
███
███
███
█████████████████████████████

SHELTER

[REDACTED]

AGRICULTURE

[REDACTED]

COMMUNITY LIFELINE: HEALTH & MEDICAL

MEDICAL CARE

[REDACTED]

PUBLIC HEALTH

[REDACTED]

FATALITY MANAGEMENT

COMMUNITY LIFELINE: ENERGY (POWER & FUEL)

POWER GRID

FUEL

COMMUNITY LIFELINE: COMMUNICATIONS

INFRASTRUCTURE

ALERTS, WARNINGS, AND MESSAGES

911 DISPATCH AND RESPONDER COMMUNICATIONS

[REDACTED]

COMMUNITY LIFELINE: TRANSPORTATION

HIGHWAYS, ROADS & BRIDGES

[REDACTED]

RAILWAY

[REDACTED]
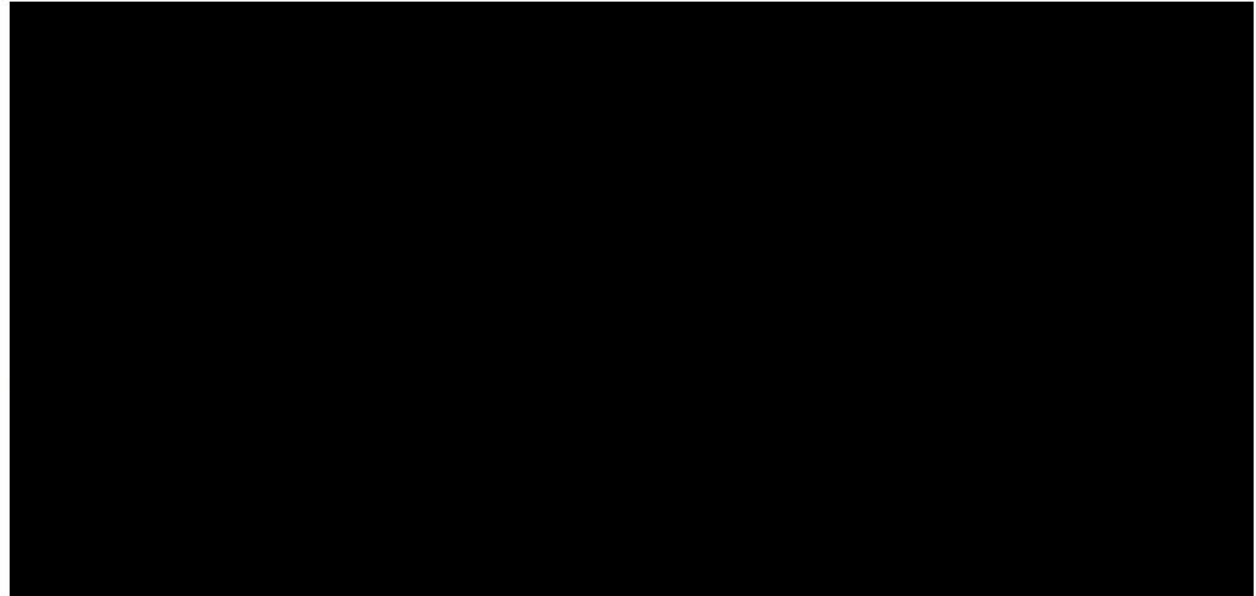
AVIATION

[REDACTED]

MASS TRANSIT

[REDACTED]

COMMUNITY LIFELINE: HAZARDOUS MATERIALS

FACILITIES

[REDACTED]

[REDACTED]

HAZMAT, Pollutants, Contaminants

[REDACTED]

2. Concept of Operations

2.1 General Guidelines

It is the responsibility of local and county governments to reasonably protect life, property, and the environment from the effects of disasters. While most emergencies are handled by the local jurisdiction, Warren County is prepared to provide supplemental assistance and coordination whenever the consequences of a disaster exceed local capabilities.

The activation of this Emergency Operations Plan depends on the size and scope of the emergency. A minor emergency which can be handled by local first responders may not require County involvement. Such incidents include localized fire or flooding events, landslides, etc. In terms of local area coverage, first responders and incident commanders arrive first to handle disasters in their jurisdictions. A major disaster that requires resources beyond the capability of local responders would activate this EOP and likely result in the activation of a local or County EOC.

Two (2) types of events that will likely always trigger this plan and immediate involvement of WCDES are hazardous materials spills and acts of terrorism. Involvement by county agencies and officials is required early in the event to assist in the immediate determination of public safety response activities.

WCDES, with its EOC operations, provides coordination and support functions, as well as facilitating the coordination with State and Federal disaster response, when required. Local governments, through the WCDES, can make requests for State assistance. Similarly, local governments, through the WCDES (via

the Ohio Emergency Management Agency) can make requests for Federal assistance. State and / or Federal officials arriving at the site of an emergency or EOC will assume direction and control activities only at the request of local executives and the Incident Commander.

PLAN ACTIVATION

The Director of the WCDES, or his or her designee, is responsible for activating this Emergency Operations Plan. The activation of the plan should be done in coordination with officials in the affected jurisdictions. This plan shall be activated in circumstances where the event or anticipated event would exceed the capabilities of the local jurisdiction(s). Additionally, the plan or portions thereof may be utilized in circumstances where coordination across disciplines and / or jurisdictions is desired.

INITIAL NOTIFICATION

Initial notification of an incident can come from a variety of sources. Most often, initial incident notification is provided through the County's 911 Communications Center. The Communications Center follows standardized protocols for notifying additional response agencies and requesting assistance. Additional sources of incident information are outlined in Section 2.3 and Figure 7 of this plan.

INCIDENT ASSESSMENT

Following the initial notification of an incident, it is important to understand the degree of damages, level of risk, and impacts to people, property, and the economy. This information will help determine if the county Emergency Operations Center needs to be activated and what level of county support is needed to assist the jurisdictions affected. Incident assessment will be performed by local jurisdictions through their first responder and public works agencies. Assessment information should be passed up through their jurisdictional leadership and to the WCDES and / or EOC.

EOC ACTIVATION

The Warren County EOC is located in the government services complex in Lebanon with backup locations identified in the cities of Mason and Springboro. In certain circumstances, the county EOC can be operated in a virtual environment. More information on this process can be found in the Warren County EOC SOG.

The EOC may be staffed for several reasons to include natural, man-made, and technological emergencies that affect single or multiple jurisdictions within Warren County. Incident Commanders and Jurisdictional CEOs (i.e.County Commissioner, Mayor, Township Trustee, etc.) may request activation of the County EOC. The decision to staff the EOC is ultimately determined by the Director of Warren County Department of Emergency Services or his or her designee, who may choose to increase the level of readiness and response.

Warren County EOC (WCEOC) Activation Instructions
Three (3) Step Process
1. Notify EMA or County Dispatch (after hours) to request activation
2. EMA on-call person will contact Incident Commander / Authority Having Jurisdiction
3. Incident Commander will be notified once EOC is activated

- **Level 3 - Normal Daily Operations – Standby and Monitoring**
  The Warren County Department of Emergency Services and the Warren County EOC are readily available 24 hours a day, 7 days a week in the event an incident within the County requires support. WCDES staff maintain situational awareness of impending events (such as severe weather) and monitor routine watch and warning activities. WCDES will notify other authorities or agencies of perceived threats and pass along warnings and watches as necessary.

  Under Level 3 operations, monitoring activities may necessitate situational assessment and a common operating picture across the county. The Director may decide to produce an email, a Flash Report, or a Situation Report (SitRep) with information from monitoring activities that will help county stakeholders (such as jurisdictions, businesses, schools, hospitals, etc.) with operational decisions.

- **Level 2 – Increased Monitoring - Partial Activation**
  Any disaster / emergency which requires large scale county, state, and / or possible federal assistance to the response and recovery efforts will warrant a Level 2 (Partial) Activation of the County EOC. Under Level 2, certain staff members / organizations are activated to monitor a credible threat, risk, or hazard. Command and General Staff positions will be staffed based on the size, scope, and type of the incident. These positions will provide support, response, and recovery coordination efforts to the affected jurisdiction(s).

  The assessment and monitoring process under a Level 2 activation is structured to create situational awareness. WCDES staff notify the County Administrator, the Southwest Ohio EMA Liaison, and the OEMA Watch Office of the current situation and will contact the affected jurisdiction(s) to begin information sharing and collaboration. A WCDES / EOC liaison may be sent to the scene site to further evaluate the situation, provide information concerning county operations, or assess the needs of the jurisdiction.

  Under Level 2 operations, a Situation Report will be produced on a schedule, scaled to the incident's intensity and / or complexity. Flash Reports may be needed to relay immediate information between scheduled Situation Reports. For large-scale, complex, or long-term incidents an Incident Action Plan may be produced by the local authorities that will provide a common operating picture for local response and EOC support actions.

  Depending upon the development of the incident, Level 2 partial activation could be elevated to a Level 1 - Full activation or will be closed and transitioned to Normal Daily Operations at Level 3.

- **Level 1 – Full Activation**
  Level 1 is a Full Activation of the EOC that requires the majority of City, County and / or other agency liaison support. Additional resources from state and federal levels may be required to assist in fulfilling mission requirements. Information will be sent to the OEMA to provide situational awareness and foster information sharing. Resource or other needs will be coordinated with the state who will supplement federal assets where needed.

  Under Level 1 operations, a Situation Report will be produced on a schedule scaled to the incident's intensity and / or complexity. Flash Reports may be needed to relay immediate information between scheduled Situation Reports. The Planning Section will also produce an EOC Action Plan that will relay situation status, incident objectives, resource status and needs, and other information to provide a common operating picture for EOC staff.

  Depending upon the development of the incident, Level 1 will be brought to closure, scaled back to a Level 2, or transitioned to Level 3 – Daily Assessment and Monitoring.

EOC Activation may be demobilized a level or to the complete reduction to a Normal / Standby level at the discretion of the Warren County Director of Emergency Services or his or her designee. The requirements of the incident and / or the community will be matched to the proper EOC activation level. Once the mission requirements have been fulfilled and the incident demands are reduced, the demobilization process will release resources no longer needed (beginning with Federal resources, then State and then County / local resources) and the EOC activation level will be adjusted accordingly.

DECLARATION OF EMERGENCY

A local state of emergency will be declared when existing circumstances are found to be beyond the capabilities of the response system. A declaration of emergency can be completed by any jurisdiction within Warren County. A declaration from the Warren County Board of Commissioners is a request on behalf of the entire County.

1. Declaration Process
   - OEMA will only accept declarations of emergency from WCDES.
   - CEOs of local jurisdictions within the county may decide to declare an emergency before the system becomes overwhelmed, or at the point that the system has reached capacity.

- WCDES will provide declaration documentation and technical assistance to any jurisdiction, if requested.
- After the completion of a situational assessment, WCDES may recommend to the County Board of Commissioners to declare an emergency for the entire county.
- Once the Warren County Board of Commissioners makes the determination that a declaration is warranted, WCDES may draft the declaration and submit it to the Board of County Commissioners in the form of a resolution.
- Upon a favorable vote by the County Commissioners, the resolution will be forwarded to the OEMA by WCDES.
- If the Board of County Commissioners determines a disaster declaration is not warranted, WCDES will work with the state EMA on requirements needed to obtain disaster assistance where applicable.
- Any local jurisdictions declaring a state of emergency will forward the proper documentation to WCDES to be included in the declaration package sent to Ohio EMA.
- At any time the Governor of the State of Ohio may declare an emergency or disaster on behalf of the entire state. Warren County will be included in such declaration whether or not it declares a local emergency or disaster.

2. Declaration sequence of Events

After an incident occurs, WCDES will:
- Ensure the provision of emergency assistance in protecting the public's health and safety
- Work with local officials to prepare a local declaration (if warranted)
- Submit declaration(s) to Ohio EMA
- Conduct damage assessment reports determining the extent of damage, resources needed to support local government, recovery efforts, and to substantiate the declaration
- Request State assistance where needed
- Submit damage estimates to the Ohio EMA

Upon receipt of the local declaration or request for resources, Ohio EMA will:
- Assess the situation locally and throughout the state
- If needed, request a Governor's declaration
- Assist local governments in gathering damage assessment information on private and public damage, if requested
- Coordinate requests for assistance with state agencies
- Prepare a request for the Small Business Administration (SBA) Home / Personal Property / Business Loan Program, if minimum thresholds are met
- Prepare to initiate the State of Ohio Individual Assistance (IA) Program and / or Public Assistance (PA) Program if minimum thresholds are met
- Upon the request of the Governor, prepare for presidential disaster declaration through the Federal Emergency Management Agency (FEMA)

AUTHORITY / CONTINUITY

Jurisdictional officials have the ultimate authority for the protection of their citizens and environment. The Warren County Board of County Commissioners has the ultimate authority for the safe operations of the County in daily operations and in emergencies and disasters. It is imperative that local and county officials have a plan that outlines their authority and determines the continuity of succession when primary authority-makers are indisposed.

Warren County's resiliency is related to the effectiveness of its continuity capability. The goal of continuity is the continuation of Warren County's essential functions and to ensure that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities. Warren County has a Continuity Plan in place identifying succession of leadership, delegation of emergency authority, and command and control. In addition, Warren County EMA has a written Continuity of Operations Plan (COOP) that is on file in the WCDES office. This COOP identifies the essential functions for the organization including lines of succession, protection or safeguarding of critical applications, communication resources, vital records / database management, and alternate facilities and recovery.

Warren County EMA encourages all coordinating and support entities listed in the Emergency Operations Base Plan to develop COOP Plans for their respective organizations to ensure resiliency of operations in the county during disaster situations and planned events. Operators of critical infrastructure are especially encouraged to review their continuity plans to always ensure availability of essential services. Warren County EMA provides continuity education and is available to assist businesses and critical infrastructure with continuity planning when requested.

CARE OF SPECIAL POPULATION GROUPS

According to the U.S. Department of Homeland Security, people with functional needs may have difficulty maintaining independence, understanding communication, arranging transportation, and receiving adequate supervision and medical care. Under this definition, a significant portion of the County's citizens have functional needs. Citizens with functional needs can register their address through the Warren County Computer Aided Dispatch (CAD) System so that units responding to these addresses will have knowledge of those residents with functional needs. Warren County EOC will also work with agencies who assist residents with access and functional needs to determine specialized response measures needed to protect this segment of the public.

LEGAL CONCERNS

The Warren County Prosecutor's Office is the legal resource for the EOC and / or the WCDES Director and, as such, representatives are a part of the Policy Group for the EOC. If a disaster occurs with significant legal implications, the prosecuting attorney or his or her designee will assist the EOC with policy and legal matters.

2.2 Command and Coordination

NATIONAL INCIDENT MANAGEMENT SYSTEM

Homeland Security Presidential Directive HSPD-5 established a single, comprehensive National Incident Management System (NIMS). NIMS provides a consistent national approach for federal, state, and local governments to work effectively and efficiently together in response to incidents regardless of cause, size, or complexity. NIMS also provides a set of standardized organizational structures, including the Incident Command System (ICS), Multi-Agency Coordination Systems (MACS), and public / Joint Information Systems. Requirements for processes, procedures, and systems to improve interoperability among jurisdictions and disciplines in various areas are also a part of NIMS, which helps with complex, coordinated events.

Warren County has formally adopted NIMS / ICS. The National Incident Management System provides a standard approach for all hazards, regardless of scale or capability of an incident, across all levels of government. Services will be coordinated utilizing the Incident Command System (ICS), and the Unified Command System (UCS) for the direction and management of emergency responses. Each first responder agency in the county is responsible for training public safety personnel in NIMS / ICS components. Warren County EMA may assist with training needs by scheduling or facilitating courses that will help educate public safety and other persons in NIMS / ICS.

INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is used to manage emergency incidents as well as non-emergency events. The structure and design allow it to be utilized equally well for both small and large scenes. The built-in flexibility gives the Incident Commander options in tailoring it directly with the needs of the situation.

ICS has five major functional areas: Command, Operations, Planning, Logistics, and Finance / Administration. First responders in Warren County are encouraged to use ICS daily in conjunction with individual departmental policies and procedures.
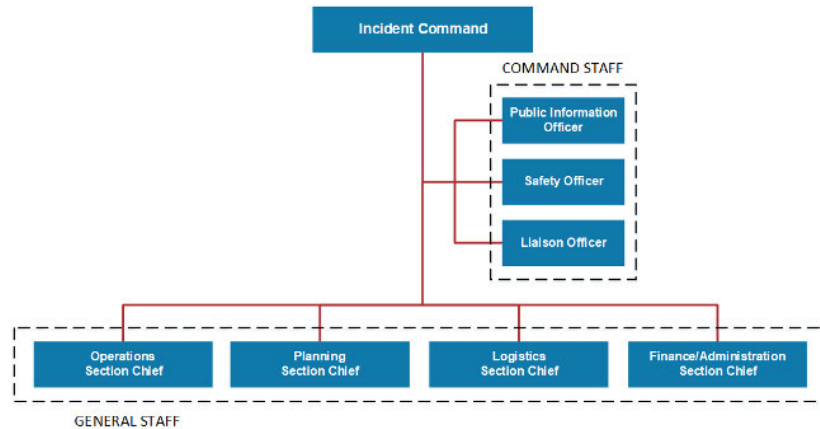
Most incidents within Warren County are handled by local jurisdictions using their own resources, or in combination with mutual aid agreements. This Emergency Operations Plan and corresponding standard operating procedures establish the processes used by the local jurisdictions to respond to multi-discipline and / or multi-jurisdictional incidents that are beyond the capability of the local government. To assist jurisdictions with these incidents, the WCDES will coordinate response actions through:

1. *Incident Action Plans (IAPs)* which will be used in accordance with ICS at the discretion of Incident Command. They provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities. An Incident Action Plan is especially important under the following circumstances:
   - Resources from multiple agencies and / or jurisdictions are involved
   - The incident will effectively span several operational periods
   - Changes in shifts of personnel and / or equipment are required
   - When there is a need to document actions and / or decisions for legal, reimbursement, or other purposes

   If the county Emergency Operations Center is activated the EOC will support jurisdictions through EOC Action Planning. EOC Action Plans will be utilized when the Center will be open for more than one operational period and it allows personnel to brief the next shift on goals, objectives, and resources needed to support the incident. EOC Action Plans will ensure jurisdictions receive the support necessary to protect lives and the environment, stabilize the incident, and restore critical lifelines.
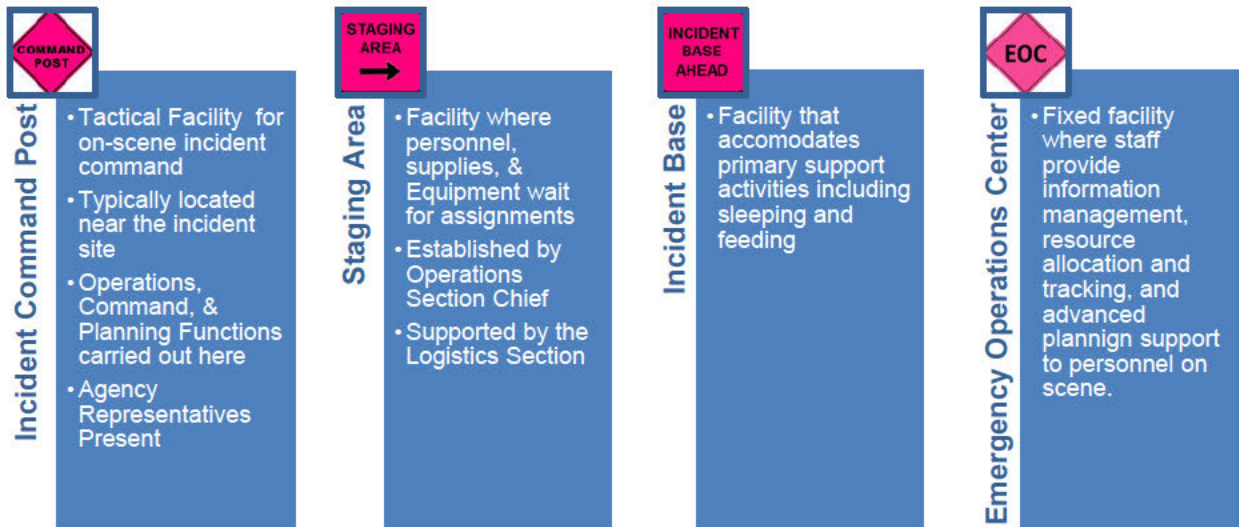
2. Incident Facilities – depending on the size and complexity of the incident, the Incident Commander, Unified Command, and / or the EOC Manager may establish support facilities to support incident operations. Some facilities in and around the incident will be determined by the on-scene incident commander, other facilities have been pre-designated.

   The Incident Command Post is typically established by the incident commander near the incident site. Other facilities, like staging areas, may be pre-determined or identified on-scene based on incident scope and need. The Warren County EOC is predetermined, with back-up locations identified in this plan.

   Additional incident facilities that are needed can be sourced or procured by the Logistics Section during an EOC activation. These may be needed to support mass care, public health, supply distribution, donation staging, or volunteer management operations.

   Figure 6 depicts incident facilities and their relationship to one another.

Figure 6: Incident Facilities

Incident Command Post
- Tactical Facility for on-scene incident command
- Typically located near the incident site
- Operations, Command, & Planning Functions carried out here
- Agency Representatives Present

Staging Area
- Facility where personnel, supplies, & Equipment wait for assignments
- Established by Operations Section Chief
- Supported by the Logistics Section

Incident Base
- Facility that accomodates primary support activities including sleeping and feeding

Emergency Operations Center
- Fixed facility where staff provide information management, resource allocation and tracking, and advanced plannign support to personnel on scene.

3. _Joint Information System (JIS)_ provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during incident operations. It encompasses all public information operations related to an incident, including all federal, state, local, and private organization PIOs, staff, and Joint Information Centers (JIC) established to support an incident.

The JIC is the physical location within the JIS where public affairs professionals from organizations involved in incident management can co-locate. Functions performed in the JIC include working with critical emergency information, crisis communications, and public-affairs functions. The JIC may be established at the WCDES, co-located with the WCEOC members to ensure the JIC staff is provided with the most current and accurate information regarding incident management activities.

WARREN COUNTY EMERGENCY OPERATIONS CENTER

The WCEOC is a facility that provides an environment in which county officials and representatives from other agencies can provide centralized direction and control, planning functions, and communications during a major disaster. The WCEOC is the focal point for the coordination of support functions, resources, logistics, personnel, and planning during an event. Modular organization will be utilized with span of control tactics for EOC operations.

Each event is unique and will require specific needs of the WCEOC. The WCEOC can operate 24 / 7, 365 days a year and is a scalable resource. Only those groups needed during a particular event will be contacted. These personnel will be notified via call list or other pre-identified procedures. WCDES will be the initial reporting staff to the WCEOC and will have direct coordination with the Incident Commander.

WCEOC Responsibilities
- Ensure each agency involved in incident management activities provides appropriate situational awareness and resource status information.
- Conduct current and future planning.
- Activate ESFs and supplemental plans as necessary.
- Request state assistance as appropriate.
- Establish priorities between incidents and / or Area Commands (AC) in cooperation with the Incident Commander (IC).
- Coordinate and resolve policy issues arising from the incident(s).

- Acquire and allocate resources requested by incident management personnel in concert with the priorities established by the IC.
- Anticipate and identify future resource requirements.
- Provide strategic coordination as required.
- Ensure improvements in planning, procedures, communications, staffing, and other capabilities necessary for improved incident management are acted upon. These improvements should also be coordinated with all other appropriate organizations and stakeholders.

WCEOC Organization

The Warren County EOC is organized using a hybrid Emergency Support Function / ICS-like structure. Command and General Staff positions will be staffed first based on the size, scope, and type of the incident. Additional positions will be staffed or demobilized based on incident and action plan needs.

Figure 7 depicts the Warren County EOC Organizational Chart, depicting all positions that could be staffed within the county EOC.

Figure 6: Warren County EOC Org Chart

Warren County, Ohio
Emergency Operations Center
Organizational Chart
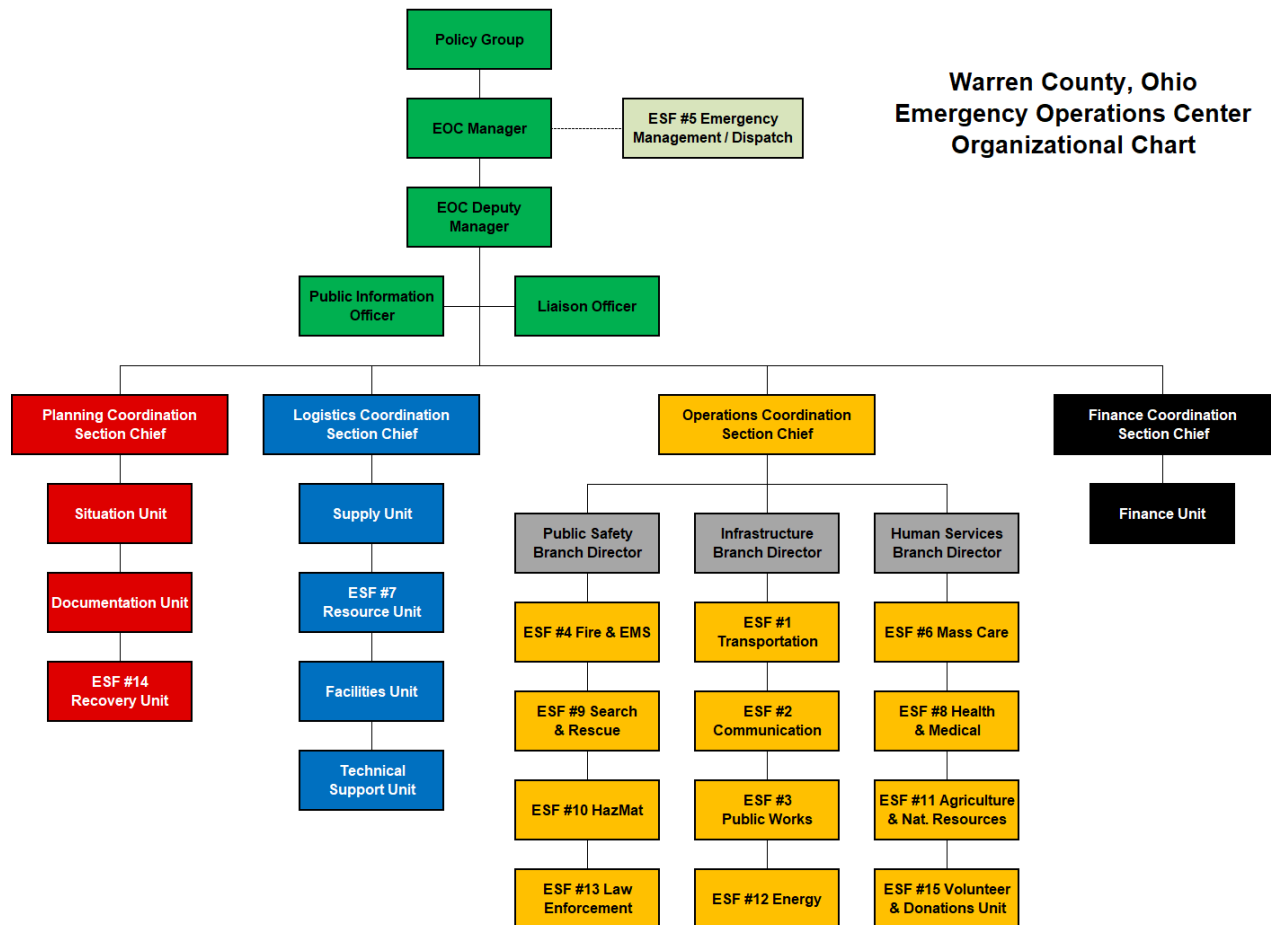
MULTIAGENCY COORDINATION SYSTEM (MACS)

The WCEOC and their partners serve as the local EOC, and as a Multiagency Coordination Entity. Emergency Operations Centers are one (1) of several system elements included within the Multiagency Coordination System. The WCEOC is intended to facilitate MACS functions, and may provide support to Area Command, Incident Command, or Unified Command when resource needs exceed local capabilities. Fundamentally, MACS provide support, coordination, and assistance with policy-level decisions to the ICS structure managing an incident. More specifically, the primary role of the WCDES as a MACS is to:

- Coordinate activities above the field level.
- Prioritize the incident demands for critical or competing resources.
- Support incident management policies and priorities.
- Facilitate logistics support and resource tracking.
- Inform resource allocation decisions using incident management priorities.
- Coordinate incident related information.
- Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

2.3 Information Gathering, Analysis, and Sharing

COLLECTION AND DISSEMINATION OF INFORMATION

Within Warren County, the EMA acts as the primary agency responsible for collecting information to inform county stakeholders about potential threats or hazards. When activated, EOC staff will collect and disseminate information about the incident.

Information pertaining to specific incidents / pre-planned events may come from a variety of sources. The source of information will depend on the type of hazard. Figure 6 shows typical sources of information that may feed into the EMA or county EOC.

Figure 8: Sources of Incident Information
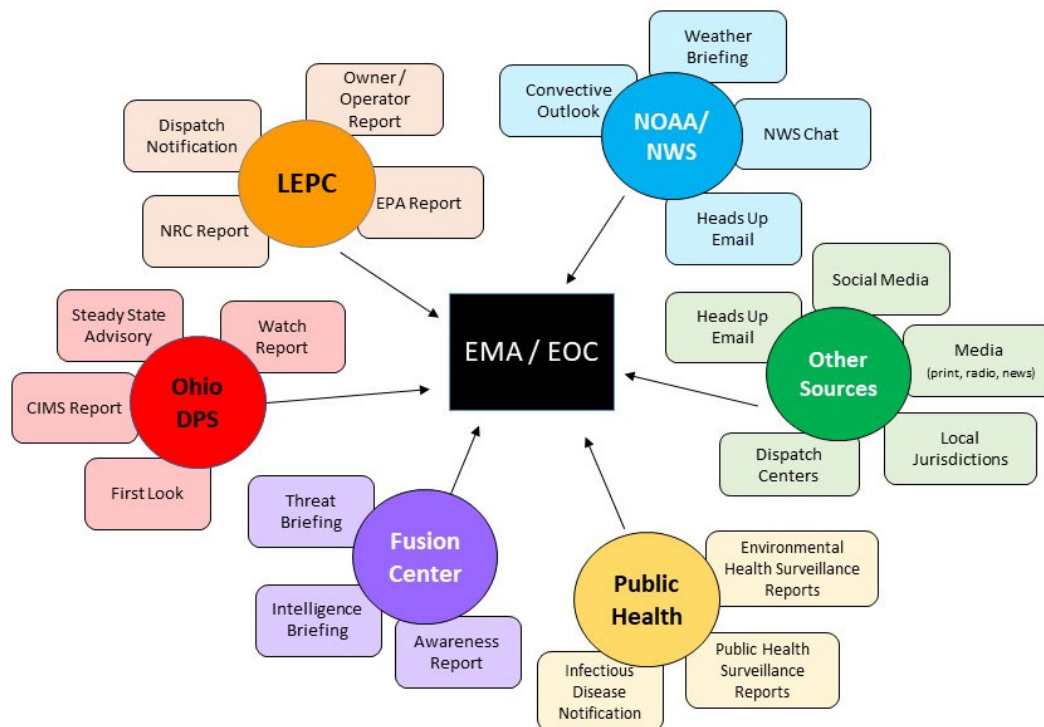
DISASTER NOTIFICATION AND INTELLIGENCE

The depicted sources (and others) provide notification, information, and intelligence to Warren County EMA for threats that have the potential to severely hurt people or damage the environment.

1. _Weather Notifications_
   The primary source of information for weather-related events is the National Weather Service (NWS), whose forecasts and chat rooms are monitored by EMA staff. The NWS Office in Wilmington, Ohio serves Warren County and provides weather forecast data concerning potentially destructive weather and other weather-related threats. Watches and warnings issued by the NWS are monitored 24 hours a day by WCDES. Information on watches and warnings can be received in the form of e-mail briefings, NWS chat rooms, social media posts, conference calls, or telephone or face-to-face conversations.

   The NWS Wilmington Office can be reached at 937-383-0428.

   Weather notifications can also come from other trusted sources as described below:
   - Public Safety Personnel monitoring weather conditions in their local area. Weather and damage reports will be relayed over county radio system or by phone to the Communications Center or EMA.
   - Licensed amateur radio operators / trained NWS Skywarn Weather Spotters. Trained volunteers who provide weather reports for visually monitored weather events. Amateur radio operator reports will typically be sent to the NWS Wilmington Office through the spotter line or NWS Chat. That information will be viewed by EMA staff or sent out as a watch or warning by NWS personnel.
   - NOAA Advisory. NOAA Weather Radio is a nationwide network of radio stations that broadcast continuous weather information from a local National Weather Service forecast office. The NWS broadcasts weather watches, warnings, forecasts, advisories and other hazard information 24 hours a day.
   - Multiple media and social media broadcasts, posts, and videos published by credible local meteorologists and NWS staff and shared by local jurisdictions, WCDES, and the public.

   WCDES Communication Center will broadcast all severe thunderstorm warnings, tornado warnings, winter storm warnings, and flood warnings on the Primary Police and Fire Radio channels. Additional weather notifications and updates will be published by WCDES on social media. Additional threat and hazard information concerning severe weather may be sent to county stakeholders via email.

2. _Man-Made Events_

[REDACTED]

- [REDACTED]

- [REDACTED]

3. _Hazardous Materials Releases_

   For hazardous materials releases, the Warren County LEPC will be notified in accordance with ORC 3750.06, which requires owners and operators to report a release or discharge whenever a regulated chemical exceeds its reportable quantities or leaves the property lines. The LEPC Emergency Coordinator, who is also housed within the county EMA, may receive advanced notification from the local fire department or PSAP prior to being contacted by the owner / operator. Additional information on collection and dissemination of hazardous material related incidents can be found in the Warren County Hazardous Materials Plan.

4. _Public Health Incidents_

   Local public health incidents will be relayed to Warren County EMA through the Warren County Health District who monitors and tracks local health related information in the county. The Health District gathers intelligence through standard surveillance practices which include geographic distribution of notifiable infectious diseases, exposures documented from standard disease investigations, web-based tools for detecting statistically significant trends in emergency department visits in the region, and the occurrence of illness complaints recorded by Warren County Health Districts Environmental Health or Disease Prevention offices. Potential public health threats resulting from zoonotic diseases will be coordinated between the Ohio Department of Health and the Ohio Department of Agriculture and shared with Warren County Health District.

   In the event of a potential public health emergency, the Warren County Health District will serve as the Authority Having Jurisdiction and will determine the level of county response in conjunction with the Board of County Commissioners. Response actions may include the opening and operation of the county EOC to support WCHD objectives. Additional response actions are outlined in ESF #8 of this plan and in the WCHD Emergency Operations Plan.

5. _Other Incidents / Notifications_

   Additional sources may provide information that relays advanced warning of potential threats. This could come from local, state, national, or international publications and warnings, meetings, or other sources. All county stakeholders are encouraged to contact Warren County EMA if any threat has the potential to harm the public or environment in the county. This can be done through email, the website, or through the 24-hour on call staff member.

PUBLIC INFORMATION AND WARNING

The goal of public information and warnings is to deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information that will save lives, stabilize the incident, and protect the environment. Some of the information relayed through public information messages and warnings includes:

- Information about existing or possible threats and hazards.
- Actions to take now or in the future to prevent, protect, or respond to threats and hazards.
- Resources that are available to prevent, protect, respond to, recover, or mitigate threats and hazards.

To ensure ongoing communication and collaboration with all responding entities, EOC staff will use the existing public safety infrastructure as described below and / or available infrastructure as dictated by the incident for public information messages and warnings.

1. *Emergency Alert System (EAS)*
   The EAS is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, and direct broadcast satellite providers to provide the communications capability to deliver important emergency information to the public. Jurisdictions who wish to activate the local Emergency Alert System need to contact the EMA or Warren County Communications Center. All EAS messages will be authorized at the discretion of the WCDES director or his or her designee.

2. *Wireless Emergency Alerts (WEA)*
   WEA is a public safety system allowing customers who own certain wireless phones and other enabled mobile devices to receive geographically targeted text-like messages alerting them to imminent threats to safety in their area. WCDES can send WEA messages using IPAWS (Integrated Public Alert Warning System) and third-party software. WEA messages are character limited and reserved for emergency notifications that require immediate action only. Jurisdictions can request WEA messages through the EMA or Warren County Communications Center. All messages sent through the WEA system will be at the approval and discretion of the Director of WCDES or his or her designee.

3. *Integrated Public Alert Warning System (IPAWS)*
   Federal, State, and local alerting authorities can use IPAWS 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 through a single interface using common alerting protocols. IPAWS alerts are character limited and reserved for emergency notifications requiring immediate action only. Messages will be approved or authorized at the discretion of the Director of WCDES or his or her designee. Jurisdictions or agencies who wish to alert the public of imminent danger can request an IPAWS message through the EMA or Warren County Communications Center.

4. *Public Information Officer / Joint Information System*
   Under the direction of, or in collaboration with the Incident Commander, the lead Public Information Officer will determine if activation of a Joint Information System (JIS) and / or the Joint Information Center (JIC) is necessary. Other agencies or governmental entities may be called by the PIO to participate in the JIC or may work closely with the PIO as part of a JIS. The lead PIO will work closely with EOC staff, Incident Command staff, and other departments and divisions to collect information and distribute messaging to the media and the public as quickly and frequently as possible.

5. *WCDES Website*
   WCDES routinely posts emergency information on its website. Information may contain critical alerts, impending incidents, public safety concerns, etc. Information is typically posted in the "News" section or linked to the Twitter banner on the main landing page.

   http://www.co.warren.oh.us/emergencyservices/emergencymanagement/default.aspx

6. *Social Media:*
    WCDES regularly uses Facebook and Twitter to post preparedness and safety tips, administrative announcements, and public safety information including weather alerts, warning messages, and other information relating to imminent or ongoing emergencies.

    Social media may play an important role in how information is gathered and disseminated during an incident. Reference social media guidance in the PIO SOG for more information on WCDES social media use during disasters.

7. *Other Documentation*
    The Warren County EOC (or EMA in its absence) will publish Flash Reports and / or Situation Reports that will be shared with pertinent stakeholders during and after the event. The frequency and content will be determined by the Authority Having Jurisdiction and the Director of Warren County Department of Emergency Services.

    In certain instances where WCDES / EOC is required to report information to specific agencies (such as the EPA for hazardous materials releases), notification will be given and information about the notification will be documented. Examples of required notification include:
    - Notification to the Ohio EPA regarding hazardous materials releases: Contact the Ohio EPA Spill Line at 800-282-9378.
    - Notification to Ohio EMA about potential disasters in Warren County that will require additional support: Contact Ohio EMA Watchdesk at 614-799-6500.
    - Notification to the National Weather Service Office for storm damage reporting: Contact NWS Wilmington at 800-899-2748.

COMMUNICATION OF INCIDENT INFORMATION

Information during a disaster is collected in many ways and communicated through many channels. Communications with those who are assisting with incident response will be maintained throughout the incident by using existing systems as described below or through systems that can be made available during the response and recovery phases of a disaster.

1. Web EOC
    Web EOC is Ohio EMA's web-based incident management system that the State uses to track and analyze disaster information to enhance decision making before, during, and after incidents. The Warren County EOC may use Web EOC to provide status updates to those working within the EOC and to state and regional partners supporting EOC operations. Web EOC is the primary method for requesting resources or missions from the state EOC. WebEOC can be accessed on Ohio EMA's website under the Emergency Operations Center page.

2. *Radio System*
    Warren County uses trunked radio systems with compatible frequencies for local, state, and private agency use (for more information see the Communications Community Lifeline Section in this plan). The MARCS radio system is also available to Warren County units for interoperable communication with outside agencies.

    The Warren County Telecommunications Department (Telecom) is responsible for the reliable maintenance and supply of Warren County radio systems that allow responders to communicate with each other, neighboring regions and the state, and the county EOC. Telecom is also responsible for drafting, reviewing, and participating in local, regional, and state radio system and communications planning to ensure reliable communications are readily available in a disaster.

    The Statewide Communication Interoperability Plan (SCIP) and Communication Interoperability Protocol for the region are the primary plans that are followed when disasters affect communications across the region and / or state. Warren County Telecom participates in the planning and review process for these plans and is responsible for educating stakeholders on their contents.

3. Amateur Radio Services
    Warren County Amateur Radio Association (WCARA) consists of licensed amateur radio operators who have voluntarily registered their qualifications with Ohio Responds and who maintain personal equipment for communications duty in public service when disasters occur. WCARA may be used during EOC activation for communication assistance, and they may also help establish radio communications at shelters, staging areas, incident command posts, during trainings or events, etc.

    Warren County Amateur Radio Emergency Service (ARES) – consists of FCC-licensed amateur radio operators who volunteer their time, radio equipment, and expertise when normal communications are disrupted due to natural disaster, technological failure, or system overload. WC ARES members are registered with the State of Ohio and they share the same skills and abilities of WCARA members. WC ARES may be used in conjunction with or in lieu of WCARA members in a disaster.

4. Telephones, Cell Phones, and Email
    Other devices that assist with communicating in disasters includes telephones, cell phones, and email. These devices will supplement other means of communication between WCDES and responding agencies in a disaster.

    All agencies with responsibilities as described in the EOP are encouraged to maintain and regularly update a notification roster listing multiple forms of contact for all key positions that are needed to protect public safety. Those with specific EOC responsibilities will be kept on a list maintained by the WCDES.

5. GETS / WPS
    The Government Emergency Telecommunication Service (GETS) and the Wireless Priority Service (WPS) are companion services provided by the U.S. Department of Homeland Security to allow authorized users improved access and priority processing for telephone calls during emergencies. GETS is used to increase the probability of completing landline calls, while WPS is used to enhance wireless call completion. WCDES and other local government entities have access to the GETS / WPS Service.

2.4 Recovery and Mitigation

RECOVERY

WCDES is responsible for coordinating recovery operations following disaster response. The goal is to return communities to normal or a new normal following a disaster. This includes acting as a lead agency for damage assessments on public and private property. Additional recovery actions, such as debris management, public works restoration, and donations management are addressed in annexes to this EOP or in the Warren County Disaster Recovery Plan.

The State and Federal Governments offer various recovery programs to assist with disaster recovery costs. Such cost assistance could include:
*   State Disaster Relief Program: is authorized by the Governor and provides grants to local governments and eligible private non-profit organizations for costs associated with debris operations and emergency protective measures and the repair or reconstruction of infrastructure that is owned and maintained by an eligible applicant.
*   Public Assistance Programs: assist state and local governments and eligible private non-profit organizations with costs associated with debris operations and emergency protective measures and with repair/replacement of damaged infrastructure.
*   Individual Assistance Programs: assist individuals and households with repairs to damaged or destroyed homes and with replacement of personal property. IA can also provide assistance to businesses for the purpose of repairing damages to real property, machinery and equipment, and inventory.

Additional details on recovery programs and activities are outlined in the Warren County Debris Management Plan and the Disaster Recovery Plan.

MITIGATION

Mitigation is defined as sustained actions taken to reduce or eliminate long-term risk to people and their property from hazards. The primary objectives of mitigation are to improve the community's resiliency to damage from known hazards, reduce the cost of disaster at all levels, and accelerate community recovery after disasters occur.

To help guide mitigation efforts, Warren County maintains a Hazard Mitigation Plan (HMP). This county-wide plan identifies vulnerable areas in the county and assesses risks associated with hazards. The HMP also develops strategies and priorities to mitigate risk, guides communities in their risk management activities, and describes eligibility to apply for FEMA's Hazard Mitigation Assistance Programs. All Warren County jurisdictions participated in the 2021 Hazard Mitigation Plan process and are working toward making their communities, and the county, more resilient.
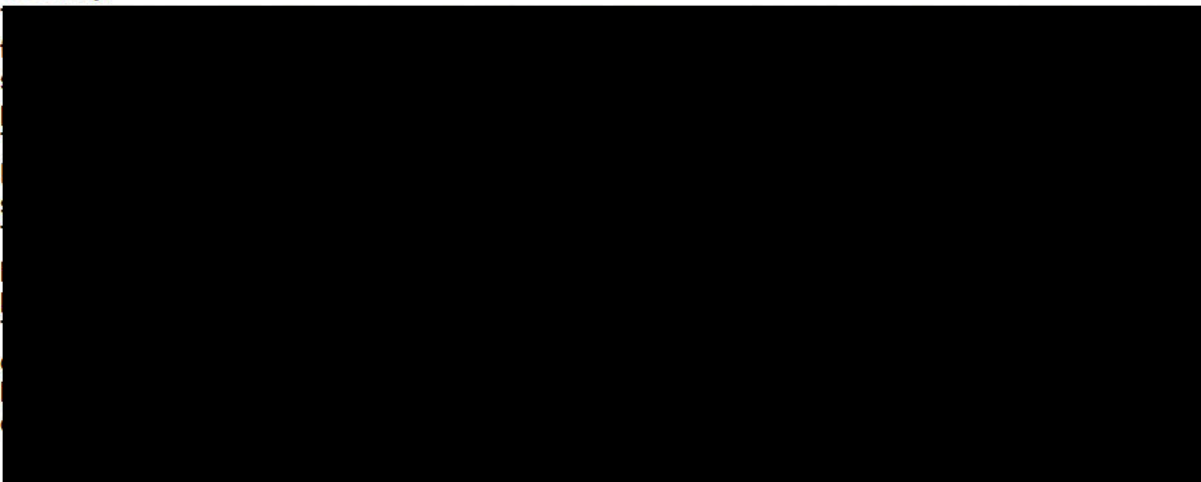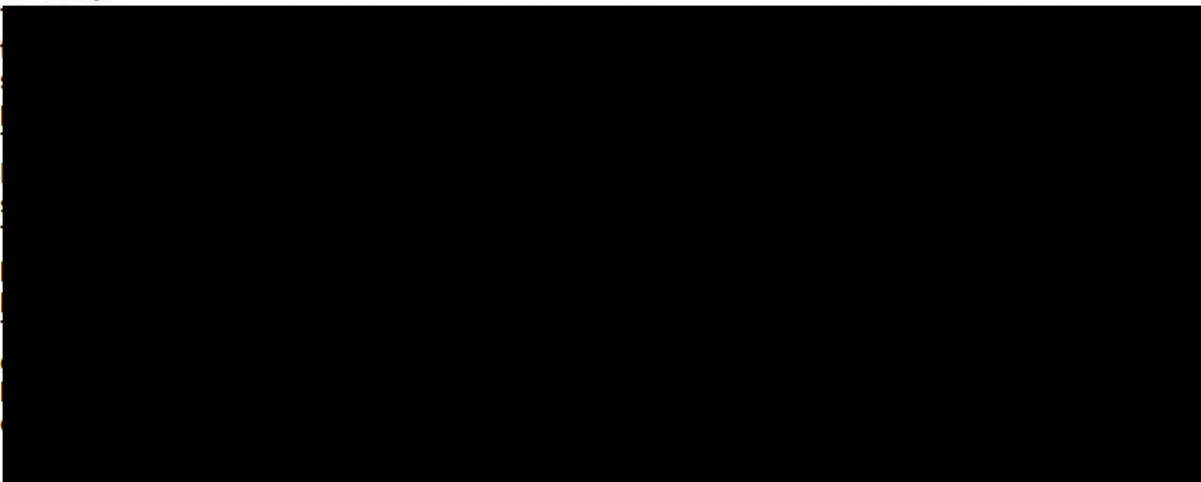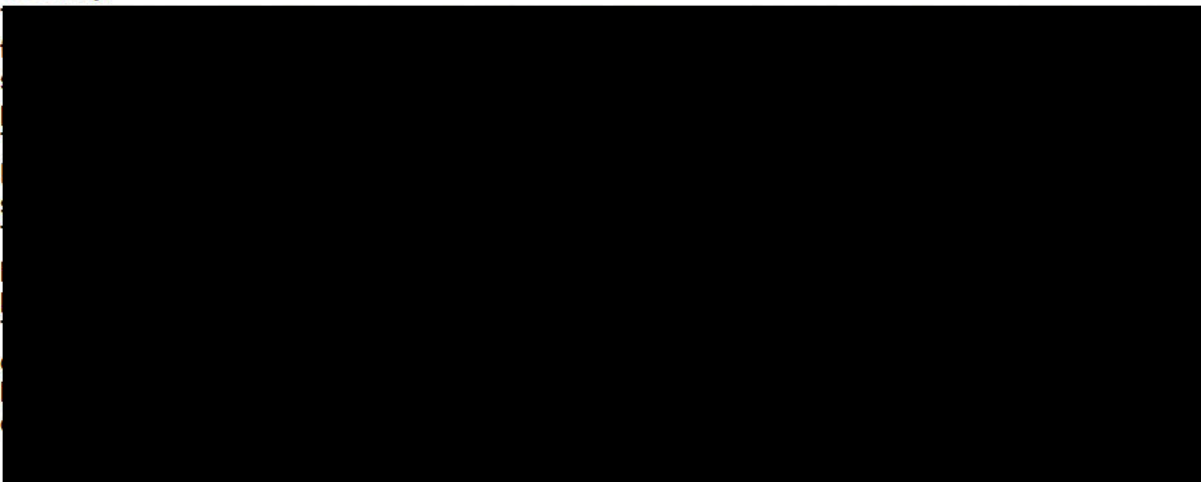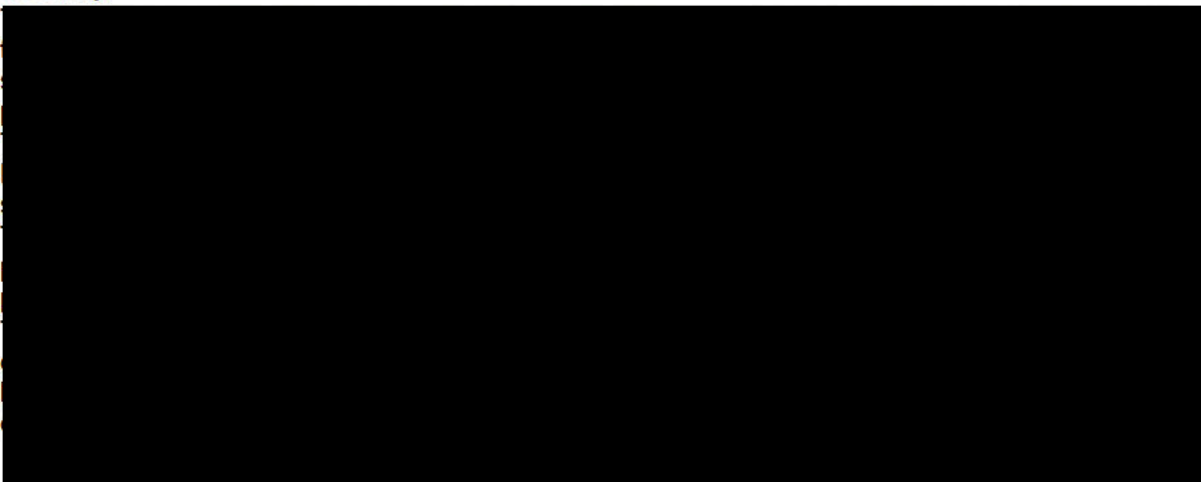
3. Organization & Responsibilities

3.1 Organization

It is the responsibility of Warren County Department of Emergency Services to coordinate the on-going activities of emergency management functions in Warren County. The WCDES will utilize all available resources, public and private, to combat the effects of a disaster. The Director of WCDES will coordinate emergency response efforts between departments and agencies during a time of disaster. The government of Warren County, employees, trained reserves, volunteers, and appointed emergency management officials will take all possible actions to respond to the effects of a disaster to expedite response and recovery.

Ohio is a home rule state, which allows for jurisdictions to enact their own laws as long as they obey state and federal constitutions. As such, elected officials serve a vital role in protecting public health and safety during a disaster. During disasters, the federal or state government may enact certain orders, laws, or statutes that must be followed for public safety. Local elected officials can adopt and enforce more stringent orders or statutes that protect the public health and safety of citizens or the environment. This can be done on a county level, or at the jurisdictional level.

LINES OF SUCCESSION

Succession is the process that is established to determine the hierarchy for those entitled to succeed one another under emergency conditions. Those essential to county disaster operations need to have lines of succession that ensure effective and efficient decision-making is possible during emergency response and recovery.

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3.2 Assignment of Responsibilities

Task assignments for major emergency response operations are primarily an extension of services that are already provided daily by most departments and agencies. Day to day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the most pressing emergency task at hand.

The following represents basic responsibilities generally assumed by elected officials, managers, departments, and community agencies in response to a disaster. The responsibilities listed are not all-inclusive and may not contain specific assignments detailed in Emergency Support Functions or Annexes to this plan. Departments, divisions, and agencies with emergency assignments are responsible for developing and maintaining their own internal Standard Operating Procedures (SOPs) in accordance with this plan which shall comply with NIMS standards.

Agency and jurisdiction representatives with emergency assignments will maintain and be knowledgeable of their most current response plans. WCDES will maintain an up-to-date roster of persons / agencies assigned to work in the EOC.

JURISDICTIONAL RESPONSIBILITIES

In order to facilitate coordination and to support the local jurisdictions before, during, and after an incident, Warren County EMA has requested each jurisdiction in the county to do the following:
- Prepare, maintain, and implement a local Emergency Operations Plan that addresses how the jurisdiction will respond to and recover from natural, man-made, and technological hazards and emergencies involving planned and unplanned events.
- Notify Warren County EMA if a local state of emergency is declared and identify a damage assessment coordinator to lead the local damage assessment process in coordination with county damage assessment efforts.
- Identify a place within the jurisdiction to coordinate local disaster response and recovery actions and liaise with county disaster operations. Educate and train staff to work in this local emergency operations center.
- Support missions assigned to all ESFs, as appropriate.
- Maintain a Continuity of Operations (COOP) plan to ensure essential operations continue under emergency situations.
- Maintain an accurate alert roster for mobilizing department personnel.
- Conduct and / or participate in trainings and exercises that prepare local governments to respond to emergencies and disasters.
- Develop internal procedures to record disaster response expenditures for possible reimbursement.

CHIEF EXECUTIVES

- Implement direction, control, coordination, and policy-making functions as necessary to provide for optimum protection of public health and safety within the jurisdiction.
- Declare a state of emergency, if warranted.
- Approve pre-planning, response goals, plans, and emergency accounting procedures.
- Direct and coordinate response that overlaps departmental lines or requires decisions as to which department(s) will perform various functions.
- Provide trained representatives to the WCEOC if requested.
- Oversee public information regarding the disaster / emergency response and recovery operations.
- Authorize special purchasing due to emergency conditions.
- Authorize the release of emergency public information statements in coordination with Joint Information Systems.
- Work with WCDES and other jurisdictions to unify efforts through an integrated risk management process ensuring risk mitigation and response strategies are created.
- Support missions assigned to all ESFs, as appropriate.

SHARED RESPONSIBILITIES

The following responsibilities are applicable to all agencies, organizations, and individuals who have a defined role outlined in this EOP. This includes, but is not limited to, all coordinating and support agencies, chief elected and appointed officials within the county, the EOC Policy Group, EOC Manager, and all command and general staff as outlined in the Warren County EOC Organizational Chart.

- Develop, maintain, and implement internal emergency operations procedures, guides, and checklists that outline responsibilities and actions in emergencies and disasters.
- Incorporate operational priorities into response activities through EOC Action Planning.
- Maintain an accurate alert roster for mobilization of resources in a disaster.
- Develop and regularly update an applicable internal resource listing of personnel, equipment, supplies, and services that would be used in emergencies and disasters.
- Participate in comprehensive emergency planning, trainings, and exercises.

COUNTY RESPONSE - EOC OPERATIONAL STAFF RESPONSIBILITIES

1. Warren County Department of Emergency Services
   WCDES is ultimately responsible for management of county EOC operations. Typically, the EOC Manager role in disasters will be filled by an EMA staff member or senior public safety official in their absence. As the main coordinating body for emergencies and disasters in the county, WCDES responsibilities include:
   - Perform duties as assigned in ORC 5502 including:
     o Pursue a professional development training program
     o Develop an all-hazards Emergency Operations Plan
     o Annually exercise the Emergency Operations Plan
     o Coordinate, organize, administer, and operate emergency management activities in the county
   - Maintain the WCEOC according to established EOC Activation Levels.
   - Serve as primary lead on all Emergency Support Functions.
   - Maintain the Warren County Emergency Operations Plan and Annexes.
   - Coordinate liaison services between local, state, and federal agencies.
   - Ensure response to emergencies and disasters are coordinated, documented and effective.
   - Coordinate damage assessment efforts and disaster funding for citizens, businesses, and governments within the state and federal guidelines.
   - Manage resources and maintain a county-wide emergency resource database.
   - Coordinate public information and education.
   - Provide and coordinate training and exercise programs for the County.
   - Coordinate short and long-term recovery operations with local, state, and federal resources.
   - Ensure mitigation planning is in place and implement strategies as appropriate.
   - Encourage preparedness and mitigation efforts to citizens, business, local governments, and private and non-profit entities to help the county become more resilient.

2. EOC Policy Group
   The EOC policy group supports activities of the Warren County EOC. The policy group may have the authority or information necessary to expedite response actions. Responsibilities for the EOC Policy Group may include:
   - Provide operational guidance for the EOC during activation.
   - Authorize additional fiscal resources required for the response.
   - Address legal questions or issues that arise as a result of preparedness, response, or recovery actions.
   - Maintain on-going communications with local executive elected officials in the affected jurisdictions.
   - Serve as spokesperson for the EOC if requested by the Public Information Officer / JIC.
   - Resolve potential conflicts that may arise if multiple jurisdictions are affected or there is a scarcity of resources.

3. <u>EOC General Staff</u>
The EOC General Staff is comprised of the Section Chiefs who oversee the Operations, Planning, Logistics, or Finance / Administration Sections within the EOC. These positions may be activated as needed at the discretion of the EOC Manager. When activated, Section Chiefs will ensure the coordination of activities between Warren County and the Incident Command Post, or, if activated, any local jurisdiction's EOC. The specific responsibilities for the EOC Section Chiefs are outlined in the Warren County EOC Position Books.

4. <u>Emergency Support Functions</u>
Responsibilities specific to each ESF can be found in the annexes attached to this plan. Regardless of the ESF, every Coordinating and Support Agency has broad responsibilities outlined below:
Coordinating Agencies
Coordinating Agencies provide overall coordination of the functional activities within each ESF. Responsibilities for Coordinating Agencies include:
- Designate sufficient representatives to support / staff 24-hour operations at the Warren County EOC. Maintain listings of these personnel, 24-hour contact information, and directions for contacting them in the event of communications outages.
- Coordinate the activities of supporting agencies within applicable ESF's to fulfill operational objectives.
- Direct the activities of the ESF in conjunction with assistance from ESF's at the local, state, and federal levels as applicable.
- Share ESF activity information with appropriate EOC personnel.
- Stay informed to the ongoing activities of the agency / organization they represent.

Support Agencies
Support Agencies provide support of the functional activities within each ESF. Support Agencies may have specific information or resources necessary to fulfill ESF activities such as specialty K-9 groups to support search and rescue operations or jurisdictional maintenance crews to support public works operations. Support agency responsibilities may include:
- Assist the Coordinating Agencies in the completion of ESF activities as directed.
- Inform ESF Coordinating Agencies of response actions in support of operational objectives.
- Designate sufficient representatives to support 24-hour operations where appropriate.
- Stay informed to the ongoing activities of the agency / organization they represent.

Voluntary Organizations
Groups with established, trained, and vetted volunteers can support already established ESFs or fulfill ESF positions or other EOC roles where trained. Examples of affiliated volunteer agencies include but are not limited to:
  o Medical Reserve Corps (MRC)
  o Community Emergency Response Team (CERT) – Warren County and Mason
  o Warren County Amateur Radio Association (WCARA)
  o Warren County Amateur Radio Emergency Services (ARES)
  o The American Red Cross (ARC)

Other groups of established volunteers can be dispatched to help with response or recovery operations. These groups will be deployed under the direction of ESF 16 – Affiliated Volunteers. Some of these volunteer agencies include Faith based organizations, Team Rubicon, and other groups as identified in Volunteer Agencies Active in Disasters (VOAD).

Unaffiliated volunteers may self-deploy to assist in disasters. These volunteers will be collected in a central location where they will be registered and deployed according to their abilities. For more information on the Volunteer Reception and deployment see ESF 17 – Volunteer and Donations Management.

STATE RESPONSE

State agencies with mandated responsibilities for emergency response will follow their established plans and procedures as outlined in the State of Ohio Emergency Operations Plan. State assistance falling outside normal MOUs will be coordinated through the WCEOC to the State EMA. Some of the state agencies with resources to support local responders are:

1. Ohio Emergency Management Agency (OEMA)
   The Ohio Emergency Management Agency coordinates the activities of all state agencies for an emergency response within the state. When intelligence, data, and information are known about an incident, the state Watch Office will relay information or when applicable, the state EOC will be opened, and contact will be established with the affected jurisdictions. The state EOC will function and serve as a central communications and information site. Field coordinators may report to the WCEOC to coordinate field activities and information. Federal or any additional resources to support or supplement local operations will be requested through the Ohio EMA.

2. Ohio Environmental Protection Agency
   The Ohio EPA's primary mission is the abatement of water, land, and air pollution while protecting and ensuring safe water supplies, disposing of solid and hazardous wastes, and recovery of recyclable substances. The Ohio EPA Office of Emergency Response officials will respond to incidents to monitor air, soil, and water and protect the environment. The EPA can assist with decontamination procedures, evidence collection, advice, or assistance, and clean up recommendations for contractors.

3. State Fire Marshal
   The State Fire Marshal's primary response function is to assist in area control, incident description, and communications at the off- site incident command post. If the nature of the emergency is not fire related, then the State Fire Marshal personnel will support other state agencies as needed.

4. Ohio Department of Health
   The primary goal of the Ohio Department of Health (ODH) is to prevent significant exposure to chemicals, toxic agents and disease while providing health services to the public. They are also responsible for epidemiology, surveillance, laboratory testing, and follow-up actions. An ODH Field Coordinator may report to the WCEOC to coordinate field activities and information. ODH personnel respond to incidents and work with local health departments, and county Health Commissioners to perform monitoring while providing health services.

5. State Highway Patrol
   The State Highway Patrol's primary response function is to provide support to other State and local law enforcement agencies. Generally, this support consists of traffic control and information gathering and dissemination. State Highway Patrol staff may report to the WCEOC along with a District Staff Officer to coordinate field activities and information. Personnel may respond to the off-site incident command post and provide area control.

6. Ohio National Guard
   The Ohio National Guard, coordinated by the Adjutant General of Ohio, provides military support to civil authorities involved in protecting lives and property. Under the direction of the Governor of Ohio, they maintain peace and order of the land. They may also be deployed to assist with other disaster-related operations as requested or ordered by the Governor.

7. Public Utilities Commission of Ohio
   The PUCO can provide information relating to the status of regulated public utility services in an area affected by an incident. PUCO personnel can serve as the State liaison with appropriate Federal agencies regarding utility services or interruptions (U.S. DOT, NTSB, Federal Railroad Administration, and CHEMTREC). The PUCO will maintain liaison with other State agencies to provide for communications and assist, if possible, in the dispatch / transfer of strategic supplies into an area.

8. Ohio Department of Transportation
    ODOT's primary response function is to provide support in the form of information, equipment, area control related to highways, bridges, and aviation and mass transportation facilities. ODOT personnel respond to the off-site incident command post and provide traffic assistance and information.

9. Ohio Department of Natural Resources
    ODNR's primary response function is to protect the natural resources of the State including the forests, lakes, soils, wildlife, minerals, and water resources. Their plan of protection involves providing personnel and equipment for the emergency response. ODNR personnel will respond to the off-site incident command post, perform assessments, provide information, resources, and land or facilities as needed.

FEDERAL RESPONSE

1. The Federal Emergency Management Agency (FEMA)
    FEMA provides federal support services for emergency activities. In partnership with state and local governments, FEMA supports management efforts by providing national program policy and guidance, as well as technical and financial assistance. It is FEMA's responsibility to coordinate the response of other federal agencies, which administer their own emergency programs according to the National Response Framework. The President of the United States must approve requests from FEMA before FEMA can provide assistance. Requests for federal assistance must be channeled through WCEOC to the OEMA. Responsibilities of federal responding agencies are detailed in the National Response Framework and are collaborated and coordinated through that plan.

2. Other Federal Agencies
    Other federal agency response may be needed or appropriate based on the type, size, and scope of the incident. Federal response will be dictated by need and law / statute. Federal agencies responding to local incidents will coordinate activities through the state and local Authorities Having Jurisdiction and will work within their existing SOPs.

4. Plan Implementation

The Warren County EOP can be activated for certain disasters or events, but portions of this plan are continuous as WCDES is constantly monitoring for threats, taking preventive actions, and coordinating information with stakeholders. Responders also consistently use the concepts outlined in the National Incident Management Systems and Incident Command Systems, which are outlined in this plan.

4.1 Administration, Finance and Logistics

ADMINISTRATION

Administration of this plan and its components relies on the ability to document emergency events. Proper documentation is essential to obtaining reimbursements and state and federal aid, as well as for identifying and implementing changes to this plan based on lessons learned from real-world events. The following actions below help the administration of the Warren County EOP:

1. *Documentation* - Each responding agency is responsible for following internal SOP's and / or SOG's adhering to all applicable state and local laws detailing documentation procedures. The WCDES is responsible for compiling incident documentation to ensure coordinated incident operations and historical records are kept post-event. Since local jurisdictions within the county do not share a common record keeping system for day-to-day operations, departments and agencies involved in disaster response are encouraged to be as complete and detailed as possible in their record keeping and are encouraged to use standard ICS (or WCEMA) published forms during an emergency response. ICS and other forms jurisdictions should use are available in the EOC and on the WCEMA website.

Any documentation available from the incident (incident command logs, mitigation strategies, IAPs, etc.) will be compiled during and post disaster and used to ensure improvements are made for future response and planning efforts. Information from lessons learned and practices will be included in formal after-action reporting. The process of formally evaluating a response may also lead to improvement in current capabilities, gaps, identifying insufficiencies, training, and identification of future mitigation strategies.

2. *After Action Reviews* – Formal and informal after-action reporting shall be completed following real events and exercises. The local jurisdiction or WCEMA will coordinate an after-action review immediately following a disaster event or exercise. During the after-action review, discussion and documentation will be used to identify actions taken, resources expended, economic and human impacts, lessons learned and possible improvements, possible mitigation measures that could be taken, and key impacts and damages.

3. *Record Retention* – Agencies and jurisdictions within Warren County will preserve existing and emergency documents according to local, state, and federal records retention laws. The administration of each jurisdiction must ensure that all legal documents of both a public and private nature are protected and preserved. Preservation of important records and measures to ensure continued operation and reconstitution is necessary for local governments. Each jurisdiction should detail procedures of records retention and preservation of vital records in COOP / COG plans.

FINANCE

All disasters are local and should be funded initially by the local jurisdiction. If the event exceeds the resources of the local jurisdiction, an emergency declaration will be made and request for assistance from surrounding jurisdictions and the state will be processed. Costs incurred responding to disasters (equipment, personnel, emergency repairs, and contracted services) must be documented according to the current State EMA guidance for recovering funds lost due to disaster.

WCDES has the primary responsibility of tracking costs incurred during response and recovery efforts for Warren County resources and resources dispatched from the Warren County EOC. Each individual municipality is responsible for providing a cost breakdown for their equipment and personnel used during an emergency event. Costs will be tracked by the Finance Section in the EOC. Recordkeeping and financial activities are outlined in the Finance Section Chief book in the EOC.

Accurate records must be maintained in order to recover costs, address insurance needs, and create historical records. Timely access to financial resources like insurance providers can help not only individuals, but also businesses in post-disaster recovery. There are many programs available for preparedness and recovery efforts. Refer to the Warren County Disaster Recovery Plan for additional information on assistance to the public and jurisdictions following a disaster.

PROCUREMENT

WCEOC Procurement Policy - The Warren County Emergency Management Agency and the WCEOC shall abide by the Warren County Procurement Policy when making purchases prior to and after a disaster. Ohio Revised Code 307.55 requires all purchases prior to and after a disaster to be approved by the Warren County Board of County Commissioners. Purchases made during a disaster are subject to the policies outlined in the "Emergency Procurement" section (Section III) of the most current Warren County Procurement Policy and the Ohio Revised Code 307.86(A). Copies of the pertinent information from this procurement policy are contained in the Finance Section ESFs and Position books.

The WCDES will comply with the county procurement policy, State of Ohio Laws, including regulations before a disaster, and Standard Operating Guidelines during and after a disaster in Warren County. Refer to the Finance and Administration Annexes for additional information on procurement following a disaster.

LOGISTICS

Logistical needs during a disaster will be coordinated through the WCEOC through mutual aid agreements, private resources, donations, requests for state assistance, EMAC, and IMAC.

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5. Authorities

The following codes, regulations, and authorities provide the basis for this EOP.

FEDERAL

- The Disaster Relief Act of 1974 (PL-93-288)
- Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA)
- Robert T. Stafford Disaster Relief and Emergency Assistance
- 44 CFR Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988
- Homeland Security Presidential Directive 5, Management of Domestic Incidents
- Homeland Security Presidential Directive 8, National Preparedness
- National Response Framework, May 2013
- National Incident Management System, Department of Homeland Security, update October 2017

STATE

- State of Ohio Constitution, Article II, Section 42 – Power of the Governor to act for the citizens in the event of an attack or other disaster
- Ohio Natural Disaster Plan, dated December 1, 1983
- Ohio Revised Code:
  - 107: Governor
  - 161: Emergency interim government
  - 305.09: Proceedings of board of county commissioners
  - 305.12: Liability of commissioners
  - 305 and 307: Powers of boards of county commissioners
  - 311.07: Powers and duties of county sheriff
  - 313.06: Powers and duties of county coroner
  - 315.08: Powers and duties of county engineer
  - 329.01: County dept of job and family services-director, assistants, bonds
  - 733.03: General powers of mayor in cities-merger of certain department
  - 733.23: Executive power in villages
  - 737.11: General duties of police and fire departments
  - 3750: Emergency Planning, Community Right-to-Know
  - 4905.81: Highway routing of hazardous materials rules
  - 5101.01,02: Powers and duties of human services
  - 5502: Department of public safety
- Ohio Administrative Code (OAC) Rule 4501:3-6-01: Emergency operations plans and exercises

LOCAL

- Warren County Resolution 14-0038, granting the formation of the Emergency Management Executive Committee
- "Emergency Procurement" section (Section III) of the current Warren County Procurement Policy
- State Communications and Interoperability Plan (SCIP)
- Southwest Regional Tactical Interoperable Communications Plan (RTCIP)
- Warren County Disaster Recovery Plan
- Warren County Debris Management Plan
- Warren County EMA Continuity of Operations Plan
- Warren County Hazard Mitigation Plan
- Warren County Training and Exercise Plan
- Warren County Hazardous Materials Response Plan
- Warren County Health District Emergency Response Plan
- Montgomery County Coroner's Office Miami Valley Regional Crime Laboratory Mass Fatality Incident Response Plan

ACRONYMS

ARC	American Red Cross	LEPC	Local Emergency Planning Committee
CAD	Computer Aided Dispatch	LERP	Law Enforcement Response Plan
CERT	Community Emergency Response Team	MACS	Multi-Agency Coordination System
CIKR	Critical Infrastructure Key Resources	MARCS	Multi-Agency Radio Communication System
COG	Continuity of Government	MOU	Memorandum of Understanding
COOP	Continuity of Operations Plan	MRC	Medical Reserve Corps
DOT	Department of Transportation	NIMS	National Incident Management System
EAS	Emergency Alert System	NOAA	National Oceanic and Atmospheric Administration
EMAC	Emergency Management Assistance Compact	NWS	National Weather Service
EOC	Emergency Operation Center	OAC	Ohio Administrative Code
EOP	Emergency Operations Plan	ODH	Ohio Department of Health
EPA	Environmental Protection Agency	ODNR	Ohio Department of Natural Resources
ESF	Emergency Support Function	OEMA	Ohio Emergency Management Agency
FBI	Federal Bureau of Investigation	ORC	Ohio Revised Code
FEMA	Federal Emergency Management Agency	PA	Public Assistance
ERP	Fire Service Emergency Response Plan	PIO	Public Information Officer
GETS	Government Emergency Telecommunications Service	PUCO	Public Utilities Commission of Ohio
HMP	Hazard Mitigation Plan	SAIC	State Analysis and Information Center
HSEEP	Homeland Security Exercise and Evaluation Program	SCIP	Statewide Communication Interoperability Plan
IA	Individual Assistance	SOG	Standard Operating Guide
IAP	Incident Action Plan	SOP	Standard Operating Plan
IC	Incident Command	THIRA	Threat and Hazard Identification Risk Assessment
ICS	Incident Command System	TLO	Terrorism Liaison Officer
IMAC	Intrastate Mutual Aid Compact	VOAD	Volunteer Agencies Active in Disasters
IPAWS	Integrated Public Alert Warning System	WCARA	Warren County Amateur Radio Association
JIC	Joint Information Center	WCDES	Warren County Department of Emergency Services
JIS	Joint Information System	WEA	Wireless Emergency Alerts
JTTF	Joint Terrorism Task Force	WPS	Wireless Priority Service
LEADS	Law Enforcement Automated Data System		

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