



# EMERGENCY OPERATION PLAN



2026



PROMULGATION STATEMENT - RESOLUTION # 6 - 2026


**WHEREAS** preparedness to cope with the effects of a disaster includes many diverse but interrelated elements which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, plus the individual citizen.


**AND WHEREAS** disasters necessitate a sudden escalation in the material needs of the community and a reorganization of the resources and personnel in order to address emergency response. Many lives can be lost in the confusion and disorganization that accompanies the lack of a full planning effort. Therefore, failure to develop an integrated disaster preparedness plan encourages salvage-type activities instead of an effective coordinated operation.

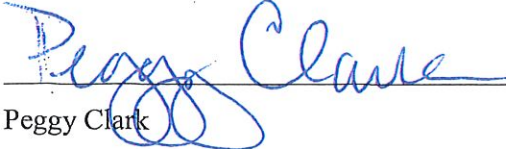
**THEREFORE** planning for the protection must be a cooperative effort to avert or minimize the effects of natural, technological, civil, and/or attack-related disasters; protect lives and property, and restore the stricken area to its pre-disaster status with the minimum of social and economic disruption. Many agencies from local, state, and federal sources may be involved in an emergency response and management. Therefore, a consistent, nationwide approach is necessary to ensure these agencies work together in their full capacity to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The National Incident Management System (NIMS) provides this approach; this plan is developed in accordance with the NIMS.

**BE IT RESOLVED AND PROCLAIMED** that this plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county officials and department heads, specifying their roles during an emergency or disaster situation. **It is developed pursuant to Section 5502, Ohio Revised Code and the Resolution by the Columbiana County Commissioners, dated January 7, 2026, assigning emergency responsibilities.**

  
Mike Halleck  
President, Board of County Commissioners

  
Tim Ginter  
County Commissioner

  
Roy Paparodis  
County Commissioner

  
Peggy Clark  
EMA Director

CERTIFICATION

This, the Columbiana County, Beaver Valley Power Station Radiological Emergency Response Plan, will be activated, in the event an Incident/Emergency occurs at BVPS.

This plan is certified as being current as of January 2026 and is supported by related Standard Operating Guidelines (SOGs). The plan and its attendant SOG's are reviewed on an annual basis and have been revised as necessary.

All plan holders of record will be provided with copies of any revisions as they are compiled and made available for distribution.

In witness whereof, we have hereunto set our hands this 7<sup>th</sup> day of January 2026 A.D.



Mike Halleck  
Columbiana County Commissioner



Roy Paparodis  
Columbiana County Commissioner



Tim Ginter  
Columbiana County Commissioner



Peggy Clark  
Director, Columbiana County  
Emergency Management Agency

## INSTRUCTIONS FOR PLAN USE

In order to execute this plan effectively and mobilize available resources, all implementing personnel must have knowledge of the procedures set forth in this plan and be trained in its use. All response personnel must be fully apprised of all possible hazard effects, understand how these effects would impact local operations, and know what their tasks are during the resulting emergency.

The **Basic Plan** is a relatively broad conceptual framework and describes the approach to an integrated emergency operations system. It relates information relevant to the whole plan. It explains the concept of operations for emergency management in Columbiana County and describes the organization and responsibilities for emergency planning and operations.

**Annexes** are components of the plan (organized by letters) that contain information on specific functional responsibilities, tasks and operation actions that pertain to the function being covered. They are action-oriented and written to guide personnel charged with execution of the plan. The paragraphs are entitled the same as the ten paragraphs of the Basic Plan. Annexes are written to reflect the relationships and responsibilities embodied by the Emergency Support Functions (ESFs) in the National Response Plan (NRP).

**Appendixes** are more specific. They are required when the response to a specific hazard or a particular element of the response cannot be addressed generically in the body of the annex. For instance, a slow-building emergency such as a flood would require different warning procedures than those for hazards with a sudden onset. Appendixes are lettered to match the annexes and are sequentially numbered if attached to the annexes. Response agencies are responsible for maintaining policies and procedures specific to their jurisdiction and responsibilities outside of the County Emergency Operations Plan.

Page numbering: The Basic Plan uses Arabic numerals throughout, including appendixes, attachments, or tabs. Annex pages start with the respect annex letter, a dash and number (i.e. A-1, A-2) throughout the entire annex, irrespective of the appendixes, tabs, and attachments in the annex.



## TABLE OF CONTENTS

Promulgation Statement.....	i
Foreword.....	ii
Instructions for Plan Use.....	iii
Table of Contents.....	iv
Distribution List.....	vii
Record of Changes.....	x
 <b>BASIC PLAN.....</b>	 <b>1</b>
I. Situation and Assumptions.....	1
II. Concept of Operations.....	4
III. Organization and Assignment of Responsibilities.....	8
IV. Direction and Control.....	16
V. Continuity of Government.....	16
VI. Administration and Logistics.....	17
VII. Plan Development and Maintenance.....	18
VIII. Authorities.....	18
IX. List of Appendices.....	21
Appendix 1: Response Matrix for Columbiana County.....	22
Appendix 2: Sample Local Emergency Proclamation.....	23
Appendix 3: Columbiana County Map.....	24
Appendix 4: Glossary of Terms and Acronyms.....	25
Appendix 5: Homeland Security Presidential Directive 5.....	46
Appendix 6: Soil Map: Soil Survey of County .....	55
Appendix 7: Columbiana County Water and Sewer Authorities.....	56
 <b>ANNEX A: DIRECTION AND CONTROL.....</b>	 <b>A-1</b>
Appendix 1: EOC Displays.....	18
Appendix 2: Initial Disaster Report.....	19
Appendix 3: Sample Significant Events Log.....	20
Appendix 4: EOC Activation/Deactivation Checklist.....	21
Appendix 5: EOC Security (Sign-in) Log.....	22
Appendix 6: Message Handling Procedures.....	23
Appendix 7: After Action Report.....	24



<b>ANNEX B: COMMUNICATIONS.....</b>	<b>B-1</b>
Appendix 1 Amateur Radio Emergency Service (ARES) Auxiliary Communicati (AUXCOMM) Radio Amateur Civil Emergency Service (RACES) SOG .....	9
<b>ANNEX C: NOTIFICATION AND WARNING.....</b>	<b>C-1</b>
Appendix 1: Emergency Alert System (EAS) Activation Procedures.....	11
Appendix 2: Siren Locations.....	13
Appendix 3: Electronic Notification System (ENS)/Integrated Public Alert and Warning System.	14
Appendix 4: ENS/IPAWS Policy and Instruction Guide.....	15
Appendix 5: Severe Weather.....	35
<b>ANNEX D: EMERGENCY PUBLIC INFORMATION.....</b>	<b>D-1</b>
<b>ANNEX E: EVACUATION.....</b>	<b>E-1</b>
Appendix 1: Map of Primary, Secondary and Tertiary Evacuation Routes.....	14
<b>ANNEX F: SHELTER AND MASS CARE.....</b>	<b>F-1</b>
Appendix 1: Campgrounds and Parking for Recreational Vehicles.....	12
Appendix 2: Survey and Agreement Form for Potential Shelters.....	13
<b>ANNEX G: HEALTH AND MEDICAL.....</b>	<b>G-1</b>
Appendix 1: Mass Fatality.....	14
Appendix 2: Mass Causality.....	26
<b>ANNEX H: RESOURCE MANAGEMENT.....</b>	<b>H-1</b>
Appendix 1: Donations Management.....	9
<b>ANNEX I: DAMAGE ASSESSMENT.....</b>	<b>I-1</b>
Appendix 1: Debris Management Plan.....	13
<b>ANNEX J: LAW ENFORCEMENT.....</b>	<b>J-1</b>

Appendix 1: Law Enforcement Organizations in Columbiana County.....	7
Appendix 2: Snow Emergency.....	8
<b>ANNEX K: FIRE AND RESCUE.....</b>	<b>K-1</b>
Appendix 1: Columbiana Wildfire Preparedness Plan.....	5
<b>ANNEX L: ENGINEERING, UTILITY AND PUBLIC WORKS.....</b>	<b>L-1</b>
<b>ANNEX M: RADIOLOGICAL EMERGENCY RESPONSE PLAN .....</b>	<b>M-1</b>
<b>ANNEX N: HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN .....</b>	<b>N-1</b>
<b>ANNEX O: HAZARD MITIGATION PLAN.....</b>	<b>O-1</b>
<b>ANNEX R: ANIMAL EMERGENCY PLAN.....</b>	<b>R-1</b>
<b>ANNEX X: NATURAL AND CULTURAL RESOURCES.....</b>	<b>X-1</b>
Appendix 1: Acronyms.....	12
Appendix 2: Definitions.....	13
Appendix 3: List of Resources.....	15
Appendix 4: NCR HMP Resources.....	16
Appendix 5: State EOP Review.....	20
Appendix 6: State EOP NCR Annex.....	23
Appendix 7: NCR RSF Summary.....	24
<b>ANNEX Y: CYBERSECURITY.....</b>	<b>Y-1</b>
Appendix 1: Cyber Incident Severity Matrix.....	13
Appendix 2: Escalation and De-Escalation Thresholds.....	15
Appendix 3: Columbiana County Cyber Attach Policy.....	17
Appendix 4: EMA VLAN Network Layout.....	21
Appendix 5: FBI Reporting.....	22
Appendix 6: Cyber Security Policy.....	23
Appendix 7: Hardware Destruction Policy.....	35

## TABLE OF CONTENTS

Promulgation Statement.....	i
Foreword.....	ii
Instructions for Plan Use.....	iii
Table of Contents.....	iv
Distribution List.....	vii
Record of Changes.....	x
 <b>BASIC PLAN.....</b>	 <b>1</b>
I. Situation and Assumptions.....	1
II. Concept of Operations.....	4
III. Organization and Assignment of Responsibilities.....	8
IV. Direction and Control.....	16
V. Continuity of Government.....	16
VI. Administration and Logistics.....	17
VII. Plan Development and Maintenance.....	18
VIII. Authorities.....	18
IX. List of Appendices.....	21
Appendix 1: Response Matrix for Columbiana County.....	22
Appendix 2: Sample Local Emergency Proclamation.....	23
Appendix 3: Columbiana County Map.....	24
Appendix 4: Glossary of Terms and Acronyms.....	25
Appendix 5: Homeland Security Presidential Directive 5.....	46
Appendix 6: Soil Map: Soil Survey of County .....	55
Appendix 7: Columbiana County Water and Sewer Authorities.....	56
 <b>ANNEX A: DIRECTION AND CONTROL.....</b>	 <b>A-1</b>
Appendix 1: EOC Displays.....	18
Appendix 2: Initial Disaster Report.....	19
Appendix 3: Sample Significant Events Log.....	20
Appendix 4: EOC Activation/Deactivation Checklist.....	21
Appendix 5: EOC Security (Sign-in) Log.....	22
Appendix 6: Message Handling Procedures.....	23
Appendix 7: After Action Report.....	24



<b>ANNEX B: COMMUNICATIONS.....</b>	<b>B-1</b>
Appendix 1 Amateur Radio Emergency Service (ARES) Auxiliary Communicati (AUXCOMM) Radio Amateur Civil Emergency Service (RACES) SOG .....	9
<b>ANNEX C: NOTIFICATION AND WARNING.....</b>	<b>C-1</b>
Appendix 1: Emergency Alert System (EAS) Activation Procedures.....	11
Appendix 2: Siren Locations.....	13
Appendix 3: Electronic Notification System (ENS)/Integrated Public Alert and Warning System.....	14
Appendix 4: ENS/IPAWS Policy and Instruction Guide.....	15
Appendix 5: Severe Weather.....	35
<b>ANNEX D: EMERGENCY PUBLIC INFORMATION.....</b>	<b>D-1</b>
<b>ANNEX E: EVACUATION.....</b>	<b>E-1</b>
Appendix 1: Map of Primary, Secondary and Tertiary Evacuation Routes.....	14
<b>ANNEX F: SHELTER AND MASS CARE.....</b>	<b>F-1</b>
Appendix 1: Campgrounds and Parking for Recreational Vehicles.....	12
Appendix 2: Survey and Agreement Form for Potential Shelters.....	13
<b>ANNEX G: HEALTH AND MEDICAL.....</b>	<b>G-1</b>
Appendix 1: Mass Fatality.....	14
Appendix 2: Mass Causality.....	26
<b>ANNEX H: RESOURCE MANAGEMENT.....</b>	<b>H-1</b>
Appendix 1: Donations Management.....	9
<b>ANNEX I: DAMAGE ASSESSMENT.....</b>	<b>I-1</b>
Appendix 1: Debris Management Plan.....	13
<b>ANNEX J: LAW ENFORCEMENT.....</b>	<b>J-1</b>



Appendix 1: Law Enforcement Organizations in Columbiana County.....	7
Appendix 2: Snow Emergency.....	8
<b>ANNEX K: FIRE AND RESCUE.....</b>	<b>K-1</b>
Appendix 1: Columbiana Wildfire Preparedness Plan.....	5
<b>ANNEX L: ENGINEERING, UTILITY AND PUBLIC WORKS.....</b>	<b>L-1</b>
<b>ANNEX M: RADIOLOGICAL EMERGENCY RESPONSE PLAN .....</b>	<b>M-1</b>
<b>ANNEX N: HAZARDOUS MATERIALS EMERGENCY RESPONSE PLAN .....</b>	<b>N-1</b>
<b>ANNEX O: HAZARD MITIGATION PLAN.....</b>	<b>O-1</b>
<b>ANNEX R: ANIMAL EMERGENCY PLAN.....</b>	<b>R-1</b>
<b>ANNEX X: NATURAL AND CULTURAL RESOURCES.....</b>	<b>X-1</b>
Appendix 1: Acronyms.....	12
Appendix 2: Definitions.....	13
Appendix 3: List of Resources.....	15
Appendix 4: NCR HMP Resources.....	16
Appendix 5: State EOP Review.....	20
Appendix 6: State EOP NCR Annex.....	23
Appendix 7: NCR RSF Summary.....	24
<b>ANNEX Y: CYBERSECURITY.....</b>	<b>Y-1</b>
Appendix 1: Cyber Incident Severity Matrix.....	13
Appendix 2: Escalation and De-Escalation Thresholds.....	15
Appendix 3: Columbiana County Cyber Attach Policy.....	17
Appendix 4: EMA VLAN Network Layout.....	21
Appendix 5: FBI Reporting.....	22
Appendix 6: Cyber Security Policy.....	23
Appendix 7: Hardware Destruction Policy.....	35

## DISTRIBUTION LIST

The following agencies and jurisdictions are scheduled to receive electronic copies of the Columbiana County Emergency Operations Plan. When revisions are made, the Emergency Management Director will use this list to distribute revised pages. An electronic version is posted to the Columbiana County Emergency Management Agency (CCEMA) website. Printed copies are available at the CCEMA Emergency Operations Center.

### Agency/Jurisdiction

Chief Executive: Board of Commissioners, Columbiana County

Mayor – East Liverpool City

Mayor – Salem City

Mayor – East Palestine Village

Mayor – Columbiana City

Mayor – Hanoverton Village

Mayor – Leetonia Village

Mayor – Lisbon Village

Mayor – New Waterford Village

Mayor – Rogers Village

Mayor – Salineville Village

Mayor – Summitville Village

Mayor – Washingtonville Village

Mayor – Wellsville Village

Butler Township

Center Township

Elkrun Township

Fairfield Township

Franklin Township

Hanover Township

Knox Township

Liverpool Township

Madison Township

Middleton Township

Perry Township

Salem Township  
St. Clair Township  
Unity Township  
Washington Township  
Wayne Township  
West Township  
Yellow Creek Township  
Columbiana County Emergency Management Agency: EOC  
Ohio Emergency Management Agency  
Columbiana County Sheriff Dispatch  
Ohio Highway Patrol (Lisbon)  
East Liverpool Fire Department  
East Palestine Fire Department  
Salem Fire Department  
Calcutta Fire Department  
Columbiana Fire Department  
Damascus Fire Department  
Dixonville Fire Department  
Franklin Township Fire Department  
Glenmoor Fire Department  
Hanoverton Fire Department  
Highlandtown Fire Department  
Homeworth Fire Department  
Lacroft Fire Department  
Leetonia Fire Department  
Lisbon Fire Department  
Middleton Township Fire Department  
New Waterford Fire Department  
North Georgetown Fire Department  
Perry Township Fire Department  
Salineville Fire Department  
Wellsville Fire Department  
West Point Fire Department  
Winona Fire Department



American Red Cross

Superintendent, Columbiana County Educational Services Center

Columbiana County Local Emergency Planning Committee

Columbiana County Engineer



## RECORD OF CHANGES – INSTRUCTIONS

Copies of all parts of the Emergency Operations Plan (EOP) will be maintained electronically and in hard copy at the Columbiana County Emergency Operations Center (EOC) as specified on the distribution list.

Copies will be kept updated with all major revisions to any part of the plan at the discretion of the Columbiana County Emergency Management Director. Any major revision should be documented. Minor revisions such as correcting typographical errors do not need to be documented. The Emergency Management Director has no responsibility to maintain revisions to copies of the EOP not on the distribution list.

A “Record of Changes” page will be inserted, upon each revision, into this section and the affected annex. Place the new “Record of Changes” page at the start of the “Record of Changes – Documentation” section. For annexes, this page should be inserted as the third page of the revised document, behind the annex table of contents but prior to the start of the annex. “Record of Changes” pages are not included in page counts.

To create the page, copy the appropriate information from this document and paste it as a new page into the document being revised.

Fill in the document title in the table at the top of the page, next to the words ***Document Title***.

### ***Brief Description of Change*** column:

Provide a brief description of the change.

Example: Changed responsibility from County Health Department to Department of Health and Human Resources.

### ***Date of Change*** column:

Enter the date the document was changed.

Example: 8/2019

### ***Page(s) Affected*** column:

Enter the pages that were changed.

Example: 1, 3, 5-7, and 12

***Change Made By*** column:

Enter the name of the person or organization that made the change. If applicable, the person's title may also be listed here.

The above examples would produce a page similar to what is shown below.

**RECORD OF CHANGES**

Document Title		Annex G – Health and Medical		
Brief Description of Change	Date of Change	Page(s) Affected	Change Made By	
Changed responsibility from County Health Department to Department of Health and Human Resources	8/2019	1, 3, 5-7, and 12	Peggy Clark, Director – Columbiana County EMA	

## COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN

<b>Annex:</b>	N/A
<b>Title:</b>	<u>Basic Plan</u>
<b>Related Federal ESFs:</b>	National Response Framework–Scope, Policies, Incident Planning and Management Actions, ESF #5 – Emergency Management.
<b>Purpose and Scope:</b>	<p>The purpose of this Emergency Operations Plan is to predetermine, to the extent possible, actions to be taken by the governmental jurisdictions of Columbiana County to prevent avoidable disasters and respond quickly and adequately to emergencies in order to protect the lives and property of the residents of Columbiana County.</p> <p>This plan: establishes a concept of operations spanning the emergency from the initial response through the post disaster recovery; defines interagency coordination to facilitate delivery of local, state and federal assistance; and assigns specific responsibilities to government departments, private sector groups and volunteer organizations</p>
<b>Ohio Revised Code:</b>	Sections 5502.21 through 5502.99, Emergency Management Sections 107, 161, 305, 311, 313, 315, 329, 733, 737, 3701, 3709, 3750, 4905, and 5101
<b>Primary Agency:</b>	Columbiana County Board of County Commissioners Columbiana County Emergency Management Agency
<b>Support Agencies:</b>	Ohio Emergency Management Agency
<b>References:</b>	<ul style="list-style-type: none"> <li>• Columbiana County NIMS Implementation Resolution</li> <li>• Columbiana County Resource Manual</li> <li>• National Response Framework</li> <li>• Ohio Emergency Operations Plan, as amended</li> <li>• Guide for All Hazards Operations Planning, SLG-101, FEMA</li> <li>• National Incident Management System, Department of Homeland Security</li> <li>• Hazardous Materials Emergency Planning Guide, NRT-1</li> <li>• Emergency Response Guidebook</li> <li>• Ohio Enhanced State Hazard Mitigation Plan</li> <li>• The State of Ohio Radiological Emergency Preparedness (REP) Plan</li> </ul>

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN****BASIC PLAN – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	3
II. Concept of Operations	4
A. General	4
B. Inter-Jurisdictional Relationships	6
C. Requests for State/Federal Assistance	6
D. Phases of Emergency Management	7
III. Organization and Assignment of Responsibilities	8
A. General	8
B. Responsibilities	9
IV. Direction and Control	16
V. Continuity of Government	16
VI. Administration and Logistics	17
A. Administration	17
B. Logistics	17
VII. Plan Development and Maintenance	18
VIII. Authorities	18
A. Federal	18
B. State	20
C. Local	20
IX. List of Appendices	21
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Multi Agency Coordination Structure (MACS) Matrix for Columbiana County	22
Appendix 2 – Sample Local Emergency Proclamation	23
Appendix 3 – Columbiana County Map	24
Appendix 4 – Glossary of Terms and Acronyms	25
Appendix 5 – Homeland Security Presidential Directive 5	46
Appendix 6 – Soil Map: Soil Survey of County	55
Appendix 7 – Columbiana County Water & Sewer Authorities	56



## **BASIC PLAN**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Columbiana County is one of 88 counties in the State of Ohio and is located in northeast Ohio. It is bounded by Mahoning County to the north, Jefferson County to south, Carroll County to the southwest, and Stark County to the northwest. Columbiana County is composed of three (3) cities, ten (10) incorporated villages, and 18 townships.
2. According to the 2020 Census, the population of Columbiana County is 101,877. The 2023 Census estimate listed the county's population at 100,182, which is a 1.7% decrease. The highest concentration of residents live in the City of Salem and the second largest in the City of East Liverpool. The population is highest in the north and south ends of the county. Other populated areas include the county seat of Lisbon, Columbiana, Leetonia, East Palestine, Wellsville, and Salineville.
3. The southeastern portion of Columbiana County borders the Ohio River and is subject to heavy river traffic. Dairy farming and strip mining are also primary businesses in the remainder of the county. Columbiana County is the host of a 5,000-bed federal prison in Elkrum Township, as well as Arcwood Enviromental, a hazardous waste incinerator, at East Liverpool, which lies within ten (10) miles of the Beaver Valley Power Station.
4. Transportation
  - a. Highways: State Route 11 (north/south through the heart of the county), 7, 9, 14, 30, 39, 45, 46, 154, 164, 165, 170, 172, 267, 344, 517, 518, 558, 644
  - b. Local Bus Service: Community Action Rural Transit System (CARTS), operated by the Community Action Agency of Columbiana County
  - c. Railways: Norfolk & Southern Cleveland Line, Norfolk and Southern Ft Wayne Line, Ohi-Rail, Youngstown and Southeastern Line (Ohio & Pennsylvania Railroad)

- d. Airports: Columbiana County Airport, East Liverpool; Greater Pittsburgh International Airport (25 miles east); Youngstown – Warren Regional Airport (28 miles north)
  - e. Due to its location along the Ohio River, Columbiana County is subject to heavy boat traffic.
  - f. Boat traffic on the Ohio River and car/bus traffic on highways increases during summer months and may cause the population of the county to increase by 3,000.
5. Utilities
- a. Electricity: American Electric Power, Ohio Edison, Carroll Electric Cooperative
  - b. Gas: Enbridge/Columbia Gas
  - c. Telephone: AT&T, Verizon, Comcast, Sprint, Spectrum
  - d. Water: See Attachment 7
  - e. Sewer: See Attachment 7
  - f. Cable TV: Spectrum, Comcast
  - g. Satellite: Direct TV, Dish Network
  - h. Internet: Dish Network, Direct TV, Spectrum, Comcast
6. Media
- a. Newspaper: East Liverpool Evening Review, Morning Journal News, Salem News, Youngstown Vindicator (Salem), Farm and Dairy
  - b. Radio: WMXY(98.9 FM), WQXK(105.1 FM), WHOT (101.1 FM), WBBG (106.1 FM),WKBN (570 AM), WSOM (600 AM), WOHI (1490 AM)
  - c. Television: WKBN (Youngstown 27), WFMJ (Youngstown 21), WYTV (Youngstown 33), WNEO (Western Reserve 45), WYFX (Youngstown 62)
7. Columbiana County is located on the dissected Allegheny Plateau. Glacial deposits and outwash cover the northern and central portions of the county, while the southern portion is unglaciated and more mountainous. The majority of Columbiana County is classified as the Wooster-Canfield-Chili soil association. This association consists of gently sloping to very steep, well-drained to moderately well-drained soils. There are a total of fourteen (14) soil associations in the county. See Attachment 6.
8. The climate of Columbiana County is classified as continental and is marked by large annual and day-to-day temperature variations. The mean annual precipitation for the county is 38 inches, including 31 inches of snowfall.
9. Sensitive Environmental Areas

- a. Creeks, streams, rivers and lakes, including large bodies of water such as municipal reservoirs, Beaver Lake, Guilford Lake, Lake Tomahawk, and Westville Lake.
  - b. Areas in which wildlife is preserved and/or outdoor activities are encouraged, such as Beaver Creek State Park, Guilford Lake State Reserve, Highlandtown Wildlife Area, Little Beaver Creek State Nature Preserve, Yellow Creek State Forest, Zepernick Lake Wildlife Area and County Parks consisting of; Hellbender's Bluff and the Greenway Trail.
10. High-risk hazards most likely to affect the residents of Columbiana County, as identified by the hazard identification section of the county's 2024 Hazard Mitigation Plan are the following: public health emergencies, cyber incidents, hazardous materials releases, severe wind and tornado events and wildfires. Response plans to address these hazards are contained in the attached annexes and stand-alone plans. The following are estimates of the population at risk in Columbiana County for the identified high-risk hazards. The mitigation plan also describes the county's capabilities and mitigation program. The county also has a Hazardous Materials Emergency Response Plan that is on file at the EMA Office.
11. A small portion of Columbiana County lies within the ten (10) mile emergency planning zone (EPZ) of the Beaver Valley Power Station (BVPS), a nuclear power generation facility located in Shippingport, PA, which is 4.7 miles from the eastern border of the county.

<u><i>Hazard</i></u>	<u><i>Population At Risk</i></u>
• Floods (dam/levee failure/flood plain)	25,000
• Winter Storms	100,182
• CBRNE (oil/gas development)	100,182
• Tornadoes	100,182
• Hazardous Materials (highway/rail/pipelines)	100,182
• Hazardous Materials (facilities)	100,182
• Radiological Emergency (BVPS)	19,628

#### B. Assumptions

1. The county and its political subdivisions have capabilities including manpower, equipment, supplies, and skills of public and private agencies and groups that will maximize preservation of lives and property in the event of an emergency.



2. Emergencies may require coordination and cooperation among diverse governmental and private organizations in order to protect the lives and property of Columbiana County residents. Depending on the severity and magnitude of the situation, it may be necessary to request assistance through volunteer organizations, private enterprises, mutual aid agreements, or state and federal sources.
3. The location and extent of some emergencies can be predetermined; other emergencies may occur with little or no warning.
4. Organizations tasked in this document are aware of their emergency responsibilities and will fulfill these requirements in an emergency.
5. During disaster situations, local officials may declare a “State of Emergency” in an effort to garner support from state (and federal) sources once local resources have been depleted.
6. The basis for delegation of emergency authority to ensure that emergency-related legal authority can be exercised is legally designated in Ohio Revised Code (O.R.C.), Chapters 5502, 305.30, 311.07, and 733.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. It is the responsibility of Columbiana County’s government to protect life and property from the effects of hazardous events before, during, and following an emergency. Each local government has the primary responsibility for emergency management activities within its jurisdiction. This plan can be activated when the extent of the emergency exceeds the local jurisdictions capabilities. When the emergency exceeds the county’s capability to respond, assistance will be requested by the county Emergency Management Agency (EMA) Director, together with the County Commissioners, from state and/or federal government or other external sources using the resource typing system described by the National Incident Management System (NIMS).
2. The Columbiana County Emergency Operations Center (EOC) is located in the EMA at 215 S. Market St. Lisbon, Ohio. The EOC will be activated as needed during emergency situations and serve as the site to direct and control emergency response operations. Each local government, county agency, and department head has the responsibility to develop its own Standard Operating Guidelines (SOGs) and/or



checklists which detail how their assigned tasks will support the implementation of this plan and submit them to the Columbiana County Emergency Management Agency (EMA).

3. Assistance will be requested by executing in-place mutual aid agreements with all county and municipal agencies and with the Ohio EMA. Other mutual aid agreements may be negotiated with additional agencies such as the American Red Cross (ARC), Salvation Army, and other volunteer groups. Mutual aid will be coordinated through the EOC and is necessary during large-scale operations.
4. The Chief Executive Official of Columbiana County, which is the Chairman of the Board of County Commissioners (or city/village mayor) if the incident is wholly contained within municipal boundaries, is ultimately responsible in an emergency or disaster situation and is authorized to declare a "State of Emergency" that, provides the following powers:
  - a. Direct all public offices and employees to suspend assigned duties for the duration of the emergency.
  - b. Exercise all necessary emergency authority for the protection of health, safety and property of all persons in Columbiana County.
  - c. Restore local government with minimum interruption.
  - d. Call upon citizens and direct them to comply with necessary emergency measures and to cooperate with properly-identified officials.
5. On-scene incident management will be conducted under the National Incident Management System (NIMS), at the direction and control of an Incident Commander (IC) or Unified Commander (UC).
6. Curtailment of non-essential functions and those functions that do not contribute direct to the emergency operations may be suspended by the IC for the duration of the emergency and efforts that would normally be required of those functions will be redirected to accomplish the emergency tasks of other departments involved in emergency operations.
7. Local government will oversee recovery efforts following the demobilization of response operations and the end of the incident. Departments under local government's control, such as public works departments, or outside resources may be utilized during recovery. The procurement and contracting of outside resources will occur under the normal procedures of the affected local government.

8. In order to ensure that personnel representing various jurisdictional levels and functional disciplines possess a minimum common level of training, experience, physical and medical fitness, and capability for the incident management or emergency responder position they are tasked to fill, local officials should require a personnel certification program set by the National Incident Management System (NIMS) Integration Center.

B. Inter-Jurisdictional Relationships

1. The Chief Executive Officers of each jurisdiction within Columbiana County are ultimately responsible for protecting lives and property in an emergency or a disaster situation within their jurisdictions.
2. Should there be an occurrence that affects only one jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control with the countywide agency supporting the operation through augmentation of manpower, equipment, and materials.
3. Should there be an occurrence that affects two (2) or more jurisdictions within the county, emergency operations will take place under each jurisdiction's direction and control with the countywide agency coordinating the operation and managing resources for the affected areas.
4. Should there be an occurrence outside of municipalities, the Township Trustees will assume direction and control with the countywide agency supporting the operation through augmentation of manpower, equipment, and materials.
5. The Chief Executive Officers of affected jurisdictions may exercise all necessary local emergency authority for response by issuing an Emergency Proclamation. See Attachment 2 to the Basic Plan.
6. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained by following the procedures listed under Basic Plan Concept of Operations II.C.
7. Requests for federal assistance are made by local government by coordinating requests through the Ohio Emergency Management Agency and appropriate state departments and agencies.

#### C. Requests for State/Federal Assistance

1. All available local resources must be committed prior to determining if state assistance is required.
2. City, village, and township officials must coordinate with the Columbiana County EMA and issue a local declaration of emergency prior to determining if County assistance can be rendered. In many cases, the Emergency Management Director in conjunction with the Columbiana County Commissioners will make such requests.
3. During any all hazards disaster, and if it is determined that state assistance can be requested, Columbiana County will declare a state of emergency. The Columbiana County EMA Director will coordinate all efforts to obtain assistance through the Columbiana County EOC. During disasters for which a Presidential Declaration has been issued, federal agencies may be mobilized to provide assistance to states and local governments in accordance with the National Response Framework (NRF). Federal involvement will be requested by the state except under extraneous circumstances.
4. When federal agencies arrive, the transition protocols listed in the NRF will be mutually determined by local, state, and federal primary agencies.

#### D. Phases of Emergency Management

1. Mitigation
  - a. Building codes
  - b. Disaster insurance
  - c. Land-use management
  - d. Public education
  - e. Risk-area mapping/hazard mitigation planning
  - f. Statutes/ordinances/codes
  - g. Tax incentives
2. Preparedness, Planning, Training and Exercise
  - a. Continuity of government planning and Continuity of Operations
  - b. Establish a protocol for usage of the Emergency Alert System



- c. Ready EOCs for activation
  - d. Training and Emergency exercises
  - e. Utilize an Electronic Notification System (ENS)
- 3. Response
  - a. Emergency medical assistance
  - b. Law enforcement response
  - c. Fire and rescue response
  - d. Evacuation
  - e. Protective actions (and announcements)
  - f. Activate EOC(s)
- 4. Recovery
  - a. Damage assessment
  - b. Debris clearance
  - c. Decontamination
  - d. Counseling
  - e. Disaster assistance
  - f. Temporary housing
  - g. Reconstruction

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. General**

- 1. Countywide Agreements
  - a. The Board of County Commissioners of a county and the Chief Executive of all or a majority of the other political subdivisions within a county may enter into a written agreement establishing a countywide Emergency Management Agency (EMA).
- 2. Columbiana County Emergency Management Director
  - a. The Columbiana County Emergency Management Director, in coordination with the Columbiana County Board of Commissioners, has established a program for emergency management in Columbiana County which is in accordance with Chapter 5502 of the Ohio Revised Code and regulations developed under it.



- b. The Columbiana County Emergency Management Director, in coordination with executives in affected jurisdictions, is responsible for implementing the Emergency Operations Plan.
- c. The Columbiana County Emergency Management Director, in cooperation with the Columbiana County Commissioners, coordinates emergency response from the Emergency Operations Center (EOC) and supports fire, medical, and/or law enforcement authorities directing the emergency response at the scene.

#### B. Responsibilities

1. The following organizations are tasked with primary and support emergency assignments. A specific accounting of assignments is found in each annex of this plan and in the Standard Operating Guidelines (SOG's) developed by each organization with emergency response and support responsibilities. The SOG's provide a detailed delineation of how assigned responsibilities are performed to support plan implementation.
2. Columbiana County Emergency Management Agency
  - a. Primary - Annexes A (Direction and Control), B (Communications), H (Resource Management), I (Damage Assessment), M (Radiological Protection), N (Hazardous Materials), O (Hazard Mitigation)
    - i. Policy decisions for integrated emergency management.
    - ii. Plans for comprehensive emergency management.
    - iii. Coordination of all phases of integrated emergency management.
    - iv. Direction and control of the EOC.
    - v. Planning updates.
    - vi. Resource management.
    - vii. Collection, analysis and dissemination of incident information.
    - viii. Resource support, such as augmentation of personnel, equipment and service procurement, etc.
    - ix. Coordination with officials in affected jurisdictions.
    - x. Assist public and private agencies/individuals in recovering costs.
  - b. Support
    - i. Warning.
    - ii. Interoperable communications and planning.

- iii. Public information and education.
  - iv. Training and Exercises.
  - v. Radiological Protection.
3. Law Enforcement (Columbiana County Sheriff's Office; City, Village, and Township Police and Ohio State Patrol)
- a. Primary - Annexes B (Communications), C (Notification and Warning), J (Law Enforcement), and N (Hazardous Materials)
    - i. Warning.
    - ii. Communications.
    - iii. Maintain law and order.
    - iv. Traffic control.
    - v. Area control.
    - vi. Protection of vital facilities.
    - vii. Direction and control (at the scene).
  - b. Support
    - i. Evacuation.
    - ii. Search and rescue.
    - iii. Radiological protection.
    - iv. Hazardous materials protection.
    - v. CBRNE protection.
4. Fire Service (City, Village, and Township Fire Departments)
- a. Primary - Annexes E (Evacuation), K (Fire and Rescue), M (Radiological Protection), and N (Hazardous Materials)
    - i. Fire response.
    - ii. Fire code enforcement.
    - iii. Hazardous materials response/protection.
    - iv. Search and rescue.
    - v. Radiological protection/response.
    - vi. Emergency medical (at the scene) protection/response.
    - vii. Evacuation.
    - viii. Assistance for special needs groups.

- ix. CBRNE protection/response.
  - b. Support
    - i. Direction and control (at the scene).
    - ii. Communications.
    - iii. Warning.
    - iv. Traffic control.
    - v. Damage assessment.
5. Health and Medical Services (Salem and East Liverpool Hospitals; Columbiana County Health District, Salem and East Liverpool Health Departments; and County, City, Village, and Township Sanitation Departments)
- a. Primary - Annex G (Health and Medical)
    - i. Public health programs, including emergency medical services.
    - ii. Food and drink inspection.
    - iii. Sanitation inspection and enforcement.
    - iv. Hazardous materials decontamination.
    - v. Mortuary services.
    - vi. Support for special needs groups.
  - b. Support
    - i. Direction and control (at the scene).
    - ii. Shelter operations.
    - iii. Vector (mosquito) control.
    - iv. Damage assessment.
6. Welfare Services (Columbiana County Department of Job and Family Services, American Red Cross and Salvation Army)
- a. Primary - Annex F (Shelter and Mass Care)
    - i. Services for elderly and/or handicapped.
    - ii. Services for children.
    - iii. Services for non-English speaking people.

- b. Support
    - i. Mortuary services.
    - ii. Mental health services.
    - iii. Mass feeding.
    - iv. Emergency shelter operations.
7. Engineering/Public Works (Columbiana County Engineer's Department; City, Village, and Township Street, Engineering, and Sanitation Departments; Gas and Electric Companies; Water Departments; Telephone Companies; and state/federal organizations that may assist in emergencies)
- a. Primary - Annex L (Engineering and Public Works)
    - i. Water/sewer service.
    - ii. Debris clearance.
    - iii. Electric and gas services.
    - iv. Street/road/bridge construction and maintenance.
    - v. Fuel storage.
    - vi. Augmentation (personnel and equipment).
    - vii. Garbage removal.
  - b. Support
    - i. Damage assessment.
    - ii. Shelter operations.
    - iii. Radiological protection.
    - iv. Direction and control (at the scene).
    - v. Restoration of utilities.
    - vi. Hazardous materials protection.
    - vii. Communications.
    - viii. CBRNE protection.
8. Superintendent of Schools (Columbiana County Educational Services Center)
- a. Primary - Annexes D (Emergency Public Information), E (Evacuation), and F (Shelter and Mass Care)
    - i. Public education and information.
    - ii. Emergency transportation resources.



- ii. Emergency transportation resources.
    - iii. Public shelters.
    - iv. Protection of school children.
  - b. Support
    - i. Food service.
    - ii. Human services operations.
- 9. Fiscal Support (Columbiana County Treasurer, Columbiana County Auditor, Local Municipal or Township Fiscal Officers)
  - a. Primary - Annexes A (Direction and Control), H (Resource Management), and I (Damage Assessment)
    - i. Maintain complete records.
    - ii. Resource procurement.
    - iii. Support EOC operations.
  - b. Support
    - i. Damage assessment.
    - ii. Assist the general public in recovering funds.
- 10. Legal Support (Columbiana County Prosecuting Attorney's Office)
  - a. Primary
    - i. Legal assistance in all comprehensive emergency management matters.
    - ii. Enforcement of building codes.
  - b. Support
    - i. Assist with public information releases.
    - ii. Rumor control.
    - iii. EOC operations.
- 11. Agricultural Support (Columbiana County Extension Services and United States Department of Agriculture Farm Service Agency)
  - a. Primary
    - i. Agricultural public awareness

- b. Support
  - i. United States Department of Agriculture Farm Service Agency (USDA) damage assessment.
  - ii. Resource management.  
Forest fire control.
  - iii. EOC operations.

12. Planning Support (Columbiana County Planning Department)

- a. Primary
  - i. Assist and coordinate comprehensive emergency management planning.
  - ii. Develop and provide essential databases.
  - iii. Develop and maintain liaison with business and industry concerning comprehensive emergency management matters.
- b. Support
  - i. Plan for and provide services to individuals with special needs.
  - ii. Resource identification and management.
  - iii. Public information and education.

13. Shelters (American Red Cross)

- a. Primary -Annex F (Shelter and Mass Care)
  - i. Shelter operations.
  - ii. Reception and care.
  - iii. First aid at shelters and at scene as requested by Emergency Medical Services.
- b. Support
  - i. Welfare services (e.g. temporary housing, food, clothing, household goods).
  - ii. Damage assessment (for individual needs).
  - iii. Mortuary services.

14. Ohio EMA

- a. Support for local-level emergency operations by local request.
  - i. Damage assessment.
  - ii. Welfare services.
  - iii. Law enforcement.

- iv. Health and medical services.
- v. Resources (equipment, personnel, etc.).
- vi. Financial assistance (matching comprehensive emergency management funds).
- vii. Presidential emergency/disaster declaration assistance.
  - Debris removal.
  - Emergency protective measures.
  - Road and bridge repair.
  - Water control measures.
  - Restoration of public buildings and related equipment.
  - Restoration of public utilities.
  - Restoration of facilities under construction to pre-disaster conditions.
  - Restoration of certain private, non-profit facilities and equipment.
  - Certain other public service facilities and services.
  - Perimeter control.
- viii. Training.
- ix. Support of local EOC operations.

15. Private Utilities (Ohio Edison, American Electric Power, Carroll Electrical Co-op and Enbridge/Columbia Gas)

- a. Primary
  - i. Restoration of essential services.
  - ii. Restoration of secondary priority services.
- b. Support
  - i. Assist other utility companies in restoring services.

16. Other

- a. Columbiana County Water and Sewer
- b. Columbiana County Coroner
- c. Columbiana County Airport Authority
- d. USDA Emergency Board
- e. Columbiana County Water and Soil
- f. Columbiana County Port Authority
- g. Columbiana County Economic Development

h. Carroll-Columbiana-Harrison Solid Waste District

**IV. DIRECTION AND CONTROL**

- A. The Columbiana County Commissioners, in coordination with personnel in the activated EOC, and CEOs of affected jurisdictions of the county, will assume direction and control of emergency activities from the primary EOC.
- B. The Columbiana County Emergency Management Director will serve as the manager of the activated EOC and carry out functions as directed by the Commissioners (or CEOs of affected jurisdictions depending on the scene of the incident).
- C. Activities at the scene of an emergency, public information releases, requests for emergency support and local emergency declarations will be coordinated with the Commissioners, County Emergency Management Director, and personnel in the activated EOC.
- D. Annex A (Direction and Control) to this plan describes the EOC facilities, staffing patterns, procedures, and support requirements necessary to carry out this function.
- E. The National Incident Management System (NIMS) will be used to manage emergency operations on-scene.

**V. CONTINUITY OF GOVERNMENT**

- A. Each department of Columbiana County government, and each city, village, and township and their departments are responsible for (1) pre-designating lines of succession, (2) pre-delegating authorities for the successors to key personnel, (3) making provisions for the preservation of records, (4) developing procedures for the relocation of essential departments, and (5) developing procedures to deploy essential personnel, equipment, and supplies.
- B. Each jurisdiction will include the above information in its Standard Operating Guidelines (SOGs).
- C. This information is addressed as thoroughly as possible in each annex of this EOP under "Continuity of Government".
- D. Columbiana County Board of Commissioners
  - 1. Chairman, Board of County Commissioners
  - 2. Commissioners, in order of seniority



- E. Municipal (Cities and Villages) Government
  - 1. Mayor
  - 2. Council members (or trustees), in order of seniority
- F. Columbiana County EMA
  - 1. Director
  - 2. Deputy Director
  - 3. Designee

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

- 1. Administration of emergency management activities in Columbiana County is conducted on a daily, non-emergency basis by the Columbiana County Emergency Management Agency Director.
- 2. During the emergency/response and recovery phases, the emergency management program is coordinated by the Columbiana County Emergency Management Director with responders and Chief Executive Officers at the scene and in the activated EOC in accordance with the written procedures set forth in this plan and in organizational SOG's.
- 3. Situation Reports (SITREPS) should be prepared daily by the County Emergency Management Director.

### **B. Logistics**

- 1. In order to assure that proper resources are delivered to the scene, the types and categories outlined in the NIMS 120 Resource Definitions will be used, as applicable. See Annex H (Resource Management).
- 2. Requests for material support will be coordinated with the Chief Executive Officer of the affected jurisdiction and presented to the Columbiana County Emergency Management Director.
- 3. The Columbiana County Emergency Management Director will present the request to the Board of Commissioners and the Commissioners will either approve or deny the expenditure.
- 4. If the expenditure is denied, it is up to the legislative authorities in the affected jurisdiction to approve or deny the expenditure.

5. Donations during large-scale incidents can be expected. The Salvation Army will inventory, sort, store, and distribute these donations.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County Emergency Management Director is responsible for ensuring that necessary changes to the Emergency Operations Plan (EOP) are prepared, coordinated, published, and distributed. The EMA Director will forward revisions of the EOP to all affected/responsible organizations for acceptance before the final version is printed.
- B. Each organization tasked with emergency responsibilities in this EOP is responsible for updating its portion of the plan based upon deficiencies identified by emergencies, drills, exercises, and changes in government structure and emergency organizations. All changes will be submitted to the Columbiana County EMA for comment and incorporation into the EOP.
- C. The intended audiences for each annex of this EOP are the responsible organizations assigned to address those emergency functions. The Columbiana County EMA will initiate a periodic review of the annexes with the appropriate organizations.
- D. This EOP will be updated to meet state and federal requirements and promulgated when necessary.
- E. Tests and Exercises
  1. Orientation seminars will be held on an as-needed basis for training of individuals who have responsibilities within this plan.
  2. Exercises will be conducted to meet all requirements of the Ohio EMA and FEMA.
  3. The County EMA will participate as requested by stakeholders of this plan.
- F. The most recent promulgated plan supersedes all previous version of this plan.

## **VIII. AUTHORITIES**

- A. Federal
  1. "The Homeland Security Act of 2002", Public Law 107-296, 6 U.S.C. 101 et. seq., November 25, 2003
  2. Executive Order 13284, Amendment of Executive Orders, and Other Actions, in Connection with the Establishment of the Department of Homeland Security

3. Executive Order 13286, Amendment of Executive Orders, and Other Actions, in Connection with the Transfer of Certain Functions to the Secretary of Homeland Security
4. “The Robert T. Stafford Disaster Relief and Emergency Assistance Act”, as amended, 42 U.S.C. Sections 5121, et seq.
5. “The Public Health Security and Bioterrorism Preparedness and Response Act of 2002”, Public Law 107-188, 42 U.S.C. 247d
6. National Plan for Telecommunications Support in Non-Wartime Emergencies
7. Executive Order 12148, Formation of the Federal Emergency Management Agency
8. Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 44 CFR Part 13
9. “The Price-Anderson Amendments Act”, Public Law 100-408
10. Emergencies Involving Nuclear Materials, 18 U.S.C. 831(e)
11. The Comprehensive Environmental Response, Compensation, and Liabilities Act (CERCLA) as amended by the Superfund Amendments and Reauthorization Act of 1986, 42 U.S.C. 9601 et seq., and the Federal Water Pollution Control Act (Clean Water Act), as amended, 33 U.S.C. 1251 et seq.
12. “The National Oil and Hazardous Substances Pollution Contingency Plan (NCP)”, 40 CFR Part 300
13. National Response Framework (NRF), as amended
14. Homeland Security Presidential Directive – 1: Organization and Operation of the Homeland Security Council
15. Homeland Security Presidential Directive – 2: Combating Terrorism through Immigration Policies
16. Homeland Security Presidential Directive – 3: Homeland Security Advisory System
17. Homeland Security Presidential Directive – 4: National Strategy to Combat Weapons of Mass Destruction
18. Homeland Security Presidential Directive – 5: Management of Domestic Incidents
19. Homeland Security Presidential Directive – 6: Integration and Use of Screening Information
20. Homeland Security Presidential Directive – 7: Critical Infrastructure Identification, Prioritization, and Protection
21. Homeland Security Presidential Directive – 8: National Preparedness



22. Homeland Security Presidential Directive – 9: Defense of United States Agriculture and Food

23. Homeland Security Presidential Directive – 10: Biodefense for the 21<sup>st</sup> Century

B. State

1. Ohio Revised Code Section 107.01 et seq. (Powers, duties and functions of the Governor)
2. Ohio Revised Code Section 161.01-.29 & 305.03 (Continuity of government)
3. Ohio Revised Code Section 305.02 (Filling vacancies in county offices)
4. Ohio Revised Code Section 305.30 (Powers and duties of county commissioners)
5. Ohio Revised Code Section 311.07 (General powers and duties of county sheriffs)
6. Ohio Revised Code Section 313.06 (Duties of coroner and deputies)
7. Ohio Revised Code Section 315.08 (Powers and duties of county engineers)
8. Ohio Revised Code Section 329.02 (Powers and duties of county departments of job and family services)
9. Ohio Revised Code Section 733.03 (General powers of mayors of cities)
10. Ohio Revised Code Section 733.23 (Executive power in villages)
11. Ohio Revised Code Section 737.11 (General duties of police and fire departments)
12. Ohio Revised Code Section 3701.01-.04 & .13 (Powers and duties of state health department)
13. Ohio Revised Code Section 3709.06 & .22 (Powers and duties of county health departments)
14. Ohio Revised Code Section 3750 (Emergency Planning Community Right to Know)
15. Ohio Revised Code Section 4905.81 (Rules for highway routing of hazardous materials, advisory panel)
16. Ohio Revised Code Section 5101.01-.02 (Powers and duties of job and family services)
17. Ohio Revised Code Section 5502.21-.99 (Emergency management agency, as amended)

C. Local

1. Countywide Emergency Management Agreement of Columbiana County, Resolution by Columbiana County Commissioners, updated 2013
2. Local NIMS Implementation Resolution(s)
3. Additional verbal or written agreements are maintained by the Columbiana County EMA.

**IX. LIST OF APPENDICES**

Appendix 1: Multi Agency Coordination Structure (MACS) Matrix for Columbiana County

Appendix 2: Sample Local Emergency Proclamation

Appendix 3: Columbiana County Map

Appendix 4: Glossary of Terms and Acronyms

Appendix 5: Homeland Security Presidential Directive 5

Appendix 6: Soil Map: Soil Survey of County

Appendix 7: Columbiana County Water & Sewer Authorities

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**BASIC PLAN – RECORD OF CHANGES**

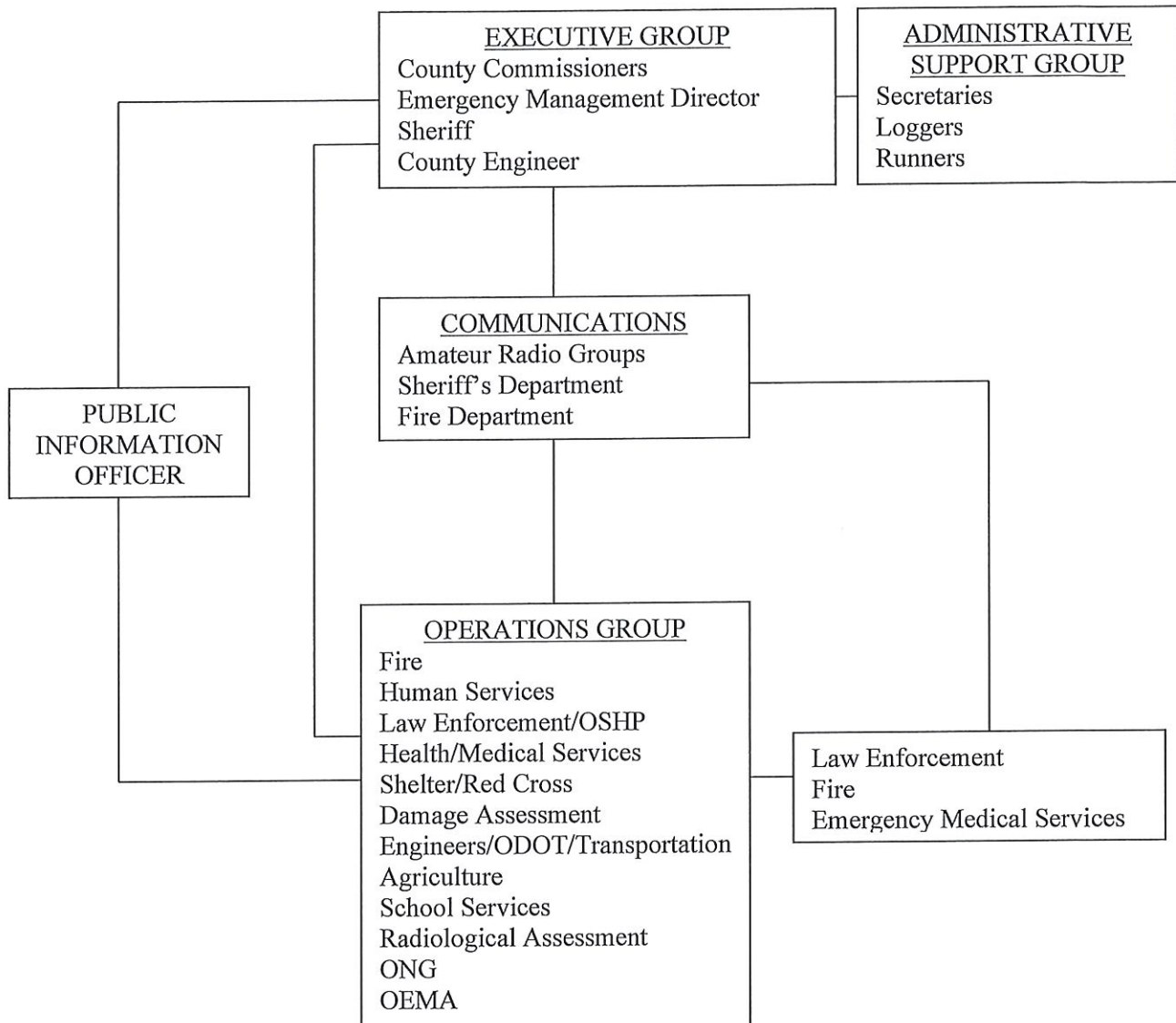
<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Moved to annex front page.	6/2005	1, Front Page	RDZ
II. Situation and Assumptions – Revised Census information, added local demographics as description of the planning area.	6/2005	1, 2	RDZ
III. Concept of Operations – Incorporated NIMS, removed “phases of emergency management”, revised inter-jurisdictional relationships, added “requests for state/federal assistance” section.	6/2005	3, 4	RDZ
IV. Organization and Assignment of Responsibilities – No change.	6/2005	N/A	RDZ
V. Direction and Control – Incorporated NIMS.	6/2005	11	RDZ
VI. Continuity of Government – Added lines of succession for county and municipal government and county EMA.	6/2005	11	RDZ
VII. Administration and Logistics – Incorporated NIMS, added information regarding donations management.	6/2005	12	RDZ
VIII. Plan Development and Maintenance – No change.	6/2005	N/A	RDZ
IX. Authorities and References – Moved references to annex front page, updated authorities and references list, added NIMS-related authorities and references.	6/2005	13-16, Front Page	RDZ
X. List of Addendums – Changed name to “List of Appendices”, integrated Tab 2 into the BP narrative, depicted Tab 5 on new Appendix 3, changed tabs to appendices, added glossary of terms and acronyms.	6/2005	16	RDZ
XI. Authentication – No change.	6/2005	N/A	RDZ
Change – National Response Plan (NRP), 2004 to National Response Framework (NRF), 2008 Change – Emergency Response Guidebook 2004 to Emergency Response Guidebook 2008	4/2009	7, Front Page	D. Dodson Columbiana Co. EMA
Update Highways Add – 46, 154, 165, 170, 267, 344, 558, and 644	4/2009	1	D. Dodson Columbiana Co. EMA



Update Railways – Delete – Youngstown & Ohio River Railway, Wheeling & Lake Erie Railroad Add – Norfolk & Southern Cleveland Line, Norfolk & Southern Ft Wayne Line, Columbiana County Port Authority	4/2009	1	D. Dodson Columbiana Co. EMA
Change Waste Technologies to Heritage WTI	4/2009	1	D. Dodson Columbiana Co. EMA
Update Utilities – Electricity Add – Carroll Electric Co-Op Update Utilities – Telephone Add – AT&T, Verizon Update Media – Newspaper Add – East Liverpool	4/2009	2	D. Dodson Columbiana Co. EMA
Change – 7301 Lisbon-Canfield Rd just outside Lisbon to 215 S. Market St., Lisbon	4/2009	4	D. Dodson Columbiana Co. EMA
Change 2003 to 2006	4/2009	6	D. Dodson Columbiana Co. EMA
Delete 2. Executive Committee a. An Emergency Management Advisory Group made up of representatives selected by the Chief Executives of the participating jurisdictions is responsible for appointing an Executive Committee. b. The Executive Committee implements emergency management in Columbiana County in accordance with Ohio Revised Code 5502.26. The Executive Committee consists of seven (7) members: one (1) county commissioner, five (5) chief executives representing participating municipal corporations and townships, and one (1) non-elected representative. c. The Executive Committee appoints the Columbiana County Emergency Management Coordinator.	4/2009	9	D. Dodson Columbiana Co. EMA
Change Executive Committee to Columbiana County Board of Commissioners	4/2009	9, 18	D. Dodson Columbiana Co. EMA
Add to 15. Carroll Electric Co-op Add to 16. Carroll-Columbiana-Harrison Solid Waste District	4/2009	16	D. Dodson Columbiana Co. EMA

Change numbers for Population at risk	3/25/2013	3	EJD
Add an alternative location	3/25/2013	4	EJD
Update radio stations	3/25/2013	2	EJD
Update entire section	3/2018	all	PC
Plan re-promulgated	12/2024	all	PC
Updated hazards identified in 2024 Hazard Mitigation Plan	12/2024	3	PC
Updated population from latest census data	12/2024	3	PC
Updated Heritage Thermal to Arcwood	9/25	1	PC

**APPENDIX 1 TO THE BASIC PLAN**  
**MULTI AGENCY COORDINATION STRUCTURE MATRIX**



**APPENDIX 2 TO THE BASIC PLAN**  
**SAMPLE LOCAL EMERGENCY PROCLAMATION**

Columbiana County, Ohio: \_\_\_\_\_, 20\_\_

**AUTHORITY**

Whereas Columbiana County, Ohio has been or is immediately threatened by a natural/man-made/technological hazard and/or nuclear or conventional attack, and:

\_\_\_\_\_  
\*\*\* (Give date, time, situation assessment and duration of hazard) \*\*\*

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

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

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

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

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

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

\_\_\_\_\_  
Chairman, Board of Commissioners

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner



## Appendix 3 to Basic Plan

Updated maps are available in the County EOC

## **APPENDIX 4 TO THE BASIC PLAN**

### **GLOSSARY OF TERMS AND ACRONYMS**

#### **I. DEFINITION OF TERMS**

##### **A**

Advisory: Information concerning potential disaster-causing destructive forces giving details on location, intensity, movement, and precautions that should be taken.

Agency: A division of government with a specific function, that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional or assisting and/or cooperating.

Allocation (General) (Community Shelter Planning): The process of allocating areas of population to areas of shelter concentration.

Allocation (Specific) (Community Shelter Planning): The process of allocating geographically defined areas of population to a specific shelter facility or group of shelter facilities.

American Red Cross (ARC): A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under Congressional charter and is supported by the people. Internationally, it operates in accordance with the Treaty of Geneva.

Annex: As used in this plan, an element that is devoted to one function of emergency operations and describes the county's approach to operating in that activity in response to emergencies.

Appendix: Attachment to an annex providing technical information, details, methods, and/or hazard specific procedures to that annex.

Area Command: Established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

## **B**

Biological Agents: The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Branches: Are established when the number of divisions of groups exceeds the recommended span of control of one (1) supervisor to three (3) to seven (7) subordinates.

Bulletin: A public release made between advisories which give the latest details on a destructive force.

## **C**

Casualty: Any person who is declared dead or is missing, ill, or injured.

Census Tract: A nonpolitical, geographical subdivision of no standard size, but within a city, town, county, or other political jurisdiction; it is used by the U.S. Bureau of Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. Usually, a tract corresponds to Standard Location Area.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by an incident commander.

Chemical Agents: The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plant and animals.

Chief Executive Official: The official of the community who, is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be

a mayor, city manager, etc.

Code of Federal Regulations: Title 44 refers to Emergency Management and Assistance.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Congregate Care Facilities: Public or private buildings in host areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter”.

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP.

Credible Threat: A threat that passes an FBI interagency assessment for authenticity. This term is usually used within the context of a terrorist incident.

Crisis Counseling: The application of individual and group treatment procedures which are designed to ameliorate the mental and emotional crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and resolve a threat or act of terrorism.

## **D**

Damage Assessment: The appraisal or determination of the actual effects resulting from any hazard affecting Columbiana County.



Damage Classification: For the purpose of reporting damage assessments, damage to structures or objects has been divided into four (4) categories:

Destroyed: total loss, permanently uninhabitable.

Major: uninhabitable, extensive repairs required that will take more than 30 days to complete.

Minor: uninhabitable, repairs can be completed in less than 30 days.

Affected: no structural damage, habitable without repairs

Decontamination: The reduction or removal of contaminate from a structure, object, or person.

Department of Homeland Security (DHS) – Is a government agency that provides investigation services for and protection services against threats to the United States of America.

Disaster/Emergency: An event that causes or threatens to cause loss of life, human suffering, property damage, and economic and social disruption.

Disaster Assistance Center (DAC): A local center established following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.

Division: Established when the number of resources exceeds the manageable span of control of the IC and the Section Chief.

Dose: A quantity (total or accumulated) of ionizing (or nuclear) radiation experienced by a person or animal.

Dose Rate: As a general rule, the amount of ionizing (or nuclear) radiation to which an individual would be exposed, or which he/she would receive per unit of time.

Dosimeter: An instrument for measuring and registering total accumulated exposure to ionizing radiations.

Dosimeter Charger: An instrument used to reset a dosimeter to a beginning or zero reading.

## E

Emergency: An occurrence or threat of occurrence which can impair public health and/or safety, or result in injury, damage or loss of life which calls for immediate action. An emergency may be minor or of such magnitude as to constitute a disaster.

Emergency Alert System (EAS): Consists of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency, as provided by the Emergency Alert System Plan.

Emergency Management Assistance: Federal matching funds to state and local agencies for personnel and administrative expenses.

Emergency Management Director/Coordinator: The individual who is directly responsible on a day-to-day basis for the jurisdiction's effort to develop a capability for coordinated response to and recovery from the effects of attach-related and other large-scale emergencies.

Emergency Operations Center (EOC): The site from which government officials exercise direction and control during emergencies.

Emergency Operations Plan (EOP): A brief, clear and concise documented description of action to be taken or instructions to all individuals and local government services concerned, stating what will be done in the event of an anticipated emergency. The plan will state the method for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuee: The individual who is moved to a less hazardous area. Also, may be referred to as a relocatee.

Executive Order (EO): A rule or order having the force of law issued by an executive authority of government.

## F

Federal Coordinating Officer: The Federal Officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies.

Federal Emergency Management Agency (FEMA): The Federal agency responsible for coordinating disaster recovery efforts. The central point of contact within the federal government for a wide range of emergency management activities in both peace and war times. FEMA is a component of the Department of Homeland Security.

First Responder: Local police, fire, and emergency medical personnel who first arrive on the scene of an incident and take action to save lives, protect property, and meet basic human needs.

Functional Area Annex Coordinator: Person with overall responsibility for coordinating actions within a particular area, i.e. the County Sheriff is the Law Enforcement Coordinator.

Functions of Emergency Management: Direction and Control, Communications, Warning, Emergency Public Information, Evacuation, Reception and Care, Shelter, Health and Medical, Law Enforcement, Public Works, Fire and Rescue, Radiological Protection, Human Services, Resource Management, Damage Assessment.

## G

Greenwich Mean Time (GMT) or (Z): The standard reference time used throughout the world based on the time at the Royal Observatory in Greenwich, England. using the 24-hour system to convert to Greenwich Time:

Add 5 hours to Eastern Standard Time (EST)

Add 6 hours to Central Standard Time (CST)

Add 7 hours to Mountain Standard Time (MST)

Add 8 hours to Pacific Standard Time (PST)



Also called “ZULU” Time for Zero Meridian

Grant-in-Lieu: In a major disaster, the scope of work may include improvements.

## **H**

Hazard: A potential event or situation that presents a threat to life and property.

Hazardous Material (Hazmat): Any substance or material in a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops, or property when released into the environment. Hazardous materials are classified in this plan as chemical, biological, radiological, or explosive.

Chemical: Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, or mineral fibers (asbestos).

Biological: Microorganisms or associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like.

Radiological: Any radioactive substance emitting ionizing radiation at a level to produce a health hazard.

Explosive: Material capable of releasing energy with blast effect in a split second upon activation; the released energy usually damages or destroys objects in close proximity to the blast.

Host Area: A specified area designated for reception and care of risk area evacuees.

## **I**

Incident: An event or occurrence with potential threat to the health and safety of residents in the vicinity; may also result in physical damage to properties and facilities.

Incident Action Plan (IAP): Provides a coherent means of communicating the overall incident



objectives in the contexts of both operational and support activities.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A management system designed to enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team: The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Ion: An atom which bears an electrical charge, either positive or negative.

Ionization: The process by which ions are produced.

Isotope: Atoms that have the same atomic number of protons, but different atomic mass or mass number. Isotopes of a particular element have almost identical properties.

## **J**

Joint Field Office: A temporary Federal facility established to provide a central point for Federal, State, local, and Tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions.

Joint Information Center (JIC): A physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information dissemination, crisis communications, and public affairs functions.

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 during a crisis.

### K

Key Worker: An individual whose skills or services are required to continue operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents, or insure continuance of the jurisdiction's production capabilities and preservation of the economic system.

### L

Liaison Officer (LNO): The point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities at the incident site. Serves as a member of the command staff.

Local Warning Point: A facility in a city, town or community that receives warnings and activates the public warning system in its area of responsibility.

### M

Major Disaster: Public Law 93-288 provides that any flood, drought, fire, hurricane, earthquake, storm, or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the federal government to supplement the efforts and available resources of state and local governments in alleviating the damage, hardship or suffering caused thereby.

Mass Care: The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced.

Mitigation: Any action taken which eliminates or reduces the probability of a disaster occurring.

Multi-Agency Coordination System: A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for

coordinating and supporting domestic incident management activities. An Emergency Operations Center is an example.

Mutual Aid Agreements: Written or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

## N

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, Local, and Tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS includes a core set of concepts, principals, and terminology.

National Response Plan (NRP): An interim plan designed to develop a unified approach to domestic incident management across the nation.

National Warning Center: The facility staffed by Attack Warning Officers situated within the combat operations center at NORAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.

National Warning System (NAWAS): Used for the dissemination of warning and other emergency information from the warning centers or regions to warning points in each state.

Nuclear Radiation: Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiation, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

Nuclear Weapon (or Bomb): A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both. Thus, the A- (or atomic) bomb and the H- (or hydrogen) bomb are both nuclear weapons.

## O

On-Site Assistance: A community readiness survey process, involving federal, state and local personnel, to determine the current operational readiness of a particular local jurisdiction to



identify deficiencies and to develop a course of future actions that will maximize capabilities to conduct coordinated operations in extraordinary operations.

Operating Guidelines (OG): Checklists or guidance developed by each specific responding organization that detail responsible individuals by name and phone number and delineate in detail specific organizational emergency activities.

Operations Planning: The process of determining the need for application of resources and determining the methods of obtaining and committing these resources to the operations plan.

## P

Peak Population: The maximum population occupying an area at any given time on a normal weekday. The peak population of a city or other area that includes more than one area is a summation of the peak populations for each of the areas.

Daytime Peak - The maximum population occurring during the daylight hours (8 am to 6 pm).

Nighttime Peak - The maximum population occurring during the nighttime hours (6pm to 8am).

Political Subdivisions: Local governments, including but not limited to cities, towns, incorporated communities, counties, parishes, and townships.

Population Protection Planning (PPP): A program that provides for the development, exercising, and maintenance of a single, generic plan that contains annexes which assign tasks and detail procedures for coping with the effects of natural disasters, and technological hazards.

Preliminary Damage Assessment: The on-site assessment by federal/state/local officials in each affected area to determine the impact and magnitude of damage caused by the disaster and resulting unmet needs of the public sector and the community as a whole.

Preparedness: Action taken to develop the response capabilities needed in the event an emergency should arise.



Presidential Declared Emergency: To avert or lessen the threat of major disaster.

Presidential Declared Major Disaster: Triggers Disaster Relief Act for state and local assistance.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. This involves actions to protect lives and property.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

## **R**

Radiation: The emission and propagation of energy through space or through a material medium in the form of waves: electromagnetic and sound or elastic waves and corpuscular emissions.

Radiation Exposure Record: The card issued to individuals for recording their personal radiation exposure dose.

Radioactivity: The liberation of energy by spontaneous disintegration of nuclei.

Radio Amateur Civil Emergency Services (RACES): An emergency service designated to make efficient use of the vast reservoir of skilled radio amateurs throughout the nation in accordance with approved Emergency Operations Plans. Many of the states and local governments have federally-approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency, or emergency conditions.

Radiological Monitor (RM): An individual trained to measure, record, and report radiation dose and dose rates; provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and performs operator's maintenance of radiological instruments.

Radiological Monitoring: The procedure or operation of locating and measuring radioactive contamination by means of survey instruments which can detect and measure (as dose rates) ionizing radiations. The individual performing the operation is called a monitor.

Recovery: Actions taken to activate the actual provision of emergency services during a crisis.

Resource: Personnel and major items of equipment, supplies, and facilities available or potentially available or assignment to incident operations and for which status is maintained. Resources are defined by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Tracking: A standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels of government.

Risk Area: Areas considered relatively more likely to experience direct hazard effects.

## S

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Secondary Effects: Emergencies that may develop as a reaction to an initiating emergency. For example, a dam may break as the result of an earthquake.

Span of Control: The span of control of any individual with incident management supervisory responsibility should range from three (3) to seven (7) subordinates.

Staging Area: A location where equipment/personnel are maintained on a temporary basis for emergency response.

State Emergency Board: Comprised of representatives from Farm Service Agencies, Animal and Plant Health Inspection Service, Cooperative Extension Service, Forest Service, Natural Resources Conservation Service, and Statistical Reporting Service.

Strike Teams: A set number of resources of the same kind and type that have an established minimum number of personnel.

## T

Tabs: Maps, charts, checklists, resources, inventories, sample forms, or diagrams all used to support the basic plan, annexes and appendices.

Task Force: Any combination of resources assembled in support of a specific mission or operational need.

Terrorism: The FBI defines terrorism as “the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

Threat: An indication of possible violence, harm, or danger.

Traffic Control Point (TCP): Place along evacuation routes that are named by law enforcement personnel to direct and control movement to and from the area being evacuated.

## U

Unified Command (UC): An element in multi-jurisdictional or multi-agency domestic incident management, providing guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

Upgrading: Any action that results in physical improvement of existing shelter spaces.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

## W

Warning: The alerting of emergency management/response officials and the public to the threat of extraordinary danger and the related effects of both natural and man-made disorders.

Warning Point: A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with state and local Emergency Operations Plans.

Watch: An announcement indicating that conditions are such that a specific type of destructive



force may develop.

Weapon of Mass Destruction (WMD): Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above, (2) poison gas, (3) any weapon involving a disease organism, or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Worker-Critical: An individual whose skills or services are required to continue operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents, or insure continuance of the jurisdiction's production capabilities and preservation of the economic system.

## II. LIST OF ACRONYMS

1. AC – Area Command
2. ADC – Aid to Dependent Children
3. AEC – Agency Emergency Coordinators
4. ARC – American Red Cross
5. ARES – Amateur Radio Emergency Services
6. ASC – Administrative Support Coordinator
7. ASCS – Agricultural Stabilization and Conservation Service (USDA)
8. AUTOVON – Automatic Voice Network
7. BOE – Board of Education
9. BTS – Border and Transportation Security (Branch of DHS)
10. CA – Capability Assessment
11. CAP – Civil Air Patrol
12. CB – Citizens Band
13. CBRNE – Chemical, Biological, Radiological, Nuclear, Explosive
14. CDC – Center for Disease Control
15. CEB – County Emergency Board



16. CEO – Chief Executive Official
17. CFR – Code of Federal Regulations
18. CHEMTREC – Chemical Transportation Emergency Center
19. CI - Curie
20. CMTF – Crisis Management Task Force
21. CRP – Crisis Relocation Plan
22. CTO – Communications Task Force
23. DA – Damage Assessment
24. DAC – Damage Assessment Center
25. DAP – Disaster Assistance Program
26. DAS – Damage Assessment Section
27. DFO – Disaster Field Office
28. DHHR – Department of Health and Human Resources
29. DHS – Department of Homeland Security
30. DMAT – Disaster Medical Assistance Team
31. DNR – Department of Natural Resources, West Virginia
32. DOC – Department Operations Center
33. DOE – Department of Energy
34. DOI – Department of Interior
35. DOT – Department of Transportation
36. EAS – Emergency Alert System
37. ECC – Emergency Communications Coordinator
38. EMA – Emergency Management Agency
39. EMAC – Emergency Management Assistance Compact
40. EMC – Emergency Management Coordinator
41. EMI – Emergency Management Institute
42. EMP – Electromagnetic Pulse
43. EMS – Emergency Medical Services
44. EMT – Emergency Medical Technician
45. EOC – Emergency Operations Center
46. EOP – Emergency Operations Plan
47. EPA – Environmental Protection Agency
48. EPI – Emergency Public Information
49. EPM – Emergency Program Manager

- 50. EST – Eastern Standard Time
- 51. FAA – Federal Aviation Administration
- 52. FBI – Federal Bureau of Investigation
- 53. FBI OSC – Federal Bureau of Investigation On-Scene Commander
- 54. FCC – Federal Communications Commission
- 55. FEMA – Federal Emergency Management Agency
- 56. FIRM – Flood Insurance Rate Map
- 57. FM – Frequency Modulation
- 58. FOG – Field Operations Guide
- 59. FSA – Farm Service Agency
- 60. FSC – Fire Service Coordinator
- 61. FTS – Federal Telecommunications System
- 62. GIS – Geographical Information System
- 63. GSA – General Services Administration
- 64. HAZMAT – Hazardous Materials
- 65. HAZWOPER – Hazardous Waste Operation and Emergency Response Standard
- 66. HSPD – Homeland Security Presidential Directive
- 67. HSO – Homeland Security Officer
- 68. HSOC – Homeland Security Operations Center
- 69. IAO – Individual Assistance Officer
- 70. IAP – Incident Action Plan
- 71. IC – Incident Commander
- 72. ICP – Incident Command Post
- 73. ICS – Incident Command System
- 74. IEMS – Integrated Emergency Management System
- 75. IFGP – Individual and Family Grant Program
- 76. IMA – Individual Mobilization Augmentee
- 77. IMT – Incident Management Teams
- 78. JFO – Joint Field Office
- 79. JIC – Joint Information Center
- 80. JIS – Joint Information System
- 81. JOC – Joint Operations Center
- 82. JPIC – Joint Public Information Center
- 83. JTTF – Joint Terrorism Task Force

- 84. LEADS – Law Enforcement Automated Data System
- 85. KT – Kiloton
- 86. LEERN – Law Enforcement Emergency Radio Net
- 87. LEPC – Local Emergency Planning Committee
- 88. LNO – Liaison Officer
- 89. MCC – Mass Care Coordinator
- 90. MCL – Mass Care Liaison
- 91. MHz – Megahertz
- 92. MR/HR – Milliroentgens per Hour
- 93. MSDS – Materials Safety Data Sheet
- 94. MST – Mountain Standard Time
- 95. MT – Mega Tons
- 96. NAWAS – National Warning System
- 97. NBC – Nuclear, Biological, and Chemical
- 98. NCS – National Communications System
- 99. NEMA – National Emergency Management Association
- 100. NEOC – National Emergency Operations Center
- 101. NIMS – National Incident Management System
- 102. NIRT – Nuclear Incident Response Team
- 103. NOAA – National Oceanic and Atmospheric Administration
- 104. NORAD – North American Aerospace Defense Command
- 105. NPP – National Protection Plan
- 106. NRP – National Response Plan
- 107. NRT – National Response Team
- 108. NUDET – Nuclear Detonation
- 109. NWS – National Weather Service
- 110. ODH – Ohio Department of Health
- 111. ODNR – Ohio Department of Natural Resources
- 112. OEMA – Ohio Emergency Management Agency
- 113. OG – Operating Guidelines
- 114. OHP – Ohio Highway Patrol
- 115. OP – Operation Plan
- 116. ONP – Office of National Preparedness
- 117. ORC – Ohio Revised Code

- 118. OSC – On-Scene Coordinator
- 119. OSHA – Occupational Safety and Health Administration
- 120. PDA – Preliminary Damage Assessment
- 121. PF – Protection Factor
- 122. PIO – Public Information Officer
- 123. POLREPS – Pollution Reports
- 124. PPE – Personal Protective Equipment
- 125. PPP – Population Protection Planning
- 126. PST – Pacific Standard Time
- 127. RACES – Radio Amateur Civil Emergency Service
- 128. R&D – Research and Development
- 129. RERP – Radiological Emergency Response Plan
- 130. R/HR – Roentgens per Hour
- 131. ROC – Regional Operations Center
- 132. RM – Resource Management
- 133. RP – Radiological Protection
- 134. RPP – Radiological Protection Plan
- 135. SAC – Special Agent in Charge
- 136. SAR – Search and Rescue
- 137. SARA – Superfund Amendments and Reauthorization Act
- 138. SDO – Standard Development Organizations
- 139. SEB – State Emergency Board
- 140. SEOC – State Emergency Operations Center
- 141. SERC – State Emergency Response Committee
- 142. SITREPS – Situation Reports
- 143. SNM – Special Nuclear Material
- 144. SO – Safety Officer
- 145. SOG – Standard Operations Group
- 146. SOP – Standard Operating Plan
- 147. SSRA – Supervisory Senior Resident Agent
- 148. TCP – Tactical Command Post
- 149. TNT - Explosives
- 150. TO – Tasked Organization
- 125 UAC – Unified Area Command



- 126. UC –Unified Command
- 127. US&R – Urban Search and Rescue
- 128. USPHD – United States Public Health Department
- 129. WC – Warning Coordinator
- 130. WMD – Weapons of Mass Destruction

**APPENDIX 5 TO THE BASIC PLAN**  
**HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 5**

Subject: Management of Domestic Incidents

Purpose

(1) To enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.

Definitions

(2) In this directive:

(a) the term "Secretary" means the Secretary of Homeland Security.

(b) the term "Federal departments and agencies" means those executive departments enumerated in 5 U.S.C. 101, together with the Department of Homeland Security; independent establishments as defined by 5 U.S.C. 104(1); government corporations as defined by 5 U.S.C. 103(1); and the United States Postal Service.

(c) the terms "State," "local," and the "United States" when it is used in a geographical sense, have the same meanings as used in the Homeland Security Act of 2002, Public Law 107-296.

Policy

(3) To prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies, the United States Government shall establish a single, comprehensive approach to domestic incident management. The objective of the United States Government is to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together, using a national approach to domestic incident management. In these efforts, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single, integrated function, rather than as two separate functions.

(4) The Secretary of Homeland Security is the principal Federal official for domestic incident management. Pursuant to the Homeland Security Act of 2002, the Secretary is responsible for

coordinating Federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. The Secretary shall coordinate the Federal Government's resources utilized in response to or recovery from terrorist attacks, major disasters,

or other emergencies if and when any one of the following four conditions applies: (1) a Federal department or agency acting under its own authority has requested the assistance of the Secretary; (2) the resources of State and local authorities are overwhelmed and Federal assistance has been requested by the appropriate State and local authorities; (3) more than one Federal department or agency has become substantially involved in responding to the incident; or (4) the Secretary has been directed to assume responsibility for managing the domestic incident by the President.

(5) Nothing in this directive alters, or impedes the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law. All Federal departments and agencies shall cooperate with the Secretary in the Secretary's domestic incident management role.

(6) The Federal Government recognizes the roles and responsibilities of State and local authorities in domestic incident management. Initial responsibility for managing domestic incidents generally falls on State and local authorities. The Federal Government will assist State and local authorities when their resources are overwhelmed, or when Federal interests are involved. The Secretary will coordinate with State and local governments to ensure adequate planning, equipment, training, and exercise activities. The Secretary will also provide assistance to State and local governments to develop all-hazards plans and capabilities, including those of greatest importance to the security of the United States, and will ensure that State, local, and Federal plans are compatible.

(7) The Federal Government recognizes the role that the private and nongovernmental sectors play in preventing, preparing for, responding to, and recovering from terrorist attacks, major disasters, and other emergencies. The Secretary will coordinate with the private and nongovernmental sectors to ensure adequate planning, equipment, training, and exercise activities and to promote partnerships to address incident management capabilities.

(8) The Attorney General has lead responsibility for criminal investigations of terrorist acts or terrorist threats by individuals or groups inside the United States, or directed at United States citizens or institutions abroad, where such acts are within the Federal criminal jurisdiction of the



United States, as well as for related intelligence collection activities within the United States, subject to the National Security Act of 1947 and other applicable law, Executive Order 12333, and Attorney General-approved procedures pursuant to that Executive Order. Generally acting through the Federal Bureau of Investigation, the Attorney General, in cooperation with other Federal departments and agencies engaged in activities to protect our national security, shall also coordinate the activities of the other members of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States. Following a terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the full capabilities of the United States shall be dedicated, consistent with United States law and with activities of other Federal departments and agencies to protect our national security, to assisting the Attorney General to identify the perpetrators and bring them to justice. The Attorney General and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(9) Nothing in this directive impairs or otherwise affects the authority of the Secretary of Defense over the Department of Defense, including the chain of command for military forces from the President as Commander in Chief, to the Secretary of Defense, to the commander of military forces, or military command and control procedures. The Secretary of Defense shall provide military support to civil authorities for domestic incidents as directed by the President or when consistent with military readiness and appropriate under the circumstances and the law. The Secretary of Defense shall retain command of military forces providing civil support. The Secretary of Defense and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(10) The Secretary of State has the responsibility, consistent with other United States Government activities to protect our national security, to coordinate international activities related to the prevention, preparation, response, and recovery from a domestic incident, and for the protection of United States citizens and United States interests overseas. The Secretary of State and the Secretary shall establish appropriate relationships and mechanisms for cooperation and coordination between their two departments.

(11) The Assistant to the President for Homeland Security and the Assistant to the President for National Security Affairs shall be responsible for interagency policy coordination on domestic and international incident management, respectively, as directed by the President. The Assistant to the President for Homeland Security and the Assistant to the President for National Security



Affairs shall work together to ensure that the United States domestic and international incident management efforts are seamlessly united.

(12) The Secretary shall ensure that, as appropriate, information related to domestic incidents is gathered and provided to the public, the private sector, State and local authorities, Federal departments and agencies, and, generally through the Assistant to the President for Homeland Security, to the President. The Secretary shall provide standardized, quantitative reports to the Assistant to the President for Homeland Security on the readiness and preparedness of the Nation -- at all levels of government -- to prevent, prepare for, respond to, and recover from domestic incidents.

(13) Nothing in this directive shall be construed to grant to any Assistant to the President any authority to issue orders to Federal departments and agencies, their officers, or their employees.

#### Tasking

(14) The heads of all Federal departments and agencies are directed to provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary, the Attorney General, the Secretary of Defense, and the Secretary of State in the exercise of the individual leadership responsibilities and missions assigned in paragraphs (4), (8), (9), and (10), respectively, above.

(15) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, and local governments to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

(16) The Secretary shall develop, submit for review to the Homeland Security Council, and administer a National Response Plan (NRP). The Secretary shall consult with appropriate Assistants to the President (including the Assistant to the President for Economic Policy) and the

Director of the Office of Science and Technology Policy, and other such Federal officials as may be appropriate, in developing and implementing the NRP. This plan shall integrate Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan. The NRP shall be unclassified. If certain operational aspects require classification, they shall be included in classified annexes to the NRP.

(a) The NRP, using the NIMS, shall, with regard to response to domestic incidents, provide the structure and mechanisms for national level policy and operational direction for Federal support to State and local incident managers and for exercising direct Federal authorities and responsibilities, as appropriate.

(b) The NRP will include protocols for operating under different threats or threat levels; incorporation of existing Federal emergency and incident management plans (with appropriate modifications and revisions) as either integrated components of the NRP or as supporting operational plans; and additional operational plans or annexes, as appropriate, including public affairs and intergovernmental communications.

(c) The NRP will include a consistent approach to reporting incidents, providing assessments, and making recommendations to the President, the Secretary, and the Homeland Security Council.

(d) The NRP will include rigorous requirements for continuous improvements from testing, exercising, experience with incidents, and new information and technologies.

(17) The Secretary shall:

(a) By April 1, 2003, (1) develop and publish an initial version of the NRP, in consultation with other Federal departments and agencies; and (2) provide the Assistant to the President for Homeland Security with a plan for full development and implementation of the NRP.

(b) By June 1, 2003, (1) in consultation with Federal departments and agencies and with State and local governments, develop a national system of standards, guidelines, and protocols to implement the NIMS; and (2) establish a mechanism for ensuring ongoing management and maintenance of the NIMS, including regular consultation with other Federal departments and agencies and with State and local governments.



(c) By September 1, 2003, in consultation with Federal departments and agencies and the Assistant to the President for Homeland Security, review existing authorities and regulations and prepare recommendations for the President on revisions necessary to implement fully the NRP.

(18) The heads of Federal departments and agencies shall adopt the NIMS within their departments and agencies and shall provide support and assistance to the Secretary in the development and maintenance of the NIMS. All Federal departments and agencies will use the NIMS in their domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities, as well as those actions taken in support of State or local entities. The heads of Federal departments and agencies shall participate in the NRP, shall assist and support the Secretary in the development and maintenance of the NRP, and shall participate in and use domestic incident reporting systems and protocols established by the Secretary.

(19) The head of each Federal department and agency shall:

(a) By June 1, 2003, make initial revisions to existing plans in accordance with the initial version of the NRP.

(b) By August 1, 2003, submit a plan to adopt and implement the NIMS to the Secretary and the Assistant to the President for Homeland Security. The Assistant to the President for Homeland Security shall advise the President on whether such plans effectively implement the NIMS.

(20) Beginning in Fiscal Year 2005, Federal departments and agencies shall make adoption of the NIMS a requirement, to the extent permitted by law, for providing Federal preparedness assistance through grants, contracts, or other activities. The Secretary shall develop standards and guidelines for determining whether a State or local entity has adopted the NIMS.

Technical and Conforming Amendments to National Security Presidential Directive-1 (NSPD-1)

(21) NSPD-1 ("Organization of the National Security Council System") is amended by replacing the fifth sentence of the third paragraph on the first page with the following: "The Attorney General, the Secretary of Homeland Security, and the Director of the Office of Management and Budget shall be invited to attend meetings pertaining to their responsibilities."

Technical and Conforming Amendments to National Security Presidential Directive-8 (NSPD-8)

(22) NSPD-8 ("National Director and Deputy National Security Advisor for Combating Terrorism") is amended by striking "and the Office of Homeland Security," on page 4, and inserting "the Department of Homeland Security, and the Homeland Security Council" in lieu thereof.

Technical and Conforming Amendments to Homeland Security Presidential Directive-2 (HSPD-2)

(23) HSPD-2 ("Combating Terrorism Through Immigration Policies") is amended as follows:

(a) striking "the Commissioner of the Immigration and Naturalization Service (INS)" in the second sentence of the second paragraph in section 1, and inserting "the Secretary of Homeland Security" in lieu thereof;

(b) striking "the INS," in the third paragraph in section 1, and inserting "the Department of Homeland Security" in lieu thereof;

(c) inserting ", the Secretary of Homeland Security," after "The Attorney General" in the fourth paragraph in section 1;

(d) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the fifth paragraph in section 1;

(e) striking "the INS and the Customs Service" in the first sentence of the first paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(f) striking "Customs and INS" in the first sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(g) striking "the two agencies" in the second sentence of the second paragraph of section 2, and inserting "the Department of Homeland Security" in lieu thereof;

(h) striking "the Secretary of the Treasury" wherever it appears in section 2, and inserting "the Secretary of Homeland Security" in lieu thereof;

(i) inserting ", the Secretary of Homeland Security," after "The Secretary of State" wherever the latter appears in section 3;



(j) inserting ", the Department of Homeland Security," after "the Department of State," in the second sentence in the third paragraph in section 3;

(k) inserting "the Secretary of Homeland Security," after "the Secretary of State," in the first sentence of the fifth paragraph of section 3;

(l) striking "INS" in the first sentence of the sixth paragraph of section 3, and inserting "Department of Homeland Security" in lieu thereof;

(m) striking "the Treasury" wherever it appears in section 4 and inserting "Homeland Security" in lieu thereof;

(n) inserting ", the Secretary of Homeland Security," after "the Attorney General" in the first sentence in section 5; and

(o) inserting ", Homeland Security" after "State" in the first sentence of section 6.

Technical and Conforming Amendments to Homeland Security Presidential Directive-3 (HSPD-3)

(24) The Homeland Security Act of 2002 assigned the responsibility for administering the Homeland Security Advisory System to the Secretary of Homeland Security. Accordingly, HSPD-3 of March 11, 2002 ("Homeland Security Advisory System") is amended as follows:

(a) replacing the third sentence of the second paragraph entitled "Homeland Security Advisory System" with "Except in exigent circumstances, the Secretary of Homeland Security shall seek the views of the Attorney General, and any other federal agency heads the Secretary deems appropriate, including other members of the Homeland Security Council, on the Threat Condition to be assigned."

(b) inserting "At the request of the Secretary of Homeland Security, the Department of Justice shall permit and facilitate the use of delivery systems administered or managed by the Department of Justice for the purposes of delivering threat information pursuant to the Homeland Security Advisory System." as a new paragraph after the fifth paragraph of the section entitled "Homeland Security Advisory System."

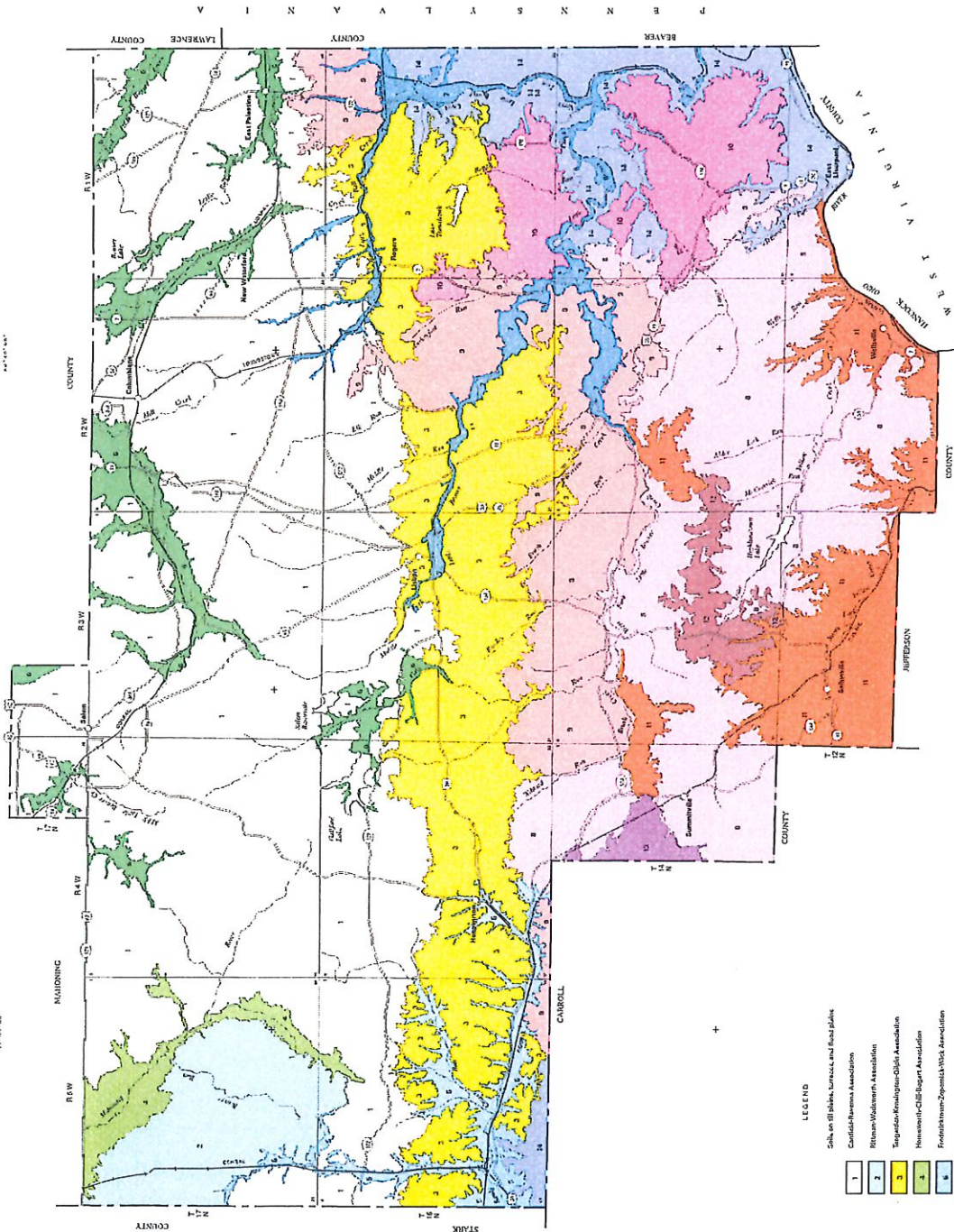
(c) inserting ", the Secretary of Homeland Security" after "The Director of Central Intelligence" in the first sentence of the seventh paragraph of the section entitled "Homeland Security Advisory System".

(d) striking "Attorney General" wherever it appears (except in the sentences referred to in subsections (a) and (c) above), and inserting "the Secretary of Homeland Security" in lieu thereof; and

(e) striking the section entitled "Comment and Review Periods."

GEORGE W. BUSH

# ATTACHMENT 6 TO THE BASIC PLAN



UNITED STATES DEPARTMENT OF AGRICULTURE  
NATIONAL NATURAL RESOURCES ADMINISTRATION  
NATIONAL SOIL SURVEY  
GENERAL SOIL MAP  
COLUMBIANA COUNTY, OHIO  
SCALE  
1:100,000

SOIL TYPE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15



September 29, 2025

**COLUMBIANA COUNTY  
WATER & SEWER FACILITIES**

Calcutta Sewer – Treated at E. Liverpool WWTP

Sky View Acres WWTP (Class A)

Russell Heights Sewer – Treated at Wellsville WWTP

JVS Sewer – Treated at Elkton WWTP

Elkton Sewer WWTP (Class III)

Elkton Water – Provided by Buckeye Water Dist.

Guilford Lake WWTP (Class II)

Winona Sewer – Treated at Guilford Lake WWTP

Rose View Acres WWTP (Class A)

Beaver Local WWTP (Class I)

Duke Road Sewer – Treated at E. Liverpool WWTP

Spread Eagle Tavern WWTP (Class A) – will be included in Hanoverton when connected

United Local WWTP (Class I)

Glenmoor / LaCroft Sanitary Sewer System Phases I & II – Treated at E. Liv.

County Home Road WWTP (Class I)

County Home Road Waterline Ext. – Provided by Salem

Kensington Area Sewer WWTP (Class I)

Hanoverton Village – Treated at Kensington WWTP

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>A</b>
<b>Title:</b>	Direction and Control
<b>Related Federal ESFs:</b>	ESF #5: Emergency Management
<b>Purpose:</b>	This annex addresses the facility, personnel, procedures, and support requirements for activating the county Emergency Operations Center (EOC) and for directing and controlling the conduct of emergency operations from that center or from an alternate facility during emergencies.
<b>Ohio Revised Code:</b>	Sections 5502.21 through 5502.99, Emergency Management
<b>Primary Agency:</b>	Columbiana County Emergency Management Agency
<b>Support Agencies:</b>	Columbiana County Sheriff's Office Local Fire Services Local Health and Medical Organizations Board of Education Ohio Emergency Management Agency

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX A (DIRECTION AND CONTROL) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Moved to annex front page.	6/2005	1, Front Page	RDZ
II. Situation and Assumptions – Revised.	6/2005	1, 2	RDZ
III. Concept of Operations – Removed “phases of emergency management”, added “multi-agency coordination system/EOC, incident command system, and area command” sections per NIMS.	6/2005	2 – 4	RDZ
IV. Organization and Assignment of Responsibilities – Expanded responsibilities listings of ICS personnel per NIMS.	6/2005	4 – 10	RDZ
V. Direction and Control – Revised.	7/2005	10	RDZ
VI. Continuity of Government – Revised.	7/2005	11	RDZ
VII. Administration and Logistics – Added SITREPS and VI.D.	7/2005	11 – 12	RDZ
Plan Development and Maintenance – Added entire section.	7/2005	N/A	RDZ
List of Addendums – Removed Tab 1, combined “message handling procedures” with “message form instructions and message form”, removed maps of EOC locations, re-ordered, changed from “tabs” to “appendices”.	7/2005	N/A	RDZ
Authentication – Added entire section.	7/2005	N/A	RDZ
A. Situation 2. Alternate EOC	1/2013	1	EJD
Appendix 1 4. removal of Homeland Security Threat Level	3/11/2013	18	EJD
Operations Group – added names	3/28/2013	7	EJD
Appendix 1- added NTAS threat levels	3/28/2013	18	EJD
Appendix 1 Communications info added	3/28/2013	19	EJD
Revised entire annex	3/26/2018	all	PC
A. Situation updated	10/4/2024	A1	PC
D.2.a report forms to event logs	10/4/2024	A4	PC
Updated EOC position titles to ESF’s	10/4/2024	All	PC
Updated message form process	10/4/2024	A14	PC
Grammatical error in Appendix 1	10/25	16	PC



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX A (DIRECTION AND CONTROL) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	1
II. Concept of Operations	2
A. General	2
B. Multi-Agency Coordination System/EOC	3
C. Incident Command System (ICS)	3
D. Area Command	4
E. Phases of Emergency Management	4
III. Organization and Assignment of Responsibilities	5
A. Organization	5
B. Responsibilities	6
IV. Direction and Control	12
V. Continuity of Government	13
A. Succession of Command	13
B. Preservation of Records	13
VI. Administration and Logistics	14
A. EOC Forms and Records	14
B. During the operation of the EOC, the staff shall:	14
C. Disaster Effects Reporting and Acknowledgement/Authentication of Information Received in the EOC	14
D. Logistical Concerns	15
VII. Plan Development and Maintenance	15
VIII. List of Appendices	15
<b>Appendices</b>	<b>Page</b>
Appendix 1 – EOC Displays	16
Appendix 2 – Initial Disaster Report	17
Appendix 3 – Sample Significant Events Log	18
Appendix 4 – EOC Activation/Deactivation Checklist	19
Appendix 5 – EOC Security (Sign-in) Log	20
Appendix 6 – Message Handling Procedures	21
Appendix 7 – After Action Report	24

## **ANNEX A: DIRECTION AND CONTROL**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The Columbiana County Emergency Operations Center (EOC) is located in Lisbon, Ohio at 215 S. Market St and serves as the county's primary EOC.
2. In the event that the primary EOC is damaged, inaccessible, unsafe, or must be evacuated, the Community Room at the Columbiana County Jobs and Family Services Agency will be utilized.
3. The operational capabilities of the alternate EOC include phones, office equipment, and portable radios. There is a back-up generator at the EMA location.
4. The EOC was established for the purpose of providing centralized direction and control for local government emergency operations and for day-to-day use by emergency management agency staff.
5. The EOC will be operational on a 24-hour basis, utilizing two (2), twelve (12)-hour shifts.
6. Mutual aid for the support of direction and control functions is addressed by informal agreements with the Columbiana County Emergency Management Director and Emergency Management Directors from adjacent counties.

#### **B. Assumptions**

1. The designated EOC will be activated upon the occurrence or threat of occurrence of a major emergency.
2. The Columbiana County EOC is adequate for coordinating countywide emergency operations.
3. Upon its activation, the EOC, in coordination with the Incident Commander at the incident site, will be the point of contact for all operating/responding departments and agencies, other counties, and the state. The EOC includes a dedicated phone and hi-band radio to the Ohio Emergency Management Agency (OEMA).
4. Emergency operations for all levels of government will be carried out according to plans and standard operating guidelines.

### **II. CONCEPT OF OPERATIONS**

#### A. General

1. First responders establish an Incident Command Post (ICP) at or near the scene to provide direction and control for emergency operations in accordance with the National Incident Management System (NIMS).
  - a. Single Resource Command should be utilized when an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap. A single Incident Commander (IC) should be designated.
  - b. Unified Command (UC) should be utilized when an event becomes multi-jurisdictional or multi-agency in nature to prevent the duplication of effort that can occur when agencies from different functional and geographic jurisdictions operate without a common system or organizational framework. A Unified Commander from the jurisdictional response agency should be designated.
2. The EOC may be operational at various levels, including Monitoring, Partial or Full activations and is the central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, working with public utilities, at the EOC, and at various dispatch points. Within the EOC, local decision makers direct and coordinate emergency activities. The EOC staff gathers and disseminates situation reports and information for the local decision makers and other units of local, state, and federal government. Through this process, resources can be utilized without duplication of effort and operations can be more efficient. The EOC is the central coordinating point for obtaining, analyzing, evacuating, reporting, and recording disaster-related information.
3. Key officials and executive heads of local departments and agencies will be notified by telephone, text or fax system in accordance with the emergency notification roster maintained by the Columbiana County Emergency Management Agency (EMA).
4. Executive heads of local departments are responsible for conducting emergency functions assigned by the Chief Elected Official. They will determine the number of personnel needed to carry out emergency operations in the EOC.
5. Internal EOC operational procedures will be the responsibility of the Emergency Management Director and the Columbiana County EMA.



B. Multi-Agency Coordination System/EOC

1. The Columbiana County EOC utilizes a multi-agency coordination system.
2. EMA Director will make the decision to activate the primary EOC or transfer operations to the alternate EOC. An on-scene IC may request to activate the EOC based on response coordination and resource needs. The EMA Director will deactivate the EOC.
3. The Columbiana County Emergency Management Director will serve as the manager of the activated EOC.
4. The Emergency Management Director is responsible for notifying EOC staff of the activation of the EOC facility. A notification roster is maintained by the county EMA separately from this annex due to its sensitive nature.
5. EOC staffing, on a 24-hour per day basis, will be accomplished in two (2) shifts consisting of twelve (12) hours each.
6. When activated, communications must be established between the ICP or Unified Command Post (UCP) and the EOC.
7. EOC staff is responsible for providing appropriate situational awareness and resource status information, as well as establishing priorities between incident or area commands and acquiring and allocating resources required by response forces.
8. In the event the alternate EOC is activated, direction and control authority will be transferred to the Executive Group at the alternate location. EOC representatives will transport themselves to the alternate EOC or they will be transported by emergency vehicles if circumstances make this necessary.

C. Incident Command System (ICS)

1. The ICS is used to manage near-term and long-term emergency operations.
2. The Incident Commander (IC) will determine the need for a command staff and general staff based on the situation. During most incidents, the jurisdiction's Fire Chief is the IC.
3. Under an ICS, according to the guidelines in the National Incident Management System, an Incident Action Plan (IAP) should be developed to outline responder responsibilities and coordinate incident actions. The IAP also sets recognizable, measurable objectives for personnel to achieve during response to the incident. The IAP will include the system to incorporate the unplanned arrival of response assistance.

4. When the EOC is activated, it is the responsibility of the IC to maintain communications with appropriate representatives in the EOC.
5. When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (UCS) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan and interact efficiently.

D. Area Command

1. Area command will be established only when multiple incidents are being managed by a single ICS organization or when a very large incident involves multiple ICS organizations.
2. Under many circumstances, it may be more feasible to activate the EOC rather than transition to area command.

E. Phases of Emergency Management

1. Mitigation
  - a. Establishment of an EOC with a pre-designated emergency manager
  - b. Completion of a hazard mitigation plan
  - c. Upgrade communications capabilities
  - d. Develop EOC training programs
2. Preparedness
  - a. Prepare plans and operating procedures for the EOC, including supporting materials such as displays, message forms, record and event logs, etc.
  - b. Conduct exercises to test readiness capabilities of the EOC and provide experience in EOC operations to responders
  - c. Train EOC personnel on the use of all internal forms and procedures
  - d. Review and update the Columbiana County Resource Manual
  - e. Determine internal staffing needs and designated personnel to fulfill EOC staffing requirements
  - f. Regularly test equipment, including generators
  - g. Prepare EOC information packets
  - h. Educate local responders as to National Incident Management System (NIMS) requirements

3. Response
  - a. Activate the EOC, as required
    - i. Alert EOC representatives
    - ii. Install radios
    - iii. Check equipment and supplies
    - iv. Distribute EOC information packets
  - b. Coordinate EOC operations
  - c. Establish contact with the state EOC, neighboring counties, and other jurisdictions, as necessary
  - d. Hold staff briefings for all EOC representatives
  - e. Provide security for the EOC
  - f. Provide bedding, washroom facilities, food and other necessities to EOC representatives and staff
  - g. Should the situation exceed the capability of Columbiana County, the County will declare a State of Emergency and a request for assistance will be forwarded to the state EMA.
4. Recovery
  - a. Hold initial meetings to determine needs for recovery
  - b. Make assignments for each recovery function
  - c. Prepare damage assessment reports
  - d. Request and apply for disaster assistance, if necessary
  - e. Conduct critique of operations
  - f. Return EOC to pre-emergency conditions

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

1. The activated Columbiana County EOC is organized into four (4) groups: Executive, Communications, Operations, and Administrative and Logistics as defined in the Structure Matrix in Appendix 1 to the Basic Plan.
2. The *Executive Group* consists of the County Commissioners, the Emergency Management Director, the Sheriff, the County Engineer, and participating mayors or other elected officials of affected jurisdictions. The responsibilities of this group are policy development, coordination of EOC operations, coordination with the incident commander, and management of overall emergency response and recovery actions.



3. The *Communications Group* consists of the Emergency Communications Coordinator, trained members of amateur radio clubs and radio operators from supporting agencies. The responsibilities of this group include radio and telephone communications between field forces and the EOC, other jurisdictions, and the state EOC. This group also serves as the link between the EOC and the Joint Information Center (JIC), if established.
  - a. The *Operations Group* consists of the Operations Officer and department/agency heads or their representatives who will coordinate the implementation of assigned emergency functions. Each functional area manager is responsible for directing and coordinating the personnel and resources of his/her respective area.
  - b. The following are a part of the operations group: Public Safety, Firefighting, Mass Care, Public Health and Medical Services, Transportation, Agriculture and Public Works.
4. The *Administrative Group* consists of the administrative officer, message runners, loggers, and other EOC support staff.

#### B. Responsibilities

1. County Commissioners
  - i. Formulate, review, and approve policy and operational guidelines.
  - ii. Appropriate and authorize the expenditure of funds, approve contracts, and authorize distribution of equipment, materials, and supplies for disaster purposes.
  - iii. Authorize and control information given to the public via the County Public Information Officer (PIO).
  - iv. Maintain liaison and coordination with elected officials from municipalities that are included within this plan.
  - v. Issue a proclamation declaring an emergency or disaster exists.
  - vi. Request a disaster or emergency declaration from the Governor (usually through the Emergency Management Director).
  - vii. Assign and make available for duty the employees, property or equipment of the county. Oversee the use of this personnel and equipment responding to the disaster.
  - viii. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
  - ix. Authorize and order that protective action guidelines, such as evacuation, etc., be implemented based on recommendations from regulating agencies.

2. Emergency Management Director

- a. Maintain EOC in a constant state of readiness.
  - b. Recommend the transition to area command, if appropriate.
  - c. Develop a 24-hour notification roster for timely activation and recall capability of key officials and EOC staff.
  - d. Open, manage, and coordinate activities within the primary or alternate EOC.
  - e. At the direction of the county commissioners, forward a disaster declaration request to the state for assistance.
  - f. Conduct EOC staff briefings.
  - g. Forward initial disaster reports and damage and injury assessment information to the state. Ensure that damage assessment reports are compiled.
  - h. Ensure that all available information is supplied to the EOC staff. Maps, status boards, etc. will be in position at all times providing for the collection and display of damage assessment information in the EOC.
  - i. Maintain liaison and coordination with the state, adjacent jurisdictions, and local municipalities that are included within this plan and their use of personnel and equipment responding to the disaster.
  - j. Supervise and coordinate with the County Public Information Officer regarding information releases to the media and/or public.
  - k. Ensure that security is provided for the EOC facility.
  - l. Coordinate the logistical aspects of the EOC operation. Ensure auxiliary power is provided. Food for billeting will be provided at the time of activation. (Logistical support for food, water, lighting, fuel, etc. to support the EOC staff and personnel should also be deployed to the disaster sites if field forces are utilized.)
  - m. Ensure that the Standard Operating Guidelines of each agency/department are retained in the EOC.
  - n. Ensure that a current resource listing is maintained and, where possible, out of county resources.
  - o. Advise senior decision makers on the emergency situation and recommend actions to protect the public.
  - p. Assure the EOC operations are coordinated among all responding organizations.
3. Municipal Chief Executives
- a. Coordinate with Incident Command/EOC for evacuation, if necessary.

- b. Coordinate the actions of all municipal disaster relief forces in conjunction with the information and coordination received through the EOC.
  - c. If a disaster occurs solely within the confines of the municipality and the CEO deems it beyond the control of the municipality, he/she may request state assistance or a declaration of a county state of emergency.
4. Incident Command Personnel
- a. Incident Commander (IC)
    - i. Establish or expand ICS based on the requirements of the incident.
    - ii. Conduct size-up operations, establish a hazard zone, and order necessary evacuations.
    - iii. Establish a clearly identified Incident Command Post (ICP) in a safe area at the scene.
    - iv. Assess needs for work force, equipment, and resources, and develop an estimate of the duration of the incident.
    - v. Establish communications with the appropriate departmental base and with the EOC.
    - vi. Coordinate the activities of all respondents at the scene.
    - vii. Assign a staging area(s) near the ICP for those reporting to the incident, as well as for Emergency Medical Services (EMS).
    - viii. Prepare incident reports and conduct closedown operations.
    - ix. Develop and/or approve the IAP.
  - b. Command Staff Public Information Officer (PIO)
    - i. Interface with the public and media and/or with other agencies with incident-related information requirements.
    - ii. Develop accurate and complete information on the incident's cause, size, and current situation, resources committed, and other matters of general interest.
    - iii. Advise the IC on matters of Emergency Public Information (EPI).
    - iv. Relinquish responsibilities to the County PIO when the EOC is activated.
  - c. Safety Officer (SO)
    - i. Ensure the general safety of incident operations.
    - ii. Monitor incident operations and advise the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel.



- iii. Quickly develop a set of systems and procedures to ensure on-going assessment of hazardous environments, coordination of multi-agency safety efforts, and the implementation of measures to promote responder safety.
  - iv. Stop and/or prevent unsafe acts during incident operations, to the extent possible.
- d. Liaison Officer
  - i. Serve as the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities.
  - ii. Coordinate assistance and personnel from other agencies and organizations (public or private) involved in incident management activities.
- e. Operations Section Chief
  - i. Responsible to the IC or Unified Commander (UC) for the direct management of all incident-related operational activities.
  - ii. Establish tactical objectives for each operational period with other section chiefs and unit leaders.
  - iii. Continually brief the IC on the status of emergency operations and major problems.
- f. Planning Section Chief
  - i. Collect, evaluate, and disseminate incident situation information and intelligence to the IC or UC and incident management personnel.
  - ii. Prepare status reports.
  - iii. Display situation information.
  - iv. Maintain status of the resources assigned to the incident.
  - v. Develop and document the IAP based on guidance from the IC or UC.
- g. Logistics Section Chief
  - i. Responsible for all support requirements necessary to facilitate effective and efficient incident management, including ordering resources from off-incident locations through the EOC.
  - ii. Provide facilities, transportation, supplies, equipment maintenance and fuel, food services, communications, and information technology support.
- h. Finance/Administration Section Chief

- i. Provide the agency(s) involved in incident management activities finance and other administrative support services as necessary.
  - ii. Coordinate with the Executive Group in the EOC, when activated, on administrative issues.
- 5. Emergency Operations Center Staff Positions
  - a. The responsibilities of functional area EOC representatives are outlined in the appropriate annexes of this EOP.
  - b. County Public Information Officer (PIO)
    - i. Coordinate information to be released to the media and/or the public.
    - ii. Ensure approval of information to be released by the Executive Group.
    - iii. Advise the Executive Group on matters of Emergency Public Information (EPI).
    - iv. Coordinate with the Command Staff PIO to maintain an accurate account of on-scene operations.
    - v. Upon the direction of the Executive Group, coordinate messaging with the Joint Information Center (JIC).
  - c. Resource Management/Logistics
    - i. Maintain inventories of supplies and equipment that may be necessary for emergency operations, support of emergency workers, and meeting the emergency needs of the public.
  - d. Communications Officials
    - i. Determine the EOC telephone and radio communications needs.
    - ii. Arrange for adequate equipment to meet those needs.
    - iii. Provide trained operators for communications needs.
    - iv. Maintain record of radio frequencies and call signs to contact various departments, EOCs in neighboring counties, and higher levels of government.
    - v. Ensure that the EOC can communicate with mobile units on-scene.
    - vi. Provide direction and control for all communication activities.
  - e. Damage Assessment
    - i. Coordinate with other EOC representatives in the assessment and compilation of disaster-related damages.

- ii. Receive damage reports from all political entities affected.
  - iii. Estimate the amount of damage by political entity.
  - iv. Report damage upward to the state.
  - v. Utilize recorders, analysts, and plotters to compile and present updated damage assessment information.
- f. General Duties of All EOC Staff
  - i. Staff and operate the EOC under the direction of the Emergency Management Director.
  - ii. Provide support personnel and services.
  - iii. Coordinate response and recovery activities.
  - iv. Begin and maintain a significant events log recording all significant emergency events, requests for assistance, casualty information, and property damage, size of affected area, evacuations, sheltering activities, and health concerns.
  - v. Provide copies of latest available significant events logs to EOC representatives on a regular basis, as updated.
  - vi. Acknowledge and authenticate reports.
- 6. Public Safety and Security
  - a. Provide security for the EOC.
  - b. Provide transportation for EOC damage assessment teams and staff, if necessary.
  - c. Control traffic in the vicinity of the EOC.
  - d. Provide back-up communications for the EOC through mobile units.
  - e. Provide direction and control for law enforcement activities.
  - f. Assist in the implementation of an orderly evacuation, if necessary.
- 7. Firefighting
  - a. Survey the EOC and supporting facilities for fire security.
  - b. Maintain contact with fire/rescue personnel in affected jurisdictions.
  - c. Provide back-up communications for the EOC through mobile units.
  - d. Obtain and record reports on fire control, rescue, casualties, victim treatment and transportation, and emergency site operations.
  - e. Inform other jurisdictions of existing situations and advise on actions to be taken.



#### IV. DIRECTION AND CONTROL

##### A. Incident Command/EOC Coordination

1. Incident command will be established at the site of the emergency by the fire service organization having jurisdiction at the scene. The Incident Commander (IC) is the highest-ranking fire official of the organization having jurisdiction at the site. Under certain situations when the EOC is not activated, the IC may choose to activate a Command Staff Public Information Officer (PIO) as a member of the Command Staff to interact with the media and the public. However, when the EOC is activated, the county PIO assumes such responsibilities. During times when the EOC is activated, the IC may choose to activate the Command Staff PIO to act as liaison to the EOC. If the Command Staff PIO was already activated, he/she will automatically provide liaison to the EOC at the direction of the IC.
2. During civil emergencies such as riots and terrorist incidents, law enforcement officials for the affected jurisdiction will establish incident command and provide liaison to the activated EOC in the same manner as indicated above.
3. Incident command will relay regular reports to the appropriate representatives at the EOC. The EOC representatives will provide regular reports to the Executive Group in the EOC in addition to material and personnel support for responders.

- B. The Executive Group in the activated EOC will coordinate with the highest elected officials of affected jurisdictions and with the Incident Commander in order to provide direction and control from the EOC during an emergency.
- C. The EOC will ordinarily be fully activated and the Executive Group will assume control of emergency operations during any emergency situation of such magnitude as to require widespread mobilization of elements of local government other than those principally involved in emergency services on a day-to-day basis.
- D. The Emergency Management Director will coordinate EOC operations, including notification of EOC representatives, conducting briefings for staff and key officials, and maintaining contact with the Ohio EMA and neighboring counties. The Emergency Management Director will provide liaison between the local EOC and any Joint Information Center (JIC) that may be activated.
- E. The Executive Group will coordinate with the IC for direction and control, approve all public information releases (at the request of the county PIO), direct protective actions, approve

emergency expenditures, and request a disaster declaration from the Governor (through the Emergency Management Director).

- F. State and/or federal officials arriving at the site of the emergency, at the local EOC, or at an established JIC, will assume overall direction and control activities only at the request of local executives and the IC. State and federal forces will maintain direction and control over their own forces, however.
- G. During an emergency, the County Commissioners may delegate authority to the Emergency Management Director or other official. Special emergency authority will terminate at the end of the emergency response or short-term recovery phase.
- H. Organizations supplying response personnel will include in their Standard Operating Guidelines (SOG's) specific emergency authorities that may be assumed by designated successors during emergencies.

## **V. CONTINUITY OF GOVERNMENT**

### **A. Succession of Command**

- 1. The line of succession of the county Board of Commissioners is from the President through the members of the board in the order of their seniority on the board.
- 2. The line of succession to the county Emergency Management Director is the Deputy Director of the county Emergency Management Agency.
- 3. The line of succession to each department head is in accordance with the operations guidelines developed by each department.
- 4. Each staff member shall be responsible for notifying his/her replacement in the line of succession.

### **B. Preservation of Records**

- 1. Preservation of important records and measures to ensure continued operation and reconstitution is necessary of local government during and after catastrophic disasters or national security emergencies.
- 2. It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e. City Clerk, Tax Collector) be protected and preserved in accordance with applicable state and local laws (i.e. ordinances, resolutions, minutes of meetings, land deeds, and tax records).

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. EOC Forms and Records**

1. Message forms will be used to record all information coming into the EOC via telephone or radio. (Appendix 6)
2. Messages will be transmitted via a message runner to the message center, where it will be assigned a message number.
3. The message will then be transmitted via a message runner to the appropriate EOC position for action or information.
4. The Operations Desk scribe is responsible for posting messages of importance to the master log.
5. The executive room will receive a copy of each message to ensure situational awareness.
6. The Initial Disaster Report will be completed as soon as possible after the emergency and the information transmitted to the Ohio EMA. (Appendix 2)
7. Situation Reports (SITREPS) should be completed daily and submitted to the Ohio EMA.

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

1. Manage the county governmental resources and determine where each will be used and assigned, implementing the NIMS-influenced resource management system, including resource controls.
2. Protect resources such as personnel and equipment during disaster situations.
3. Provide for the identification and use of resources for special or critical facilities, including radiological laboratories.
4. Maintain accurate and adequate records to document any costs that may be incurred from private sources and that were used in responding to or recovering from any day-to-day operations.
5. Retain all records and reports until all operations are completed and the obligations and accounts have been closed.
6. Provide operational logistical support needs of response personnel directed by, but not located in the EOC.

### **C. Disaster Effects Reporting and Acknowledgement/Authentication of Information Received in the EOC**



1. When reports of damages or injuries are received in the EOC or at an emergency services dispatch point, emergency response personnel (e.g. fire and rescue, law enforcement, etc.) will be deployed to the site to verify reports and provide assistance.
  2. When information received is unclear or questionable, the original transmitter of such information will be contacted by radio or telephone for clarification of information.
- D. Logistical concerns, such as common basic needs for EOC staff members and other responders, will be coordinated by the Emergency Management Director, usually with an American Red Cross (ARC) representative. Resource augmentation will be done in accordance with the National Incident Management System (NIMS), where appropriate. See Annex H: Resource Management.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County Emergency Management Director is responsible for reviewing and updating this annex on an annual basis. This is accomplished through meetings with all organizations and/or jurisdictions with responsibilities identified in the plan.
- B. EMA will participate in an annual exercise, be it a seminar, tabletop, functional or full-scale, to test the plan and its components.

## **VIII. LIST OF APPENDICES**

Appendix 1 – EOC Displays

Appendix 2 – Initial Disaster Report

Appendix 3 – Sample Significant Events Log

Appendix 4 – EOC Activation/Deactivation Checklist

Appendix 5 – EOC Security (Sign-in) Log

Appendix 6 – Message Handling Procedures (including Message Form Instructions and Message Form)

Appendix 7 – After Action Report

## **APPENDIX 1 TO ANNEX A**

### **EOC DISPLAYS**

#### **A. Maps**

1. 10 Mile Emergency Planning Radius (EPZ), Beaver Valley Power Station  
50 Mile Emergency Planning Radius, Beaver Valley Power Station  
County Township Maps including Flood Plan, Highways, Bridges, etc.
2. Access Control Point for Emergency Planning Zone
3. Evacuation Routes Map of EPZ Sub Areas

#### **B. Charts**

1. Status Boards in Executive, Operations and Assessment Rooms
2. Attendance Status Chart for EOC Activation
3. Emergency Status Display (Alert, Site-Area, General Emergency)

#### **C. Communication Equipment**

1. The Operations Room will have the appropriate number of computers, printers/fax machines, projectors, phone lines and necessary office supplies to support activation.
2. The Executive Group Room will have access to a dedicated conference bridge and a satellite phone, in addition to necessary computers, printers/fax machines, projectors, phone lines and necessary office supplies
3. Assessment/Analyst Room will have the appropriate number of computers, printers/fax machines, projectors, phone lines and necessary office supplies to support activation in addition to a dedicated computer for polling of siren activation.
4. Communications Room will have the appropriate number of computers, printers/fax machines, projectors, phone lines and necessary office supplies to support activation. Multiple means of radio communications will be maintained in the communications room.

#### **D. Other Displays**

1. Various Maps of Adjacent Counties
2. County Maps and State Map
3. Township Topographical Maps
4. Township Aerial Maps

**APPENDIX 2 TO ANNEX A**  
**INITIAL DISASTER REPORT**

1. What happened: \_\_\_\_\_
2. When it happened: \_\_\_\_\_
3. Where it happened: \_\_\_\_\_
4. Extent of damage or loss: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Best estimate of injured, homeless, fatalities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Type and extent of assistance required, if known: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Additional remarks pertinent to situation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**APPENDIX 3 TO ANNEX A**  
**SAMPLE SIGNIFICANT EVENTS LOG**

*Include all information related to casualties, health concerns, property damage, fire status, size of risk area, scope of hazard, number of evacuees, radiation, /hazardous material exposure/dose, and other related information.*

NUMBER	TIME	DATE	EVENT

**APPENDIX 4 TO ANNEX A**  
**EOC ACTIVATION/DEACTIVATION CHECKLIST**

**A. ACTIVATION**

\_\_\_\_\_  
Notify EOC representatives.

\_\_\_\_\_  
Assign security to entrance of the EOC.

\_\_\_\_\_  
Review operating procedures for the EOC.

\_\_\_\_\_  
Assign EOC staff and brief them on assignments.

\_\_\_\_\_  
Mount displays and organize appropriate maps.

\_\_\_\_\_  
Connect radios, scanners, copiers, printers, and any other  
additional equipment needed for activation.

\_\_\_\_\_  
Distribute office supplies to each desk.

\_\_\_\_\_  
Inspect generator, antennas, food and water stocks, and fuel  
supply.

\_\_\_\_\_  
Activate Joint Public Information Center, if necessary.

\_\_\_\_\_  
Begin recording Significant Events Log (Appendix 4).

\_\_\_\_\_  
Notify the Ohio Emergency Management Agency.

**DEACTIVATION**

**B.** \_\_\_\_\_  
Release EOC representatives.

\_\_\_\_\_  
Test equipment for damage and usage and requisition repair and  
re-supply, as needed.

\_\_\_\_\_  
Determine expenses and submit for reimbursement.

\_\_\_\_\_  
Arrange for updating of plans and SOGs if deficiencies were  
apparent during activation.

\_\_\_\_\_  
Prepare After Action Report (Appendix 7).

**APPENDIX 5 TO ANNEX A**  
**SAMPLE EOC SECURITY (SIGN-IN) LOG**

<b>DATE</b>	<b>NAME/AGENCY</b>	<b>PURPOSE OF VISIT</b>	<b>TIME IN</b>	<b>TIME OUT</b>



**APPENDIX 6 TO ANNEX A**  
**MESSAGE HANDLING PROCEDURES**  
**(INCLUDING MESSAGE FORM AND INSTRUCTIONS)**

MESSAGE ARRIVES IN COMMUNICATION ROOM

Radio Operator

- Record message.
- Enter into radio log.
- Forward to message center.

EOC Message Center

- Assign message number.
- Give message-to-message runner and deliver to appropriate EOC representative.
- Notify Operations Desk scribe of significant events.

Operations Staff Member

- Determine capability to respond.
- Forward to other appropriate representative if unable to respond.
- Coordinate and complete response.

MESSAGE ARRIVES AT OPERATIONS POSITION

Operations Staff Member

- Record message into log.
- Determine capability to respond.
- Forward, if unable to respond.
- Coordinate and complete response.

MESSAGE FORM INSTRUCTIONS

I. Purpose

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

II. Instructions

- A. Insert date and time, that the message is sent or received.
- B. Message Number will be assigned by Message Center.
- C. Mark a check in the “URGENT or ROUTINE” block indicating the priority of the message.
- D. Mark a check in the box for Reply is Requested: Yes or No.
- E. Check the box, This is a Drill or Not.
- F. Insert name, position, organization, and telephone number of person receives the message in the “FROM” block.
- G. Insert name, position, organization, and telephone number of person who initiates or sends the message in the “TO” block.
- H. If message is prepared in response to a previous message, insert the message number of the message you are responding to in the “IN RESPONSE TO MESSAGE NUMBER” block.
- I. Write the text of the message concisely and legibly in the “MESSAGE” block.

**SAMPLE MESSAGE FORM**DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ MESSAGE NO. \_\_\_\_\_  
(# filled in by Message Center)

URGENT: \_\_\_\_\_ ROUTINE: \_\_\_\_\_ REPLY IS REQUESTED: YES NO

THIS IS A DRILL: \_\_\_\_\_ THIS IS NOT A DRILL: \_\_\_\_\_

<b><u>FROM:</u></b>	<b><u>TO:</u></b>
_____ AGRICULTURE (424-9262)	_____ AGRICULTURE
_____ COMMUNICATIONS	_____ COMMUNICATIONS
_____ Fire Radio	_____ Fire Radio
_____ Ham Radio	_____ Ham Radio
_____ DOSE ASSESSMENT (424-9675)	_____ DOSE ASSESSMENT
_____ EXECUTIVE ROOM (424-9725) (Comm./Sheriff/Engineer/EMC)	_____ EXECUTIVE ROOM (Comm./Sheriff/Engineer/EMC)
_____ FIRE SERVICES (424-9049)	_____ FIRE SERVICES
_____ HEALTH (424-9234)	_____ HEALTH
_____ LAW ENFORCEMENT (424-9045)	_____ LAW ENFORCEMENT
_____ Ohio State Patrol (424-0859)	_____ Ohio State Patrol
_____ Sheriff Liaison	_____ Sheriff Liaison
_____ NATIONAL GUARD (424-7018)	_____ NATIONAL GUARD
_____ OHIO EMA	_____ OHIO EMA
_____ OHIO EPA	_____ OHIO EPA
_____ PUBLIC INFO. (424-7139)	_____ PUBLIC INFO.OFFICER
_____ RADIOLOGICAL OFFICER	_____ RADIOLOGICAL OFFICER
_____ RED CROSS	_____ RED CROSS
_____ SCHOOLS (424-9205)	_____ SCHOOLS
_____ TRANSPORTATION (424-9136)	_____ TRANSPORTATION
	_____ OPERATIONS (for Status Board Display)

IN REPLY TO YOUR MESSAGE #: \_\_\_\_\_.

MESSAGE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

White: Recipient

Yellow: Executive Room

Pink: PIO

Gold: Originator



## **APPENDIX 7 TO ANNEX A**

### **AFTER ACTION REPORT**

The purpose of publishing an AAR is to document effectiveness and overall exercise performance. It serves as a compendium of lessons learned, outlines recommended corrective actions, and provides the basis for planning future exercises. This and subsequent AARs will contribute to improving response, responder training, exercise and preparedness testing, and the provision of expert assistance. Exercises serve as “final accountability” of collective preparedness. Exercise evaluation, such as this report, documents readiness and recommends plans for improvement. Columbiana County, in partnership with the Ohio Emergency Management Agency (OEMA), is committed to providing an accurate analysis of training and exercises.

- A. It is essential that all agencies compile and maintain a systematic means of recording the activities of management and staff alike to assure:
  - 1. A means of determining the sequence of causative events and corrective actions.
  - 2. A means of determining responsibility, or liability, in the event of suits, judgments and other court actions arising from an emergency.
  - 3. A means of furnishing other supporting agencies with substantiating documentation should the need arise.
  
- B. The following are primary items to be addressed in an After Action Report. Supporting documentation should be maintained by the Columbiana County Emergency Management Coordinator.
  - 1. General
    - a. A description of the emergency, locations, sites, times, dates, and jurisdictions.
  
  - 2. Operations
    - a. Strength – include a description of personnel committed from a given agency.
    - b. An operations summary – include all significant events on a time-phase basis:
      - i. Planning – Preparation

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

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>B</b>
<b>Title:</b>	Communications
<b>Related Federal ESFs:</b>	ESF #2: Communications
<b>Purpose:</b>	The purpose of this annex is to outline communications procedures and capabilities to be employed in the event of a large-scale emergency in Columbiana County, and to provide information on establishing, using, maintaining, and providing backup for all of the types of communications devices needed during emergency response operations.
<b>Ohio Revised Code:</b>	Section 307.63: Countywide Public Safety Communications System
<b>Primary Agency:</b>	Columbiana County Emergency Management Agency
<b>Support Agencies:</b>	Columbiana County 911 Local Amateur Radio Operators Ohio Emergency Management Agency



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX B (COMMUNICATIONS) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Developed entire section on annex front page.	7/2005	1, Front Page	RDZ
II. Situation and Assumptions – Developed entire section.	7/2005	1, 2	RDZ
III. Concept of Operations – Removed “phases of emergency management”, added “incident scene communications” and NRP reference per NIMS, added communications coordination considerations between ICP and EOC per SLG 101.	7/2005	2 – 4	RDZ
IV. Organization and Assignment of Responsibilities – Added responsibilities for CO.	7/2005	4 – 5	RDZ
V. Direction and Control – Revised.	7/2005	5	RDZ
VI. Continuity of Government – Revised to make consistent with statements made throughout annex regarding the CO.	7/2005	5	RDZ
VII. Administration and Logistics – Added “administration” section, moved communications capabilities to “logistics” section, expanded EMA/EOC listings, updated, removed references to “tabs”.	7/2005	6 – 11	RDZ
VIII. Plan Development and Maintenance – Revised.	7/2005	11	RDZ
IX. Authorities – Removed section, cited appropriate listings on annex front page.	7/2005	12	RDZ
X. Addendum – Removed all tabs, absorbed relevant information into annex.	7/2005	12	RDZ
XI. Authentication – No change.	7/2005	N/A	RDZ
Change “Operating Guidelines” to “Standard Operating Guidance” Change “OG’s” to “SOG’s”	1/2008	B-6	Darren Dodson EMA
Change “Rumor Control” to “Public Inquiry”	1/2008	B-10	Darren Dodson EMA
Update EOC Phone Listing	1/2008	B-9/10	Darren Dodson EMA
Update Section B Table of Contents	1/2008	N/A	Darren Dodson EMA
IV. Administration and Logistics updated	1/2013	N/A	DK/EJD
SOG	3/18/2013	N/A	DK
Updated entire section	2/2018		PC/DK

Updated alternate EOC location	10/2024	B2	PC
Updated ARES-RACES SOG	12/2024	all	DK
Updated ARES-RACES SOG	10/2025	all	DK
Added clarification WARN	10/2025	B7	PC
Added CERT	10/2025	B7	PC

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX B (COMMUNICATIONS) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	1
II. Concept of Operations	2
A. Notification	2
B. EOC Activation	2
C. EOC Communications	3
D. Incident Scene Communications	3
E. Phases of Emergency Management	4
III. Organization and Assignment of Responsibilities	5
A. Organization	5
B. Communications Staff Responsibilities	5
IV. Direction and Control	6
V. Continuity of Government	6
VI. Administration and Logistics	6
A. Administration	6
B. Communications Logistics	7
VII. Plan Development and Maintenance	8
<b>Appendices</b>	
Amateur Radio Emergency Service (ARES) Auxiliary Communications (AUXCOMM) Radio Amateur Civil Emergency Service (RACES) SOG	



## **ANNEX B: COMMUNICATIONS**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. In the event of an activation of the Columbiana County Emergency Operations Center (EOC) emergency communications will be coordinated from the EOC communications room.
2. The hazards most likely to involve several jurisdictions and require the activation of the emergency communications system include floods, severe winter storms, severe thunderstorms, hazardous materials incidents, and nuclear emergencies.
3. The National Incident Management System (NIMS) requires individual jurisdictions to comply with national interoperable communications standards developed by the NIMS Integration Center.

#### **B. Assumptions**

1. The COMMUNICATIONS UNIT (CU) personnel that consist of trained ARES and RACES volunteers will provide personnel and equipment to support the Columbiana County EOC throughout an emergency event.
2. Law enforcement, Emergency Medical Services (EMS) units, and fire departments in Columbiana County have adequate equipment to communicate amongst themselves and with the EOC. These agencies are required to maintain their own communications operations during an event and coordinate with the EOC appropriately.
3. Columbiana County uses an integrated approach linking operational and support units of the various agencies involved to maintain communications connectivity and discipline and enable common situational awareness and interaction.
4. Augmentation of local capabilities may be provided by higher levels of government.

## II. CONCEPT OF OPERATIONS

### A. Notification

1. The Columbiana County Emergency Management Agency Director or their designee will be notified by the Sheriff's Office, or other source, that a major emergency situation has occurred/is imminent.
2. The Incident Commander (IC) on-scene will develop an Incident Action Plan (IAP) to outline the projected response to the incident. The IC should include in the IAP thresholds for requesting the activation of the EOC and a notification list should such a request need to be made.
3. The Columbiana County EMA Director will then notify the President of the Board of County Commissioners to apprise them of the situation.
  - a. Columbiana County Sheriff's Office notifies:
    - i. County EMA Director
    - ii. County EMA Deputy Director
  - b. EMA Director notifies:
    - i. County Commissioners
    - ii. Emergency Communications Coordinator (ECC)
    - iii. All Other EOC Staff (per notification roster maintained by the Columbiana County EMA)
  - c. Emergency Communications Coordinator notifies:
    - i. ARES Emergency Coordinator
    - ii. RACES Radio Officer

### B. EOC Activation

1. Upon arrival at the EOC, the ECC will prepare communications equipment for activation.
2. The ECC and other communications staff will report to EOC upon its activation. They will take actions to secure and make operable such communications equipment and supplies as are necessary to carry out their assigned duties.
3. In the event the primary EOC is unavailable for activation, a MOU is in place to utilize the Columbiana County Jobs and Family Services community room.

C. EOC Communications Room

1. Emergency communications is a vital part of the EOC. The purpose is to provide both primary and backup communications support for the EOC.
2. The EOC is capable of being operated continuously for the duration of the emergency. Maximum staffing will be maintained during periods of full activation of the EOC. Communications staff will work 12-hour shifts during a maximum activation.
3. Primary communications with the EOC will be conducted by telephone, whenever possible. If telephones are inoperable, information will be relayed by radio. Amateur radios will be utilized to provide backup communications to disaster sites and shelters, lodging and feeding facilities, hospitals, and other facilities as necessary.
  - a. Primary communications with field forces (the Incident Command Post) responding to the event will be by radio. EOC staff will have adequate capabilities to communicate with the field forces they are representing. Amateur radios will also be utilized to provide backup communications to field forces.
  - b. Communications Unit personnel will also operate the EMA's communications trailers as needed and directed by the ECC.
4. Radio operators for the various communications equipment will be supplied by the departments/agencies communicating on that equipment in the field; only trained staff can operate the equipment inside the EOC and communications trailers.
5. Where appropriate, communications services may be augmented through various state and federal programs, during incidents of national significance and under an activated Emergency Support Function (ESF) #2 of the National Response Framework (NRF). Requests for federal assistance must be channeled through the state EOC via the emergency management Director.

D. Incident Scene Communications

1. The Incident Commander (IC) will establish an incident-based communications center at the Incident Command Post (ICP) from which all incident-based communications will be transmitted. As such, the IC is able to monitor and coordinate all communications in support of the incident. Communications trailers, equipment and personnel will be made available to the IC as necessary.
2. Law enforcement, fire service, and Emergency Medical Service (EMS) agencies should have adequate capabilities to communicate amongst themselves and with the



EOC. Field forces may be required to communicate with amateur radio backups at the EOC.

E. Phases of Emergency Management

1. Mitigation

- a. Develop procedures for emergency communications between local responders and governmental departments
- b. Train personnel on emergency communications equipment and procedures (responsibility of individual departments)
- c. Ensure resources for radio repair are available

2. Preparedness

- a. Develop Operating Guidelines (OGs) for the EOC Communications Room
- b. Regularly test and maintain equipment
- c. Arrange training programs for all communications staff, including volunteers and repair personnel
- d. Identify potential sources of additional equipment and supplies

3. Response

- a. Activate EOC Communications Room
- b. Implement emergency communications procedures.
- c. Activate backup communications capabilities, as necessary.
- d. Utilize EOC message forms for recording all incoming radio transmissions.
- e. Ensure 24-hour communications capability for the duration of the incident.

4. Recovery

- a. Maintain emergency communications systems for the duration of the emergency recovery period.
- b. The ECC will release communications staff at the end of the emergency with the assurance that staff can be recalled on short notice.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

1. During large-scale emergencies, communications unit personnel will coordinate response efforts and assist other agencies/departments to the extent possible with the provision of communications capabilities.
2. The EMA Director appoints the Emergency Communications Coordinator (ECC). The ECC names their own alternate and staff.

#### **B. Communications Staff Responsibilities**

1. Radio operators, while operating their equipment in the Columbiana County EOC, will be tasked to the mission of their own office/agency, but work under the direction of the ECC.
2. Task Assignments
  - a. Emergency Communications Coordinator (ECC)
    - i. Supervise all communications activities in ECOMS.
    - ii. Ensure that communications staff abides by proper radio protocols, follows proper voice transmission policies, and follows proper message handling procedures per Annex A: Direction and Control of this plan.
    - iii. Screen and log communications in an appropriate manner.
    - iv. With the Emergency Management Director, ensure that future communications equipment is interoperable per FEMA standards.
  - b. Communications Staff
    - i. Provide communications in an emergency.
    - ii. Retain ECOMS Message Log.
    - iii. Handle messages in accordance with the procedure outlined in Annex A: Direction and Control (see Appendix 7).

#### **IV. DIRECTION AND CONTROL**

- A. The Columbiana County EMA Emergency Communications Coordinator (ECC) will coordinate emergency communications through the facilities at the Columbiana County EOC.
  - 1. As such, the ECC works under the direction and control of the county Emergency Management Director.
- B. The Columbiana County Emergency Communications Coordinator (ECC), through the EOC, will coordinate field communications activities with the incident-based communications center at the ICP.

#### **V. CONTINUITY OF GOVERNMENT**

- A. The line of succession for the ECC is determined at the time of EOC activation from a pool of available trained personnel.
- B. The ECC and their alternates will be notified at the time of EOC activation.

#### **VI. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. COMMUNICATIONS UNIT (CU) personnel are responsible for maintaining records of communications actions throughout an emergency and providing copies to the emergency management coordinator, who will use such records to prepare appropriate reports.
  - 2. All organizations with communications responsibilities should note expenditures for inclusion into requests for state and/or federal reimbursement, if available.
  - 3. Departmental/company Operating Guidelines (OGs) should contain prioritized phone lists to be followed when notifying personnel of an emergency.
  - 4. Departmental/company OGs should also contain provisions for repairing or replacing damaged equipment. Replacement of equipment will be in accordance with criteria established by FEMA.



5. The EMA is in possession of multiple Government Emergency Telecommunications Service Cards (GETS) that would be utilized in the event of congestion on commercial telephone lines.
6. Requests for external communications resources can be made to higher levels of government or to private sector resources. Such requests will be made through the appropriate channels in the EOC.
7. Satellite phones are available at the EOC and the Sheriff's office.

B. Communications Logistics

1. The EMA maintains a listing of communications frequencies, equipment, trained personnel and capabilities identified in the Communications Resource Auxiliary Workbook.
2. An audit of this workbook is completed annually to ensure accuracy.
3. The EMA maintains a Resource Manual that contains all necessary telephone contact information and is updated quarterly.
4. Training and Exercises
  - a. CU staff will complete a yearly orientation and attend at least 12 hours per year of communications training and exercises, which may include:
    - i. Annual SET
    - ii. OHWARN (Water/Wastewater Agency Response Network) exercises
    - iii. Exercises involving EMA and EOC staff
    - iv. Exercises involving LEPC and EOC staff
    - v. Exercises involving CERT
    - vi. Joint training and exercises with the county ARES program
  - b. RACES volunteers can participate in as many of the training classes and exercises as they wish; however, they must participate in at least six (6) hours of training per year – not to exceed one (1) hour per week.
  - c. ARES will be incorporated into as many training opportunities as possible to ensure a pool of qualified amateur radio volunteers. This training is to be determined by the ARES Emergency Coordinator.
  - d. Radio operators from other public safety agencies and organizations will be trained by their respective organizations. They will at no time be allowed to utilize amateur radio equipment unless they hold the appropriate license and have attended the training.

- e. Emergency communications personnel will participate in a full-scale disaster response exercise every three (3) years, and in orientation, tabletop or functional exercises as necessary.
- f. Reports and Forms
  - i. After emergency response operations, an after-action report is submitted by the ECC to the EMA Director.
  - ii. All participating agencies/organizations are required to submit an after-action report to the county Emergency Management Coordinator within 30 days after the termination of emergency activities.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- 1. All agencies with emergency communication responsibilities (Reference II.A. and II.B. of this annex) are responsible for reviewing this annex on at least an annual basis and submitting new or updated information to the county Emergency Management Director.
- 2. Agencies with communications duties are responsible for developing and maintaining departmental SOGs, mutual aid agreements, personnel rosters (including 24-hour notification telephone numbers), and equipment inventories.
- 3. This annex is subject to revision at times when the rest of the EOP is being reviewed.

# **Columbiana County Amateur Radio Emergency Service (ARES) Auxiliary Communications (AUXCOMM) Radio Amateur Civil Emergency Service (RACES)**



## **COUNTY ARES/AUXCOMM/RACES PLAN**

**Columbiana County Emergency Management Agency**

**Date: 24 September 2025**



## STANDARD OPERATING GUIDANCE

### ARES/AUXCOMM/RACES COMMUNICATION PLAN

#### I. PURPOSE

The purpose of this plan is to provide a written guide containing the minimum information that would be needed in an emergency. Each emergency is different and flexibility to provide adequate response to each situation is a necessity. The interface with each agency, which could request ARES/AUXCOMM/RACES services, is different with different requirements. To meet these varied requirements, each agency will be requested to assist in developing their Memorandum of Understanding (MOU) with ARES/AUXCOMM/RACES. The MOU will specifically address the interface between the organizations as well as the available capabilities and resources offered by ARES/AUXCOMM/RACES. AUXCOMM is the term used by Cybersecurity and Infrastructure Security Agency (CISA) to identify adjunct and volunteer communications resources that augment the full time paid staff of an Emergency Management Agency (EMA). RACES is only activated by a civil defense organization (EMA) and as such the EMA will determine if or when RACES is activated.

- A. Reference the Ohio Section Emergency Response Plan (OSREP) manual for any Ohio ARES information not covered here.  
(URL not currently available)
- B. RACES wartime emergency communications. (Appendix B)
- C. Reference FCC 47 CFR Part 97 Subpart F, 97.407, for information on RACES rules and regulations. (See Appendix C)
- D. AUXCOMM reference material in Appendix D.
- E. For ARES qualifications see: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.arrl.org/files/file/Public%20Service/ARES/ARRL-ARES-FILLABLE-TRAINING-TASK-BOOK-V2\_1\_1.pdf

#### II. DEFINITIONS

The definitions provided in the Columbiana County Emergency Operations Plan are applicable to the terms in this guidance. Appendix L.

### III. SITUATION

The Columbiana County Amateur Radio Emergency Service (ARES) organization is comprised of Amateur Radio operators who are licensed by the Federal Communications Commission (FCC) and have voluntarily registered their capabilities and equipment for public service communications.

Columbiana County ARES is an element of the American Radio Relay League's (ARRL) Public Service Field Organization.

Columbiana County ARES performs its functions under this Emergency Communications Plan and at the direction of the Columbiana County ARES Emergency Coordinator (EC). The ARRL's State of Ohio Section Emergency Coordinator (SEC) shall appoint the EC.

In the absence of ARES, the AUXCOMM communications unit (COMU) will be activated by the Columbiana County EMA Communications Coordinator who is the AUXCOMM COML

An Amateur Radio (ham) operator's registration in RACES will be determined by the county ARES EC, the AUXCOMM COML or RACES Radio Officer (RO) and the Director, Columbiana County Emergency Management Agency.

Columbiana County RACES exists under Subpart E of part 97.401 through 97.407 of the FCC rules and regulations (Appendix C). RACES functions under this FCC regulation, this Emergency Communications Plan, and the direction of the Columbiana County Radio Officer (RO).

The Columbiana Co. RACES Radio Officer (RO) will be appointed by the director of the Columbiana County Office of Emergency Management.

RACES can only be activated by a civil defense organization. All RACES operators must hold an FCC-issued amateur operator license and be certified by a civil defense organization as enrolled in that organization. RACES operators are limited to communicating to other RACES stations. See FCC 47 CFR Part 97 Subpart F, 97.407 (Appendix C) for details.

The ARES EC and the AUXCOMM COML may appoint one or more assistants sufficient to function efficiently as an ARES/AUXCOMM unit.

- A. The following agencies could be served during a communications emergency:
1. Columbiana County Emergency Management Agency
  2. Columbiana County Sheriff's Office



3. Columbiana County Community Emergency Response Team (CERT)
4. American Red Cross
5. National Weather Service, Pittsburgh Office
6. East Liverpool City Hospital
7. Salem Community Hospital
8. Salvation Army
9. Federal Emergency Management Agency (FEMA)
10. Any other department or agency requiring and/or requesting communications assistance.

#### **IV. COLUMBIANA COUNTY ARES/AUXCOMM ACTIVATION PLAN**

##### **A. ARES/AUXCOMM DOES NOT SELF DEPLOY.**

- B. ARES/AUXCOMM can be activated by any served agency whose MOU is on file with the ARRL or the county ARES EC. (Appendix H for details).
- C. Any ARES/AUXCOMM member who suspects a communication emergency exists should MONITOR his or her assigned frequency for activity.
- D. If telephone service is available, the EC and/or AEC(s) or COML may be notified of an emergency by a served agency by phone.
- E. The District Emergency Coordinator (DEC) for the ARES District 5 will be notified of activities and if any assistance is needed.
- F. The requesting agency should use the following order of contact precedence when requesting ARES/AUXCOMM activation:
  1. The requesting agency or service should attempt to first contact the ARES Emergency Coordinator (EC) or AUXCOMM COML.
  2. If the EC or COML is unavailable, proceed by calling the Assistant Emergency Coordinator(s) or other ARES/AUXCOMM Officers until one is reached.
  3. If all attempts have failed, please contact the District Emergency Coordinator (DEC) or the Section Emergency Coordinator (SEC) to initiate the request.
- G. After making initial contact with an ARES/AUXCOMM member, the requesting agency is responsible for communicating the necessary information for ARES/AUXCOMM to activate and effectively mobilize for the emergency. See the served agency's Memorandum of



Understanding in Appendix H for specific details about the information that is required.

After the initial contact, the requesting agency/services' responsibility is fulfilled, and they should continue with their normal duties in the emergency. The first ARES/AUXCOMM member contacted is responsible for beginning the ARES/AUXCOMM mobilization procedures presented below.

- H. A list of Columbiana Co. ARES/AUXCOMM members shall be kept on file by the ARES/AUXCOMM leadership. This list will be used to generate the "Alert List" used to activate ARES/AUXCOMM members during an emergency. See Appendix A for a copy of the Columbiana County "ARES/AUXCOMM Alert List".

## V. RACES ACTIVATION

### A. **RACES DOES NOT SELF DEPLOY.**

- B. Any RACES member who suspects a communication emergency exists should MONITOR his or her assigned frequency for activity.
- C. The requesting agency must use the following order of contact precedence when requesting RACES activation:
  - 1. The requesting agency must contact the local civil defense organization (EMA) to request activation.
- D. After the initial contact with the civil defense organization (EMA), their responsibility is fulfilled, and they should continue with their normal duties in the emergency. The civil defense organization (EMA) is responsible for communicating the necessary information for RACES to activate and effectively mobilize for the emergency.
- E. If telephone service is available the RACES Officer or other RACES member, should be notified of an emergency by a civil defense organization (EMA) by phone.
- F. The RACES Officer or other RACES member will start the RACES mobilization procedures as presented below.
- G. A list of RACES members shall be kept on file by the Races Officer and the civil defense organization. This list will be used to generate the "Alert

List” used for activation. See Appendix (B) for the Columbiana County “RACES Alert List”.

- H. For any civil emergency, the civil defense organization (EMA) may ask for RACES activation for civil-preparedness purposes only during periods of local, regional, or national civil emergencies. These emergencies are not limited to war-related activities, but can include natural disasters such as fires, floods and earthquakes and nuclear events. RACES is administrated by local/county/state emergency management agencies, with guidance from the Federal Emergency Management Agency (FEMA).

## V. ARES/AUXCOMM/RACES MOBILIZATION PROCEDURES

- A. **COMMAND AND CONTROL** - All Columbiana County ARES/AUXCOMM/RACES mobilization efforts via radio will be coordinated on one of 3 repeaters. The **K8GQB** 146.805 (-600 162.2 tone) the **K8BLP** 146.700 (-600 162.2 tone) repeater or the **W8GMM** 146.775 (-600 162.2 tone) repeater. Which repeater is used will depend on the area of activation.

In the event of a repeater(s) failure, monitor the simplex frequency 146.49 FM.

### B. STATEWIDE LINKS.

1. 2 repeaters and 1 Node can be linked to statewide talkgroups through the 2 DMR repeaters and 1 C4FM Node listed below: (6, 7 & 10).

- C. **TACTICAL OPERATIONS** - After assembling the ARES/AUXCOMM/RACES unit on the primary call up frequency(s) for Columbiana County, an ARES/AUXCOMM/RACES official (or station acting on behalf of an ARES/AUXCOMM/RACES official) may spawn additional tactical nets to meet the needs of the emergency relief and recovery efforts. Some of the frequencies that may be used during an emergency include:

1. 444.9625 MHz (+5 MHz/ PL 162.2) repeater K8GQB, Salem
2. 442.175 MHz (+5 MHz/ open) repeater K8BLP, East Liverpool
3. 442.525 MHz (+5 MHz/ PL 162.2) repeater KD8XB, West Point
4. 442.950 MHz (+5 MHz/ PL 162.2) repeater KD8XB, Minerva
5. 444.4625 MHz (+5 MHz/ PL 162.2) K8DXB, Lisbon  
Note: Repeaters 3, 4 and 5 are linked together.
6. 443.9375 MHz (+5 MHz/ DMR) repeater KD8XB, West Point.



7. 444.8875 MHz (+5 MHz/ DMR) repeater KD8XB, New Springfield.  
Note: 443.9375 and 444.8875 can be linked via software.  
These DMR repeaters can also be linked to the Ohio EMA ARES radio room. (See DMR linking below).
8. 146.520 MHz simplex (Calling; establish comms then move)
9. 446.000 MHz simplex (Calling; establish comms then move)
10. 145.5625 MHz simplex C4FM Node at the EMA on OhioLink.  
This C4FM link will be established when Tactical Operations commence.
11. The TYT MD-9600 radio at Comm #4 can access the DMR Talkgroups listed below.

#### **D. DMR DIGITAL LINKING IN OHIO.**

31390 - Ohio TAC (OH TAC)  
 31391 - Northeast Ohio (NEOH)  
 31392 - Central Ohio Weather (WXOH)  
 31393 - Southeast Ohio (SEOH)  
 31394 - Southwest Ohio (SWOH)  
 31395 - Ohio ARES (OH ARES)  
 31398 - Ohio EMCOMM  
 31399 - OhioLink-YSF (may not be bridged due to problems)  
 310223 - Lisbon local  
 310227 - New Springfield local

#### **E. YAESU SYSTEM FUSION LINK**

40557 – OhioLink (accessed via Openspot, Node or Repeater).  
 Radio must be connected to WiRESX system via a computer.

#### **F. TACTICAL CALLSIGNS.**

1. Tactical callsigns will be established at the time of deployment.

### **VI. Columbiana County Simplex Tactical Frequency Assignments and Primary Repeater Frequencies**

City	Primary Simplex	Secondary Simplex	Tertiary Simplex	Primary Repeater Output
East Liverpool	146.4900	147.5400	445.9625	146.70000 / 162.2 146.7000/C4FM
East Palestine	146.5050	147.5100	445.9750	146.77500 / 162.2 146.7750/C4FM(best)
Lisbon	146.5350	147.5250	445.9875	146.80500 / 162.2
Salem	146.5500	146.5950	446.0125	444.96250 / 162.2
West Point	146.5650	147.5700	446.0250	442.52500 / 162.2
Minerva & West Columbiana County	146.5800	147.4950	446.0375	442.95000 / 162.2 (Linked to 442.525)



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Other frequencies will be used as needed. Some of the above frequencies have regularly scheduled nets which may be used to support emergency efforts.

### **Ohio ARES/NTS HF frequency assignments:**

Administrative	3.8750 MHz LSB (Pri)	
	7.2400 MHz LSB (Alt)	
Emergency	3.9020 MHz LSB	
Traffic	3.9020 MHz LSB	
Digital	3.5850 MHz USB (Pri)	
	7.0720 MHz USB (Alt)	
OHDEN	3.5845 Mhz USB (Pri summer)	<b>See appendix K</b>
	1.8045 Mhz USB (Pri winter)	
COTN	3.5900 MHz CW (Pri)	<b>See appendix K</b>
	7.0430 Mhz CW (Sec)	
	1.8230 Mhz CW (Sec)	

SSB Traffic net daily at 10:30 AM; 4:15 PM; & 6:45 PM  
See appendix G for the U. S. Band Plan.

- A. Mobile units are activated as required to cover evacuation centers and locations of disaster.
- B. The EC/AEC or qualified ARES/AUXCOMM/RACES member shall act as Net Control Station (NCS) or may delegate that duty to another station.
- C. The Net Control Station (NCS) shall originate from the best location possible, preferably one with emergency power. This could be from any one of the following areas:
  - Columbiana County Emergency Management Agency (This site serves as the Columbiana County Emergency Operations Center (EOC) and has emergency power.
  - Non-Government Organizations (NGO) using a go-kit.
  - A private home, where emergency power exists.

## **VII. DUTIES OF THE NET CONTROL STATION (NCS)**

- A. The main duties of the NCS are to establish a County Control Station (CCS) and to ensure the ARES/AUXCOMM/RACES nets are run in an orderly fashion, to help eliminate confusion on communication networks, and to coordinate the flow of traffic as required.

- B. A secondary net may be established as the Official Traffic Station (OTS) if needed. (See OSERP Oct 2019; page 9 for OTS requirements)
- C. Additional Control Stations (CS) may be established to serve each requesting agency. (See tactical frequency assignments in VI.)
- D. Where possible, local message traffic passed during these nets should be transmitted using the fldigi suite of software using the NIMS ICS-213 form unless other message forms are requested by the served agency or department and are available. Message traffic using the ARRL National Traffic System (NTS) shall use the ARRL Radiogram form available in the fldigi suite. See Appendix E (Message forms) for a sample of message formats.
- E. RACES stations cannot send traffic on any NTS net unless that net is also operated by RACES stations. (**RACES stations can only talk to other RACES stations**)
- F. All internal or outgoing messages must carry the signature of the person originating the message and their title or office. (Example: John Smith, Emergency Management).
- G. The contents of any message handled by ARES/AUXCOMM/RACES are not to be divulged to any unauthorized persons. (ComSec)
- H. Message precedence as defined by the ARRL will be used. They are ranked in the following order:
  1. **EMERGENCY (E)** - Any message dealing with life and/or death urgency to any person or group which is transmitted in the absence of regular commercial facilities.
  2. **PRIORITY (P)** - Any important message having a specific time limit, official messages that are not covered by the emergency category, press dispatches and emergency related traffic but not of utmost urgency.
  3. **WELFARE (W)** - Any message that refers to an inquiry as to the health and welfare of an individual in the disaster area or an advisory update from the disaster area that indicates all is well.
  4. **ROUTINE (R)** - Any message not meeting the above criteria or any message of a routine (day to day) type nature.
- I. The NCS is responsible for taking check-ins as needed to meet the needs of the disaster operation and/or ARES/AUXCOMM/RACES activation requirements. Traffic listed shall be categorized by precedence and moved as soon as possible, with Emergency and Priority traffic taking top precedence.



- J. All ARES/AUXCOMM/RACES nets are directed nets. In a directed net all stations must get permission from NCS for communications to any other station on the net. NCS should make a net call up at least every 10 minutes. Stations needing communications can make a request at this time.
- K. Stations with traffic of Emergency or Priority precedence can break the net at any time providing their traffic is of a higher precedence than the traffic being sent. The phrase "BREAK EMERGENCY" or "BREAK PRIORITY" should be used.
- L. WELFARE precedence traffic SHOULD NOT BE PASSED until authorized by the EC/COML. The EC/COML will not authorize this traffic to be accepted (unless it is of an emergency nature) until all emergency communication requirements have been satisfied and nets are functioning efficiently. The point during an emergency when WELFARE traffic will be allowed is at the discretion of the EC.
- M. WELFARE traffic will not be passed by RACES.
- N. The NCS shall keep a log of the net including the number of check-ins, net duration, who checked in, and notes on critical items handled. This log will be provided to the EC/COML as soon as possible following the emergency closure.
- O. Net Control Stations (NCS) may use any preamble and net procedure(s) that appropriately meet the needs of the emergency. A sample NCS preamble can be found in Appendix F of this plan.
- P. NCS should be aware of FEMA amateur radio call signs. (See Appendix I)
- Q. NCS should use the ICS-309 Communications Log. (See Appendix J).

## **VIII. DUTIES OF THE MEMBER STATIONS**

- A. Such public service communications are furnished without compensation or other remuneration of any kind to ARES/AUXCOMM/RACES or any Amateur Radio Operator.
- B. The main duty of an ARES/AUXCOMM/RACES member station is to provide a communication link for the served organization. The ARES/AUXCOMM/RACES member may be stationed at a location which is in the control of any of the served agencies during an emergency (i.e. Red Cross, Salvation Army, local government agencies, EMA, FEMA, etc.). While performing these duties, the



ARES/AUXCOMM/RACES station will work closely with on-site agency members to communicate information to and from their site.

- C. A major responsibility for an ARES/AUXCOMM/RACES member is to be prepared to provide emergency communications. Preparation activities include attending local area training events, participation in ARES/AUXCOMM/RACES and National Traffic System (NTS) nets, making use of self study material, and organizing personal equipment for use during emergency conditions.
- D. Where possible, message traffic passed during these nets should be transmitted using the fldigi suite of software or via WinLink using the NIMS ICS-213 form unless other message forms are requested by the served agency or department and are available. Message traffic using the ARRL National Traffic System (NTS) shall use the ARRL Radiogram form available in the fldigi suite. See Appendix E for a sample of message formats.
- E. The ARES/AUXCOMM/RACES operator should become familiar with the ARRL message precedence system used by the ARRL National Traffic System. These precedence descriptions are specified in Section VII-H of this document.
- F. ARES member stations should follow the instructions of their EC, AEC, DEC, SEC, SM, or NCS to the best of their ability. This could be a request of the member station to travel to a location in Columbiana County or one of the surrounding areas to provide a vital communications link for an ARES net.
- G. AUXCOMM member stations should follow the instructions of the COML or his/her designated assistants.
- H. RACES member stations should follow the instructions of their RACES RO, NCS, or civil defense organization to the best of their ability. This could be a request of the member station to travel to a location in Columbiana County or one of the surrounding areas to provide a vital communications link for a RACES net.

**These requests will, however, be for voluntary participation and if unable to safely and timely meet the request, the member shall indicate that they will not be able to accept the assignment so the task can be reassigned.**

## IX. ARES/AUXCOMM DRILLS, TESTS AND TRAINING

- A. An annual test will be conducted in the October time frame and in conjunction with ARRL's nationwide and/or District 5's Simulated Emergency Test (SET).
- B. Several annual events such as Field Day, Ohio QSO Party, or Ohio State Parks on the Air; can provide an opportunity for members of ARES to enhance their operating skills under adverse conditions (using noncommercial power, operating from a temporary location, improvised antenna, and station construction, etc.).
- C. The Columbiana County Emergency Management Agency is involved in many emergency drills throughout the year. These drills include but are not limited to; quarterly and bi-annual drills at the Beaver Valley Power Station, scenario drills ranging from tabletop to full scale exercises involving the Columbiana County Local Emergency Planning Committee (LEPC) and drill and exercise participation with various other agencies. The date and requirements for these drills are set by the appropriate authorities and relayed to ARES EC or AUXCOMM COML by the Columbiana County Emergency Management Agency.
- D. Training on various emergency preparedness topics may be held at various times throughout each year as available and deemed necessary by the ARES/AUXCOMM/RACES leadership.
- E. Members are also encouraged to take part in such HF/VHF/UHF nets as their license class allows them to become proficient in net operations and traffic handling procedures.
- F. Training records will be maintained by the EC/COML/RO or such person as he/she may designate. ARES member stations are urged to maintain a personal record of training activities in which they take part.
- G. During ARES/AUXCOMM/RACES training exercises, operators will be advised to tune their operating frequencies.
- H. ARES/AUXCOMM/RACES members are strongly encouraged to be trained in the FEMA courses covering the National Incident Management System (NIMS). The following classes are requested to be taken:
  - IS-100 Introduction to the Incident Command System
  - IS-200 Basic Incident Command System
  - IS-700 National Incident Management System (NIMS), an introduction
  - IS-800 National Response Framework (NRF), an introduction
    - 1. These classes are offered free online by FEMA at <https://training.fema.gov/nims/>

- I. All ARES/AUXCOMM/RACES members shall register with Ohio Responds for the Ohio ARES program at <https://www.ohioresponds.odh.ohio.gov/>. This page will walk you through the registration procedure.
- J. ARES/AUXCOMM/RACES operations will be operated per the National Incident Management System (NIMS) guidelines. Taking the above NIMS training is strongly advised.

## **X. RACES DRILLS, and TESTS**

- A. RACES drills and tests are limited in time by FCC 47 CFR Part 97 Subpart F, 97.407 (e). (4). 1 hour per week as ordered by the responsible civil defense organization served. With the approval of the chief officer for emergency planning in the applicable State, Commonwealth, District, or territory, however, such tests and drills may be conducted for a period of not to exceed 72 hours no more than twice in any calendar year.
- B. It is recommended training other than item "A" above be done as ARES/AUXCOMM in section "IX" above.
- C. RACES members are **required** to be trained in the FEMA courses covering the National Incident Management System (NIMS). The following classes are requested to be taken:
  - IS-100 Introduction to the Incident Command System
  - IS-200 Basic Incident Command System
  - IS-700 National Incident Management System (NIMS), an introduction
  - IS-800 National Response Framework (NRF), an introduction
  - 2. These classes are offered free online by FEMA.  
See appendix K for links.



**XII COMPENSATION, REIMBURSEMENTS,.**

A. Each RACES member shall be responsible for compensation of damages to their own equipment and vehicles which occurs while aid to Columbiana County is being rendered.

B. The RACES RO shall be responsible for ensuring that each RACES member is qualified and capable of completing the assignments given to them.

C. The RACES members will not be financially compensated for their labor.

**Appendix A****ARES/AUXCOMM ALERT LIST**

NAME	POSITION	CALL	PHONE	EMAIL
Keith DeJane	EC	KE8WSO	304-491-2501	<a href="mailto:kdejane@comcast.net">kdejane@comcast.net</a>
Donald Kemp	AEC/COML	NN8B	330-222-1724 (H)	<a href="mailto:nn8b@arrl.net">nn8b@arrl.net</a>
Jimmy Grimes	AEC	AD8AP	234-517-4950	<a href="mailto:immygrimes2012@gmail.com">immygrimes2012@gmail.com</a>
Bill Bennett	AEC	KD8TCR	330-383-2355	<a href="mailto:lostinthesmokies@yahoo.com">lostinthesmokies@yahoo.com</a>
Tom Sly	SM	WB8LCD	330-554-4650	<a href="mailto:wb8lcd@arrl.net">wb8lcd@arrl.net</a>
Bret Stemen	SEC	KD8SCL	614-7783754	<a href="mailto:kd8scl@earthlink.net">kd8scl@earthlink.net</a>
Tim Mc Leod	DEC	W8HFZ		<a href="mailto:timmc52@americech.net">timmc52@americech.net</a>

**Appendix B****RACES ALERT LIST**

NAME	POSITION	CALL	PHONE	EMAIL
Donald Kemp	RO/COML	NN8B	330-222-1724 (H) 330-341-2395 (C)	<a href="mailto:nn8b@arrl.net">nn8b@arrl.net</a>

**A. - Operations - War Time Emergency Situations****A-1. General****A-2. List of Frequencies (Wartime Emergency Situations)****B. General.**

This chapter provides information on the use of frequencies in emergency situations when the War Emergency Powers, under the provisions of the Communications Act of 1934, Section 606, as amended, have been invoked by the President.

**B-1. List of Frequencies (Wartime Emergency Situations).**

- a. The frequency bands listed below are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency that necessitates the invoking of the President's War Emergency powers under the provision of Section 706 of the Communications Act of 1934, as amended, only RACES stations and amateur stations participating in RACES may transmit on the following frequencies:

**Frequency or Frequency Bands****KHz:**

1800-1825  
1975-2000  
3500-3550  
3930-3980  
3984-4000  
7079-7125  
7245-7255  
10100-10150  
14047-14053  
14220-14230  
14331-14350  
21047-21053  
21228-21267

**MHz:**

28.55-28.75  
29.237-29.273  
29.45-29.6  
50.35-50.75  
52-54



144.50-145.71  
 146-148  
 2390-2450

b. In addition, 1.25 cm (222.0-225.0), 70 cm (420.0- 450.0), and 23 cm (1240-1300 MHz) are available.

c. Frequencies at 3.997.0 MHz and 53.30 MHz are used in emergency areas to make initial contact with a military unit and for communications with military stations on matters requiring coordination.

## Appendix C

### FCC PART 97.407

#### **§ 97.407 Radio amateur civil emergency service.**

(a) No station may transmit in RACES unless it is an FCC-licensed primary, club, or military recreation station and it is certified by a civil defense organization as registered with that organization, or it is an FCC-licensed RACES station. No person may be the control operator of a RACES station, or may be the control operator of an amateur station transmitting in RACES unless that person holds an FCC issued amateur operator license and is certified by a civil defense organization as enrolled in that organization.

(b) The frequency bands and segments and emissions authorized to the control operators are available to stations transmitting communications in RACES on a shared basis with the amateur service. In the event of an emergency which necessitates invoking the President's War Emergency Powers under the provisions of section 706 of the Communications Act of 1934, as amended, 47 U.S.C. 606, RACES stations and amateur stations participating in RACES may only transmit on the frequency segments authorized pursuant to part 214 of this chapter.

(c) A RACES station may only communicate with:

- (1) Another RACES station.
- (2) An amateur station registered with a civil defense organization.
- (3) A United States Government station authorized by the responsible agency to communicate with RACES stations.
- (4) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.

(d) An amateur station registered with a civil defense organization may only communicate with:

- (1) A RACES station licensed to the civil defense organization with which the amateur station is registered.
- (2) The following stations upon authorization of the responsible civil defense official for the organization with which the amateur station is registered:

- (i) A RACES station licensed to another civil defense organization.
- (ii) An amateur station registered with the same or another civil defense organization.
- (iii) A United States Government station authorized by the responsible agency to communicate with RACES stations; and
- (iv) A station in a service regulated by the FCC whenever such communication is authorized by the FCC.
- (e) All communications transmitted in RACES must be specifically authorized by the civil defense organization for the area served. Only civil defense communications of the following types may be transmitted:
  - (1) Messages concerning impending or actual conditions jeopardizing the public safety, or affecting the national defense or security during periods of local, regional, or national civil emergencies.
  - (2) Messages directly concerning the immediate safety of life of individuals, the immediate protection of property, maintenance of law and order, alleviation of human suffering and need, and the combating of armed attack or sabotage.
  - (3) Messages directly concerning the accumulation and dissemination of public information or instructions to the civilian population essential to the activities of the civil defense organization or other authorized governmental or relief agencies; and
  - (4) Communications for RACES training drills and tests necessary to ensure the establishment and maintenance of orderly and efficient operation of the RACES as ordered by the responsible civil defense organization served. Such drills and tests may not exceed a total time of 1 hour per week. With the approval of the chief officer for emergency planning in the applicable State, Commonwealth, District or territory, however, such tests and drills may be conducted for a period not to exceed 72 hours no more than twice in any calendar year.



## Appendix D

### DHS Office of Emergency Communications: AUXCOMM

“AUXCOMM” is an umbrella term and acronym for “auxiliary communications.” It was developed by CISA in 2009 with the assistance of amateur radio subject matter experts. The concept behind the acronym was to educate as many amateur radio entities as possible to work and train with public safety personnel, understand the value of the National Incident Management System (NIMS) Incident Command System (ICS) concept and the role of the communications unit leader (COML). AUXCOMM, although not an official national ICS position as of yet, is most often identified as a Technical Specialist (THSP) in the Communications Unit of the NIMS ICS structure. A few states have endorsed AUXCOMM as an official position within their state NIMS/ICS structure. The process on how this can be accomplished is described in the FEMA NIMS: Guidelines for the Credentialing of Personnel, August 2011 and FEMA’s Type 3 All-Hazard Incident Management System Qualification Guide, dated September 2010.

CISA subsequently developed the AUXCOMM technical assistance workshop and produced the Auxiliary Field Operators Guide. This guide and other CISA products are available at <https://www.cisa.gov/publication/fog-documents>. The TRG-AUXCOMM (again, another Federal acronym for the course designator) is designed to educate amateurs and state officials involved with volunteer groups they could expect in an emergency operations center environment. The AUXFOG is a reference guide for the amateur radio emergency communications community. To date, the CISA AUXCOMM course has been taught 105 times with over 1,300 amateur radio operators trained.

Note: Some of the details in this article have been adopted from the [ARRL](http://www.arrl.org/news-features) E-Letter, found at <http://www.arrl.org/news-features>.

Further reading: More information about amateur radio support to public safety can be found in the following articles:

- ARRL E-Letter, 15 June 2016, “Before Deployment: Personal, Family Safety First” <http://www.arrl.org/ares-el?issue=2016-06-15#toc03>
- CISA.gov News, “Colorado Creates Auxiliary Emergency Communications Unit” <https://www.cisa.gov/news-events/news/auxiliary-emergency-communications>



- AUXCOMM – Intense Training for Serious Disasters, QST Article dated May 2016 pages 77 & 78.
- QST Article, ARES in the Classroom: DHS Auxiliary Emergency Communications Course, dated July 2013, page 79
- AUXFOG Book Review from the ARRL: [www.arrl.org/ares-el?issue=2014-03-19#toc07](http://www.arrl.org/ares-el?issue=2014-03-19#toc07)

Communications Unit (AUXCOMM) Training Resources.  
<https://www.cisa.gov/safecom/comu-training-resources>


AUXCOMM information: <https://www.onallbands.com/emcomm-what-is-auxcomm-and-why-is-it-important/>

## Appendix E

### MESSAGE FORMS

#### GENERAL MESSAGE (ICS 213)


1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date: Date	6. Time HHMM
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: Date	



# THE AMERICAN RADIO RELAY LEAGUE

# RADIOGRAM

VIA AMATEUR RADIO



NUMBER	PRECEDENCE	RX	STATION OF ORIGIN	CHECK	PLACE OF ORIGIN	TIME FILED	DATE
--------	------------	----	-------------------	-------	-----------------	------------	------

TO

TELEPHONE NUMBER

THIS RADIO MESSAGE WAS RECEIVED AT

AMATEUR STATION \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

FROM

REC'D

DATE

TIME

SENT TO

DATE

TIME

THIS MESSAGE WAS HANDLED FREE OF CHARGE BY A LICENSED AMATEUR RADIO OPERATOR. PLEASE ADDRESS ALL CORRECTIONS TO THE BOX AT RIGHT ABOVE. AS SUCH MESSAGES ARE HANDLED SOLELY FOR THE PLEASURE OF OPERATING, NO COMPENSATION CAN BE ACCEPTED BY A HAM OPERATOR. A RETURN MESSAGE MAY BE FORWARDED WITH THE HAM DELIVERING THIS MESSAGE TO YOU. FURTHER INFORMATION ON AMATEUR RADIO MAY BE OBTAINED FROM ARRL, 1400 MAIN STREET, NEWINGTON, CT 06111.

THE AMERICAN RADIO RELAY LEAGUE, INC. IS THE NATIONAL MEMBERSHIP SOCIETY OF LICENSED RADIO AMATEURS AND THE PUBLISHER OF QST MAGAZINE. ONE OF ITS PURPOSES IS PROMOTION OF PUBLIC SERVICE COMMUNICATION AMONG AMATEUR OPERATORS. TO THAT END, THE LEAGUE HAS ORGANIZED THE RADIO NET TRAFFIC SYSTEM FOR DAILY NATIONAL MESSAGE HANDLING.

PUBLISHED 1-1-74

See the ARES Field Recourse Manual for traffic handling instructions.  
[http://www.arrl.org/files/file/ARES\\_FR\\_Manual.pdf](http://www.arrl.org/files/file/ARES_FR_Manual.pdf)



## Appendix F

### NET PREAMBLE

All stations this net:

This is (CALL SIGN) , my name is \_\_\_\_\_ and I am net control for the bi-monthly Columbiana county ARES/AUXCOMM/RACES net. This net is held each \_\_\_\_\_ (DAY) at \_\_\_\_\_ (TIME); on the 146.805 repeater; courtesy of the Lisbon Area Amateur Radio Association or the Triangle Amateur Radio Club on the 146.700 repeater. (See Note below)

The purpose of this net is to encourage interest in, and to provide information about, the Amateur Radio Emergency Service, AUXCOMM and Radio Amateur Civil Emergency Service in Columbiana County. These organizations offer emergency communications services to public service and governmental agencies during potential and actual disasters of many kinds.

All amateurs are welcome to this net. You do not have to be a member of ARES, AUXCOMM, or RACES to join this net. ARES/AUXCOMM/RACES is not affiliated with any local club or clubs and is under the direction of the ARRL appointed Emergency Coordinator, AUXCOMM COML and/or RACES Radio Officer for Columbiana County.

This is a directed net. Please address all transmissions to net control. As always, Priority or Emergency transmissions will take precedence and will be handled immediately.

Is there an NTS representative to take traffic for this net, if so, please call now.

This is \_\_\_\_\_, net control. Any stations wishing to list traffic for the net . . . Please call now.

At this time, the net will take check-ins for mobile and stations on emergency power. Give your call phonetically and slowly; call now. . .

At this time, the net will take all other check-ins. Give your call phonetically and slowly; call now. . .

At this time, Net Control invites training, reports and comments from the EC, AEC's, COML or RO or announcements from any Columbiana County club on the net. (Start with highest level & work down the list) Please give your call sign, Name, and position held.

At this time are there any late check ins. Give your call phonetically and slowly; call now. . .

(After any training, reports, or comments close the net.)

We wish to thank the Lisbon Area Amateur Radio Association for the use of the repeater. Thank you for your participation. The net is now secure, and the repeater is returned to normal use. This is \_\_\_\_\_ OUT.

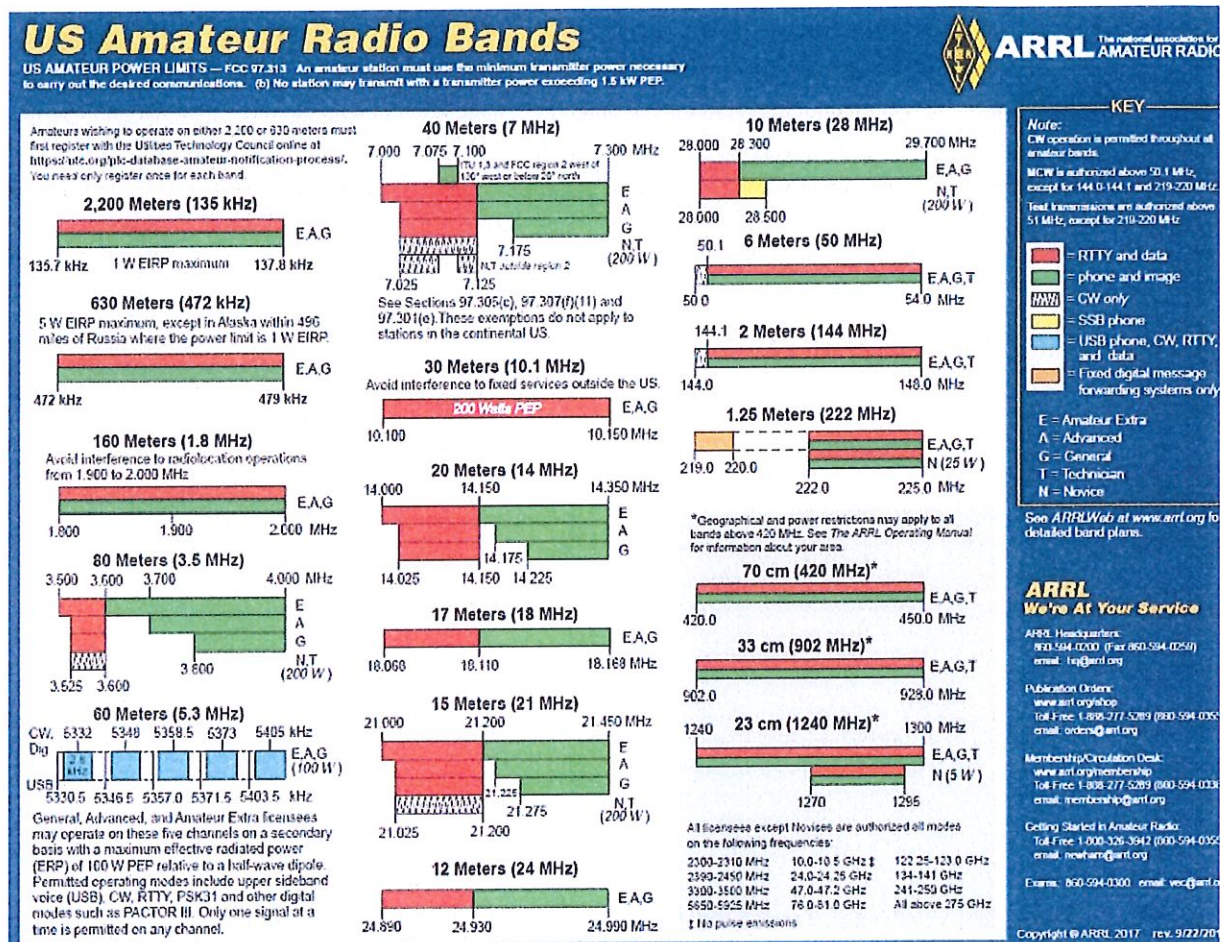
OR

We wish to thank the Triangle Amateur Radio Club for the use of the repeater. Thank you for your participation. The net is now secure, and the repeater is returned to normal use. This is \_\_\_\_\_ OUT.

Note: Change the repeater frequency and the name of the club sponsoring the repeater if the net is other than on 146.805 or 146.700.

## Appendix G

### U. S. Band Plan



<http://www.arrl.org/graphical-frequency-allocations>



## Appendix H ARRL MOU

(Ctrl + Click to follow link) or go to  
<https://www.arrl.org/served-agencies-and-partners>

- [American Red Cross+](#)
- [Association of Public-Safety Communications Officials-  
International \(APCO-International\)+](#)
- [Boy Scouts of America+](#)
- [Citizen Corps \(Department of Homeland Security\)+](#)
- [Civil Air Patrol \(CAP\)+](#)
- [Federal Emergency Management Agency \(FEMA\)+](#)
- [National Volunteer Organizations Active in Disaster  
\(NVOAD\)+](#)
- [REACT International Inc.+](#)
- [Salvation Army & SATERN+](#)
- [SKYWARN \(National Weather Service\)+](#)
- [Society of Broadcast Engineers \(SBE\)+](#)
- [United States Power Squadrons+](#)
- [Quarter Century Wireless Association, Inc.+](#)
- [SAFECOM](#)

## **Appendix I**

### **FEMA Call Signs on Amateur Radio**

The following call signs are assigned for FEMA operations. If these call signs appear on an EMCOM NET, they should be given higher priority entry into the NET than standard Amateur Radio stations.

AF0EMA	KF0EMA	NF0EMA	WF0EMA
AF1EMA	KF1EMA	NF1EMA	WF1EMA
AF2EMA	KF2EMA	NF2EMA	WF2EMA
AF3EMA	KF3EMA	NF3EMA	WF3EMA
AF4EMA	KF4EMA	NF4EMA	WF4EMA
AF5EMA	KF5EMA	NF5EMA	WF5EMA
AF6EMA	KF6EMA	NF6EMA	WF6EMA
AF7EMA	KF7EMA	NF7EMA	WF7EMA
AF8EMA	KF8EMA	NF8EMA	WF8EMA
AF9EMA	KF9EMA	NF9EMA	WF9EMA

This block of 40 call signs is to be considered as Federal and are used only for emergency use. Use of these call signs is most likely to be encountered on the interoperability frequencies that comprise the 60-meter band.

This information originated from the FEMA SHARES National Teleconference of 5 September 2017.

## Appendix J

### ICS-309 communications log form

[illegible]



## **Appendix K Reference Material**

### **Buckeye Net**

<https://www.cotn.us/home>

### **ARRL Ohio Section**

<http://arrl-ohio.org/>

### **ARES Ohio Section/SEC**

<https://arrl-ohio.org/ohio-ares/>

### **ARES Field resource Manual**

[http://www.arrl.org/files/file/Public%20Service/ARES/ARESFieldResourcesManual\\_rev10-2019.pdf](http://www.arrl.org/files/file/Public%20Service/ARES/ARESFieldResourcesManual_rev10-2019.pdf)

### **ARES information; ARRL Headquarters**

<http://www.arrl.org/ares>

### **ARES Standardized Training Plan**

[http://www.arrl.org/files/file/Public%20Service/ARES/ARRL-ARES-FILLABLE-TRAINING-TASK-BOOK-V2\\_1\\_1.pdf](http://www.arrl.org/files/file/Public%20Service/ARES/ARRL-ARES-FILLABLE-TRAINING-TASK-BOOK-V2_1_1.pdf)

### **National Response Framework**

<https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response>

### **NIFOG**

[Field Operations Guides \(FOGs\) | CISA](#)

### **NIMS training materials and courses**

<https://training.fema.gov/nims/>

### **OHDEN**

<https://arrl-ohio.org/ohden/> (FOR NET SCHEDULES)

### **AUXFOG**

[Field Operations Guides \(FOGs\) | CISA](#)

### **USRACES (See the resource library)**

<https://www.usraces.org/>

### **WINLINK**

<https://winlink.org/>

**CISA Emergency Communications References**  
**<https://www.cisa.gov/topics/emergency-communications>**

## Appendix L

### DEFINITIONS

<b>AEC</b>	<b>Assistant Emergency Coordinator</b>
<b>ARES</b>	<b>Amateur Radio Emergency Service</b>
<b>ARRL</b>	<b>American Radio Relay League</b>
<b>AUXCOMM</b>	<b>Auxiliary Communications</b>
<b>AUXFOG</b>	<b>Auxiliary Communications Field Operations Guide</b>
<b>C4FM</b>	<b>Yaesu System Fusion WiRESX (FDMA)</b>
<b>CCS</b>	<b>County Control Station</b>
<b>CERT</b>	<b>Community Emergency Response Team</b>
<b>CISA</b>	<b>Cybersecurity and Infrastructure Security Agency</b>
<b>ComSec</b>	<b>Communications Security</b>
<b>CS</b>	<b>Control Station</b>
<b>DEC</b>	<b>District Emergency Coordinator</b>
<b>DMR</b>	<b>Digital Mobile Radio (TDMA)</b>
<b>EC</b>	<b>Emergency Coordinator</b>
<b>EMA</b>	<b>Emergency Management Agency (Local)</b>
<b>EOC</b>	<b>Emergency Operations Center (EMA)</b>
<b>FCC</b>	<b>Federal Communications Commission</b>
<b>FEMA</b>	<b>Federal Emergency Management Agency</b>
<b>ICS</b>	<b>Incident Command System</b>
<b>LEPC</b>	<b>Local Emergency Planning Committee</b>
<b>MOU</b>	<b>Memorandum of Understanding</b>
<b>NCS</b>	<b>Net Control Station</b>
<b>NGO</b>	<b>Non-Governmental Organization</b>
<b>NIFOG</b>	<b>National Interoperability Field Operations Guide</b>
<b>NIMS</b>	<b>National Incident Management System</b>
<b>NRF</b>	<b>National Response Framework</b>
<b>NTS</b>	<b>National Traffic System</b>
<b>OHDEN</b>	<b>Ohio Digital Emergency Net</b>
<b>OSERP</b>	<b>Ohio Section Emergency Response Plan</b>
<b>OTS</b>	<b>Official Traffic Station</b>
<b>RACES</b>	<b>Radio Amateur Civil Emergency Service</b>
<b>RO</b>	<b>Radio Officer (RACES)</b>
<b>SEC</b>	<b>Section Emergency Coordinator</b>
<b>SET</b>	<b>Simulated Emergency Test</b>
<b>SHARES</b>	<b>SHAREDREsourceS (FEMA Emergency Radio System)</b>
<b>SM</b>	<b>Section Manager</b>
<b>WinLink</b>	<b>A radio email system; see link above.</b>
<b>YSF</b>	<b>Yaesu System Fusion reflectors accessed via hotspots. (Not the same as WiRESX but can link to WiRESX)</b>



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>C</b>
<b>Title:</b>	Notification and Warning
<b>Related Federal ESFs:</b>	ESF #2: Communications
<b>Purpose:</b>	To describe the notification and alert of the public and responders in Columbiana County
<b>Ohio Revised Code:</b>	Section 307.63: Countywide Public Safety Communications System Sections 5502.21 through 5502.99: Emergency Management
<b>Primary Agency:</b>	Columbiana County Emergency Management Agency
<b>Support Agencies:</b>	Columbiana County 911 Local Fire Services Local Law Enforcement Local Media Organizations Municipal Jurisdictions Various County Offices/Departments

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX C (NOTIFICATION AND WARNING) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Developed entire section on annex front page.	7/2005	1, Front Page	RDZ
II. Situation and Assumptions – Added media listings and large facilities that necessitate special warning procedures.	7/2005	1, 2	RDZ
III. Concept of Operations – Updated, incorporated NIMS, removed “phases of emergency management”.	7/2005	2 – 5	RDZ
IV. Organization and Assignment of Responsibilities – Revised.	7/2005	6 – 8	RDZ
V. Direction and Control – Designated EMC as the warning coordinator.	7/2005	8	RDZ
VI. Continuity of Government – No change.	7/2005	N/A	RDZ
VII. Administration and Logistics – Added “administration” section, listed “warning system tests” under new “logistics” section, removed “equipment” reference.	7/2005	8 – 9	RDZ
VIII. Plan Development and Maintenance – Revised.	7/2005	9	RDZ
IX. Authorities – Removed section.	7/2005	9	RDZ
X. Addendum – Changed “tabs” to “appendices”, removed tabs 3 – 6, added appendix 3, renumbered overall list.	7/2005	9	RDZ
XI. Authentication – Changed “Notification & Warning Officer” to “Warning Coordinator”.	7/2005	9	RDZ
I.A. Situation and Assumptions-adjusted radio stations, changed 4 and 5.b.	3/29/2013	1	EJD
b. Listed below are EAS stations...	3/11/2013	7-8	EJD
b. Warning siren, which is 3 three minute...	3/11/2013	8	EJD
Appendix 1 ad Authority	3/11/2013	11	EJD
D. Originating station...	3/11/2013	11	EJD
F. Add info on LP 1 & 2	3/11/2013	11	EJD
Updated entire section	3/28/2108	All	PC
Updated Appendix 2 siren locations	2/25/21	C-13	PC
Added reference to Appendix 5	11/2/23	C-10	PC
Appendix 4 updated with new ENS vendor	11/24/2025	C18-25	BR

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX C (NOTIFICATION AND WARNING) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	2
II. Concept of Operations	2
A. Mechanism of Warnings	2
B. Receipt and Dissemination of Warning/Notification of Governmental Officials/Emergency Response Personnel	3
C. Dissemination of Warning to the General Public	5
D. Phases of Emergency Management	6
III. Organization and Assignment of Responsibilities	7
A. National	7
B. State	7
C. Local	8
D. Assignment of Responsibilities	9
IV. Direction and Control	9
V. Continuity of Government	9
VI. Administration and Logistics	9
A. Administration	9
B. Logistics	9
VII. Plan Development and Maintenance	10
VIII. List of Appendices	10
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Emergency Alert System (EAS) Activation Procedures	11
Appendix 2 – Siren Locations	13
Appendix 3 – Electronic Notification System/IPAWS Concept of Operations	14
Appendix 4 – ENS/IPAWS Policy and Instructional Guide	15
Appendix 5 – Severe Weather	35



## **ANNEX C: NOTIFICATION AND WARNING**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The Columbiana County EMA utilizes an Electronic Notification System (ENS) to alert residents of emergency situations throughout the County. The ENS has the ability to call, text and email messages to users that are registered in the system. Additionally, the ENS is connected to the FEMA Integrated Public Alert and Warning System (IPAWS) which is utilized to send an alert message to cell phones in the designated warning area utilizing Wireless Emergency Alerts (WEA).
2. Six (6) sirens can be utilized throughout Columbiana County. A complete list of these sirens is contained in Appendix 2 to this annex.
3. Local print and broadcast media will be relied upon to assist in the dissemination of warning to the general public. Print and broadcast media currently consists of:
  - a. Newspapers
  - b. Radio
  - c. Television
  - d. Online New Media
4. The ENS, operational telephones and radio communications will be utilized to notify public officials, EOC staff and emergency personnel. The ENS is fully integrated with the National Oceanic and Atmospheric Administration (NOAA) allowing for automated weather notifications.
5. Large or special facilities that may require special forms of notification and warning include the following:
  - a. Nursing Homes: Established notification procedures are in place at the County Emergency Operations Center. An updated listing is maintained in the County Resource Manual at the EMA office. Local emergency services providers serving those areas are aware of the facilities and the difficulties in warning their residents.
  - b. Schools: Notification and warning of individual school facilities will come from the school's district office. Established notification procedures are in place at the County

**B. Assumptions**

1. Existing forms of warning will require augmentation in order to provide sufficient warning to the public.
2. The use of mobile public address systems and/or door-to-door notification by emergency response personnel will be required when a quick onset emergency (e.g. hazardous materials spill) occurs necessitating an evacuation.
3. The ENS is fully integrated with NOAA allowing for automated weather notifications. Weather alert radios are in place in various homes and schools throughout the county. Additionally, warning sirens, radio broadcasts, and public address systems are used to provide warning to schools, nursing homes, major industries, institutions, and places of public assembly.
4. Some people who are directly threatened by a hazard may ignore, not hear or misunderstand warnings.

**II. CONCEPT OF OPERATIONS**

A. This annex serves as the county's mechanism of warning appropriate jurisdictional levels and departments and private sector and non-governmental organizations of actual or potential emergencies. If the county Emergency Operations Center (EOC) is not activated, the Incident Commander should define a warning mechanism in the appropriate Incident Action Plan (IAP).

1. The following networks, as detailed below, are used to disseminate warnings throughout Columbiana County.
  - a. Electronic Notification System (ENS)
  - b. Telephone/radio notification
  - c. Emergency Alert System (EAS)
  - d. Door-to-door notification
  - e. Mobile public address systems
  - f. Closed-circuit captioning systems (for televisions)
  - g. Warning sirens
  - h. National Warning System (NAWAS)
  - i. State of Ohio Law Enforcement Automated Data System (LEADS)

B. Receipt and Dissemination of Warning/Notification of Governmental Officials/Emergency Response Personnel

1. The Ohio State Highway Patrol (OSHP) is the State of Ohio Warning Point for the National Warning System (NAWAS) and operates the Ohio portion of the NAWAS.
2. Upon receipt of a NAWAS warning, the OSHP will notify the Columbiana County Sheriff. In addition to this notification, all warnings will be sent over the Law Enforcement Automated Data System (LEADS) to law enforcement agencies in the warning area.
3. The Sheriff will also receive warnings regarding severe weather, technological hazards, dam failures, widespread fires, and other emergencies affecting the county.
4. The Sheriff's Office will notify:
  - a. Columbiana County Emergency Management Director
  - b. Local law enforcement agencies
  - c. Local fire departments
  - d. County Commissioners
  - e. Activate sirens, if appropriate
  - f. EAS, if appropriate (see Appendix 1 to this annex)
5. The county Emergency Management Director will notify:
  - a. County Commissioners
  - b. American Red Cross
  - c. Salvation Army
  - d. Emergency Operations Center (EOC) staff
  - e. Amateur Radio Operators
  - f. Ohio EMA
  - g. Other state agencies as necessary
  - h. County Health Commissioner
  - i. Hospitals
  - j. County Public Information Officer (PIO)
  - k. EAS, if appropriate (see Appendix 1 to this annex)
  - l. Neighboring emergency management directors that may be affected



6. The County Commissioner's Office notifies:
  - a. County department heads
  - b. Township Trustees
  - c. Emergency management director (notification/confirmation)
  - d. County clerical support staff
  
7. Local police department notifies:
  - a. Mayor
  - b. Local fire department
  - c. OSHP (notification/confirmation)
  - d. Sheriff (notification/confirmation)
  - e. Activate municipal siren system
  
8. Mayor notifies:
  - a. School Superintendent
  - b. Service Director
  
9. Local Service Director notifies:
  - a. Fire department
  - b. Police department
  - c. Municipal Engineer (if applicable)
  - d. Municipal streets departments
  - e. Municipal utilities department
  - f. Municipal clerical support staff
  
10. Local fire department notifies:
  - a. Service Director (notification/confirmation)
  - b. Local police department (notification/confirmation)
  - c. Emergency Medical Services (EMS)

11. Municipal Engineer notifies:

- a. Mayor (notification/confirmation)
- b. Service Director (notification/confirmation)
- c. Police Chief (notification/confirmation)
- d. Fire Chief (notification/confirmation)

12. County PIO notifies:

- a. Radio Stations
- b. Newspapers
- c. Social Media

13. Emergency Communications Coordinator (ECC) notifies:

- a. Amateur radio members

14. Radiological Officer (if necessary) notifies:

- a. Radiological monitors
- b. Radiological response teams

C. Dissemination of Warning to the General Public

1. The general public will be notified of major emergencies by the following.

- a. Messaging through ENS
- b. Activation of sirens
- c. Local broadcast and print media
- d. Weather alert radios
- e. EAS
- f. Door-to-door notification by emergency services personnel
- g. Mobile public address systems may be employed in neighborhood-to-neighborhood notifications.
- h. Warning and notification of hearing impaired or non-English speaking persons will be accomplished by public officials at the local and county levels by the following means:
  - i. Door-to-door or mobile public address system notification by emergency responders.

- ii. Special foreign language messaging with pre-scripted text utilizing the ENS., as needed.
- iii. The use of crawlers during television EAS broadcasts and closed caption devices when available to warn the hearing impaired.
- iv. The use of translation capabilities at each of the Public Safety Answering Points (PSAP) in the County.

D. Phases of Emergency Management

1. Mitigation

- a. Identify warning resources
- b. Identify public service agencies that can augment the county's warning capabilities
- c. Analyze siren locations in relation to potential hazards
- d. Coordinate warning capabilities with neighboring counties

2. Preparedness

- a. Test, maintain and repair warning equipment
- b. Develop plans to warn areas not covered by existing warning systems
- c. Develop lists of warning equipment and its locations
- d. Develop and maintain a list of telephone numbers of key personnel for emergency notification

3. Response

- a. Activate warning systems
- b. Implement warning procedures
- c. Work with the County Public Information Officer (PIO) to distribute necessary information to the media and the general public

4. Recovery

- a. Continue the dissemination of emergency information through the County PIO as long as is necessary



### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. National**

1. The National Weather Service (NWS) provides warnings of severe weather conditions.
  - a. An agreement between FEMA and the National Oceanic and Atmospheric Administration (NOAA), of which the NWS is part, provides for the utilization of NAWAS by NWS offices for the dissemination of severe weather watches and warnings.
  - b. The ENS is fully integrated with NOAA allowing for automated weather warnings.
  - c. NWS Pittsburgh is the weather warning center for Columbiana County.
2. The Federal Emergency Management Agency (FEMA) has the responsibility for warning the nation of an impending enemy attack or actual attack upon the United States.

#### **B. State**

3. The Director of the Ohio Department of Highway Safety is responsible for operating the state-level portion of the NAWAS. The Ohio Primary Warning Point is located at the Ohio State Highway Patrol (OSHP) dispatch, collocated with the State EOC, 2855 West Dublin-Granville Road, Columbus, OH 43205. The state alternate warning point is located in the Cambridge Ohio State Highway Patrol Post , 7051 Glenn Hwy, Cambridge, Ohio 43725. Upon receipt of a NAWAS warning, the OSHP will disseminate to all OSHP Post locations.
4. The Ohio LEADS System provides for rapid dissemination of severe weather warnings to all Ohio law enforcement agencies with LEADS terminal equipment.

5. The EAS has been designed to provide an operational public warning capability to national, state and local governments. It uses the facilities and personnel of non-government communications industry on a voluntary basis and is operated by the industry under appropriate government regulations in a controlled manner. It consists of broadcast stations licensed by the Federal Communications Commission (FCC) and participating in the EAS.
  - a. The state operational area and the local EAS are used to broadcast information on peacetime disasters or emergencies. Such use is encouraged, especially for announcing tornado watches and warnings and other natural or man-made disaster information.

#### C. Local

1. The Columbiana County Sheriff's Office serves as a continuous, 24-hour county warning system to alert key officials and activate the public warning system.
2. The Columbiana County Emergency Management Director serves as the county Warning Director.
3. Notification of governmental departments and agencies is conducted through the use of telephone or radio.
4. Public notification is accomplished by sending a message through the County Electronic Notification System (ENS), the sounding of sirens, EAS broadcasts and door-to-door notification, if the situation warrants such action.
  - a. Warning sirens under the control of the Columbiana County EMA are operational in the emergency planning zone (EPZ) of the Beaver Valley Nuclear Power Plant. These sirens would be sounded to warn residents of an event at the nuclear plant. An EAS message would follow the sounding of these sirens on local TV and radio for further instructions.
  - b. Many local jurisdictions utilize sirens to advise and warn their residents of emergency and non-emergency situations, such as curfew times. These sirens are under the control of the local jurisdiction and may be sounded during a larger scale emergency at the request of the County EMA Director.
  - c. Local fire departments continue to utilize sirens to alert responders of an incident. This signal is a standard high and low.

D. Assignment of Responsibilities

1. Reference II.A and II.B for notification/warning responsibilities for governmental departments and agencies and the general public.

**IV. DIRECTION AND CONTROL**

1. The Emergency Management Director, as the Warning Director, will provide general guidance for warning activities, including deciding which sectors of the public population will be warned and how.
2. The Sheriff will report to the EOC upon its activation. From this location, they will coordinate the dissemination of warning information to the general public.
3. The county PIO will coordinate the release of Emergency Public Information (EPI) through the media.
4. Should public warning for a natural disaster or other threat become necessary:
  - a. The County EMA Director or designee will activate messaging through the ENS.
  - b. Police and fire departments with sirens will activate those warning systems.
  - c. NWS will issue warning broadcasts over the ENS and weather alert radios.
  - d. The EAS system will be activated to broadcast warnings over local radio stations.

**V. CONTINUITY OF GOVERNMENT**

1. Line of Succession – Warning Director
  - a. Columbiana County EMA Director
  - b. Columbiana County EMA Deputy Director
  - c. Columbiana County Sheriff

**VI. ADMINISTRATION AND LOGISTICS**

1. Administration
  - a. The local warning point should maintain activity logs recording the warnings received, key personnel notified, and actions directed to be taken, and warnings disseminated to the public and the means of that dissemination.



2. Logistics

- a. All organizations tasked with notification responsibilities are responsible for testing and maintaining pertinent equipment, to arrange for repair and/or replacement of damaged equipment.
- b. The warning sirens inside the emergency planning zone are tested weekly.
- c. The county notification list is tested annually.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

1. All county and municipal offices with emergency notification/warning responsibilities (Reference II.A. and II.B. of this annex) are responsible for reviewing this annex on at least an annual basis and submitting new or updated information to the county Emergency Management Director.
2. Law enforcement agencies and fire departments with warning duties are responsible for developing and maintaining departmental SOGs, mutual aid agreements, personnel rosters (including 24-hour notification telephone numbers), and equipment inventories.
3. This annex is subject to revision at times when the rest of the EOP is being reviewed.

**VIII. LIST OF APPENDICES**

Appendix 1 – Emergency Alert System (EAS) Activation Procedures

Appendix 2 – Siren Locations

Appendix 3 –Electronic Notification System (ENS)/IPAWS Concept of Operations

Appendix 4- Electronic Notification System (ENS)/IPAWS Instructional Guide

Appendix 5- Severe Weather

**APPENDIX 1 TO ANNEX C****EMERGENCY ALERT SYSTEM (EAS) ACTIVATION PROCEDURES****I. PURPOSE**

The purpose of this appendix is to establish activation procedures for the Emergency Alert System (EAS) in Columbiana County. Authority Title 47 USC 151, 154(i), (o), 303 (r), 524 (g) and 606. 47 CFR, Part 11, Federal Communications Commission (FCC) Rules and Regulations.

**II. SITUATIONS**

- A. Columbiana County is part of the Youngstown, Ohio EAS operational area, which encompasses three (3) counties.
- B. As a part of this operational area, Columbiana County officials may activate the entire three (3)-county operational area for widespread emergencies.
- C. When only the local area is affected, individual radio stations within the county may be used to broadcast emergency information without activating the all-county EAS stations.
- D. The originating station for the Youngstown Ohio Operational Area is WMXY (FM), Youngstown, Ohio (98.9 MHz), designated the Local Primary (LP).
- E. The sister station to WKBN is WKBN FM, which will also air all EAS programming.
- F. The Youngstown Ohio Operational Area alternate originating station is WYSU-FM, Youngstown, Ohio (88.5 MHz), designated the alternate Local Primary (LP) station. If WMXY cannot be contacted, WYSU should be notified and requested to activate the Youngstown Ohio Operational Area EAS.
- G. The EAS system may be activated to notify the general public of an immediate threat to the life, health, safety, and property of the population.

**III. CONCEPT OF OPERATIONS**

- A. Authorized Notifiers
  - 1. The designated officials authorized to request activation of either the operational area EAS or the local (in-county) EAS are the Columbiana County Emergency Management Director and the county Sheriff.

2. Other local officials must request activation of the EAS system through the authorized notifiers listed above.
3. In the event of a local emergency not requiring activation of the operational area EAS, the authorized notifiers may request activation of the Columbiana County EAS stations by contacting each individual EAS station in the county.
4. The Columbiana County EAS may be activated on a day-to-day basis in response to such emergencies as tornadoes, severe storms, flash floods, widespread fires, discharge of toxic chemicals or gases, industrial explosions, widespread power failures, civil disturbances, or any other occurrence which poses an immediate threat to health, life, safety, or property of the population.

B. The procedure SOG-19 has steps to activate the EAS.



**APPENDIX 2 TO ANNEX C**  
**SIREN LOCATIONS**

<u>Siren Number</u>	<u>Location</u>	<u>Municipality</u>
502	Playground off Orchard Grove	East Liverpool City
504	Annesley Rd., south of Lisbon Rd. (Rt. 267)	St. Clair Township
507	Lindell Rd. at Calcutta VFD	St. Clair Township
510	Croxall Rd. at Faith Community Church	St. Clair Township
511	Stagecoach Rd. and Fisher Ave. (Rt. 1130)	St. Clair Township
514	Rt. 170, south of Pancake-Clarkson Rd.	Middleton Township

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**APPENDIX 3 TO ANNEX C****ELECTRONIC NOTIFICATION SYSTEM (ENS)/IPAWS****CONCEPT OF OPERATIONS**

1. **Authorities-** The determination to use the ENS/IPAWS is the responsibility of the Columbiana County EMA Director in coordination with and under the authority of the County Commissioners.
2. **Personnel-** A roster of authorized personnel with access to the ENS/IPAWS activation system is maintained by the County EMA and is available in the County EOC.
3. **Training-** All authorized personnel with ENS/IPAWS access are required to complete FEMA IS-247 in addition to training on use of the ENA/IPAWS Open Developer Software. Training records are maintained by the County EMA.
4. **Maintenance-** The ENS/IPAWS open developer software is a web-based application that is accessed by authorized users and requires a unique username and password to access the system.
5. **Security-** A roster of IPAWS Security Certificates, expiration dates and a recertification schedule are available from the County EMA.
6. **Demonstration/Training Tool-** Columbiana County has the capability to utilize a Testing Certificate from FEMA to send test messages to the IPAWS Test Lab and utilizes the IPAWS Message Viewer to confirm that messages have successfully propagated through the IPAWS OPEN system.
7. **Testing-** Columbiana County will complete monthly tests of the ENS/IPAWS Open Developer Software with the IPAWS Test Lab to maintain proficiency and to validate the messages are successfully propagated to IPAWS. These tests will be validated using the IPAWS Message Viewer. Test records are maintained in the County EOC. Use of the system for actual events will also be used to validate the system.
8. **Coverage-** The ENS system will be utilized to alert residents in Columbiana County. The system will make phone calls to all listed land line phone numbers and businesses as well as residents who are registered in the system. The system also sends text messages and emails to residents that are registered. Additionally, the County has the ability to send a Wireless Emergency Alert (WEA) message via IPAWS. The use of both the ENS and WEA messages cover essentially 100% of the residents, businesses and transients in the County.
9. **Agreements and Licensing-** Should an emergency occur at the Beaver Valley Power Station, the County maintains the ability and responsibility to alert the public consistent with the BVPS Alert and Notification System Design Report.

Columbiana County is an approved IPAWS Public Alerting Authority. A Memorandum of Understanding between the County and the FEMA IPAWS Program Management Office regarding the use of the County Interoperable System and the IPAWS OPEN Platform for Emergency Networks (IPAWS-OPEN) has been established.

**APPENDIX 4 TO ANNEX C**  
**ELECTRONIC NOTIFICATION SYSTEM (ENS)/IPAWS**  
**POLICY AND INSTRUCTIONAL GUIDE**

**I. PURPOSE AND SCOPE**

The Columbiana County Emergency Management Agency (EMA) recognizes the need and responsibility to alert the residents, business owners and visitors of the city to weather warnings, official emergency alerts and community issued general alerts. The EMA will utilize the electronic notification system to help fulfill this need. The following policy and instructional guide is intended to give guidance and direction to members of Columbiana County EMA or any other authorized personnel that may need to utilize the warning system.

**II. POLICY**

The Columbiana County EMA recognizes the electronic notification system (ENS) has three alerting functions: NOAA alerting, Emergency alerting and Integrated Public Alert and Warning System (IPAWS) alerting. It is also known that the three audiences will have some overlap.

Emergency and IPAWS alerts must be launched by approved personnel.

**A. NOAA/NWS Alerting**

NOAA alerts are automatically generated by the electronic notification system (ENS) following notification from the National Weather Service. These alerts do not receive input nor are they generated by any personnel with administration access other than the National Weather Service. NOAA alerts are issued by the system and are issued following a National Weather Service (NWS) warning based on the NWS geographic areas.

The National Weather Service of Pittsburgh is the primary source for weather alerts sponsored by Columbiana County EMA.

Electronic notification system subscribers may choose the method of contact they are notified by including phone call, text, e-mail, pager.

ENS subscribers may choose to receive NOAA warnings for:

- Blizzard Warning
- Civil Danger
- Extreme Heat
- Extreme Cold Warning
- Flash Flood Warning
- Flood Warning
- Freeze Warning
- Hazardous Materials
- High Wind Warning
- Ice Storm Warning
- Law Enforcement Warning
- Severe Thunderstorm Warning
- Shelter in Place
- Tornado Warning
- Winter Storm Warning



## B. Local Emergency Alerting

Alerts sent under this category are disseminated by the Columbiana County EMA and may be at the request of an on-scene Incident Commander. These types of alerts are sent when an event occurs or is imminent that may be considered threatening to life, property, public health and safety or business continuity.

The Local Emergency Alerting category could be utilized for the following events; or any event not listed that is deemed to fit under the definition given above:

- Boil alerts
- Active Shooter events
- Shelter-in-place (hazmat, lockdown etc.)
- Missing persons/children
- Evacuation notices
- Telecommunications (911) outage
- Snow emergency declaration by the Columbiana County Sheriff
- Declaration of emergency

Missing person alerts are issued at the discretion of Law Enforcement.

ENS should not be utilized if the event qualifies for an “Amber Alert.” The IPAWS “Amber Alert” system should be used for this.

Emergency alerts should utilize all available avenues for message delivery: Phone call, text, e-mail and pager.

Pre-scripted messages should be utilized if available for the event and messages should be customized for each event.

## C. IPAWS Emergency Alerting

IPAWS may be used to alert the public to events that pose a significant threat to life and/or property. IPAWS is a public warning system, NOT a public notification system. Presidential Messages are issued by the President of the United States. AMBER Alerts are issued by the National Center for Missing and Exploited Children (NCMEC) in consultation with state and local AMBER coordinators. Critical weather warnings (e.g., tornados, flash floods, hurricanes, blizzards or ice storms, and dust storms) are issued by NWS. IPAWS will not be used by NWS for other watches and warnings.

1. Alerts issued by an authorized public safety agency using IPAWS may be disseminated to: broadcast media (EAS), weather radios (non-weather emergency messages, or NWEM), cellphones and other mobile devices via Wireless Emergency Alerts (WEA), internet services, road signs, sirens, etc. Some alerts may be selected to broadcast to one alerting technology, while other alerts may be selected to go to numerous alerting technologies.

2. There are several types of alert messages for which Columbiana County will use IPAWS.
  - a. Warning messages: Warning messages are issued for those events that alone pose a significant threat to public safety and/or property, probability of occurrence and location is high, and the onset time is relatively short.
  - b. Emergency messages: Emergency messages are issued for those events that by themselves would not kill, injure, or damage property, but indirectly may cause other things to happen that result in a hazard.
3. Columbiana County is authorized to send the following event codes through IPAWS: Event Codes that can be sent via all three primary (EAS, WEA, NWS) dissemination channels
  - CAE: Child Abduction Emergency
  - CDW: Civil Danger Warning
  - CEM: Civil Emergency Message
  - EQW: Earthquake Warning
  - EVI: Evacuate Immediate
  - FRW: Fire Warning
  - HMW: Hazardous Materials Warning
  - LAE: Local Area Emergency
  - LEW: Law Enforcement Warning
  - NUW: Nuclear Power Plant Warning
  - RHW: Radiological Hazard Warning
  - SPW: Shelter in Place Warning

### **III. RESPONSIBILITIES**

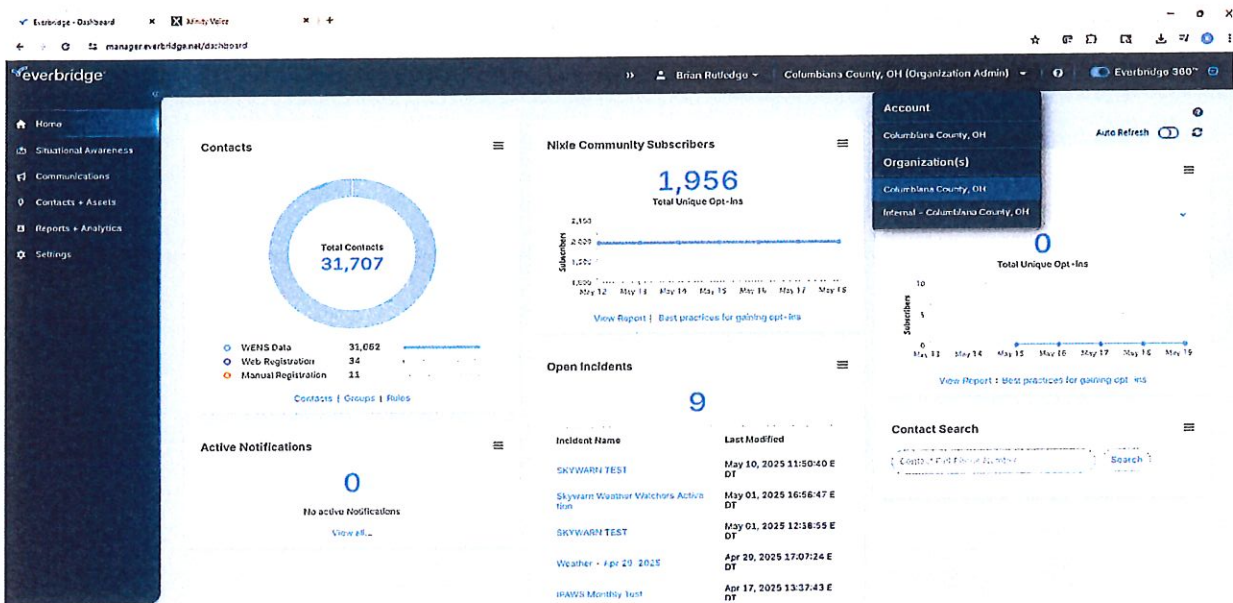
Columbiana County EMA is the agency responsible for issuing ENS/IPAWS messages in Columbiana County. The EMA will insure that trained and certified individuals maintain their skills through quarterly testing. The EMA office may be requested to send messages on behalf of an on-scene incident commander. The EMA staff receiving the request will be responsible for contacting the incident commander for further details during an emergency situation and is responsible for ensuring the continuity and accuracy of all alerts sent.



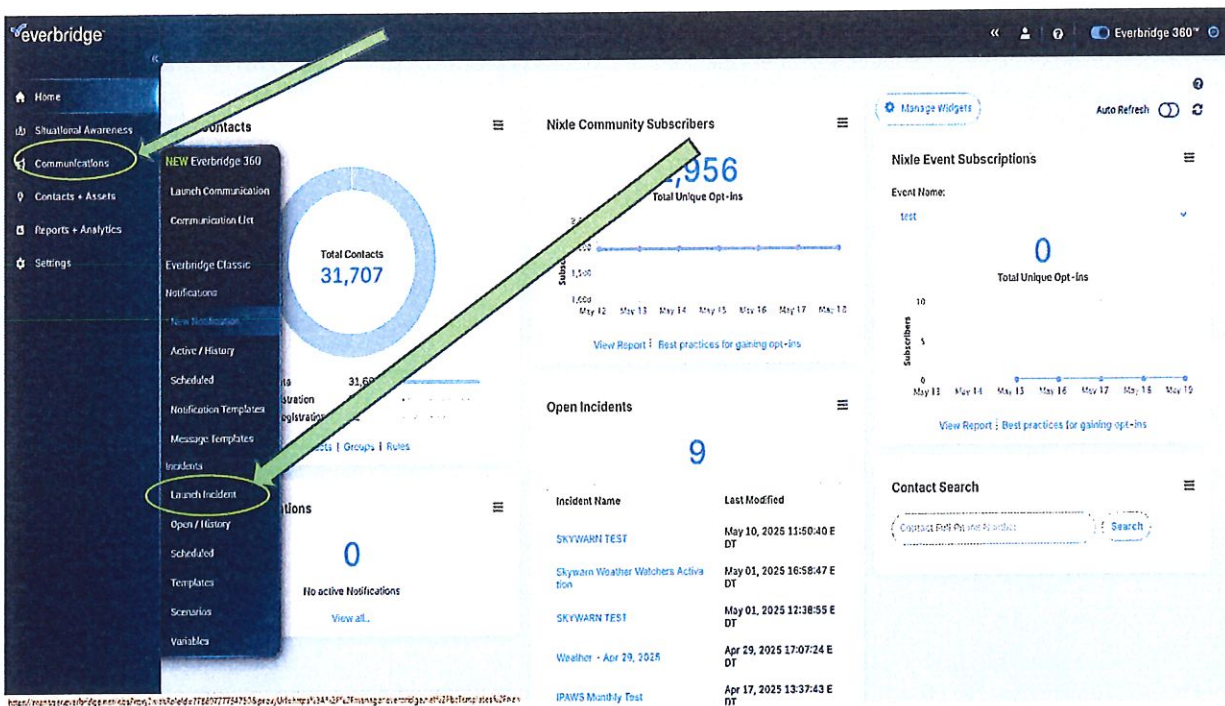
## IV. INSTRUCTIONAL GUIDE

### A) Sending an Everbridge Message- Settings for sending prepared alerts

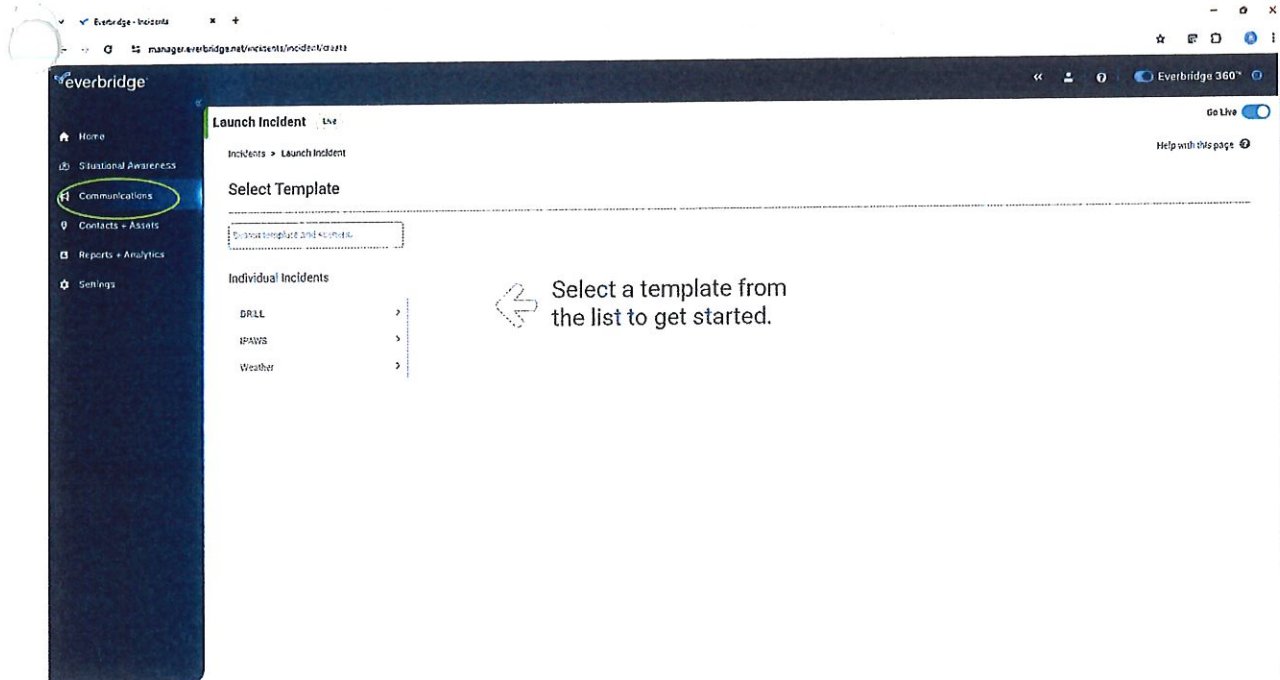
**Step 1: After signing in to Everbridge start on the main dashboard under Organizations**  
**Columbiana County, OH**



**Step 2 If using template click on communications and then launch incidents**





**Step 3: It will bring you to this screen****Step 4: Select proper template**

## Step 5: Verify proper template and correct information scrolling down the screen

everbridge

Launch Incident

Notification Details Step 2 of 3

Subarea 1 Evacuate KI

Exercise mode ☐ Off

Message

☐ Imminent Threat to Life <sup>1</sup>

☐ High priority <sup>1</sup> <sup>2</sup>

\* TITLE

Subarea 1 Evacuate KI

TEXT

☐ Use custom EMO message <sup>1</sup>

☐ Use custom Email/Everbridge Mobile App message/IS Teams/Click message <sup>1</sup>

All delivery methods

The Columbiana County Commissioners recommend people located in subarea 1 to evacuate. Take your Kit now. Monitor local EAS stations for details.

Characters remaining: 2333 - Email/Text: 15 - SMS <sup>1</sup>

SPEECH

☐ Text-to-speech <sup>1</sup> <sup>2</sup>

☐ Use a voice recording

MESSAGE TYPE:

## Step 6: For actual event change "test" to Live and enter IPAWS credentials

everbridge

Launch Incident

Notification Details Step 2 of 3

Subarea 1 Evacuate KI

Exercise mode ☐ Off

Message

☐ Imminent Threat to Life <sup>1</sup>

☐ High priority <sup>1</sup> <sup>2</sup>

\* TITLE

Subarea 1 Evacuate KI

TEXT

☐ Use custom EMO message <sup>1</sup>

☐ Use custom Email/Everbridge Mobile App message/IS Teams/Click message <sup>1</sup>

All delivery methods

The Columbiana County Commissioners recommend people located in subarea 1 to evacuate. Take your Kit now. Monitor local EAS stations for details.

Characters remaining: 2333 - Email/Text: 15 - SMS <sup>1</sup>

SPEECH

☐ Text-to-speech <sup>1</sup> <sup>2</sup>

☐ Use a voice recording

MESSAGE TYPE:

CAP Fields

\*Message Status: Actual

Source: Columbiana County EMA

\*Scope: Public

Restriction:

Addressee:

\*Message Category: Public Safety

\*Event Name: Nuclear Power Plant Warning

\*WEA Handling: Imminent Threat

\*Urgency: Immediate

\*Severity: Extreme

WEA EAS

Test Mode - This message is sent to the IPAWS test environment <sup>1</sup>

Refresh Status

Status: Available <sup>1</sup>

\* Launch Pascode

Enter IPAWS credentials

## Step 7: Verify proper information and polygon is correct

Everbridge Launch Incident

360 characters remaining

\* Message (for all channels except WEA)

We interrupt system to activate the emergency alert. This is an Emergency Bulletin issued by the Board of Commissioners for the residents of Columbiana County to include the City of East Saint Clair and Molden Township.

The Columbiana County Commissioners recommend people take your loved ones. Monitor local EAS.

Web Link

\* U.S. Time Zones Eastern Time

\* Area Description Columbiana

\* Affected Region SAME code(s) 05502 Columbiana, OH

1 Shapes

Polygon

IPAWS specifies a maximum number of points per polygon (600 WEA). We can automatically simplify your shape to meet these specifications, which will result in the boundaries being slightly redrawn. You will be able to review this shape before sending an IPAWS message.

Audio Message None Use Everbridge recorder Upload a file

Go Live

## Step 8: Click review to verify all information is correct

Everbridge Launch Incident

Settings View: Read-only

\* Sender E-Mail Display: Columbiana County EMA Alert

\* Sender Cell ID: View

\* Sender SMS ID: View

\* Request Confirmation: No

\* Delivery methods:

- 1 Cell Text
- 2 Cell Call
- 3 Everbridge App
- 4 Email
- 5 Home Phone
- 6 Business Phone

> More options

Send

Send Now Schedule

☐ CLOSE incident after successful send

Cancel < Back

Review

Everbridge

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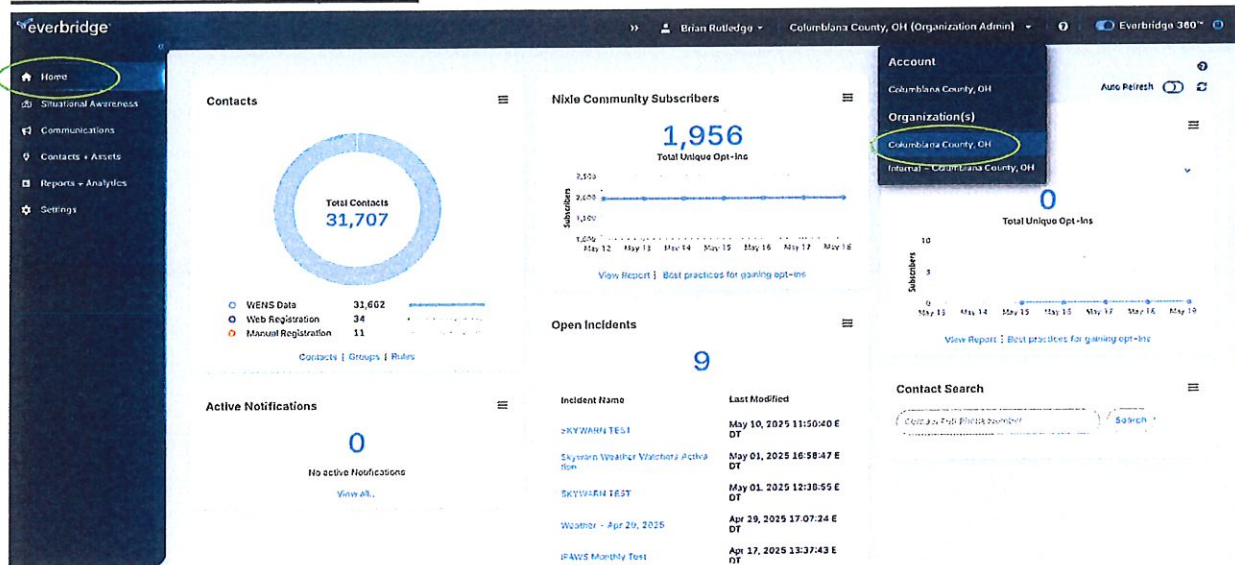
25.3.0.11-e4f5227-2025.04.25-16:47 FE-VERSION 1 vbs-manager-portal-840e4db70-8.appl



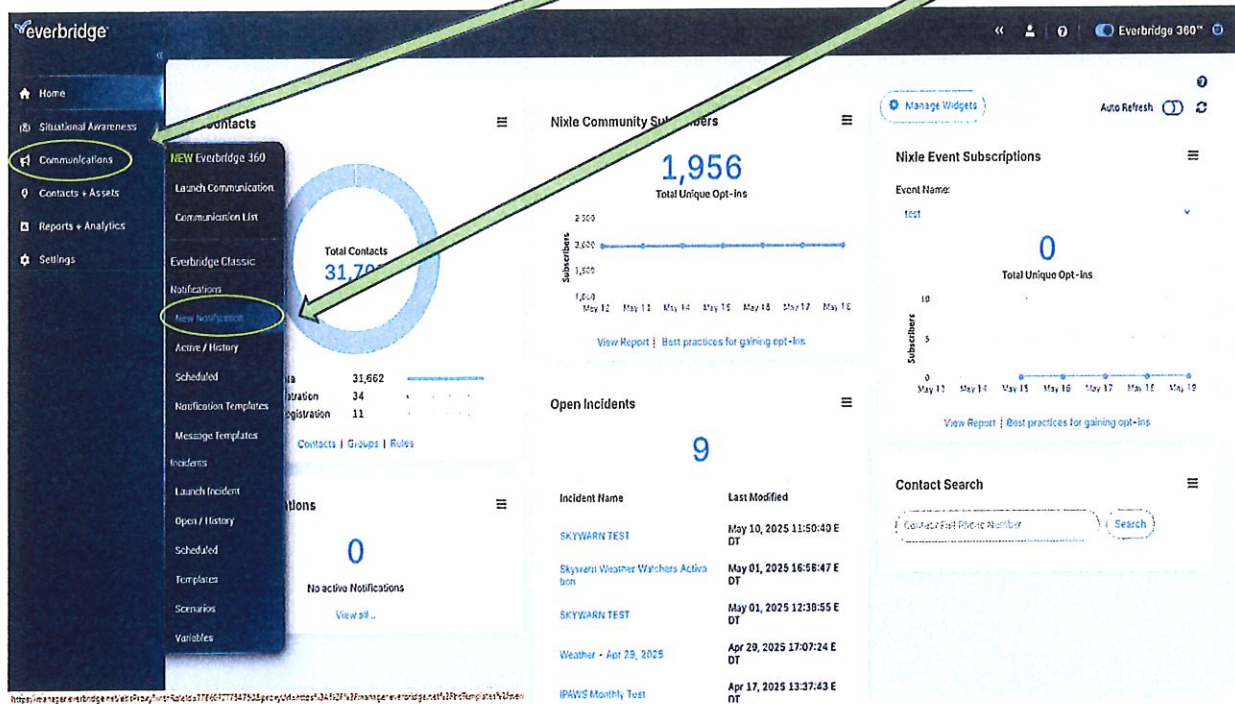
## B) Settings for sending new alerts

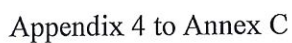
### Everbridge – Dashboard

**Step 1: After signing in to Everbridge start on the main dashboard under Organizations Columbiana County, OH.**



**Step 2 To send new notification click on communications and then new notification.**





**Step 4: Filling in the proper information as you scroll down the web page.**

**Message**

1- Title

2- Body

3- Standard

4- [Publishing Options]

5- [Publishing Options]

6- [Publishing Options]

7- [Publishing Options]

**Publishing Options**

8- [Publishing Options]

9- [Publishing Options]

10- [Publishing Options]

**Contacts**

11- [Contacts]

12- [Contacts]

13- [Contacts]

14- [Contacts]

15- [Contacts]

16- [Contacts]

17- [Contacts]

18- [Contacts]

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94- [Contacts]

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100- [Contacts]

- 1- Imminent Threat to life or High priority
- 2- Give message a title
- 3- Most cases custom SMS however you can send option 2 as well
- 4- Fill in message body to be sent
- 5- Text to speech unless making a recording
- 6- Standard is marked
- 7- Publishing options- click proper channels for broadcasting message

**Publishing Options**

8- [Publishing Options]

9- [Publishing Options]

10- [Publishing Options]

**Contacts**

11- [Contacts]

12- [Contacts]

13- [Contacts]

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100- [Contacts]

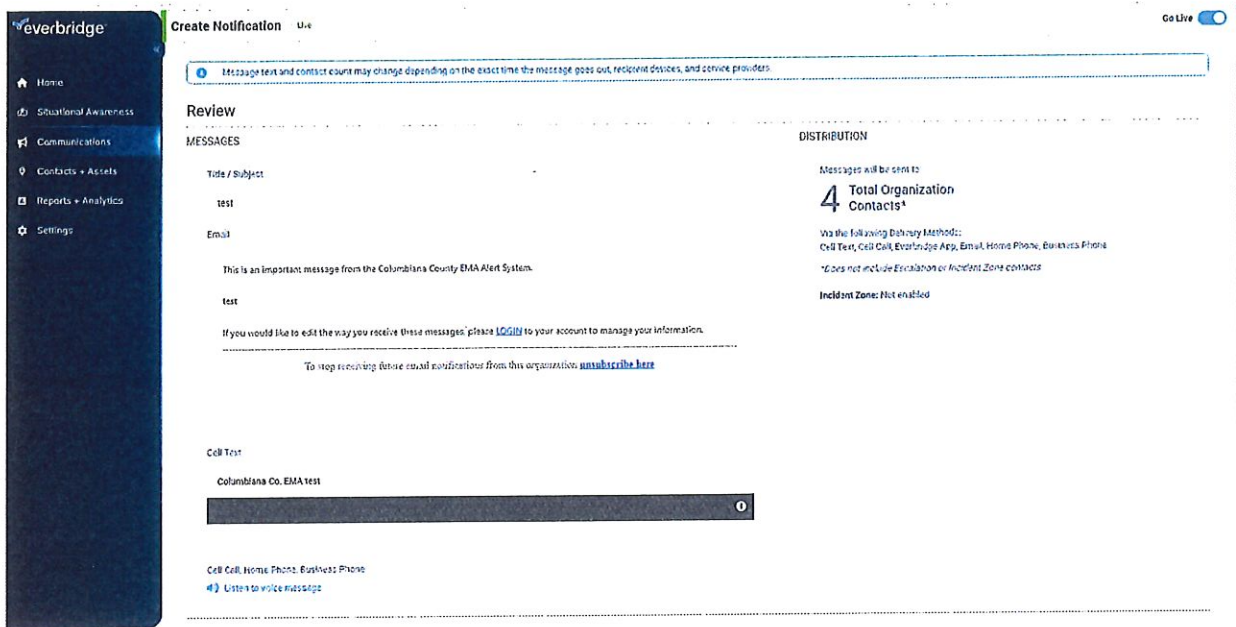
**8- Contacts**

a-b-c Individuals -groups -rules d- click on maps and add shape around area that you want to receive the alert

9- set to send now or later

10- review message



**Step 5: Review message****Step 6: Schedule and Send message following review.****C. Glossary**

**Active Shooter** - An individual actively engaged in killing or attempting to kill people in a confined and populated area.

**Advisory** - Highlights special weather conditions that are less serious than a warning. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

**Alert** - A method of notifying someone or something.

**Amber Alert** - a warning to be on the lookout for a missing child, sent out by the police over an emergency system that uses radio and TV broadcasts, roadside electronic displays, etc.

**Blizzard** - Officially, the National Weather Service defines a blizzard as a storm which contains large amounts of snow OR blowing snow, with winds in excess of 35 mph and visibilities of less than 1/4 mile for an extended period of time (at least 3 hours). When these conditions are expected, the National Weather Service will issue a "Blizzard Warning". When these conditions are not expected to occur simultaneously, but one or two of these conditions are expected, a "Winter Storm Warning" or "Heavy Snow Warning" may be issued.

**Boil Alert** - A public health advisory or directive given by government or health authorities to consumers when a community's drinking water is, or could be, contaminated by pathogens.

**Civil Danger** - a warning issued by authorized public officials in the United States and is relayed by the National Weather Service for an event that presents a danger to a significant civilian population.

**Emergency Notification** – An alert disseminated to the Columbiana County community when a sudden urgent and/or unexpected event that threatens life, property, public health and safety or business continuity requiring immediate action to minimize its adverse consequences.

**Excessive Heat** - Criteria for an Excessive Heat Warning is a heat index of 105° F or greater that will last for 2 hours or more. Heat Warnings are issued by zone when any location within that zone is expected to reach criteria. For example: If you expected the heat index to reach 105°F in the city of Wooster, an Excessive Heat Warning would be issued for that zone.

**Flash Flooding** - A flood caused by heavy or excessive rainfall in a short period of time, generally less than 6 hours. Flash floods are usually characterized by raging torrents after heavy rains that rip through riverbeds, urban streets, or mountain canyons sweeping everything before them. They can occur within minutes or a few hours of excessive rainfall. They can also occur even if no rain has fallen, for instance after a levee or dam has failed, or after a sudden release of water by a debris or ice jam.

**Flood** - An overflow of water onto normally dry land. The inundation of a normally dry area caused by rising water in an existing waterway, such as a river, stream, or drainage ditch. Ponding of water at or near the point where the rain fell. Flooding is a longer-term event than flash flooding: it may last days or weeks.

**GIS (Geographical Informational System)**- System designed to capture, store, manipulate, analyze, manage, and present all types of geographical data.

**Hazardous Material** - Any item or agent (biological, chemical, radiological, and/or physical), which has the potential to cause harm to humans, animals, or the environment, either by itself or through interaction with other factors.

**Heavy Snow** - This generally means snowfall accumulating to 4" or more in depth in 12 hours or less; or snowfall accumulating to 6" or more in depth in 24 hours or less.

**High Wind** - Sustained wind speeds of 40 mph or greater lasting for 1 hour or longer, or winds of 58 mph or greater for any duration.

**Ice Storm** - An ice storm is used to describe occasions when damaging accumulations of ice are expected during freezing rain situations. Significant ice accumulations are usually accumulations of ¼" or greater.

**IPAWS** - Internet-based capability that federal, state, local, tribal, and territorial authorities can use to issue critical public alerts and warnings.

**Law Enforcement Warning** - Is a warning issued through the Emergency Alert System (EAS) in the United States to warn the public of criminal events that pose a threat to public safety. These include jailbreaks, riots, and bomb explosions. An authorized law enforcement agency may blockade roads, waterways, or facilities, evacuate or deny access to affected areas, and arrest violators or suspicious persons. The warning is usually issued by a law enforcement agency and is relayed by the National Weather Service which is then relayed through WENS.



**NOAA** – The National Oceanic and Atmospheric Administration, NOAA, is the agency of the United States federal government responsible for monitoring our climate and our environment and taking steps to preserve them.

**Severe Thunderstorm** - A thunderstorm that produces a tornado, winds of at least 58 mph (50 knots), and/or hail at least 1" in diameter. Structural wind damage may imply the occurrence of a severe thunderstorm. A thunderstorm wind equal to or greater than 40 mph (35 knots) and/or hail of at least 1" is defined as approaching severe.

**Shelter in Place** - Selecting a small, interior room, with no or few windows, and taking refuge there.

**Storm** - Any disturbed state of the atmosphere, especially affecting the Earth's surface, and strongly implying destructive and otherwise unpleasant weather. Storms range in scale from tornadoes and thunderstorms to tropical cyclones to synoptic-scale extratropical cyclones.

**Subscriber**- A person, company, etc., that subscribes to a specific type of alert.

**Tornado** - A violently rotating column of air, usually pendant to a cumulonimbus, with circulation reaching the ground. It nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise. On a local scale, it is the most destructive of all atmospheric phenomena.

**Warning** - A warning is issued when a hazardous weather or hydrologic event is occurring, is imminent, or has a very high probability of occurring. A warning is used for conditions posing a threat to life or property.

**Watch** - A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so that those who need to set their plans in motion can do so.

**Wind Chill** - Reference to the Wind Chill Factor; increased wind speeds accelerate heat loss from exposed skin, and the wind chill is a measure of this effect. No specific rules exist for determining when wind chill becomes dangerous. As a general rule, the threshold for potentially dangerous wind chill conditions is about -20°F.



## SEVERE WEATHER

### I. PURPOSE

This document has been prepared to support Severe Weather events that may occur within the geographical boundaries of Columbiana County. Severe Weather, for the purposes of this instruction, is events that are categorized and identified by the National Weather Service that directly or indirectly impact the county having the potential to cause serious financial impact or injury. The intent of this guidance is to ensure the safety and welfare of the citizens of Columbiana County by identifying potentially severe weather events as early as possible and ensuring timely and accurate notification and information is passed to the residents. This is a support document to Annex C, Notification and Warning of the Columbiana County Emergency Operations Plan. This guidance is subject to revision and or amendment as needed.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation:

1. It is the responsibility of Columbiana County government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the state government. The federal government will provide assistance to the state, when appropriate.
2. The Columbiana County Emergency Management Agency utilizes an Electronic Notification System (ENS) to alert residents of emergency situations throughout the County. The ENS has the ability to call, text and email messages to users that are registered in the system. Additionally, the ENS is connected to the FEMA Integrated Public Alert and Warning System (IPAWS) which is utilized to send an alert message to cell phones in the designated warning area utilizing Wireless Emergency Alerts (WEA). The ENS is fully integrated with NOAA allowing for automated weather notifications.
3. The National Weather Service (NWS) provides warnings of severe weather conditions to Columbiana County. These warnings come in the form of "Severe Weather Watches" and "Severe Weather Warnings."

4. Available warning time will be used to implement increased readiness measures which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters.
5. The Columbiana County Emergency Management Agency is home to a Davis Weather Station. This station is monitored continually during business hours and is available for view online. Information gathered by this station will be ingested into weather models by the National Weather Service.

### III. CONCEPT OF OPERATIONS

#### A. General:

**Weather Warnings/Meteorological Advisory Criteria:** It may be necessary to take precautionary actions against any of the following reported or forecast weather conditions.

#### Weather Warning Criteria

1. Tornadoes
2. Severe thunderstorms (gusts greater than or equal to 50 knots and/or hail greater than or equal to  $\frac{3}{4}$  inch)
3. Moderate thunderstorms (gusts greater than 35 knots but less than 50 knots and/or hail greater than  $\frac{1}{2}$  inch but less than  $\frac{3}{4}$  inch)
4. Thunderstorms (winds less than 35 knots and/or hail less than  $\frac{1}{2}$  inch)
5. Surface winds greater than 35 knots
6. Snow (2 inches/12 hours)
7. Freezing precipitation
8. Heavy rain (2 inches/12 hours)

Note: The county must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster.

### IV. DIRECTION AND CONTROL

#### A. General

1. The Columbiana County Sheriff's Office serves as a continuous 24-hour warning and notification point to receive notification of severe weather from National Weather Service – Pittsburgh office to alert key officials and activate the public warning system. The ENS is fully integrated with NOAA allowing for automated weather notifications.
2. Sirens for which the County has control of may be activated by the 24-hour warning point at the request of the EMA Director, Deputy Director or the County Sheriff.



3. Severe weather notification will be made by the 24-hour warning and notification point to the following agencies:
  - a. On duty law enforcement personnel
  - b. All fire departments via fire band radio system
  - c. Emergency Management Agency personnel
  - d. Procedures for notification to the general public is identified in Annex C, II-A.
4. Emergency Management Agency will determine if activation of the countywide Skywarn system is warranted.
  - a. Field reports from first responders and/or trained weather spotters will dictate level of EOC activation.
5. The Director of Emergency Management, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully manned depending on type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s).
6. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator.
7. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks.
8. The EMA will report storm or tornado damage to NWS including road closures due to flooding or substantial damage from downed trees or hail. Reports will be submitted by calling 412-262-1988 or via email to [PBZ-Skywarn@noaa.gov](mailto:PBZ-Skywarn@noaa.gov)

## **V. CONTINUITY OF GOVERNMENT**

### **A. Lines of Succession**

1. Columbiana County EMA Director
2. Columbiana County EMA Deputy Director
3. Columbiana County Sheriff
4. In time of emergency, the heads of county offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations.



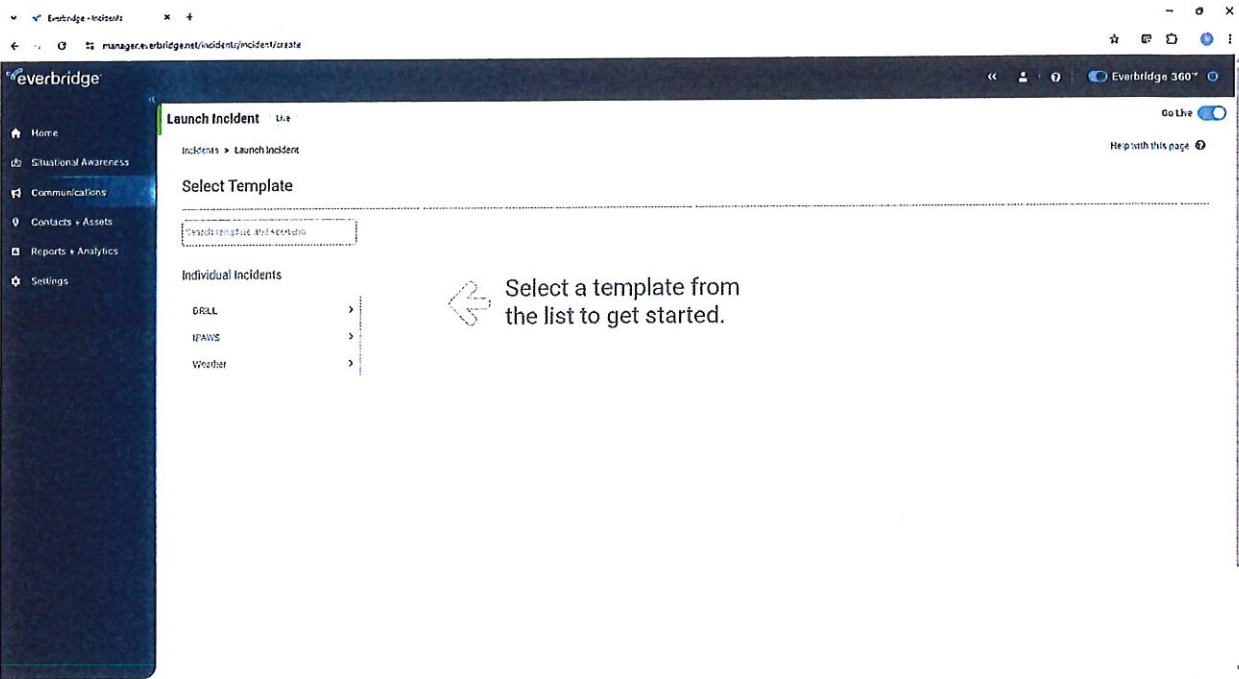
## **VI. PLAN DEVELOPMENT AND MAINTENANCE**

1. The Director of Emergency Management, assisted by the Deputy Director, has overall responsibility for maintaining and updating this plan. It should be updated, improved based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated at least once every year, preferably after a training exercise or drill.
2. Columbiana County Emergency Management Agency hosts Skywarn weather spotting certification courses annually. The course is open to the general public

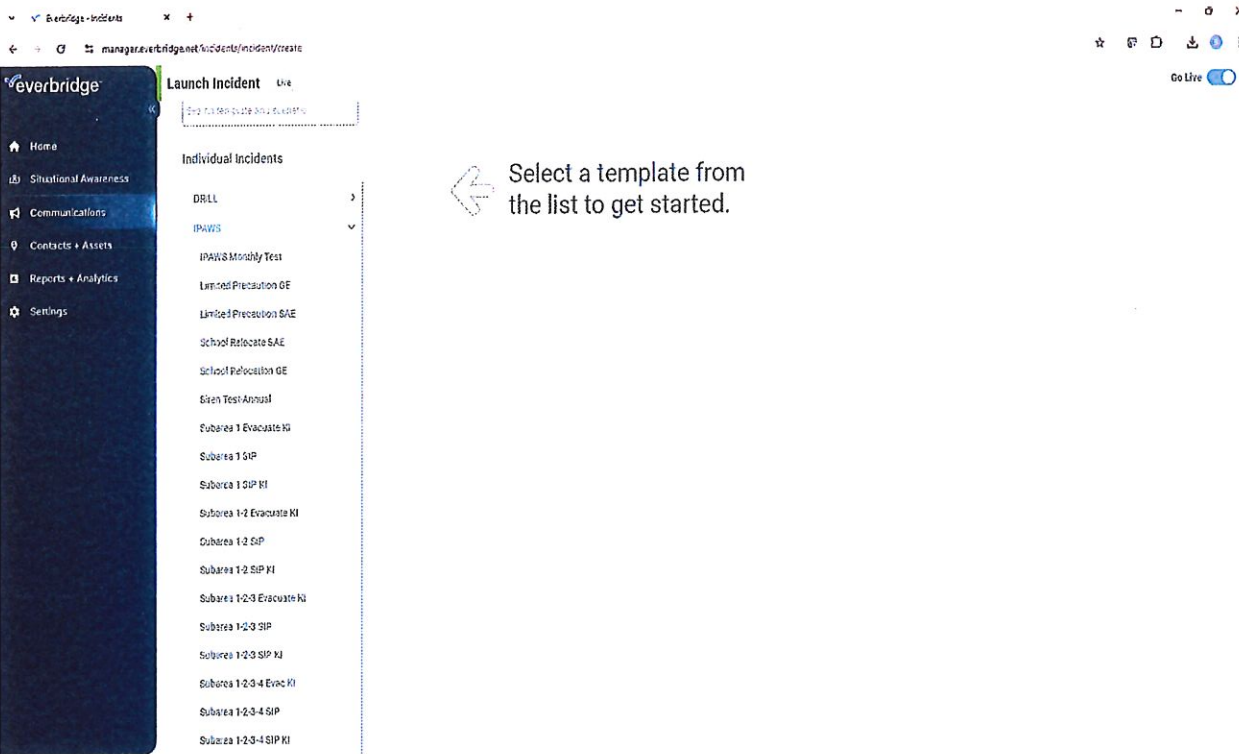


# Sending an Everbridge Message

## Step 3: It will bring you to this screen



## Step 4: Select proper template





# Sending an Everbridge Message

## Step 5: Verify proper template and correct information scrolling down the screen

The screenshot shows the Everbridge interface with a sidebar on the left containing links to Home, Situational Awareness, Communications, Contacts + Assets, Reports + Analytics, and Settings. The main content area is titled 'Launch Incident' and 'Notification Details step 2 of 3'. The incident title is 'Subarea 1 Evacuate KI'. Below this, there are checkboxes for 'Imminent Threat to Life' and 'High priority'. A 'MESSAGE' section contains a 'TITLE' field with 'Subarea 1 Evacuate KI', a 'TEXT' section with a custom SMS message template, and a 'SPEECH' section with a text-to-speech option. A status bar at the bottom indicates 'Exercise mode Off' and 'MESSAGE TYPE:'. A 'Go Live' toggle is visible in the top right corner.

everbridge

Launch Incident

Notification Details step 2 of 3

Subarea 1 Evacuate KI

Exercise mode Off

MESSAGE

☐ Imminent Threat to Life

☐ High priority

\* TITLE

Subarea 1 Evacuate KI

TEXT

☐ Use custom SMS message

☐ Use custom Everbridge Mobile App message/Teams/Slack message

All delivery methods

The Columbia County Communications recommend people located in sub area 1 to evacuate. Take your kit now. Monitor local EAS stations for details.

Character remaining: 2333 Email/Fax: 11 SMS

SPEECH

Text-to-speech

Use a voice recording

MESSAGE TYPE:

## Step 6: For actual event change "test" to Live and enter IPAWS credentials

The screenshot shows the Everbridge interface with the 'Launch Incident' screen. The 'Test' mode is selected, and the 'Launch Password' field is filled with 'Enter IPAWS credentials'. The 'CAP Fields' section contains a table with various fields and their values. A green arrow points to the 'Test' button, and another green arrow points to the 'Launch Password' field. A 'Go Live' toggle is visible in the top right corner.

everbridge

Launch Incident

Test Mode - This message will only be sent to the IPAWS test environment

\* Launch Password

Enter IPAWS credentials

REFRESH STATUS

Status: Available

CAP Fields

		WEA EAS
*Message Status	Actual	
Source	Columbia County EAS	
*Scope	Public	
Restriction		
Addresses		
*Message Category	Public Safety	
*Event Name	Nuclear Power Plant Warning	
*WEA Handling	Imminent Threat	
*Urgency	Immediate	
*Severity	Extreme	

# Sending an Everbridge Message

## Step 7: Verify proper information and polygon is correct

Everbridge - Incidents

manager.everbridge.net/incidents/incident/create

Launch Incident

Home

Situational Awareness

Communications

Contacts + Assets

Reports + Analytics

Settings

\* Message (for all channels except WEA)

We interrupt this system. This is an Important Columbia County Southeastern Ohio Intersect Limited

activate the emergency alert

Key Bulletin issued by the Commissioners for the residents of county to include the City of East and Middleton Townships

Instruction

The Columbia County located in this area. For more information, see your local EAS

Commissioners recommend people

Web Link

\* U.S. Time Zone

Eastern Time Zone

\* Area Description

Columbiana, OH

\* Affected Region SAME code(s)

095029 - Columbiana, OH

1 Shape

Polygon

IPAWS specifies a maximum number of points per polygon (100 WEA). We can automatically simplify your shape to meet these specifications, which will result in the boundaries being slightly different. You will be able to review this shape before sending an IPAWS message.

Audio Message

None Use Everbridge recorder Upload a file

Go Live

## Step 8: Click review to verify all information is correct

Everbridge - Incidents

manager.everbridge.net/incidents/incident/create

Launch Incident

Home

Situational Awareness

Communications

Contacts + Assets

Reports + Analytics

Settings

Settings View: Read-only

\* Sender E-Mail Display: Columbiana County EMA Alert

\* Sender caller ID: View

\* Sender SMS ID: View

\* Request Confirmation: No

\* Delivery methods:

- 1 Cell Text
- 2 Cell Call
- 3 Everbridge App
- 4 Email
- 5 Home Phone
- 6 Business Phone

> More options

Send

Send: Now Schedule

☐ CLOSE Incident after successful send

Cancel Back Review

Everbridge

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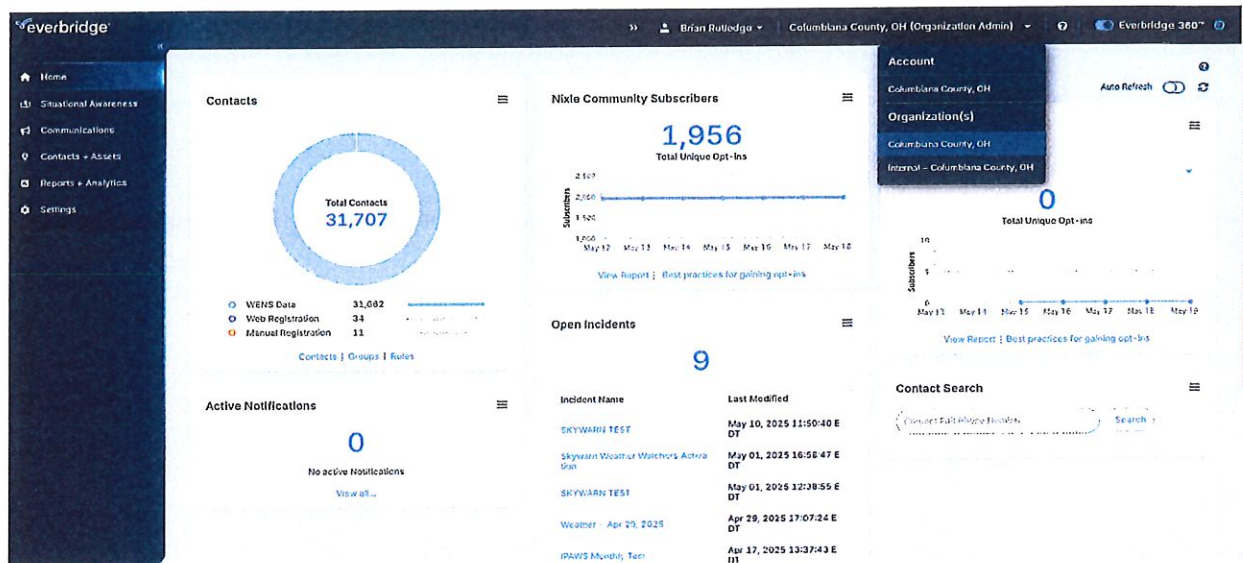
25.3.0.11-64f52a7-2025-04-25-16:47 FE VERSION ebs manager-panel-5f0c4b799-5apl

# Sending an Everbridge Message

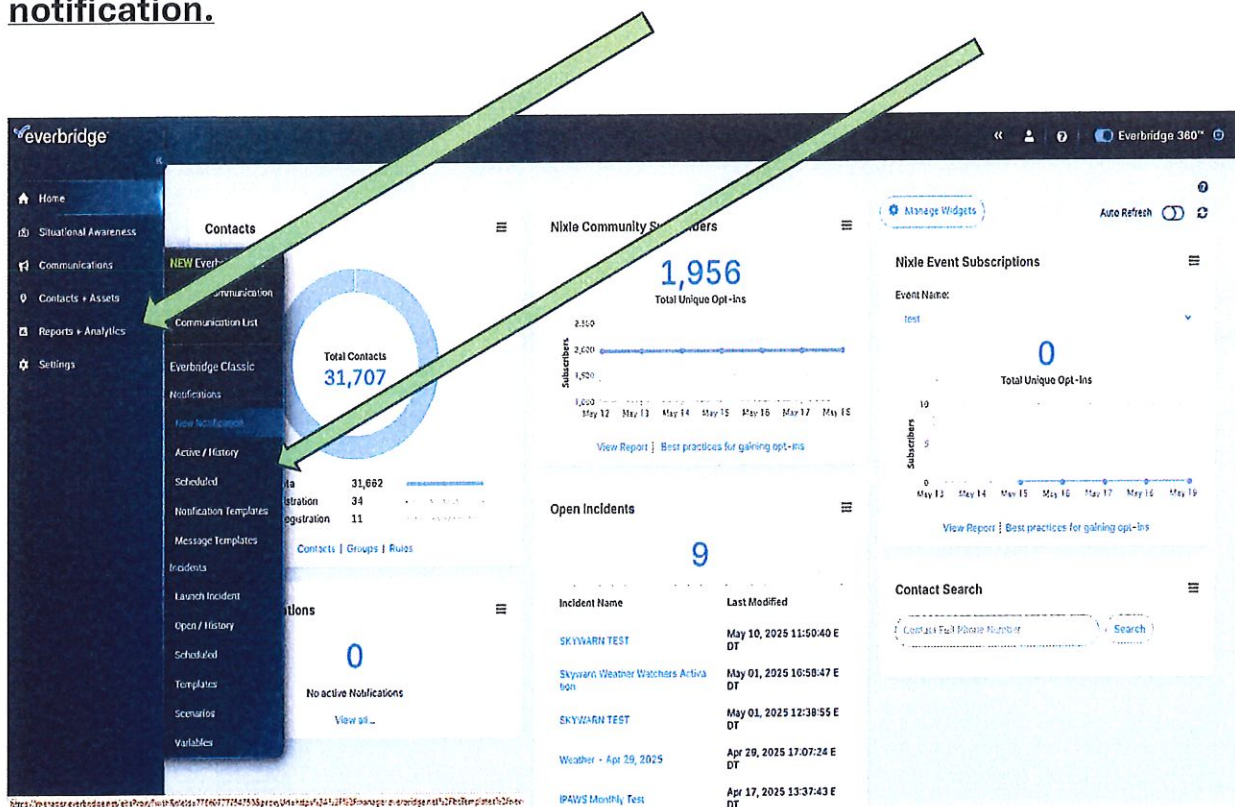
## B) Settings for sending new alerts

### Everbridge – Dashboard

**Step 1: After signing in to Everbridge start on the main dashboard under Organizations Columbiana County, Oh**



**Step 2 To send new notification click on communications and then new notification.**





# Sending an Everbridge Message

## Step 3: It will bring you to this screen

The screenshot shows the Everbridge 'Create Notification' interface. The left sidebar contains navigation links: Home, Standard Awareness, Communications, Contacts + Assets, Reports + Analytics, and Settings. The main content area is titled 'Create Notification' and includes a sub-header 'Notification > New Notification'. The 'Message' section is active, showing fields for 'Title' (with a 'View message template' link), 'Text' (with a 'View message template' link), and 'Attachments' (with a 'View message template' link). Below these are sections for 'Status' (with a 'View message template' link), 'Priority' (with a 'View message template' link), and 'Recipients' (with a 'View message template' link). The 'Publishing Options' section lists various channels: Everbridge Web App, Everbridge Network, Social Media, News Alerts, Apple Watch, and Workforce. The 'Contacts' section shows a list of contacts with columns for 'Name', 'Phone', 'Email', and 'Status'.

Everbridge

Create Notification

Notification > New Notification

Message

Title [View message template](#)

Text [View message template](#)

Attachments [View message template](#)

Status [View message template](#)

Priority [View message template](#)

Recipients [View message template](#)

Publishing Options

Publishing Channels: ☐ Everbridge Web App ☐ Everbridge Network ☐ Social Media ☐ News Alerts ☐ Apple Watch ☐ Workforce

API Channels: ☐ Everbridge API (REST) ☐ Everbridge API (SOAP) ☐ Everbridge API (JSON) ☐ Everbridge API (XML) ☐ Everbridge API (CSV)

Contacts

View message template

0 0 0 0 [View message template](#)

# Sending an Everbridge Message

## Step 4: Filling in the proper information as you scroll down the web page

The screenshot shows the 'Create Notification' page in the Everbridge interface. The 'Message' section is highlighted, and steps 1 through 7 are numbered on the left side of the form:

1. Message Title
2. Message Content
3. Message Content (continued)
4. Message Content (continued)
5. Message Content (continued)
6. Message Content (continued)
7. Publishing Options

The 'Publishing Options' section includes checkboxes for 'Publishing Options', 'Emergency Alert', 'Emergency Alert', 'Emergency Alert', 'Emergency Alert', 'Emergency Alert', and 'Emergency Alert'. Below this is the 'Contacts' section, which includes a map and a list of contacts.

- 1- Imminent Threat to life or High priority
- 2- Give message a title
- 3- Most cases custom SMS however you can send option 2 as well
- 4- Fill in message body to be sent
- 5- Text to speech unless making a recording
- 6- Standard is marked
- 7- Publishing options- click proper channels for broadcasting message

The screenshot shows the 'Create Notification' page in the Everbridge interface, continuing from the previous section. The 'Publishing Options' and 'Contacts' sections are highlighted, and steps 8 through 10 are numbered on the left side of the form:

8. Contacts
9. Send & Save
10. Review message

The 'Contacts' section includes a map and a list of contacts. The 'Send & Save' section includes a 'Send' button and a 'Save' button. The 'Review message' section includes a 'Review' button.

- 8- Contacts
  - a-b-c Individuals -groups -rules
  - d- click on maps and add shape around area that you want to receive the alert
- 9- set to send now or later
- 10- review message

# Sending an Everbridge Message

## Step 5: Review message

everbridge

Home

Situational Awareness

Communications

Contacts + Assets

Reports + Analytics

Settings

Create Notification 1hr

Message text and contact count may change depending on the exact time the message goes out, recipient devices, and service providers.

Review

MESSAGES

Title / Subject

test

Email

This is an important message from the Columbia County EMA Alert System.

test

If you would like to edit the way you receive these messages, please [login](#) to your account to manage your information.

To stop receiving future email notifications from this organization [unsubscribe here](#)

Cell Text

Columbia Co. EMA test

Cell Call, Home Phone, Business Phone

[Listen to voice message](#)

DISTRIBUTION

Messages will be sent to

4 Total Organization Contacts\*

Via the following Delivery Methods:

Cell Text, Cell Call, Everbridge App, Email, Home Phone, Business Phone

\*Does not include Exclusion or Incident Zone contacts

Incident Zone: Not enabled

## Step 6: Schedule and Send message following review s



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>D</b>
<b>Title:</b>	Emergency Public Information
<b>Related Federal ESFs:</b>	ESF#15: External Affairs
<b>Purpose:</b>	Development and distribution of coordinated Emergency Public Information.
<b>Ohio Revised Code:</b>	Sections 5502.21 through 5502.99: Emergency Management
<b>Primary Agency:</b>	Columbiana County Public Information Officer
<b>Support Agencies:</b>	Columbiana County Emergency Management Agency Ohio Emergency Management Agency

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX D (EMERGENCY PUBLIC INFORMATION) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Developed entire section on annex front page.	7/2005	1, Front Page	RDZ
II. Situation and Assumptions – Revised.	7/2005	1, 2	RDZ
III. Concept of Operations – Removed “phases of emergency management” and absorbed the appropriate items elsewhere into the plan, incorporated NIMS, integrated JIC into existing PIC structure, added relationship between command staff PIO and county PIO.	7/2005	2, 3	RDZ
IV. Organization and Assignment of Responsibilities – Revised, eliminated redundancy, added command staff PIO.	7/2005	3 – 5	RDZ
V. Direction and Control – Revised.	7/2005	5	RDZ
VI. Continuity of Government – No change.	7/2005	N/A	RDZ
VII. Administration and Logistics – Separated into “administration” and “logistics” sections, added supplies procurement.	7/2005	6	RDZ
VIII. Plan Development and Maintenance – Revised.	7/2005	6	RDZ
IX. Authorities – Removed section.	7/2005	6	RDZ
X. Addendums – Relocated “suggested citizen instructions” into new, separate document, changed “tabs” to “appendices”.	7/2005	7	RDZ
XI. Authentication – No change.	7/2005	N/A	RDZ
Change “7301 Lisbon-Canfield Rd” to “215 S. Market St.”	1/2008	D-1	Darren Dodson
Change “rumor control” to “public inquiry”	1/2008	D-2	Darren Dodson
Situation 4 Radio Station Change	3/12/2013	1	EJD
Situation 6 Address Change of EMA	3/12/2013	1	EJD
General 1& 2 Update info on PIO	3/12/2013	2	EJD
Joint Information Center 2 Location of JIC	3/12/2013	3	EJD
Appendix 1 Change of Stations and Numbers	3/12/2013	9	EJD
Updated entire section	3/29/18	All	PC
Added disability database information	9/2025	5	PC
Removed media in EOC information	9/2025	9	PC
Added PIO email instructions appendix	10/25	new	PC

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX D (EMERGENCY PUBLIC INFORMATION) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	2
II. Concept of Operations	3
A. General	3
B. Inter-Jurisdictional Coordination	4
C. Joint Information Center (JIC)	5
D. Emergency Information for Special Populations	5
E. Phases of Emergency Management	5
III. Organization and Assignment of Responsibilities	7
A. Organization	7
B. Responsibilities of County PIO	7
C. Responsibilities of Command Staff PIO (if activated by IC)	9
D. Responsibilities of EOC Staff	9
IV. Direction and Control	9
V. Continuity of Government	10
VI. Administration and Logistics	10
A. Administration	10
B. Logistics	10
VII. Plan Development and Maintenance	11
VIII. List of Appendices	11
<b>Appendices</b>	<b>Page</b>
Appendix 1- Email Instructions	12



## **ANNEX D: EMERGENCY PUBLIC INFORMATION**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Columbiana County is vulnerable to the following hazards, which may necessitate dissemination of Emergency Public Information (EPI): flooding, tornadoes, winter storms, nuclear power plant, and hazardous materials incidents.
2. Instructions detailing what citizens in this community should do in the event these hazards occur have been developed and are maintained by the Columbiana County Emergency Management Agency (EMA). Nuclear power plant emergency information is provided annually to residents in the affected emergency planning zone of the facility.
3. The Columbiana County EMA provides classes, public outreach and meetings, instructions to first responders, students, electronic information and printed pamphlets in order to prepare citizens to protect themselves during emergencies.
4. The Columbiana County EMA utilizes an Electronic Notification System (ENS) to alert residents of emergency situations throughout the County. The ENS has the ability to call, text and email messages to users that are registered in the system. Additionally, the ENS is connected to the FEMA Integrated Public Alert and Warning System (IPAWS) which is utilized to send an alert message to cell phones in the designated warning area utilizing Wireless Emergency Alerts (WEA).
5. Columbiana County is included in the State of Ohio EAS Plan in the Youngstown operational area. These pre-identified television and radio stations will provide public instruction during emergencies. A copy of this plan is maintained in the County EOC. Appendix 1 to this annex also contains a listing of nearby television stations that may be utilized in an effort to reach a broader spectrum of Columbiana County residents.

6. Agreements have been developed with local print and broadcast media for the dissemination of EPI.
7. The Columbiana County Emergency Operation Center (EOC) is located at 215 S. Market St. Lisbon, Ohio. When the EOC is activated, this will be the central location used to develop coordinated releases of EPI to the public and among responders. When and if state and/or federal forces arrive on-scene to support response operations, there may be a transition to a Joint Information Center (JIC).

#### B. Assumptions

1. The Electronic Notification System and news media resources in Columbiana County will provide emergency instructions to residents.
2. News releases in the county will initiate from one (1) source: the county Public Information Officer (PIO) in the EOC if the EOC is activated or from the PIO designated by the Incident Commander (IC) if the EOC is not activated. (See notes on county PIO and Command Staff PIO interaction below.)
3. State-level news releases will be coordinated with the Columbiana County PIO and will not conflict with county-level releases.
4. Public Inquiry procedures established in the EOC and directed by the Columbiana County PIO will prevent incorrect information from affecting emergency response activities.
5. If electrical systems fail during the emergency, protective action information will be announced door-to-door and/or by the bullhorns or public address systems used by law enforcement officers and fire responders.
6. Emergency Management officials may use the established notification procedures identified in Annex C: Notification and Warning to provide EPI to special needs populations such as the hearing impaired, elderly, institutionalized persons, etc.
7. Hazards such as tornadoes (severe wind) and winter storms may affect the county PIO's ability to rapidly disseminate EPI, due to power outages, etc.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. The PIO efforts will focus on specific, event related information.
2. This information generally will be of an instructional nature focusing on such things as warning, evacuation and shelter. It is also important to keep the public informed of the general progress of events. A special effort will be made to report the facts as accurately as possible and provide advice concerning necessary protective actions. Public Inquiry (rumor control) will be a major aspect of the information program and will operate from the Emergency Operations Center. The PIO should be in contact with the media at least two times per day or as prescribed by the Executive Group during an emergency.
3. In any emergency/disaster situation, the county PIO, working with the Emergency Operations Center (EOC) staff and as an advisor to the Executive Group, will have the primary responsibility of providing EPI to the public through the utilization of all media communication systems.
4. The county PIO is appointed by the county Emergency Management Agency Director, pending approval by the Executive Group.
5. The PIO will be responsible for crafting releases and presenting them to the Executive Group. The Board of County Commissioners will approve any EPI released on behalf of the county, prior to its dissemination.
6. An Incident Command (IC) may appoint a Command Staff PIO as a member of the Command Staff. A Command Staff PIO represents and advises the IC on all matters of public information. However, if the entire EOC is activated or if the county PIO alone is activated, the Command Staff PIO must relinquish public/media interaction responsibilities to the county PIO. In these instances, the Command Staff PIO serves as a liaison between the Incident Command Post (ICP) and the county PIO.
7. EPI in Columbiana County is managed at the county EOC. The National Incident Management System (NIMS) suggests that EPI be disseminated from



a Joint Information Center (JIC) during large-scale emergency operations. The EOC may become the JIC during such situations as there is ample space to conduct an expanded EPI operation. If space becomes a concern and it is necessary to relocate the JIC to an alternate location, the Emergency Management Director will make such arrangements.

8. The Columbiana County PIO will develop and maintain a list of contacts and other pertinent information for all media outlets serving Columbiana County.

#### B. Inter-Jurisdictional Coordination

1. During a large-scale event which involves residents outside of Columbiana County (such as a nuclear incident or severe storm), there may be a need to coordinate EPI with other jurisdictions.
2. Local-Local: Coordination between neighboring counties and the municipalities therein will be handled by each Emergency Management Director through each jurisdiction's EOC.
3. Local-State: Coordination with state authorities will be accomplished through contact with the Ohio EOC in Columbus, Ohio, which may include support for media relations. Coordination with other Ohio counties can also be handled through the Ohio EOC.
4. Local-State-Federal: In disasters that threaten to overwhelm the state's capability to respond and support the Columbiana County EOC, the federal government may be asked to deploy under the National Response Framework (NRF). The NRF calls for maximum coordination of agencies' information releases through a JIC to ensure consistency and accuracy. If a single local-state-federal JIC is not an available option, public affairs personnel, decision-makers, and news centers are to be connected by electronic mail, fax, and telephone in a "Joint Information System" (JIS). In a JIS, releases of information should be coordinated to ensure that everyone is using the most recent and accurate data. It is the county PIO's responsibility to ensure this coordination occurs.

C. Joint Information Center (JIC)

1. A JIC should be established during large-scale emergency situations to provide a location for organizations at all levels of government participating in the management of an incident to work together to disseminate EPI to the public.
2. The Columbiana County EOC may serve as the JIC. Because of the uniqueness and affected jurisdictions of incidents or emergencies affecting the Beaver Valley Power Station, the JIC for radiological events will be located in the Pittsburgh Airport Industrial Park Building #3 in Coraopolis, Pennsylvania, per the Columbiana County Radiological Emergency Response Plan (See Annex M, II-B.).
3. The JIC must extensively coordinate with the Executive Group in the EOC.
4. The JIC must include representatives from each involved jurisdiction and all agencies and organizations participating in the response.

D. Emergency Information for Special Populations

1. Visually impaired: Established notification procedures in place in the EOC, ENS messaging, EAS messages and news advisories via radio, NOAA weather radio, or by door-to-door notification.
2. Hearing-impaired: Established notification procedures in place in the EOC, ENS messaging, captioned EAS messages and news advisories on television, print media, or door-to-door notification.
3. In collaboration with the Columbiana County Department of Disabilities a database of self-reported information is maintained. This information along with data from Columbiana County Jobs and Family Services and other local information will be used to assist providing emergency information to Special Populations.

E. Phases of Emergency Management

1. Mitigation

- a. Develop/update agreements with local media for the dissemination of EPI.

- b. Coordinate and develop agreements with the media and neighboring emergency management directors in preparation for multi-county emergencies.
- c. Develop an agreement with the Ohio Emergency Management Agency PIO for coordination of news releases during emergencies in which state response is involved.
- d. Develop agreements with local emergency response organization for the coordinated release of public information through the county PIO.
- e. Develop an EOC/JIC site and alternate EOC/JIC sites, as well as EOC/JIC operating guidelines and procedures.

2. Preparedness

- a. Maintain/update listings of news media contacts and capabilities.
- b. Provide media contacts with up-to-date hazard specific emergency public information that is ready for immediate release in the event of an emergency.
- c. Maintain an adequate supply of pamphlets and brochures containing hazard-specific guidance that can be distributed to the public.
- d. Train support staff and emergency responders in the dissemination of EPI in the event of power failures.
- e. Ensure that the EOC/JIC has the necessary equipment for briefings and that media representatives know the location of the EOC/JIC.
- f. Provide regular presentations to county residents and protective actions to take during emergencies.

3. Response

- a. Release EPI through ENS messaging and the designated media outlets as soon as the threat has been determined and evaluated.
- b. EPI may be released through newspaper reports, radio and television broadcasts, and door-to-door contacts.



- c. Refer inquiries about missing or injured persons to the ARC representative in the EOC.
- d. Coordinate with officials at affected sites and with EOC representatives for press releases describing the emergency services being rendered and the damaged areas with restricted access.
- e. Direct, coordinate and supervise the release of all EPI through the EOC/JIC.
- f. Provide regular briefings to EOC representatives.
- g. Relay instructions on measures which will save lives and limit property damage.
- h. Maintain a constant flow of official news through media resources in order to inhibit the development of rumors and panic.
  - i. Brief the state PIO on county-level activities.
  - ii. Recovery
  - iii. Inform citizens of available disaster assistance.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

- 1. The county PIO is the designated media spokesperson for Columbiana County during an emergency.
- 2. Dissemination of EPI will be made from the EOC/JIC via news conferences, interviews, and the issuing of news releases. This will serve as the single official point of contact and release of information during an emergency.
- 3. Columbiana County has an agreement with the Emergency Alert System (EAS). The county is in the Youngstown EAS Operational Planning Area.

#### **B. Responsibilities of County PIO**

- 1. Coordinate with appropriate officials and EOC representatives for the release of EPI.

2. Develop and maintain a public information and education program that includes utilization of the EAS and emergency information packets prepared in advance.
3. Maintain up to date media information in the County Resource Manual.
4. Provide residents with information regarding an evacuation, if necessary. Such information should include situations in which Columbiana County is a host area. This information should include:
  - a. A definition of the population at risk, evacuation routes, and suggestions on the types and quantities of clothing, food, medical items, etc. evacuees should take with them, locations of reception/shelters, and safe travel routes for return to residence.
  - b. Instructions that identify centrally located staging areas and pick-up points for evacuees without private automobiles or other means of transportation.
  - c. Instruction for evacuee's use upon arrival in a hosting area which shows the location of reception centers, shelters and lodging, feeding facilities, and medical clinics.
5. Maintain working relationships with the local media and develop agreements for EPI support.
6. Prepare materials that describe the health risks associated with each hazard, the appropriate self-help first-aid actions, and other appropriate survival measures.
7. Prepare materials for the visually impaired and non-English speaking groups, if appropriate.
8. Provide for rumor control. Designate personnel and dedicate phone lines to handle inquiries from the public, monitor social media and assist in preparing messaging for electronic notification system. Make arrangements to keep these personnel up to date on the disaster situation through briefings, fact sheets, and news releases.
9. Refer inquiries about injured or missing relatives to the American Red Cross representative in the EOC.

10. Make arrangements for executive and response personnel to speak on television and radio.
11. Provide news releases to media outlets during all stages of the emergency event.
12. Brief Ohio EMA PIO on county-level activities.

C. Responsibilities of Command Staff PIO (if activated by IC)

1. Represent and advise the IC on all public information matters relating to the management of the incident.
2. Coordinate public information at or near the incident site.
3. If the EOC and/or county PIO is activated, relinquish public information responsibilities to the county PIO.
4. Serve as the on-scene liaison to the EOC and/or JIC.

D. Responsibilities of EOC Staff

1. Cooperate in public education programs.
2. Verify reports received from the field.
3. Clear press releases relating to response efforts with the county PIO.
4. Provide the PIO with timely information concerning casualties, numbers and types of injuries. This information will be given to the American Red Cross for next-of-kin notifications before it is released to the public. No protected health information will be released by the County EOC.

#### **IV. DIRECTION AND CONTROL**

- A. The EOC/JIC provides for an organized arrangement of functions encompassing emergency personnel, facilities, equipment and procedures involved in providing accurate, coordinated and timely instructions and information to the public during an emergency.



- B. All organizations involved in emergency response and recovery and having requirements to release information to the media will cooperate with EOC/JIC procedures set up by the county PIO.
- C. The Columbiana County PIO manages the activities at the EOC/JIC in coordination with the Executive Group and representatives in the EOC and at the ICP.

## **V. CONTINUITY OF OPERATIONS**

- A. Line of Succession – County PIO
  - 1. Assistant County PIO
  - 2. Designated by EMA

## **VI. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All press releases will be reviewed by the Executive Group before they are released. Time dissemination is essential.
  - 2. Copies of all press releases will be chronologically maintained on file at the Columbiana County EMA.
  - 3. When the EOC is activated, the county PIO will keep a log listing all media contacts made, press releases issued, and any other major PIO functions accomplished. This report will be given to the Executive Group.
  - 4. The county PIO will log all incoming and outgoing messages.

- B. Logistics

1. Representatives from state, federal and private sector organizations will coordinate with the county PIO for the provision of technical information for release to the public. Such information includes but is not limited to health risks related to the hazard, type and availability of assistance, and geographic, geological, meteorological, and demographic information related to population protection.
2. The county PIO will be authorized to either purchase or order any materials, supplies, equipment, and services required for the successful implementation of the EPI program during an emergency with the approval of the Executive Group. If supplies, services, etc. are requested from state agencies, the resource types and definitions prescribed by the NIMS will be used. See Annex H: Resource Management.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County PIO, in cooperation with the county Emergency Management Agency Director, is responsible for updating this annex based on deficiencies identified through drills and exercises and changes in government and emergency organizations' structure.
- B. The Columbiana County PIO, in cooperation with the county Emergency Management Agency Director, will prepare, coordinate, publish, and distribute necessary changes and revisions to this annex.

## **VII LIST OF APPENDICES**

1. PIO Email Instructions

## **APPENDIX 1 TO ANNEX D**

### **EMAIL INSTRUCTIONS**

PIO staff will access the Columbiana County EMA PIO email address through the PIO desk in the EOC.

1. Select the shortcut application on the desktop.
2. Enter username and password

If no shortcut application is available:

1. Search [www.columbianacounty.org](http://www.columbianacounty.org)
2. Select Clerk of Courts from list on left side of page
3. Select Web Mail from list on left side of page
4. Enter username and password



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>E</b>
<b>Title:</b>	Evacuation
<b>Related Federal ESFs:</b>	ESF #1: Transportation
<b>Purpose:</b>	This annex provides for a coordinated evacuation of the population of Columbiana County in the event of natural, technological, or man-made hazards.
<b>Ohio Revised Code:</b>	Section 305.30, 311.07, 733, and 5502.21
<b>Primary Agency:</b>	Fire and Rescue Services (as Incident Commander) Local Government
<b>Support Agencies:</b>	Local Law Enforcement Columbiana County Emergency Management Agency Columbiana County Schools Ohio Emergency Management Agency County Engineer/Public Works Ohio National Guard

## COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX E (EVACUATION) – RECORD OF CHANGES

Brief Description of Change	Date of Change	Pages Affected	Change Made By:
I. Purpose – Developed entire section on annex front page.	7/2005	1, Front Page	RDZ
II. Situation and Assumptions – Updated tab listings, updated ORC citations.	7/2005	1, 2	RDZ
III. Concept of Operations – Removed “phases of emergency management” and absorbed the appropriate items elsewhere into the plan, incorporated NIMS, re-wrote entire section to include items appropriate to evacuation.	7/2005	3, 4	RDZ
IV. Organization and Assignment of Responsibilities – Revised, re-ordered.	7/2005	4 – 7	RDZ
V. Direction and Control – No change.	7/2005	N/A	RDZ
VI. Continuity of Government – No change.	7/2005	N/A	RDZ
VII. Administration and Logistics – Moved certain items to “concept of operations” section, added logging responsibilities, added provisions to ensure support is available for evacuees along evacuation routes.	7/2005	8, 9	RDZ
VIII. Plan Development and Maintenance – Eliminated redundancy.	7/2005	9, 10	RDZ
IX. Authorities – Absorbed “references” into “authorities”, updated.	7/2005	10	RDZ
X. Addendums – Eliminated tabs 3, 4, 6, 7 as they are contained in accompanying documents, changed “tabs” to “appendices”.	7/2005	10	RDZ
XI. Authentication – No change.	7/2005	N/A	RDZ
Transportation dependent, population	3/18/2013	2	EJD
Address change	3/18/2013	5	EJD
Appendix 1 Map of Primary, Secondary, and Tertiary Evacuation Points-updated	10/24	13	PC
Appendix 2 Map of Rest Areas, pickup points and staging areas-removed	10/24	13	PC
Appendix 2 Map of Class 1 Dams-updated	10/24	13	PC
Entire section	11/18	all	PC
Changed Evacuation Director to IC liaison	10/24	8-11	PC
Updated Appendix 2 Dam locations	12/25	Appendix 2	PC
Added County DD program	12/25	E-5	PC





## COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN

### ANNEX E (EVACUATION) – TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	2
II. Concept of Operations	2
A. General	2
B. Decision to Evacuate	3
C. Public Evacuation Instructions	3
D. Transportation	4
E. Evacuation Control	4
F. Evacuation of Special Populations	4
G. Access Control and Security	5
H. Re-entry of Evacuated Areas	5
I. Phases of Emergency Management	6
III. Organization and Assignment of Responsibilities	7
A. Evacuation Policy	7
B. Transportation Policy	8
C. Responsibilities	8
IV. Direction and Control	10
V. Continuity of Government	10
VI. Administration and Logistics	11
A. Administration	11
B. Logistics	11
VII. Plan Development and Maintenance	12
VIII. Authorities	12
IX. List of Appendices	13
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Map of Primary, Secondary and Tertiary Evacuation Routes	14
Appendix 2 – Map of Dams	15

## **ANNEX E: EVACUATION**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. There are numerous populated areas within Columbiana County that are in close proximity to hazardous materials production/storage facilities. The residents in these areas may have to be evacuated in the event of a hazardous materials incident. Maps and evacuations routes for these locations are part of the Columbiana County Hazardous Materials Response Plan (Annex N).
2. There are ten (10) floodplains in Columbiana County that affect populated areas. In addition, there are thirty-seven (37) dams in Columbiana County listed in the National Inventory of Dams. Maps of flood and inundation plains can be found in the Columbiana County Hazard Mitigation Plan.
3. The Columbiana County Emergency Management Agency, American Red Cross and Columbiana County Emergency Preparedness Coalition maintain updated locations for emergency shelters and alternate health care facilities that would be activated in an evacuation. These locations would be dependent upon which area of the county was adversely affected.
4. Risk area maps and evacuation route identification for residents who could be affected by an incident at the Beaver Valley Power Station are located in the Columbiana County Radiological Emergency Plan (Annex M).
5. The Ohio Revised Code (ORC) authorizes township and municipal police and fire departments and the county Sheriff the power to protect the lives and property of the citizens in their jurisdictions. Therefore, the Sheriff and the chiefs of these organizations are empowered to determine the need and order evacuations during emergencies. In Columbiana County, when time allows, all evacuation orders will be coordinated with the Chief Executive Officer (CEO) of the affected jurisdiction before they are released to the public.
  - a. ORC 5502.21(H) (12) defines “the nonmilitary evacuation or temporary relocation of the civilian population” as an acceptable emergency preparedness measure.

- b. Ohio Attorney General's Opinion #1532 states: "County or municipal civil defense officials have authority to evacuate persons from an area under their jurisdiction in order to minimize the effects upon the civil population of an attack or other disaster."

6. Transportation Dependent

- a. The number of transportation dependent residents varies daily. Columbiana County has a mobility manager that maintains this information and would provide to the EMA as needed.

- B. Assumptions

1. As much as 20% of potentially-affected residents may spontaneously evacuate a threatened jurisdiction before an evacuation order is given if there is adequate advance warning. (Source: SLG-101, FEMA)
2. The evacuation of Columbiana County residents to an adjacent county will be done in coordination with the Emergency Management Director and American Red Cross (ARC) representative of the hosting county.
3. Emergency Public Information (EPI) will be released to evacuees telling them the routes to take to shelters.
4. Many residents will seek shelter with relatives or friends or in commercial accommodations rather than in public shelter facilities.
5. Family pets are important considerations when implementing an evacuation.

## **II. CONCEPT OF OPERATIONS**

- A. General

1. The ultimate responsibility for issuing a large-scale evacuation rests with local government. An Incident Commander (IC) – as a member of the fire service – may issue an order for a limited evacuation for an area affected by a quick onset emergency.
2. Issues to be addressed when ordering an evacuation include:
  - a. Status of emergency shelters



- b. Evacuation routes (including their capacities and susceptibility to the threatening hazard)
- c. Access to staging areas, pick-up points, etc. by the community to be evacuated
- d. Security for evacuated areas
- e. Level of support for essential operations and services within evacuated areas in addition to facilitating the evacuation

B. Decision to Evacuate

- 1. Immediate evacuations can be made on the authority of the IC or senior law enforcement official.
- 2. Precautionary evacuations may be suggested if it appears that a hazard will escalate and potentially necessitate an evacuation.
- 3. All evacuations must immediately be made known to the CEO of the jurisdiction, the county Emergency Management Director, and the Ohio Emergency Management Agency (EMA).
- 4. The ARC must be notified of the decision to implement a large-scale evacuation so as to open and operate shelter facilities.
- 5. The individual ordering the evacuation must contact the appropriate school superintendent to notify him/her of the need for buses. (See County resource manual for listing)

C. Public Evacuation Instructions

- 1. Instructions to the public will be disseminated by the most rapid and effective means, including the County Electronic Notification System (ENS), Emergency Alert System (EAS), the Federal Integrated Public Alert and Warning System (IPAWS), radio and television, PA-equipped vehicles, and door-to-door notification.
- 2. Public evacuation instructions should include the following:
  - a. The area to be evacuated (including perimeter or boundary lines)
  - b. Time available to implement the evacuation
  - c. The location of mass care and support facilities
  - d. Transportation options and travel directions
  - e. The estimated duration of the evacuation
  - f. Items individuals should take with them

3. Local veterinary personnel should be involved in the planning of an evacuation so as to provide information to people with pets such as where to take the pet, how the pet will be cared for, etc.

D. Transportation (General)

1. In addition to personal transportation owned by evacuees, transportation may be provided by the county transit system and various school districts' buses.
2. The transportation of essential workers will be by vehicles of their response agency. Where these are not adequate, school buses will be used from the general transportation pool.
3. Emergency services officials may utilize the Columbiana County Resource Manual to obtain large vehicles, if needed, to transport supplies and equipment.

E. Evacuation Control

1. Law enforcement personnel will control the order of evacuations by providing traffic control, crowd control, and security for the protection of property in the area that has been evacuated.
2. During large-scale evacuations, law enforcement personnel may be supplemented by the Ohio National Guard and private security services.

F. Evacuation of Special Populations

1. Special facilities, such as schools, jails, hospitals, nursing homes, and day care facilities, are responsible for the safety and welfare of their clients, patients, and inmates. Virtually all such facilities are required to have an emergency plan that includes provisions for an emergency evacuation.
2. Emergency services providers are encouraged to maintain files on special needs groups in their jurisdictions.
3. Fire department vehicles, Emergency Medical Service (EMS) vehicles, and school buses will be used to transport special populations from private residences who do not have transportation available at their residence. See I.A.4 above.
4. If evacuation of public schools is required, students will normally be transported on school buses to other schools outside of the risk area, where they can be picked up by their parents.

5. Medical patients should not be housed in shelter and mass care facilities with the general public, if at all possible.
6. Law enforcement is responsible for any inmate evacuations that may be necessary.
7. The Columbiana County EMA annually mails special needs cards to the residents in the area affected by the Beaver Valley Power Station. These are also available on the EMA website for residents in the remainder in the County. Residents needing assistance, should evacuations be necessary, are encouraged to fill out and return these cards to the EMA. A database with this information is maintained by the EMA. Columbiana County Jobs and Family Services maintains information related to transportation needs of their clients. This information would be provided to the EMA office as needed.
8. Clients of Columbiana County Board of Disabilities have access to a voluntary program in which they can provide their special needs information. This information is stored in the 911 system and is available to responders and the EMA during emergency situations.

#### G. Access Control and Security

1. Law enforcement should establish access control points to limit entry into evacuated areas and, where possible, conduct periodic patrols within such areas to deter theft by those on foot.
2. If an evacuated area has sustained damage and cannot be reoccupied for an extended period of time, it may be desirable to implement a permit system to limit access to emergency workers, homeowners, business owners, utility workers, and contractors restoring damaged structures and removing debris.

#### H. Re-entry of Evacuated Areas

1. Except for emergency response personnel, entry into a hazard area will be made only on the authority of the county commission, the Sheriff, or the Emergency Management Director. Signed, dated, and sealed passes will be issued to those who have justification.
2. The decision to re-enter an evacuated area will be made following a damage assessment or determination that danger no longer exists. The following conditions should prevail in the evacuated area before evacuees are authorized to return. (Some or all of these are not being necessary.)



- a. Sufficient debris has been removed to permit travel and roads and bridges are safe to use.
  - b. Downed power lines have been removed or rendered harmless; ruptured gas, water, and sewer lines have been repaired; and other significant safety hazards have been eliminated. However, utility services may not have yet been fully restored.
  - c. Structures have been inspected and determined to be safe to occupy.
  - d. There is adequate water available for firefighting.
3. Public information intended for returnees should address such issues as:
    - a. Areas of the County that are deemed safe to return to
    - b. Access points for those areas
    - c. Documenting damage for insurance purposes
    - d. Caution in reactivating utilities and damaged appliances
    - e. Clean-up, removal, and disposal of debris

I. Phases of Emergency Management

1. Mitigation
  - a. Identify areas that may need evacuation
  - b. Discourage development, particularly residential, in floodplains and other hazard areas
  - c. Develop emergency public information messages for areas where the risk population and the evacuation routes can be predetermined
  - d. Task individuals in fire and police departments, as well as elected officials to develop guidelines detailing their assigned responsibilities in the event of an evacuation
  - e. Include procedures for evacuation assistance in mutual aid agreements
  - f. Determine critical facilities throughout the county and the critical workforce needed to staff them
2. Preparedness
  - a. Develop a listing and the location of school buses, to include 24-hour contact information

- b. Identify special needs population groups that may require assistance during an evacuation
- c. Law enforcement organizations should prepare prisoner evacuation guidelines.
- d. Develop evacuation procedures for the county's animal population.

### 3. Response

- a. Evaluate the need for an evacuation and coordinate with the appropriate officials in the affected jurisdiction if time is sufficient
- b. Notify hospitals, nursing homes, schools, day care centers, retirement communities and other special needs facilities of impending evacuations and assist them as available
- c. Notify law enforcement organizations to evacuate prisoners, if necessary
- d. Systematically notify residents in affected areas
- e. Provide crowd control at the evacuation site(s)
- f. Provide public information for evacuees
- g. Maintain liaison with EOC representatives by radio from the Incident Command Post (ICP)
- h. Coordinate with the EMS for medical, transportation and related support for the special needs population during the evacuation
- i. Notify the ARC to open shelters in safe areas
- j. Provide security for the evacuated area
- k. Designate and maintain staging areas outside the hazard area for continual resource and personnel support
- l. Provide passes to critical workers with assignments in the evacuated area

### 4. Recovery

- a. Monitor the evacuated area to determine when the environment is safe for a return
- b. Coordinate the return of evacuees with the Chief Executives of the affected jurisdiction(s)
- c. Designate return routes and provide appropriate public information to evacuees
- d. Provide barriers to keep sightseers away from area
- e. Coordinate with utility providers the resumption of services
- f. Maintain a listing of expended resources and man hours

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Evacuation Policy**

1. The highest level officer of the first responding fire department on the scene of an emergency is the Incident Commander (IC) until relieved of that duty by the Fire Chief of the affected jurisdiction. The IC coordinates with the CEOs of the affected jurisdiction(s) before an evacuation order is given.
2. The IC will appoint a liaison to the activated Columbiana County EOC, who will act as a liaison between the site and the EOC.
3. The IC liaison will be responsible for obtaining and documenting the resources needed for response and will periodically brief the Executive Group in the EOC.
4. Law enforcement in the affected jurisdiction (with mutual aid departments, as available and necessary) will provide movement control for the evacuation and support fire departments in notification efforts.
5. Critical workers are responsible for moving essential resources from the area to be evacuated and relocating those essential resources to safe sites outside the evacuated area.

#### **B. Transportation Policy**

1. A Superintendent of Columbiana County Schools will serve in the County EOC as a Transportation representative to coordinate public transportation resources planned for use in an evacuation.
2. The Transportation representative and the EMA annually update a listing of transportation resources that includes municipal and county school buses.
3. There are no private buses companies located in Columbiana County that are capable of transporting the number of evacuees that may be necessary. Transportation resources identified in the County Resource Manual may be employed in support of evacuation efforts.
4. The owners/administrators of EMS squads, ambulance services, handicapped transportation services, etc. cooperate with the Transportation Director to provide listings of ambulances, vans, and other vehicles that can be used to evacuate those with special needs. (See County Resource Manual)



5. Buses will pick up passengers who do not own automobiles at announced assembly points.
6. Most evacuees will evacuate in their own vehicles. The American Red Cross (ARC), in cooperation with local authorities at the shelter sites, will designate parking areas. Vehicle security will be provided by the jurisdiction's law enforcement officers or designated volunteer forces.

### C. Responsibilities

#### 1. Columbiana County EMA

- a. Coordinate with the IC for evacuation support.
- b. Coordinate with localities to identify and list critical industries and workers.
- c. Coordinate relocation into other jurisdictions with executive officers and shelter officials.
- d. Assure appropriate public information is prepared and released.
- e. Coordinate with the ARC to open disaster shelters, if appropriate.
- f. Coordinate planning for the evacuation of the county's pet (animal) population prior to emergency situations. During emergency situations, coordinate, with the ARC, and other volunteer animal welfare groups for the evacuation of the county's pet population. (See Annex R)
- g. Utilize the activated Joint Information Center (JIC) to issue press releases.
- h. Notify and brief state and federal officials, as requested.
- i. In coordination with the Executive Group, request external resources of state/federal government, as and if necessary.

#### 2. Fire and Rescue Services

- a. Designate an IC at the scene and provide direction and control at the scene of the evacuation, in coordination with CEO's of the jurisdiction.
- b. If the emergency is a quick-onset emergency and the area must be evacuated immediately, authorize the evacuation of the threatened area only. Notify appropriate local officials as soon as possible. Precautionary evacuations are not to be considered under this circumstance; they should be coordinated by the appropriate local officials.
- c. Provide liaison to the EOC for coordination of material/personnel support.

- d. Notify the Transportation representative and IC liaison (for verification/confirmation only) of the need for buses.
  - e. Notify individuals to be evacuated.
  - f. Determine when the environment is safe for return of evacuees.
3. Jurisdictional Law Enforcement
- a. Provide movement control for evacuation.
  - b. Coordinate law enforcement activities with the EOC.
  - c. Provide security in evacuated areas.
  - d. Support fire departments in providing notification to evacuees.
  - e. Establish perimeter and crowd control.
  - f. Assist in disseminating public information.
4. Columbiana County Schools Superintendent
- a. Provide buses for evacuation, as requested by the EOC/IC.
  - b. Assist the ARC in establishing care centers.
5. Local Municipalities
- a. Develop a roster of essential employees who must remain during an evacuation.
  - b. Develop plans for the relocation of essential documents and resources.
6. County Engineer/Public Works
- a. Provide signs and barricades as needed
7. Military Support (At the discretion on the Ohio EMA)
- a. Inform EOC team of evacuation support availability from local military installations and provide liaison after support has been requested by the locality.
  - b. Coordinate use of shelter facilities on military properties.
  - c. Provide logistics support for evacuation operations, when possible.
  - d. Assist law enforcement in providing security for the evacuated area.

#### **IV. DIRECTION AND CONTROL**

- A. The IC is responsible for direction and control of the evacuation at the scene.

- B. The IC will coordinate with the highest-elected officials of the affected jurisdiction before an evacuation order is issued, if time permits.
- C. The IC will coordinate with the IC liaison in the EOC for material support, release of Emergency Public Information (EPI), and briefings to local officials.
- D. The Transportation representative directs the use of school buses and coordinates requests for additional transportation resources with the IC liaison in the EOC.

## **V. CONTINUITY OF GOVERNMENT**

- A. Line of Succession – Incident Commander
  - 1. Chief of Affected Jurisdiction
  - 2. Assistant Chief of Affected Jurisdiction
  - 3. Designee
- B. Line of Succession – IC Liaison
  - 1. Designee by IC.
  - 2. Alternate designated by IC.
- C. Line of Succession – Transportation representative
  - 1. A Superintendent of Columbiana County Schools.
  - 2. Assistant appointed by the Superintendent of Columbiana County Schools.

## **VI. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. The IC liaison in the EOC will maintain logs and records tracking the status of the evacuation for inclusion into after action reports and for use in briefing the Executive Group.
  - 2. Requests for assistance will be made in accordance with II.C. of the Basic Plan. Requests for federal assistance should be coordinated through the Ohio Emergency Management Agency.
  - 3. Evacuate sites and routes for preplanned risk areas appear as appendices to this annex. The IC, in cooperation with officials from the affected jurisdiction(s) will determine evacuation boundaries for areas that are not predetermined.



**B. Logistics**

1. The IC and IC liaison in the EOC, in coordination with law enforcement officials providing movement control, will ensure that any necessary services, such as food, fuel, medical supplies, etc., are available for evacuees along the evacuation routes (if a large, long evacuation is underway).
2. Impediments to Evacuation
  - a. Potential impediments to evacuation, such as physical barriers, time and lack of transportation resources, will be addressed in organizational OG's.
  - b. Overcoming unforeseen impediments is the responsibility of the IC, in cooperation with officials of the affected jurisdiction(s) if the EOC is not activated.
  - c. If the EOC is activated, the IC will request assistance in resolving the difficulties through the Transportation Director.
3. Vehicles having mechanical problems during an evacuation will be moved to the side of the road and law enforcement organizations providing movement control on the routes will transport stranded evacuees.
4. Columbiana County fire departments have entered into a countywide mutual aid agreement to assure adequate material and personnel support and response in the event of emergencies. Activation of mutual aid will occur according to the procedures listed in the agreements.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County Emergency Management Director is responsible for coordinating with the appropriate municipal, county and state-level organizations in order to make necessary changes and revisions to this annex. The EMA Director is responsible for publishing and distributing revisions to this annex.
- B. All emergency response forces who may participate in an evacuation effort are responsible for developing and maintaining departmental OG's, mutual aid agreements, personnel rosters (including 24-hour emergency notification telephone numbers), and equipment inventories.

## **VIII. AUTHORITIES**

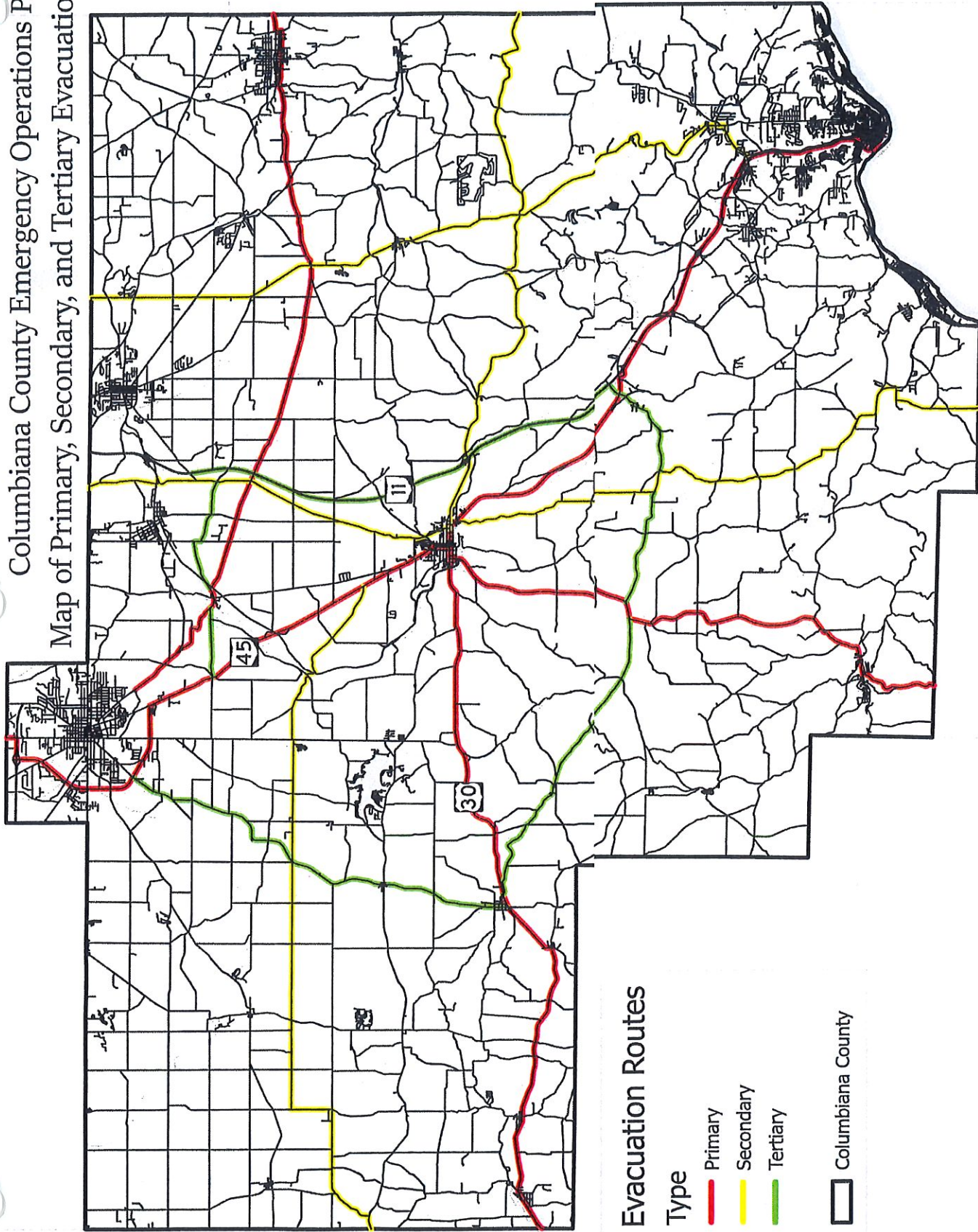
- A. Ohio Public Transportation and Safety Rules, Rule #3301-83-16, as amended. *Non-Routine Use of School Buses*, effective October 22, 1984.
- B. Ohio Revised Code 5502
- C. Ohio Attorney General's Opinion #1532

## **IX. LIST OF APPENDICES**

- Appendix 1 – Map of Primary, Secondary and Tertiary Evacuation Routes
- Appendix 2 – Map of Dam Locations

# Columbiana County Emergency Operations Plan

## Map of Primary, Secondary, and Tertiary Evacuation Routes



Esri, TomTom, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, USFWS



# COLUMBIANA COUNTY HAZARD MITIGATION PLAN

Figure 2.2.2.a: Dams by Hazard Class

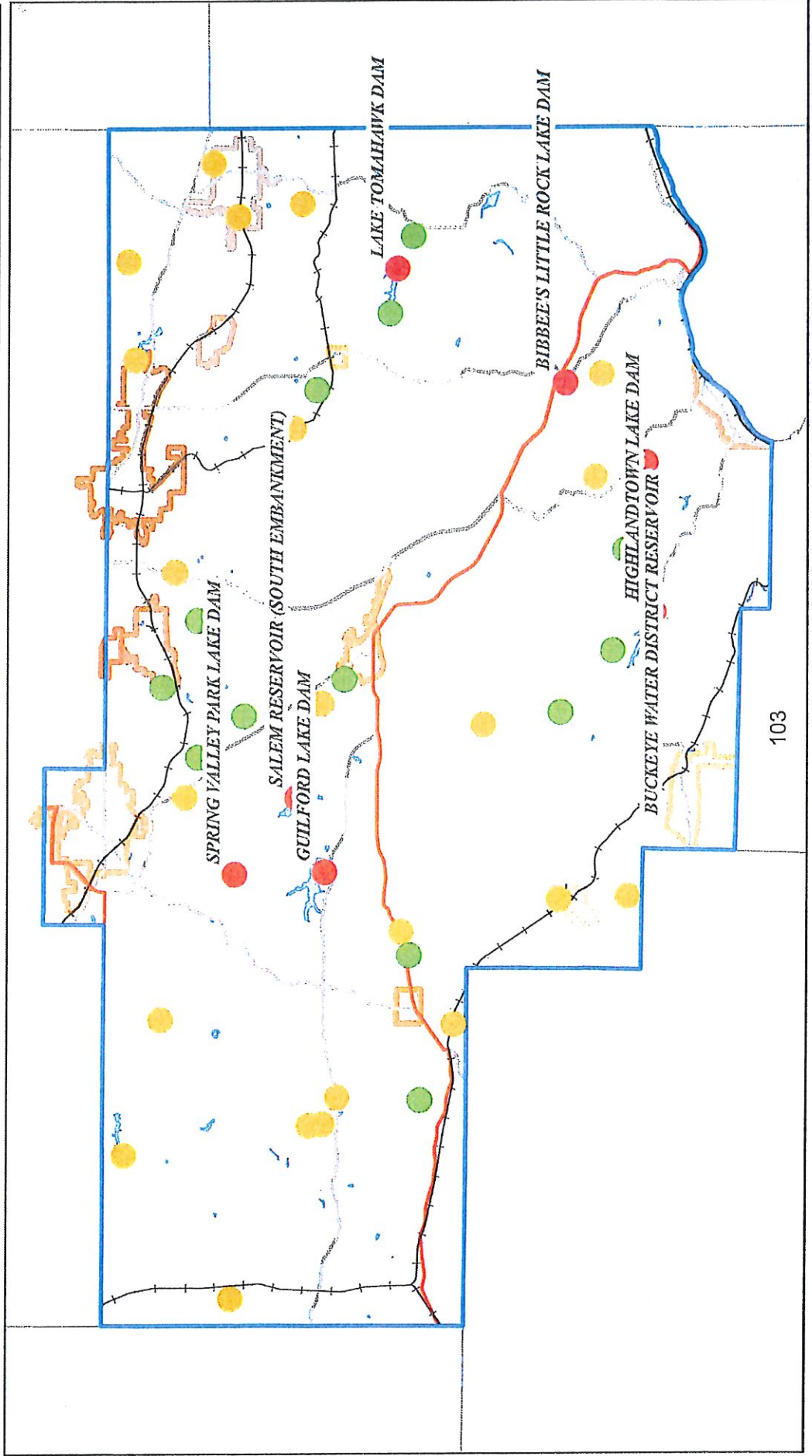
Data Source(s):

ODNR Dam Safety, USACE NID

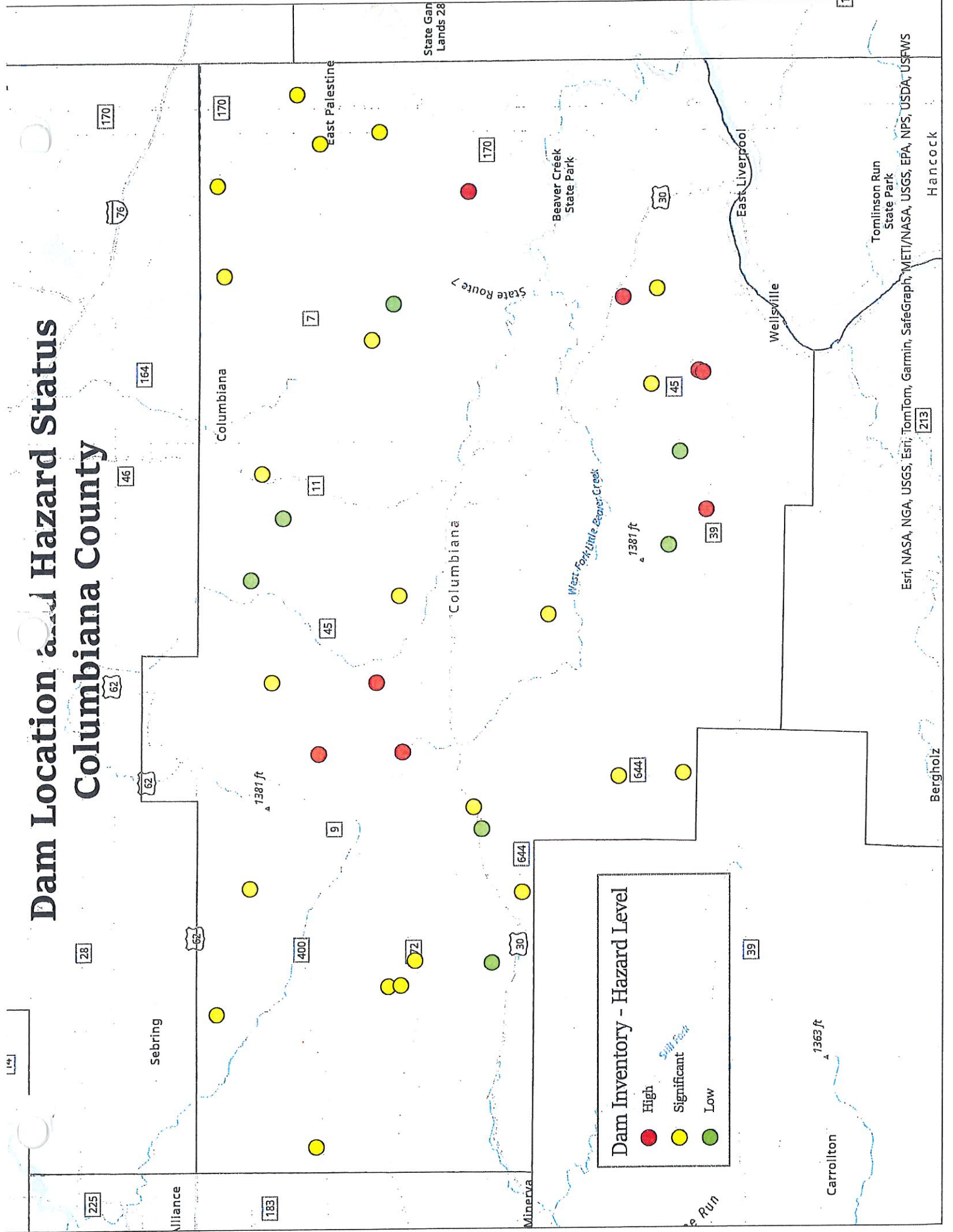
DISCLAIMER: Data is meant for use as reference only. Some sources may be intended to be used at national or regional scales and are thus used beyond their original intent for demonstrative purposes.



- Class I
- Class II
- Class III



# Dam Location and Hazard Status Columbiana County



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>F</b>
<b>Title:</b>	Shelter and Mass Care
<b>Related Federal ESFs:</b>	ESF #6: Mass Care, Emergency Assistance, Housing and Human Services
<b>Purpose:</b>	The purpose of this annex is to outline the provisions for population protection through the identification of shelters and the establishment of minimal guidance for the upgrading and stocking of such shelters.
<b>Ohio Revised Code:</b>	Chapter 3701.01-.04 & .13 Chapter 3709.06 & .22 Chapter 5502
<b>Primary Agency:</b>	American Red Cross
<b>Support Agencies:</b>	Columbiana County Department of Job and Family Services Columbiana County Emergency Management Agency Columbiana County Community Emergency Response Team (CERT) Ohio Emergency Management Agency Salvation Army Health and Medical Organizations Law Enforcement Fire Officials Public Works
<b>References:</b>	Red Cross Disaster Manual



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX F (SHELTER AND MASS CARE) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Developed entire section on annex front page.	7/2005	1, Front Page	RDZ
II. Situation and Assumptions – Revised format, added military assistance under “assumptions”.	7/2005	1	RDZ
III. Concept of Operations – Removed “phases of emergency management” and absorbed the appropriate items elsewhere into the plan, re-order and consolidate unnecessary headings, add appropriate NRP references.	7/2005	1 – 6	RDZ
IV. Organization and Assignment of Responsibilities – Revised.	7/2005	6 – 10	RDZ
V. Direction and Control – Revised.	7/2005	10	RDZ
VI. Continuity of Government – No change.	7/2005	N/A	RDZ
VII. Administration and Logistics – Separated “administration” and “logistics” sections, added NIMS resource management considerations.	7/2005	10, 11	RDZ
VIII. Plan Development and Maintenance – No change.	7/2005	N/A	RDZ
IX. Authorities – Moved “references” to annex front page, updated.	7/2005	11 – 13	RDZ
X. Addendums – Eliminated tab 1 and existing appendix 1, changed “tabs” to “appendices”, re-ordered.	7/2005	13	RDZ
XI. Authentication – No change.	7/2005	N/A	RDZ
Update Table of Contents	1/2008	N/A	Darren Dodson Columbiana Co EMA
Change “Operating Guidelines” to “Standard Operating Guidelines” Change “OG’s” to “SOG’s”	1/2008	F-11	Darren Dodson Columbiana Co EMA
Delete “ARC Northern Columbiana Chapter” Change “Pottery Area Chapter” to “Greater Pottery Chapter”	1/2008	Globally	Darren Dodson Columbiana Co EMA
Delete “RADEF Monitoring Kits”; Appendixes re-numbered	1/2008	Appendix 1	Darren Dodson Columbiana Co EMA
Situation and Assumptions Section A & B	3/18/2013	1-2	EJD
Changed National Response Plan to National Response Framework all Document	3/18/13	all	EJD
Change of crisis training to just-in-time training	3/18/2013	11	EJD

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
Appendix 1 added phone numbers and changed address for Highlandtown	3/18/2013	13	EJD
Appendix 3 Part 1 Shelter Facility Survey update	3/18/2013	15-21	EJD
Appendix 3 Part 2 Shelter Facility Survey/Accessibility Instructions	3/18/2013	N/A	EJD
Appendix 3 Part 3 American Red Cross Facility Use Agreement	3/18/2013	N/A	EJD
Entire Annex	11/18	All	PC
Added CERT responsibilities	10/24	8	PC
Added appropriate ESF language	11/25	All	PC

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX F (SHELTER AND MASS CARE) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	2
II. Concept of Operations	2
A. General	2
B. Notification and Warning of the General Public	3
C. Reception Centers	3
D. Designation of Shelters	4
E. Mass Feeding	4
F. Crisis Shelter Stocking	4
H. Phases of Emergency Management	5
III. Organization and Assignment of Responsibilities	6
A. Organization	6
B. Assignment of Responsibilities	6
IV. Direction and Control	9
V. Continuity of Government	9
VI. Administration and Logistics	9
A. Administration	9
B. Logistics	10
VII. Plan Development and Maintenance	10
VIII. Authorities	11
A. Columbiana County Department of Job and Family Services	11
B. American Red Cross	11
C. Salvation Army	11
IX. List of Appendices	11
X. Authentication	11
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Campgrounds and Parking for Recreational Vehicles	12
Appendix 2 – Survey and Agreement Form for Potential Shelters	13



## **ANNEX F: SHELTER AND MASS CARE**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Disasters can occur without warning. Shelters, first aid, mass care, cooling/warming comfort and feeding sites may have to be set up with little-or-no warning or advance notice.
2. During an emergency, a portion of the population or the entire population of Columbiana County may be required to evacuate and relocate to mass care or shelter facilities.
3. Many types of hazards could require sheltering, such as snow and ice storms, windstorms, tornadoes, utility failure, fire and explosion, hazardous materials spills, and radiological incidents.
4. Sheltering in place, restriction of movement and non-congregate sheltering are required to prevent the spread of contagious diseases during a pandemic incident. These actions may necessitate the establishment of sustenance sheltering operations on the local level that may require state level support.
5. Some people may be reluctant to evacuate their homes because of their pets. It will be necessary for local jurisdictions and residents to plan ahead for the evacuation, sheltering and feeding of a portion of the pet population.
6. It may be necessary to convince some people to evacuate from an unsafe condition. These people may be elderly, physically challenged or have functional needs that may not be able to be adequately addressed in a sheltering situation.
7. There is a large population of persons with functional needs that will require special services and considerations in a sheltering or evacuation situation, ensuring that the needs utilizing the “whole community” approach are addressed.
8. Institutionalized populations will need special consideration in sheltering and evacuation situations. Most of these types of facilities are required by law to establish agreements with other like facilities to support care during evacuations.

9. The American Red Cross (ARC), per its charter, will “mitigate the suffering” caused by the above hazards by assisting, upon request, in the operations of shelter and mass care facilities.

#### B. Assumptions

1. If a hazard threatens the entire county, the population may be evacuated and sheltered in a neighboring reception county.
2. Local mass care providers have emergency response plans and may have the resources to adequately respond to mass care needs during the initial stages of an incident.
3. Experience has shown that under local emergency conditions, a high percentage (85% or more) of evacuees will seek shelter with friends or relatives rather than go to established shelters. As such, the Shelter/Mass Care Coordinator (an EOC staff person) will have to decide how much sheltering should be provided based on the affected population.
4. Some persons will resist or ignore evacuation orders.
5. People with functional needs that cannot be adequately addressed in a non-medical shelter may present themselves to non-medical shelters and may need to be relocated.
6. Law Enforcement agencies may be able to fill the needs for crowd control and security at mass care facilities for at least the first 72 hours of an incident.
7. For all but minor evacuations, which will be under the control of the Incident Commander (IC), the personnel in charge of mass care and feeding will be stationed in the EOC and will direct response operations from that location.

## II. CONCEPT OF OPERATIONS

#### A. General

1. Ultimate responsibility for sheltering evacuated citizens rests with local government.
2. The county Emergency Management Agency Director, acting as the EOC manager, will contact the ARC if disaster sheltering and mass care services are necessary and ask the ARC to send appropriate liaison and staff personnel.
3. Nationally, the ARC is the primary agency for mass care under Emergency Support Function (ESF) #6 of the National Response Framework (NRF) to coordinate federal mass care assistance in support of state and local mass care efforts. As such, the ARC

has been designated as the agency to operate shelter facilities during natural and man-made disasters.

4. ARC officials are directly responsible for organizing shelter services in cooperation with the county Emergency Management Agency (EMA).
5. The local chapter of the ARC maintains appropriate signage and other materials to denote disaster support facilities.
6. Shelter officials will coordinate with EOC officials in order to provide protective actions necessary to limit the exposure of sheltered residents to radiation and hazardous materials while in the shelters.
7. Other non-profit or governmental agencies in the county, including the county Department of Job and Family Services, the Counseling Center, the Salvation Army, the Community Emergency Response Team (CERT), and others, may assist the ARC in shelter operations.
8. The ARC and other shelter management/coordination personnel must take the pets of evacuees into consideration when implementing shelter operations. Local veterinary personnel may provide assistance.
9. The ARC and EMC will coordinate the mass sheltering of institutionalized or functional needs individuals with appropriate local officials.

#### B. Notification and Warning of the General Public

1. When people are advised to evacuate, instructions on appropriate reception centers and/or shelter/mass care feeding facilities will be disseminated by the county EMA through:
  - a. The County Electronic Notification System (ENS)
  - b. Emergency Public Information (EPI) broadcasts over local radio/TV stations.
  - c. Door-to-door notification by emergency services personnel working in the area to be evacuated.
  - d. Neighborhood-to-neighborhood announcements from emergency vehicles with public address systems.
2. Local public officials must also be notified when shelters open. Such officials include the Columbiana County Schools Superintendent to mobilize buses to transport evacuees.

#### C. Reception Centers



1. The purpose of a reception center is to register evacuees and assign them to specific shelter/mass feeding locations.
2. Upon arrival at reception centers, evacuees will:
  - a. Be monitored for contamination if radiological hazardous materials are involved in the incident. If the vehicle and/or occupants are found to be contaminated, they will be directed to the nearest decontamination point. (see Annex M)
  - b. Be directed to assigned shelter/mass feeding location.
3. The ARC provides management and registration staff for reception centers, mass feeding facilities and shelters.
4. Pertinent evacuee information will be provided to evacuees from the county Public Information Officer (PIO) through the ARC.

#### D. Designation of Shelters

1. Shelters will be designated by the ARC using facilities for which signed agreements are on file within the ARC.
  - a. Specific shelter sites have been designated and are reviewed annually. A list of shelter sites is available from the ARC through the county EMA. Additional facilities may be modified to meet needs.
  - b. Evacuees will be assigned to shelters by the ARC based upon the safe location of the structure and the living facilities available at the shelter. Supply and capacity considerations will be addressed.
  - c. Shelters nearest, but external, to the hazard area may be considered for housing essential workers.
2. Administrators of hospitals, mental health facilities, nursing homes, and similar special needs organizations operating residential facilities are required to have plans in place for designating alternate/additional support facilities if evacuation and sheltering is necessary.

#### E. Mass Feeding

1. The ARC and the Salvation Army are primarily responsible for mass feeding operations.
2. The ARC and Salvation Army will coordinate any unmet needs through their liaisons at the County EOC.

F. Crisis Shelter Stocking

1. The ARC maintains shelter trailers that are stocked with all of the necessary equipment and supplies for opening an emergency shelter.
2. These trailers are strategically located throughout the areas that the ARC serves.

G. Phases of Emergency Management

1. Mitigation
  - a. Determine the hazard vulnerabilities of the county.
  - b. Conduct survey of potential shelter facilities and prepare any necessary agreements with building owners to guarantee access during emergencies.
  - c. Work with EMA to develop a public information program to make citizens aware of the availability of shelters and procedures to follow in an emergency.
2. Preparedness
  - a. Review and update shelter resource lists annually.
  - b. Work with Columbiana County Health Emergency Preparedness Coalition to maintain readiness of Alternate Care (healthcare) Facilities.
3. Response
  - a. Select shelters in accordance with:
    - i. Hazard vulnerability considerations
    - ii. Locations in relation to evacuation routes
    - iii. Services available in facilities
  - b. Assign evacuees to shelters according to capacities and fixtures (bathrooms, showers, kitchens, etc.) that are available.
  - c. Open and staff shelters.
  - d. Coordinate with EOC staff to ensure that:
    - i. Communications are established
    - ii. Routes to shelters are marked
    - iii. Appropriate traffic control systems are established
  - e. Distribute shelter kits and supplies as necessary.
  - f. Display shelter identification signs at shelter locations.

- g. Make public announcements about shelter availability and locations through the county PIO.
  - h. Maintain records of financial expenditures and shelter supply use.
  - i. If necessary, coordinate with the EOC for radiological support of shelters.
- 4. Recovery
  - a. Keep shelters operational for as long as is necessary.
  - b. Facilitate return of evacuees home.
  - c. Deactivate/consolidate unnecessary shelters.
  - d. Clean and return shelters to original condition.
  - e. Define the need for more shelters and supplies. Exhausted supplies should be replaced.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

- 1. ESF 6 Mass Care, Emergency Assistance, Housing and Human Services is an EOC staff position that will be filled by the EMA and the ARC. As a designated EOC staff person, an ARC representative may or may not fill the position.
- 2. The ARC Disaster Program Manager will relocate to the ARC Headquarters (HQ) upon its activation. All aspects of activating, staffing and running shelters will be coordinated through the County EOC and this individual. A representative of the ARC will be present at the EOC to maintain communications with HQ and other agencies.

#### **B. Assignment of Responsibilities**

- 1. ESF 6 representative (at the direction of the EMA and the ARC)
  - a. Identify shelter sites with county EMA.
  - b. Appoint shelter managers on an as-needed basis.
  - c. Manage reception and care teams.
  - d. Ensure training of shelter managers
  - e. Establish public information and education programs in conjunction with the county EMA.
  - f. Activate and deactivate shelters, as needed.



- g. Arrange for public/private sector organizations to staff shelters.
  - h. Provide communications capabilities at support facilities.
  - i. Arrange with local health, mental health, and social service agencies to provide support personnel, ensuring the needs of the “whole community” are addressed.
  - j. Develop a policy concerning pet care at shelter facilities.
  - k. Designate support staff as needed.
  - l. Facilitate the procurement of necessary supplies through established protocols.
2. American Red Cross (ARC)
- a. Provide for mass feeding.
  - b. Coordinate with applicable agencies/departments to provide support services.
    - i. Counseling
    - ii. Health and medical attention
    - iii. Supplies and resources
  - c. Provide mobile canteen services.
  - d. Work with the county EMA in the development of public education/information regarding sheltering/mass care.
  - e. Provide physical and mental health services for evacuees.
  - f. Conduct blood donor/blood mobile programs to meet emergency needs.
  - g. Provide disaster counseling for victims and responders.
  - h. Plan for the evacuation of the county’s pet (animal) population. During situations where movement to shelters has been implemented, coordinate this evacuation with the EMA. (see Annex R)
3. Columbiana County EMA
- a. In coordination with the Executive Group and IC, notify ARC of the need for disaster sheltering services.
  - b. Maintain an updated disaster shelter list with the ARC.
  - c. Arrange for the training of radiological monitors for shelters (if necessary).
  - d. Assist the ARC in the development of public information and education programs regarding sheltering/mass care.
  - e. With the ARC, plan for the evacuation of the county’s pet (animal) population. During emergency situations when movement to shelters has been implemented, coordinate this evacuation with the ARC. (see Annex R)

- f. Maintain and update lists of residents who self-identify as having any type of functional or special needs.
- 4. Columbiana County Department of Job and Family Services
  - a. Assist the ARC in the provision of staff to operate and manage shelters.
  - b. Administer the food stamp program for qualified applicants.
  - c. Administer Aid for Dependent Children (ADC) program for qualified applicants.
  - d. Administer Medicaid Program for qualified applicants.
  - e. Assist with other social services as needed.
- 5. Salvation Army
  - a. Assist the ARC in the provision of staff to provide community services.
  - b. Provide mobile canteen services for disaster victims/emergency workers in conjunction with the ARC.
  - c. Provide spiritual counseling to victims.
  - d. Assist with donations management.
- 6. Health and Medical Organizations
  - a. Provide medical personnel to the ARC to service shelter locations for ill/injured evacuees.
  - b. Distribute exposure-inhibiting drugs, vaccines, and other preventatives, as necessary.
  - c. Provide Emergency Medical Services (EMS) units for emergency transport to hospitals and other medical facilities.
  - d. Provide hospital services for the critically ill/injured.
  - e. Perform water sample testing to ensure potable water supply.
  - f. Provide health related information on health/medical related issues.
- 7. CERT
  - a. Assist the ARC with the provision of staff to operate and manage shelters
- 8. Emergency Communications Coordinator
  - a. Provide alternate communications for shelters, feeding sites, and administrative sites through the use of mobile units.

9. Considerations for Local Law Enforcement

- a. Provide security and law enforcement for shelters.
- b. Provide traffic control during movement to shelters.
- c. Assist private suppliers in delivering shelter supplies.

10. Considerations for Fire Officials

- a. Provide fire suppression to support facilities.
- b. Advise ARC about fire security at shelters during operations.

11. Considerations for Public Works Department

- a. Inspect shelter sites for serviceability or structural soundness (i.e. after an earthquake).
- b. Maintain water supplies and sanitary facilities at shelter sites during emergencies.
- c. Direct crisis upgrading of shelters.

#### **IV. DIRECTION AND CONTROL**

- A. The ARC organization will coordinate their sheltering activities with the county EMA and will determine the extent of assistance needed from other governmental and non-profit organizations with respect to the shelter functions.
- B. All sheltering and mass care operations will be coordinated from the EOC.

#### **V. CONTINUITY OF GOVERNMENT**

- A. During the planning and preparedness phases, the point of contact is the local Disaster Program Specialist or local Disaster Program Manager.
- B. During response, the affected ARC units initially designate a government liaison to staff the EOC. Once a disaster exceeds the jurisdiction of a single unit, the operations management staff at ARC Headquarters will direct a coordinated ARC response thorough the County EOC ESF 6 representative.

#### **VI. ADMINISTRATION AND LOGISTICS**



**A. Administration**

1. Shelter managers are responsible for developing internal operating guidelines for their facility. These guidelines must be approved by the ESF 6 representative (in coordination with the ARC and EMD) prior to their implementation. Information regarding the status of the disaster will also be provided by shelter managers.
2. Shelter managers are responsible for completing the following documents: Shelter Log, Shelter Registration, Shelter Feeding County, Shelter Agreement, Shelter Inspection, and various other forms.
3. The Emergency Communications Coordinator (ECC) will maintain a record of the telephone numbers of the shelters and alternate means of contact. The ECC will also coordinate on-scene and off-scene support agencies through the EOC.
4. The ARC is assigned the responsibility to acquire and store the forms to document:
  - a. Registration
  - b. Shelter Occupancy
  - c. Shelter Site Survey
  - d. Site Use Agreement
  - e. Event Log
  - f. Meals, supply use and expenditures
5. The county Radiological Officer (RO) will provide “just-in-time” training to radiological monitors so that all designated “nuclear incident” shelters are covered.

**B. Logistics**

1. All training will be arranged by the county EMA and the ARC.
2. Resources and supplies not available from local sources will be requested by the ARC and the EMA via the types and classifications contained in the National Incident Management System (NIMS) 120 Resource Definitions.
3. Plans for fixed and/or mobile radio communications between the shelters and the EOC will be maintained by the ECC as needed.
4. Information on in-stock food supplies, water, sanitary items, clothing, bedding, and related shelter supplies will be maintained by the ARC.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The ARC is responsible for reviewing this annex and submitting new/updated information to the county Emergency Management Director (EMD) with all necessary changes and revisions. Changes will be made when deficiencies are identified through drills, exercises and actual occurrences.
- B. The EMD will coordinate, publish and distribute this annex and will forward all revisions to the appropriate organizations.
- C. All involved agencies (ARC, Salvation Army, county Department of Job and Family Services) are responsible for developing and maintaining departmental Standard Operating Guidelines (SOG's), mutual aid agreements, personnel rosters (including 24-hour emergency notification telephone numbers), and resource inventories.

### **VIII. AUTHORITIES**

- A. Columbiana County Department of Job and Family Services
  - 1. Ohio Revised Code, Sections 5101.01-.02 (Powers and duties of Job and Family Services)
- B. American Red Cross
  - 1. Statement of Understanding between the Federal Emergency Management Agency and the American National Red Cross, 22 January 1982.
  - 2. Statement of Understanding between the State of Ohio and the American National Red Cross, March 1983.
- C. Salvation Army
  - 1. Charter of 12 May 1899 (Amended 26 April 1957).
  - 2. Statement of Understanding between the Salvation Army and the American National Red Cross, 18 October 1984.

### **IX. LIST OF APPENDICES**

- Appendix 1 – Campgrounds and Parking for Recreational Vehicles
- Appendix 2 – Survey and Agreement Form for Potential Shelters

**APPENDIX 1 TO ANNEX F**

**CAMPGROUNDS AND PARKING FOR RECREATIONAL VEHICLES**

Beaver Creek State Park  
12021 Echo Dell Road  
East Liverpool, OH 43920  
Park Office: 330-385-3091

Guilford Lake State Park  
6835 East Lake Road  
Lisbon, OH 44432  
Park Office: 330-222-1712

Highlandtown Lake/Highlandtown Wildlife Area  
16760 Spring Valley Road  
Salineville, OH 43945  
Phone (330) 679-2201



**APPENDIX 2 TO ANNEX F**  
**SURVEY AND AGREEMENT FORM FOR POTENTIAL SHELTERS**

The American Red Cross maintains updated shelter survey forms.

Shelter Facility Survey

Shelter Facility Survey/Accessibility Instructions

American Red Cross Facility Use Agreement

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>G</b>
<b>Title:</b>	Health and Medical
<b>Related Federal ESFs:</b>	ESF #8: Public Health and Medical Services
<b>Purpose:</b>	The provision of public health services during emergency
<b>Ohio Revised Code:</b>	Sections 313, 3701, 3709
<b>Primary Agency:</b>	Columbiana County Health District
<b>Support Agencies:</b>	Columbiana County Mental Health and Recovery Services Board Columbiana County Coroner EMS Local Hospitals American Red Cross Ohio Health Department Ohio Environmental Protection Agency

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX G (HEALTH AND MEDICAL) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
Combined existing annexes H and I per SLG 101.	7/2005	N/A	RDZ
I. Purpose – Developed entire section for new combined annex on annex front page.	7/2005	H-1, I-1, Front Page	RDZ
II. Situation and Assumptions – Revised, moved all “capability” statements to “situation” section.	7/2005	H-1, I-1, 2	RDZ
III. Concept of Operations – Combined annexes, removed “phases of emergency management” and absorbed the appropriate items elsewhere into the plan, incorporated NIMS, removed “tab” references.	7/2005	H-1 – 4, I-2 – 8	RDZ
IV. Organization and Assignment of Responsibilities – Combined annexes, revised.	7/2005	H-4 – 6, I-8 – 12	RDZ
V. Direction and Control – Combined annexes.	7/2005	H-6, I-12	RDZ
VI. Continuity of Government – Combined annexes.	7/2005	H-6, I-12	RDZ
VII. Administration and Logistics – Combined annexes, separated “administration” and “logistics” sections, added NIMS resource management considerations, added responsibilities for maintaining incident operations records, relocated specific hospital information from original section to appendix 1.	7/2005	H-7, I-12 – 17	RDZ
VIII. Plan Development and Maintenance – Combined annexes.	7/2005	H-7, I-17	RDZ
IX. Authorities – Deleted section.	7/2005	H-7, 8, I-17, 18	RDZ
X. Addendums – Eliminated all tabs from both original annexes, developed new appendix 1 with a complete listing of health and medical facilities, redeveloped “tab 1” from original Annex I as “appendix 2” of new annex.	7/2005	H-8, I-18	RDZ
XI. Authentication – Combined annexes.	7/2005	H-8, I-18	RDZ
Add “Infectious disease outbreaks”	1/2008	G-1	Darren Dodson Columbiana Co EMA
Change address from “321 South Beaver” to “7360 State Route 45”	1/2008	G-1	Darren Dodson Columbiana Co EMA
Change “28” to “25”	1/2008	G-1	Darren Dodson Columbiana Co EMA



Change "Operating Guidelines" to "Standard Operating Guidelines"	1/2008	Globally	Darren Dodson Columbiana Co EMA
Change "three" to "five". Change "five" to "seven"	1/2008	G-4	Darren Dodson Columbiana Co EMA
Change "East Liverpool" to "Greater Pottery"	1/2008	G-13	Darren Dodson Columbiana Co EMA
Annex G – whole document updated	4/3/2013	all	Bob Zehentbauer Health Department
Entire Section	2/19	all	PC
Annex G	8/22	G4, G6, G9, G10	PC and CCHEPC
Mass Casualty-Appendix 2	8/22	31	PC and CCHEPC
Mass Fatality-Appendix 1	8/22	23	PC and CCHEPC
Added location of CCHD call down list	12/25	G-4	PC and CCHD
Updated CCHD line of succession	12/25	G-12	PC and CCHD

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX G (HEALTH AND MEDICAL) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	1
II. Concept of Operations	2
A. General	2
B. Public Health	3
C. Emergency Medical Services	4
D. Hospitals	5
E. Mental Health Services	5
F. Mortuary and Coroner	6
G. Phases of Emergency Management	6
III. Organization and Assignment of Responsibilities	8
A. Organization	8
B. Assignment of Responsibilities	8
IV. Direction and Control	11
V. Continuity of Government	12
VI. Administration and Logistics	12
A. Administration	12
B. Logistics	13
VII. Plan Development and Maintenance	13
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Mass Fatality Plan	14
Appendix 2 – Mass Causality Plan	26

## **ANNEX G: HEALTH AND MEDICAL**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Floods, winter storms, severe wind, hazardous materials incidents, infectious disease, and nuclear incidents could occur in Columbiana County and necessitate the activation of the public health and emergency medical functions.
2. The Columbiana County Health District (main office is located at 7360 State Route 45, PO Box 309 Lisbon.) is a county-wide public health agency whose jurisdiction encompasses all communities in the county except the cities of East Liverpool and Salem, which have their own health departments.
3. There are two (2) hospitals serving Columbiana County: East Liverpool City Hospital (425 West 5<sup>th</sup> Street, East Liverpool) and Salem Regional Medical Center (1995 East State Street, Salem). The North East Central Ohio (NECO) Regional Agreement allows for mutual aid between hospitals.
4. There are multiple nursing homes licensed by the state Department of Health as intermediate care facilities and several skilled care facilities in Columbiana County. There is a mix of paid, volunteer, private and municipal fire departments which provide rescue services within Columbiana County.
5. The Columbiana County Mental Health and Recovery Services Board is responsible for coordinating the delivery of mental health and recovery services in Columbiana County.
6. There are Emergency Medical Services (EMS) groups who are capable of performing field triage and providing transportation of the injured to area hospitals.
7. The Columbiana County Coroner's office is located at 8473 County Home Road, Lisbon.
8. A list of these facilities and agencies are maintained in the County Resource Manual at the Emergency Management Agency.

#### **B. Assumptions**

1. Emergency situations could result in a loss of water supply, wastewater service, and solid waste disposal services, which could create health hazards.



2. The facilities that provide public health and medical services may be damaged or destroyed during a hazard event.
3. The facilities that remain in operation could be overwhelmed by the “walking wounded” and seriously injured victims transported to them in the aftermath of a disaster.
4. Damage to chemical storage areas, sewer lines, water distribution systems, and secondary hazards such as fires could result in toxic environmental and public health hazards that pose a threat to response personnel and the general public.
5. Volunteers will come forward to help perform essential tasks; their efforts must be anticipated and coordinated.
6. State and/or federal assistance may be, upon request, to supplement local public health and medical resources.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. The Columbiana County Health District is regulated by local, state and federal laws. The Columbiana County District Board of Health appoints the Health Commissioner and advises and assigns additional responsibilities.
  - a. The county Health Commissioner serves as the Public Health Coordinator and is responsible for assessing the hazard relating to any existing or anticipated public health threats and the environmental impact of an incident.
2. Medical emergency operations will be divided into four (4) sections: field EMS, hospitals, mental health, and mortuary services.
  - a. Each section will have a contact person responsible for advising and implementing appropriate actions. A call-out list of these individuals is on file at the Emergency Operations Center (EOC).
  - b. Partner agency coordination is maintained between these groups.
3. Emergency operations for public health and medical personnel will be an extension of normal duties.
4. All medical facilities have emergency plans and updated resource lists of personnel and equipment. They also have, on a rotating basis, an individual on-call 24 hours per day.
5. All emergency services organizations will report appropriate information concerning casualties, damage observations, chemical/radiation exposure, and related information to the appropriate representative at the EOC.

6. Public health and emergency medical personnel that are required on-scene must first report to the incident staging area designated by the Incident Commander (IC). There, they will be directed by the Liaison Officer (LNO) as needed.
  - a. If the Incident Command System (ICS) has not been established when public health or emergency medical personnel arrive, they should establish it and report to appropriate officials to request activation of the EOC. As such, all public health and medical officers must be familiar with ICS requirements in the National Incident Management System (NIMS).
  - b. If public health or EMS officials have established ICS, the first senior officer of public health or EMS units will be the initial IC until relieved of that duty by the jurisdictional fire chief or enter into a Unified Command (UC).
  - c. Public health personnel may be retained as a member of the command staff in an advisory role.
  - d. The staging area will also be used to coordinate with all agencies for on-scene medical operations.

#### B. Public Health

1. Local health districts have three (3) areas of responsibility.
  - a. Public Health Nursing
    - i. Preventative health services, investigation of communicable disease and control, school nursing services, and a variety of clinical services.
    - ii. A staff of full-time nurses performs these services.
  - b. Environmental Health and Sanitation
    - i. Programs supported by federal, state, and local laws or regulations.
      - Responsible for inspections of recreational camps, swimming pools, food services and vending operations, household sewage disposal systems, private water supplies, and schools. This section is responsible for rabies control and investigates other nuisance reports and coordinates with appropriate individuals for animal disposal, etc.
      - During disaster conditions, shelter facilities may need periodic sanitation inspections.
    - ii. A staff of full-time sanitarians perform these services.
  - c. Vital Statistics

- i. Responsible for recording births and deaths occurring within Columbiana County with the exception of East Liverpool and Salem.
2. When an incident requires response by health district personnel, the Health Commissioner and required personnel are notified. The health district maintains a call-down roster as part of their Emergency Operations Plan (EOP), and an updated copy is kept on file at the Columbiana County Sheriff's Department.
3. If the EOC is activated, the health district representative reports to the EOC. When no EOC has been activated, direction and control of public health activities are provided from the appropriate health district offices.
4. If public advisories for water or any other restrictions are necessary, the health representative in the EOC will coordinate releases with the county Public Information Officer (PIO). Notifications may come from various sources such as public utilities, departments of environmental protection or health.

#### C. Emergency Medical Services

1. General
  - a. EMS units can be a part of local fire departments or private companies.
  - b. Individual EMS units operate under standing orders from their medical command.
  - c. Additional positions may be assigned within the framework of the Incident Command System (ICS), most likely under the Operations Section of the general staff. These positions may include the following:
    - i. The EMS Control Officer is in charge of all EMS related activities and is responsible to the Operations Section Chief.
    - ii. The Triage Officer is in charge of all triage, tagging, and movement to a patient collection area and is responsible to the EMS Control Officer.
    - iii. The Treatment Officer is in charge of all treatment and triage within the patient collection area and is responsible to the EMS Control Officer.
    - iv. The Transport Officer is responsible for patient movement from the patient collection area to receiving hospitals and is responsible to the EMS Control Officer.
2. Mobilizing EMS
  - a. EMS units are dispatched through their own dispatching service.
  - b. EMS units have access to radio frequencies and have the ability to communicate with each other or can be assisted through dispatch or the EOC.



- c. It is the responsibility of the first Emergency Medical Technician (EMT) or paramedic on-scene to establish triage.
  - d. Columbiana County has an EMS response trailer stocked with medical supplies and communications equipment.
- 3. Transport and Treatment of the Injured
  - a. Victims will be transported to area hospitals according to the severity of their injuries and the hospitals' capability to treat them.

D. Hospitals

- 1. Hospital personnel on duty at the time of the emergency will be utilized as much as possible.
  - a. If additional medical personnel are needed, call-up lists will be utilized. Notification can be by cellular or land line telephone lists that are maintained by that facility.
- 2. Evacuation of In-patient Medical Facilities
  - a. The Hospital Incident Commander, or a designated representative, will coordinate the evacuation. Requests for resources will be made through the County EOC.
  - b. Receiving facilities will be selected according to the ability to receive additional patients.
  - c. Ambulatory patients may be released from the hospital, depending on their condition.
  - d. Coronary, Intensive Care Unit (ICU) and other patients termed critical will be a top priority in evacuation. These patients may have to be sheltered in place. Certain personnel will stay in the hospital to care for these patients.
  - e. The EOC will assist with coordination of necessary transportation assets such as ambulances, school buses, and special vans. Should additional transportation be required, support would be requested through the Ohio EMA.
- 3. Receiving Additional Patients
  - a. Should a local (or neighboring) hospital have to evacuate, that hospital will contact the nearest hospital or other hospitals in their system regarding their ability to accept additional patients.
  - b. Patients will be received according to established plans and procedures and the availability of space.
  - c. Utilization of medical staff from another hospital and other health care professionals will be decided in accordance with the procedures of each hospital.
  - d. The Northeast Central Ohio (NECO) Regional Healthcare Coalition has plans and procedures that could be implemented to assist with the relocation of patients

E. Mental Health Services

1. The Columbiana County Mental Health and Recovery Services Board (CCMHRS) is the local governmental planning, monitoring, evaluation, and contracting authority for community mental health and drug abuse services for the residents of Columbiana County.
2. The CCMHRS Board is comprised of citizen volunteers who are appointed by either the Director of the Ohio Department of Mental Health and Addiction Services, or the Columbiana County Board of Commissioners, to serve for four (4)-year terms.
  - a. All of the board members are residents of Columbiana County.
  - b. The citizens set the policies, priorities, and direction for the kinds, levels, and mix of services provided to Columbiana County.
3. The Board insures that needed services are available to county residents through contracts with public or private provider organizations for direct service provision.
4. Mental health services will be provided to all victims of a disaster, as needed, by agencies from Columbiana County, additional resources from agencies within Trumbull and Mahoning Counties will be asked to assist when they are required.

F. Mortuary and Coroner

1. In a mass casualty situation, the coroner shall determine when the deceased are removed from the scene.
2. The Columbiana County Coroner will determine the location of a temporary morgue in mass-casualty emergencies. Utilization of the County morgue trailer, with a capacity of twenty (20) will be considered as well as the county morgue and additional assets through requests to the State.
3. Bodies will be identified and arrangements for internment may be made from this location.
4. Coordination with all area funeral homes will be required.
5. Contact with the EOC, if activated, will be maintained throughout the emergency.
6. All release of information to the public will be coordinated through the EOC.
7. The County Coroner's Office is responsible for reviewing and updates of a mass fatality plan.

G. Phases of Emergency Management

1. Mitigation
  - a. Enforcement of public health codes
  - b. Immunize/inoculate county residents against diseases

- c. Provide continuous health inspections
- d. Research and address the prevention and detection of communicable diseases
- e. Provide public health awareness campaigns
- f. Provide appropriate training to medical responders
- g. Review and update mutual aid agreements with hospitals, EMS units, volunteer, and private organizations
- h. Review medical resource procurement procedures
- 2. Preparedness
  - a. Maintain and exercise the public health EOPs as they pertain to Emergency Support Function-8 (Public Health & Medical) annexes.
  - b. Develop procedures for supplemental water supplies, backup sanitation measures, water and food quality testing, disposal of garbage and sewage treatment
  - c. Develop plans and community partnerships to facilitate Point of Dispensing (POD) operations and Medical Countermeasures (MCM) via the Strategic National Stockpile (SNS) system.
  - d. Store medical supplies and equipment
  - e. Maintain a stock of medications and other supplies
  - f. Ensure plans are in place for mortuary services
- 3. Response
  - a. Provide public information programs and risk communications
  - b. Initiate disease control operations
  - c. Augment staff as necessary
  - d. Request material support from other health districts and related organizations through appropriate EOC representatives
  - e. Maintain sanitation activities
  - f. Maintain Vital Statistics
  - g. Coordinate environmental health activities regarding waste and refuse disposal, food and water quality, and vector control
  - h. Initiate triage, treatment, and transportation
  - i. Activate mass casualty procedures, if required
  - j. Select and activate a temporary morgue, if required
  - k. Provide medical treatment, as appropriate (e.g., MCM/POD)
- 4. Recovery
  - a. Compile appropriate reports, as required by local, state, and federal officials



- b. Inspect deactivated shelters for sanitation and vermin control
- c. Continue response activities, as needed
- d. Restock supplies that were expended

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

- 1. The Columbiana County Health Commissioner is responsible for directing the operational response of department personnel during a major emergency.

#### **B. Assignment of Responsibilities**

##### **1. Public Health**

##### **a. Health Commissioner**

- i. Provide direction and control for health activities during emergencies.
- ii. Maintain liaison with the County EOC, providing regular situational updates.
- iii. Provide appropriate information on protective measures to be taken by the public to the county PIO.

##### **b. Local Health Districts**

- i. Evaluate the potential health risks associated with the hazard and recommend appropriate correctional measures.
- ii. Inspect for purity and usability and quality control of vital food stuffs, water, drugs, and other consumables.
- iii. Coordinate with water, public works or sanitation departments, as appropriate, to ensure the availability of potable water and an effective sewage system and sanitary garbage disposal.
- iv. Establish preventive health services, including the control of communicable diseases.
- v. Provide epidemiologic surveillance, case investigation, and follow-up.
- vi. Monitor food handling, mass feeding, and sanitation service in emergency facilities, including increased attention to sanitation in commercial feeding facilities.
- vii. Ensure adequate sanitary facilities are provided in emergency shelters.
- viii. Implement actions to prevent or control vectors such as flies, mosquitoes, rodents, and work with veterinarians to prevent the spread of disease through animals.
- ix. Coordinate with neighboring areas and the Ohio Health Department on matters requiring assistance from other jurisdictions.

- x. Coordinate health-related activities among other local public and private response agencies or groups (to include veterinarians).
    - xi. Coordinate operations for general or mass emergency immunizations or quarantine/isolation procedures.
  - c. Ohio Health Department
    - i. Provide support to local health districts, as requested.
    - ii. Provide supplies and resources, as requested.
  - d. Ohio Environmental Protection Agency
    - i. Monitor contamination and pollution of public water supplies.
    - ii. Responsible for decontamination of public waterways for use as potable water supplies.
- 2. Medical
  - a. Hospital Incident Commander
    - i. Implement hospital's disaster plan.
    - ii. Coordinate transportation of casualties and medical resources to the hospital and other areas as required.
    - iii. Coordinate with area hospitals which may be involved in caring for the injured.
    - iv. Maintain liaison with the coordinators of other emergency services.
  - b. Hospital Staff
    - i. Provide medical guidance to EMS units and field triage teams concerning the treatment and handling of the injured as per each unit's protocol.
    - ii. Establish and maintain field and inter-hospital medical communications.
    - iii. Make available, upon request, qualified medical personnel, supplies, and equipment to other medical facilities as available.
    - iv. Maintain communications with the Health and Medical representative in the EOC and periodically provide updated information.
    - v. Each hospital has its own protocol on handling and implementing the care of injured persons which will be followed during a disaster.
    - vi. Provide emergency treatment and hospital care for disaster victims. Do triage as needed at the hospital and arrange transportation to other facilities, if necessary.
  - c. EMS
    - i. Provide personnel to administer emergency medical assistance at the disaster scene, as per local protocol.

- ii. Provide first aid/medical supplies for disaster use, request deployment of mass casualty trailer, and request additional assistance through the County EOC
- iii. Establish and maintain field communications and coordination with other emergency services.
- iv. Provide field triage.
- v. Provide emergency medical care for essential workers following an evacuation by establishing a mobile medical center at the staging area.
- d. County Coroner
  - i. Coordinate local resources utilized for the collection, identification and disposition of deceased persons and human tissue.
  - ii. Select sites to establish temporary morgues and the personnel to staff them.
  - iii. Coordinate with search and rescue teams.
  - iv. Determine causes of death.
  - v. Protect the property and personal effects of the deceased.
  - vi. Provide emergency information to the news media through the county PIO on the number of deaths, morgue operations, etc.
  - vii. Coordinate the services of funeral directors, the LOSS team, ambulances, EMS, and other pathologists; the ARC for location and notification of relatives; dentists and x-ray technicians for purposes of identification; and police for security, property protection, and evidence collection.
- e. Mental Health Agencies
  - i. Ensure professional psychological support is available for victims and emergency response personnel during all phases of the disaster.
- f. Nursing Homes
  - i. Care for injured residents.
  - ii. Provide space, as available, for temporary hospital/medical treatment for disaster victims.
  - iii. Reduce the patient population to the extent possible if evacuation is necessary and continue medical care for those that cannot be evacuated.
- g. Law Enforcement
  - i. Provide traffic control, crowd control, security and law enforcement at the disaster site and medical facilities.
  - ii. Assist in search and rescue.
  - iii. Assist in body identification and transportation.



- iv. Provide physicians' emergency transport and medical supplies, as requested.
- 3. Other
  - a. Hospitals (General Requirements)
    - i. Maintain liaison with public health officials.
    - ii. Provide additional nursing care, hospitalization, and communications, as needed and available.
  - b. Volunteer Organizations
    - i. Provide food, clothing, and sheltering to disaster victims, their families and emergency workers.
    - i. Provide blood and blood substitutes and/or implement reciprocal agreements for the replacement of blood items.
    - ii. Provide nursing staff, as requested and available. Such support will be provided at temporary treatment centers and shelter facilities.
    - iii. Assist in handling injuries, especially in disaster shelters.
    - iv. Handle inquiries and inform families on the status of individuals injured or missing due to the disaster.
    - v. Provide assistance in disaster welfare inquiries.
    - vi. Provide assistance for individuals with special needs and those children separated from their parents. Mental health nurses are available in shelter facilities.
    - vii. Maintain an evacuee tracking system.
    - viii. Train event-based volunteers perform emergency functions. Continuous training is done to keep staff and volunteers appraised of the changing needs in a disaster.
  - c. Local School Systems
    - i. Provide school facilities for emergency medical clinics and reception and care centers if they are not being used as disaster shelters.
    - ii. Provide buses and drivers for medical evacuations.

#### **IV. DIRECTION AND CONTROL**

- A. Emergency public health field staff (sanitarians and nurses) will report all appropriate information regarding their operations to the Health Commissioner.
- B. The coroner and mental health personnel may respond to the EOC. Their responsibility is to maintain contact with and provide information to the EOC for coordination purposes. All contact

with the coroner and mental health personnel will be done through the ESF 8 Public Health and Medical Services Representative at the EOC.

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

## **V. CONTINUITY OF GOVERNMENT**

### **A. Line of Succession – Health Commissioner**

1. Health Commissioner
2. Environmental Health Program Manager
3. Director of Environmental Health
4. Director of Personnel and Finance
5. Medical Services Administrator

- B. Lines of succession for the coroner, EMS, and mental health agencies are determined by law and in existing internal operating procedures.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

#### **1. Public Health**

- a. Lists of laboratories that provide testing for water, food, environmental contaminants, and diseases and sources for equipment, chemicals and medications related to health services activities are maintained by the County Health District.
- b. Data related to disease outbreaks will be collected and forwarded to appropriate state and federal officials.
- c. All testing of materials will be accomplished under normal procedures.
- d. Inspections of critical facilities will be conducted in a normal fashion, but with increased frequency during emergencies.
- e. Assigned response personnel receive training annually regarding emergency responsibilities.

#### **2. Medical**

- a. Mutual aid is available upon request through the NECO agreement.
- b. Hospital staff has the appropriate clothing and equipment and antidotes to perform assigned tasks in a hazardous chemical or radiological environment.
- c. Monitoring equipment is maintained in accordance with internal operating procedures.
- d. The need for decontamination will be determined prior to admittance of victims or patients to medical treatment facilities.

- e. Techniques for chemical/radiological decontamination and treatment will be determined after proper identification of the contaminant by response personnel/laboratories. The Incident Commander (or Emergency Management Coordinator if EOC is activated) will notify hospital personnel of the identity of the contaminant as soon as it is known. If hospital personnel have previously been notified, the IC's or EMC's notification will serve as verification. Decontamination techniques are part of a hospital's disaster plan.
- f. Medical facilities with the capabilities to decontaminate injured persons are:
  - i. Salem Regional Medical Center / East Liverpool City Hospital

**B. Logistics**

1. During an emergency, health and medical personnel will utilize all local resources. Requests for external resources from other local agencies or private sector sources will be coordinated through the EOC. Resource requests from state and/or federal sources must be made in accordance with the classifications and definitions prescribed in the NIMS 120 Resource Definitions.
2. Logistical support for food, water, power, and fuel will be coordinated through the appropriate representatives in the EOC.
3. All health and medical facilities and groups will protect records deemed essential, such as patient records, per inter-facility or inter-departmental procedures.
4. Public health and medical organizations are responsible for maintaining records of supplies and resources expended through the course of a response for possible reimbursement submissions.
5. A list of medical facilities, throughout the county, are maintained in the County Resource Manual located at the EOC.
6. Health and medical facilities and organizations are responsible for developing, maintaining, and testing their emergency plans and procedures annually.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Health Commissioner will periodically review this annex to ensure consistency with public health objectives and protocols.
- B. The Columbiana County Health District maintains specific plans and procedures for response and are on file in the County Health District office.
- C. All organizations with emergency responsibilities are responsible for developing and maintaining plans, mutual aid agreements, personnel rosters (including 24-hour emergency telephone notification lists), and equipment inventories.



<b>Appendix 1 to Annex G</b>	
<b>Title:</b>	Mass Fatality Response Plan
<b>Related Federal ESFs:</b>	ESF #8: Health and Medical
<b>Purpose:</b>	To provide general guidance to each agency responding to an incident involving multiple deaths and to provide for a unified approach to the management of a mass fatality incident within Columbiana County.
<b>Ohio Revised Code:</b>	Section 313: Coroner
<b>Primary Agency:</b>	Columbiana County Coroner
<b>Support Agencies:</b>	Columbiana County Emergency Management Columbiana County Sheriff Columbiana County Health District Local Fire Departments Local Ambulance Services Local Police Departments Columbiana County Hazmat Team Local Hospitals Columbiana Funeral Directors Association /Local Funeral Homes Ohio Mortuary Operational Response Team (OMORT) FEMA Region V Disaster Mortuary Operational Response Team (DMORT)

Section	Page
I. Situation and Assumptions	16
A. Situation	16
B. Assumptions	16
II. Concept of Operations	17
A. Plan Activation	17
B. Notifications	18
C. Scene Evaluation and Organization	19
D. Incident Scene Communications	19
III. Organization and Assignment of Responsibilities	19
A. Organization	19
B. Responsibilities	20
IV. Direction and Control	23
V. Continuity of Operations	23
VI. Administration and Logistics	24
A. Administration	24
B. Logistics	24
VII. Plan Development and Maintenance	24
VIII. References	25
IX. Attachment- County Airport	

## MASS FATALITY APPENDIX

### I. Situation and Assumptions

#### A. Situation

1. Columbiana County is subject to natural or human caused disaster situations as identified in the Columbiana County EOP and Pre-Disaster Mitigation plans.
2. All the identified threats are capable of producing multiple deaths that would exceed normal capabilities and capacities of responding agencies/jurisdictions within Columbiana County.

#### B. Assumptions

1. Mass fatalities may occur within the context of a larger event or on-going emergency.
2. A mass fatality incident may be preceded by or in conjunction with a mass casualty incident.
3. A mass fatality incident or event may be slow or rapid in onset.
4. The duration may be short as in the case of a trauma incident, or prolonged as in a pandemic situation.
5. Key personnel identified in this plan are trained in the use of the Incident Command System.
6. In the event of a disease outbreak, workforce levels may be impacted significantly.
7. Primary and Support Agencies, as identified in this plan, develop and maintain specific standard operating procedures (SOP) and policies for the management and processing of fatalities.
8. Mass fatality incidents will generate significant media interest and response.
9. Normal standards of death care will be observed, unless otherwise stated in this plan.



Normal Standards of Death Care	Altered Standards of Death Care
Immediate recovery of the deceased	Delayed recovery of the deceased
Professionals prepare body	Lay and family members prepare the body
Refrigerated storage from death to embalming/cremation	Non-refrigerated storage
Full examination/autopsy	Delayed, limited or no examination/autopsy
Investigation for cause and manner of death	Assumed or limited investigation for cause of death
Family wishes are primary influence	Public health and safety are the primary influences
Timely memorial or funeral service	Delayed or absent memorial or funeral service
Spiritual sensitive memorial service	Generic or absent memorial service
Cremation and return of ashes to family	Cremation and no return of ashes to family
Burial in individual plot or cemetery	Burial in community cemetery
Investigation and positive identification	Limited or no positive identification of deceased
Family assistance and support services	“Virtual” or limited family assistance and support services
	Mass cremation
	Temporary Interment (Note: 1 week in the air = 8 weeks in the soil – regarding decomposition)

## II. Concept of Operations

### A. Plan Activation

1. The number of decedents requiring processing/storage exceeds the capacity of the Columbiana County Coroner’s Office (CCCO). This is estimated to be between five(5) and fifteen (15) decedents depending on incident type and special circumstances as outlined below.
2. A declared disaster by Columbiana County or a jurisdiction in Columbiana County that produces mass fatalities in Columbiana County or that causes a large number of fatalities to be relocated to Columbiana County.
3. Incident type (e.g., weapons of mass destruction, widespread contagious disease outbreak, special investigation required – airline crash, etc.)
4. Special circumstances (e.g., contamination of decedents with hazardous materials, VIP’s/classified government officials involved, etc.).
5. Other miscellaneous factors.

6. Responding agencies/jurisdictions will operate under the Incident Command System and provide appropriate representation to the EOC as requested.
  7. This Appendix may be activated for any mass fatalities incident/event where the resources and provisions of this plan are needed.
  8. This Appendix may be activated by;
    - a. Columbiana County Coroner's Office
    - b. Columbiana County Emergency Management
  9. Management of fatalities is under the jurisdiction of the CCCO.
  10. Unified Command structure will be utilized in situations that require a multi-jurisdictional response.
  11. If called upon by the CCCO or the State Coroner's Association, the Columbiana Funeral Directors Association will assist as requested. Funeral Directors will work directly under the direction of the CCCO. The Ohio Mortuary Operational Response Team (OMORT) may also be called upon to assist.
  12. If the incident overwhelms local and state resources, the state has the option of requesting assistance from HHS Region V (5) Disaster Mortuary Operational Response Team or from other EMAC State MORT units.
  13. Personnel and volunteers will work under the immediate coordination of the EOC or incident command as appropriate.
- B. Notifications
1. It is understood that Law Enforcement Agencies work with the CCCO on a regular basis utilizing normal day-to-day communications methods. In the event of a mass fatality incident, the responding law enforcement agency will be responsible to request the jurisdictional 9-1-1 Center to notify the following:
    - a. Chief Law Enforcement Officer of the affected jurisdiction
    - b. Columbiana County Sheriff
    - c. Columbiana County Coroner's Office
    - d. Columbiana County Emergency Management Director
    - e. Columbiana County Ambulance Services (as needed)
    - f. Columbiana County Hazmat (as needed)

g. Local Fire Department(s) (as needed)

C. Scene Evaluation and Organization

1. Initial Responding Agency(s) should conduct an initial scene evaluation to identify the following;
  - a. Description of the scene (size/complexity/nature)
  - b. Potential secondary hazards
  - c. Resource needs
2. The results of the initial scene evaluation will be the basis for requesting initial notifications and/or actions as outlined in this plan.
3. Information obtained by local responding agencies should not be broadcast using unsecured frequencies. The preferred method will be cell phone and face-to-face briefing as the Columbiana County Coroner arrives on scene.

D. Incident Scene Communications

1. A command vehicle/trailer may serve as the on-scene Incident Command Post and provide communication support, or a fixed facility nearby will be chosen.
2. Appropriate staff will accompany the vehicle to assist in setting up the Incident Command Post.
3. Given the nature of a mass fatality incident and the sensitivity of the information, responders should utilize cell phones and/or secure radio channels for communications when possible.
4. Multiple communications capabilities should be established and may include; cell phones, radios with encryption capability, satellite phones, hard wired phones, or email.

III. Organization and Assignment of Responsibilities

A. Organization

1. The highest-ranking fire or police officer will be the Incident Commander until such time as they are relieved or enter into Unified Command with the County Coroner.
2. Establishing coordination between the EOC and ICP should be a priority.



B.

Responsibilities

1. Columbiana County Coroner's Office
  - a. Under the Ohio Revised Code, the CCCO is responsible for:
    - i. Recovery of human remains
    - ii. Identification of the dead
    - iii. Determination of the cause and manner of death for the purposes of death certification
    - iv. Final disposition of remains
    - v. Establishing and carrying out policies and procedures for the above
  - b. The CCCO is responsible to manage the 'field operations' components of the above. This will require the Columbiana County Coroner to function as the Incident Commander or as part of the Command Staff in a Unified Command situation.
  - c. Identify locations for temporary morgues and Family Assistance Centers (FAC).
  - d. Maintain MOUs with identified locations.
  - e. Develop and maintain MOUs with local funeral homes.
  - f. Develop training and exercises to validate the plan
  - g. Assist in conducting post-event/incident evaluation
  - h. Utilize established Field Operating Guides and Job Action Sheets developed by the Ohio State Coroner's Association for establishment of required facilities.
2. Columbiana County Emergency Management
  - a. Assist in coordinating the response to a major incident that produces mass fatalities and will help to manage the recovery phase.
  - b. Coordinate the Emergency Operation Center activation, organization, and incident management structure

- c. Coordinate media relations in conjunction with CCCO and PIO(s)
  - d. Establish communication with State, Federal Agencies and/or other jurisdictions participating in EMAC and coordinate requests for outside support.
  - e. Assist in identifying locations for temporary morgues and FACs. Assist in maintaining MOUs with said locations.
  - f. Assist in conducting post-event/incident evaluation
3. Law Enforcement
- a. Site and scene security as well as crime scene investigation.
  - b. Assist with evidence collection/preservation. The CCCO will handle the recovery and preservation of human remains and law enforcement will handle the crime scene.
  - c. Security at the Family Assistance Center
  - d. Assist the CCCO in human remains identification
  - e. Assist CCCO with collection and securing victims' personal effects and belongings
  - f. EOC security and Incident Management support as assigned
  - g. Unified command staff when appropriate.
  - h. Assist in conducting post-event/incident evaluation
4. Columbiana County Health District
- a. Coordinate information in the case of a public health-related event.
  - b. Maintain and advise responders of applicable universal precautions and make Personal Protective Equipment (PPE) recommendations.
  - c. Make the mobile morgue trailer available, as needed
  - d. Obtain requested resources from Regional, State, and Federal Public Health Agencies
  - e. Coordinate any public biohazards assessment through the appropriate laboratory
  - f. EOC support as assigned

- g. Assist in conducting post-event/incident evaluation
- 5. Columbiana County Ambulance Services
  - a. On scene treatment and support of non-fatal casualties
  - b. Transport of injured casualties
  - c. Dissemination of information to hospitals
  - d. Implementation of administrative and tracking services
  - e. Possible assistance with movement of fatalities at the request of the coroner's office
  - f. EOC support as assigned
  - g. Assist in conducting post-event/incident evaluation
- 6. Hospitals
  - a. HICS Incident Commander will activate the Hospital Mass Fatality Plan based upon their procedure.
  - b. Staff Emergency Operations Center and/or Incident Command as appropriate.
  - c. Manage onsite dead and coordinate with overall mass fatality event.
  - d. Assist in conducting post-event/incident evaluation
- 7. Fire Departments/Columbiana County Hazmat Team
  - a. Establish the Incident Command Post and implement Incident Command
  - b. Provide site reconnaissance and air monitoring as applicable
  - c. Establish safety zones
  - d. Implement decontamination procedures of decedents when needed
  - e. Assist with the recovery of human remains
  - f. EOC support as assigned
  - g. Assist in conducting post-event/incident evaluation



8. Columbiana County Funeral Directors Association/Local Funeral Directors
  - a. Provide assistance as able when requested by the Coroner
9. Ohio Mortuary Operational Response Team (OMORT)
  - a. Provide assistance as requested when the County has expended local resources
10. FEMA Region V Disaster Mortuary Operational Response Team (DMORT)
  - a. Provide assistance as requested when the State has expended its resources.

#### IV. Direction and Control

- A. The Columbiana County Coroner will coordinate response to all mass fatality incidents in Columbiana County.
  1. This may be as a function as the Incident Commander or as part of a Unified Command.
  2. If not already requested by the initial incident commander, the Coroner will activate this plan and request assistance from Emergency Management.

#### V. Continuity of Operations

- A. Line of Succession- County Coroner  
Deputy Coroner  
Chief Forensic Investigator  
Forensic Investigator

#### VI. Administration and Logistics

- A. Administration
  1. Requests for equipment or personnel needed to address the emergency will be requested through the ESF 8 Public Health and Medical Services representative in the activated EOC.

2. If the EOC is not activated, requests will be made to the Columbiana County EMA Director or designee.

B. Logistics

1. Each responding agency will be responsible to track all expenses associated with preparation, response, and recovery from a mass fatality incident. In the event of a potential state or presidential declaration, aggregate numbers from all responding agencies will be collected and compiled by the County Emergency Management Agency for reporting to the State Emergency Management Agency and/or FEMA.

VII. Plan Development and Maintenance

The Columbiana County Coroner is responsible for the annual review of the Mass Fatality Appendix.

The Columbiana County EMA will ensure that necessary changes and revisions to the Appendix are prepared, coordinated, approved, and distributed.

The following activities should be undertaken to ensure that those with responsibilities within this Appendix are prepared for any type of incident or event that results in multiple deaths.

1. Training of key personnel as identified in this plan to include, Incident Command System, National Incident Management System, and Emergency Operations Center management
2. Maintenance and testing of this plan as described in this Appendix
3. Pre-response review of this plan when feasible
4. Periodic review of mutual aid agreements
5. Development of agency response policies and procedures to support this plan

## VIII. References

1. State of Ohio, Victim Identification Center, Field Operations Guide
2. State of Ohio, Victim Identification Center, Job Action Sheets
3. State of Ohio, Family Assistance Center, Field Operations Guide
4. State of Ohio, Family Assistance Center, Field Operations Guide Tool Kit
5. State of Ohio, Family Assistance Center, Job Action Sheets

## IX. Attachment

1. Map of County Airport



Appendix 2 to Annex G	
<b>Title:</b>	Mass Casualty Incident Management
<b>Related Federal ESFs:</b>	ESF #8: Health and Medical
<b>Purpose:</b>	This plan provides guidance for response(s) to Mass Casualty Incidents (MCIs) occurring in Columbiana County. It addresses the triage, treatment and transport of emergency victims, and other safety and security issues.
<b>Ohio Revised Code:</b>	Chapter 4766: State Board of Emergency Medical, Fire and Transportation Services
<b>Primary Agency:</b>	Columbiana County Emergency Management
<b>Support Agencies:</b>	Columbiana County Sheriff / Local Law Enforcement Columbiana County Public Health Local Fire Departments Local Emergency Medical Services Local Hospitals

Section	Page
I. Situation and Assumptions	28
A. Situation	28
B. Assumptions	29
II. Concept of Operations	29
A. Plan Activation	29
B. Notifications	30
C. Scene Evaluation and Organization	30
D. Incident Scene Communications	30
III. Organization and Assignment of Responsibilities	31
A. Organization	31
B. Responsibilities	32
IV. Direction and Control	34
V. Continuity of Operations	34
VI. Administration and Logistics	34
A. Administration	34
B. Logistics	35
VII. Plan Development and Maintenance	35
VII. Attachments	35
Glasgow Coma Score	36
START triage system	38
JumpSTART pediatric triage system	40
Operational Checklist, First EMS unit/Incident Commander	42
Operational Checklist, Triage Group	44
Operational Checklist, Treatment Group	46
Operational Checklist, Transportation Group	48
Operational Worksheet, Transportation Group	50

## **I. SITUATIONS AND ASSUMPTIONS**

### **A. Situation**

While this plan is designed as the primary guidance for responses to Mass Casualty Incidents, it is recognized that local conditions, issues, and situations may require modifications to some parts of it. In making such modifications, every effort should be made to make sure the changes do not conflict with the ability of those following the plan to execute their capabilities and responsibilities as delineated in this plan. It is the responsibility of any agency, department, or organization that modifies the plan for their purposes to notify all others who may respond to an MCI of the deviation from the plan as soon as the change or modification is adopted.

1. Columbiana County is subject to natural or human-caused disaster situations as identified in the Columbiana County EOP and Pre Disaster Mitigation plans.
2. All the identified threats are capable of producing multiple casualties that would exceed normal capabilities and capacities of responding agencies/jurisdictions within Columbiana County.
3. A mass casualty incident exists when the:
  - a. Number of patients and the nature of their injuries make the normal level of stabilization and care unachievable; and/or
  - b. The resources that can be brought to the field within primary and secondary response times is insufficient to clear the scene in 20 minutes; and/or
  - c. Stabilization capabilities of hospitals that can be reached within 25 minutes are insufficient to handle all the patients.



## B. Assumptions

By applying universally accepted MCI elements, the responders from many agencies are better able to work in an effective and coordinated manner.

1. Mass casualties may occur within the context of a larger event or on-going emergency.
2. A mass fatality incident may be preceded by or in conjunction with a mass casualty incident.
3. A mass casualty incident or event may be slow or rapid in onset.
4. The duration may be short as in the case of a trauma incident, or prolonged as in a pandemic situation.
5. Key personnel identified in this plan are trained in the use of the Incident Command System.
6. In the event of a disease outbreak, work force levels may be impacted significantly.
7. Primary and Support Agencies as identified in this plan develop and maintain specific standard operating procedures and policies for the management and processing of casualties.
8. Mass casualty incidents will generate significant media interest and response.

## II. CONCEPT OF OPERATIONS

### A. Plan Activation

1. The decision to execute this plan at a Mass Casualty Incident (MCI) will be made by the person in charge of the incident who shall be known as the Incident Commander (IC).
2. The first arriving EMS resource estimates the number of casualties and the type of incident. If an obvious Mass Casualty Incident (MCI) exists, the first arriving EMS resource immediately advises their dispatcher. If this notification is not made by the first arriving resource, it should be made by the first arriving supervisor or person designated to do so by local procedure. IT IS CRITICAL THAT THE DISPATCHER BE CLEARLY TOLD THAT "THIS IS A MASS CASUALTY INCIDENT" SO THAT ALL COMPONENTS OF THE PLAN CAN BE IMMEDIATELY ACTIVATED.

3. Dispatch immediately being advised of a large-scale incident, rapidly activates emergency response protocols, effectively prioritizing calls, coordinating with multiple agencies, and disseminating critical information to responders and hospitals.

B. Notifications

The Dispatch Service for the jurisdiction in which the Mass Casualty Incident occurred immediately initiates the department's pre-planned call-up of equipment and personnel.

Notifies:

1. Appropriate area hospitals
2. The County Emergency Management Agency
3. The County Health District
4. Additional personnel and equipment, as requested

C. Scene Evaluation and Organization

1. Initial Responding EMS Agency(s) should conduct an initial scene evaluation to identify the following;
  - a. Description of the scene (size/complexity/nature)
  - b. Potential secondary hazards
  - c. Resource needs
2. The results of the initial scene evaluation will be the basis for requesting initial notifications and/or actions as outlined in this plan.
3. Begin START procedures (see attachment #2)

D. Incident Scene Communications

1. A command vehicle/trailer may serve as the on-scene Incident Command Post and provide communication support, or a fixed facility nearby will be chosen.

2. Appropriate staff will accompany the vehicle to assist in setting up the Incident Command Post.
3. Establish a communication link with the Emergency Operations Center, when activated.
4. All further communication to the dispatcher will be on an assigned frequency such as a fire ground channel
5. The EMS Transportation Supervisor establishes a communications link with the area hospital.
6. Multiple communications capabilities should be established and may include; cell phones, radios, satellite phones, hard-wired phones or email.
7. Other EMS Incidences (not involved in the Mass Casualty response) shall follow established protocols and anticipate local hospital diversions for the duration of the Mass Casualty Incident.
8. All communications to and from dispatcher must go through the Command Post.
9. All communications to the hospital must go through the Transportation Group Supervisor or Unit Leader when a staging area is established. The staging area will provide information to the hospitals on the number of and severity of patients being transported.

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. Organization

1. The Initial Responding EMS Agency will be Initial Incident Commander until such time as they are relieved or enter into Unified Command
2. When a Mass Casualty incident extends to multiple geographic jurisdictions or involves shared management responsibilities with more than one agency in a single jurisdiction, a Unified Command is the most effective emergency management structure.
3. Criteria for the selection of an Incident Commander are based on factors such as;
  - a. Greatest jurisdictional involvement
  - b. Greatest number of resources involved



- c. Statutory Authority
- d. Individual Qualifications i.e., knowledge of ICS (Incident Command System)

B. Responsibilities

1. First EMS Resource on Scene

- a. Complete scene survey
- b. Establish scene safety
- c. Establish triage, treatment, staging, and transport areas
- d. Advise your dispatcher "WE HAVE A MASS CASUALTY INCIDENT WITH APPROXIMATELY \_\_\_\_\_ VICTIMS. ACTIVATE THE MASS CASUALTY INCIDENT PLAN. USE SALEM/EAST LIVERPOOL CITY (furthest away from the incident) AS THE AREA HOSPITAL."
- e. Establish incident command system
- f. Do not treat victims.
- g. Contact and update the area hospital.
- h. Initiate the S T A R T procedures.
- i. First unit in DOES NOT transport.

2. EMS

- a. Receive assignment from IC/UC or Staging Area, if established
- b. Begin treatment of victims
- c. Transport victims to designated hospitals
- d. EOC support as assigned

3. Emergency Management Agency

- a. Activate Emergency Operations Center, as requested
- b. Request Incident Command Post and Mass Casualty trailer.
- c. Provide communications support, as requested

- 
- d. Coordinate requests for additional resources
  - e. Provide media relations and press releases coordinated with the IC/UC
4. Law Enforcement
- a. Site and scene security as well as crime scene investigation.
  - b. Assist with evidence collection/preservation.
  - c. EOC security and Incident Management support as assigned
  - d. Unified command staff when appropriate.
  - e. Assist in conducting post-event/incident evaluation
5. Columbiana County Health District
- a. Coordinate information in the case of a public health-related event.
  - b. Maintain and advise responders of applicable universal precautions and make Personal Protective Equipment (PPE) recommendations.
  - c. Obtain requested resources from Regional, State and Federal Public Health Agencies
  - d. Coordinate any public bio-hazards assessment through the appropriate laboratory
  - e. EOC support as assigned
6. Hospitals
- a. HICS Incident Commander will activate the Hospital Mass Casualty Plan based upon their procedure.
  - b. Staff Emergency Hospital Operations Center and/or Incident Command as appropriate.
  - c. Manage victims transported and coordinate with overall mass casualty event.
7. Fire Departments
- a. Provide medical personnel and equipment, as requested

- b. Provide rescue of casualties as needed.
- c. Decontaminate casualties/rescuers as needed.
- d. County EOC support as assigned

#### **IV. DIRECTION AND CONTROL**

- A. The Incident Command System (ICS) shall be used as the basis for the command structure used at any Mass Casualty Incident. The ICS continues to be the basic framework for the emergency management structure whatever the size of the incident. In larger incidents Sections, Branches and other work units are expanded to meet the incident's needs. The establishment of Command and Command Posts remain the same with the exception that direction of the incident becomes a shared responsibility if Unified Command is established.
- B. EOC Operations are employed with its primary function of being a single location of resource deployment and allocation when local jurisdictions become overwhelmed and require complex coordination in addition to their normal system of mutual aid through established MOUs.

#### **V. CONTINUITY OF OPERATIONS**

##### Line of Succession

- 1. First responding EMS Unit
- 2. Senior EMS Officer on scene
- 3. EOC EMS representative

#### **VI. ADMINISTRATION AND LOGISTICS**

##### A. Administration

- 1. Each EMS service in the County maintains its own system for accountability of its response efforts that tracks details of each emergency incident from its inception through its resolution.



2. Each EMS agency in the County maintains interagency memoranda of understanding (MOU) and intergovernmental agreements.

3. Hospitals maintain their own system for accountability that tracks details of each emergency incident from its inception through its resolution.

**B. Logistics**

Requests for external EMS resources will be coordinated through the EOC when activated.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

Columbiana County has established the County Health Emergency Preparedness Coalition; consisting of representatives of local hospitals, EMS, County Health, EMA and Coroner's Office. This group is responsible for the annual review and updates of this plan. This plan will be an attachment to the County Emergency Operations Plan, which is the responsibility of the County EMA.

## **VII. ATTACHMENTS**

1. Glasgow Coma score
2. START triage system
3. JumpSTART pediatric triage system
4. Operational Checklist, First EMS Unit/Incident Command
5. Operational Checklist, Triage Group
6. Operational Checklist, Treatment Group
7. Operational Checklist, Transportation Group
8. Operational Worksheet, Transportation Group

**GLASGOW COMA SCORE****EYE OPENING :**

SPONTANEOUS  
To VOICE  
To PAIN  
NONE

4  
3  
2  
1

**VERBAL RESPONSE :**

ORIENTATED  
CONFUSED  
INAPPROPRIATE WORDS  
INCOMPREHENSIBLE WORDS  
NO RESPONSE

5  
4  
3  
2  
1

**MOTOR RESPONSE :**

OBEYS COMMANDS  
LOCALISES  
PAIN WITHDRAWS  
PAIN FLEXION  
PAIN EXTENSION  
NO RESPONSE

6  
5  
4  
3  
2  
1

**GLASGOW COMA SCALE TOTAL :**


**TOTAL GLASGOW  
COMA SCALE**

13 - 15  
9 - 12  
6 - 8  
4 - 5  
3

4  
3  
2  
1  
0

**RESPIRATORY  
RATE**

10 - 29  
30 or more  
6 - 9  
1 - 5  
0

4  
3  
2  
1  
0

**SYSTOLIC BP**

90 or more  
76 - 89  
50 - 75  
1 - 49  
0

4  
3  
2  
1  
0

**12 = PRIORITY 3**  
**11 = PRIORITY 2**  
**10 or less PRIORITY 1**

**TOTAL :**

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## Attachment 2 to Appendix 2: Mass Casualty

**START TRIAGE – Adult Patients**  
**PRIMARY TRIAGE**

If you are unable to obtain a capillary refill, check the radial pulse. If absent then control any bleeding and prioritize the patient **Priority 1**.

The START system instructs initial rescuers to order those that can “stand and walk” to do so. These victims are initially categorized a priority three. People who are walking have at that point in time; an airway, adequate respiratory and circulatory systems to be ambulatory. Remember priority three patients may have a wide range of injuries that could be potentially be life threatening. It is important to constantly reassess these people. .

A rapid assessment of all other victims is performed using the START flow diagram. Rescuers should “start where they stand” to avoid overlooking victims.

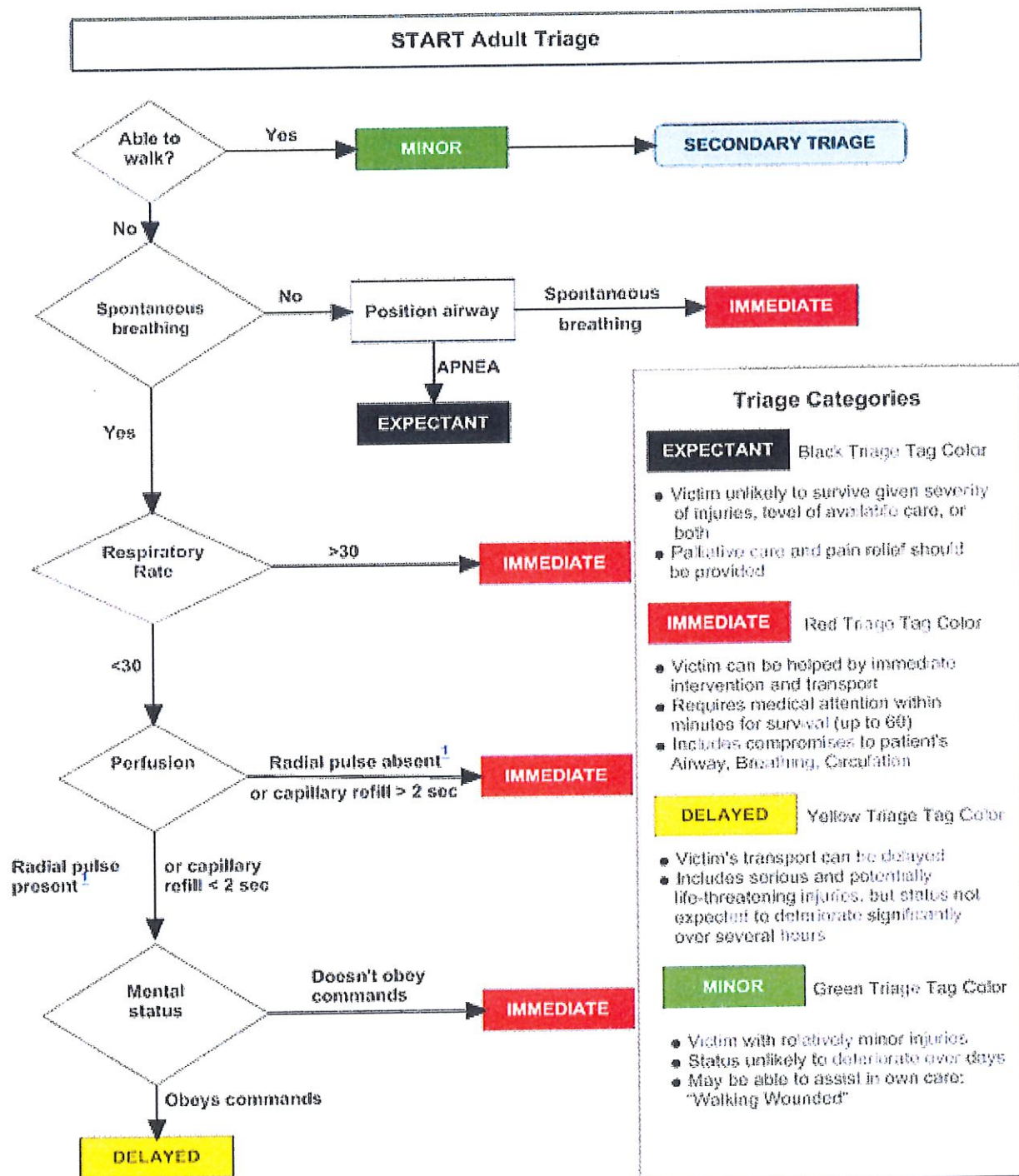
The airway is assessed by performing a simple opening maneuver (chin lift and jaw thrust). Those people who cannot breathe despite this maneuver are dead. Those who can breathe are categorized as priority one. If an airway has to be maintained then a bystander can be quickly instructed how to maintain a jaw thrust and call for help if there are signs of danger. Patients who can breathe are now assessed for rate of respiration. If this is over thirty then we tag the patient as priority one. These are the patients that can be helped by immediate intervention and transport. They will require medical attention within minutes for survival (up to 60 minutes). The patients in this category are compromised in airway, breathing, or circulation

Patients whose respiration is normal should be assessed for circulation. If the capillary refill is over two seconds tag the patient as priority one. If capillary refill is difficult to record due to adverse field conditions the radial pulse should be checked. If this is absent the patient should be tagged as priority one. Any life-threatening bleeding should be managed at this stage.

Patients whose circulation is normal should be assessed for level of consciousness. If they cannot obey simple commands tag the patient as priority one.

Primary triage allows for identification of the most seriously injured patients so they can be treated / transported using time and resources effectively. Patients **NEED TO BE REASSESSED** to prevent missing signs of deterioration. All patients must be repeatedly assessed in the patient treatment area and re-categorized as needed.

Secondary triage is used to help get the right person to the right place in the right time. Primary triage segregates casualties into groups, which allow for organization of personnel and resources. The provider can refine the clinical picture of the individual patient through use of secondary triage.





## Attachment 3 to Appendix 2: Mass Casualty

**JUMPSTART Pediatric Triage**

The JumpSTART Pediatric MCI Triage Tool is an objective tool developed specifically for the triage of children in the multicausality/disaster setting. JumpSTART was developed in 1995 to parallel the structure of the START system, the adult MCI triage tool most commonly used in the United States and adopted in many countries around the world.

JumpSTART's objectives are:

- 1) to optimize the primary triage of injured children in the MCI setting
- 2) to enhance the effectiveness of resource allocation for *all* MCI victims
- 3) to reduce the emotional burden on triage personnel who may have to make rapid life-or-death decisions about injured children in chaotic circumstances

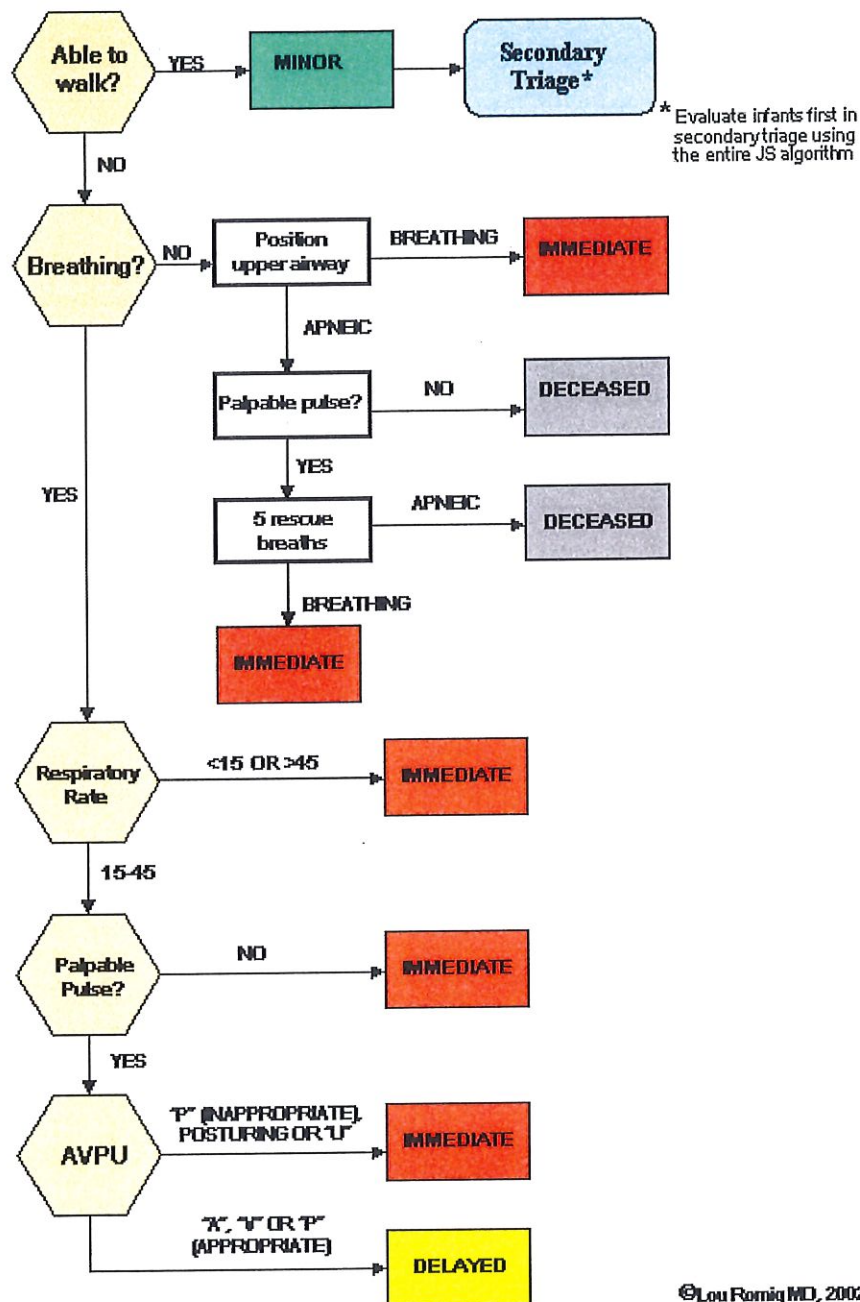
JumpSTART provides an objective framework that helps to assure that injured children are triaged by responders using their heads instead of their hearts, thus reducing over triage that might siphon resources from other patients who need them more and result in physical and emotional trauma to children from unnecessary painful procedures and separation from loved ones. Under triage is addressed by recognizing the key differences between adult and pediatric physiology and using appropriate pediatric physiologic parameters at decision points.

JumpSTART has rapidly gained acceptance by EMS agencies and hospitals throughout the US and Canada and is being taught in numerous countries internationally. The tool has been recognized for use by groups such as the US National Disaster Medical System's federal medical response teams and EMS providers in the National Park Service. JumpSTART is referenced in numerous EMS and disaster texts and has been incorporated into courses such as Pediatric Disaster Life Support (PDLS) and Advanced Pediatric Life Support (APLS).

Please note that JumpSTART was designed for use in disaster/multi-casualty settings, not for daily EMS or hospital triage. The triage philosophies in the two settings are different and require different guidelines. JumpSTART is also intended for the triage of children with acute injuries and may not be appropriate for the primary triage of children with medical illnesses in a disaster setting.



## JumpSTART Pediatric MCI Triage®



## Attachment 4 to Appendix 2: Mass Casualty

**OPERATIONAL CHECKLIST****FIRST ARRIVING EMS UNIT / INCIDENT COMMANDER**

LOCATION		DATE
TIME OF ALARM	TIME OF ARRIVAL	TIME CLEAR
TRIAGE GROUP SUPERVISOR		

Checklist Item	"X" Time	Location / Comments
Wears Identification Vest		
Establish Medical Branch/Group Officer		
Coordinate triage and pre-hospital treatment operations with on-site Incident Command		
Coordinate and integrate triage and pre-hospital treatments operations with the existing protocols.		
Implement and coordinate effective, reliable interoperable communications between EMS, Incident Command, Public Health, and healthcare facilities		
Assess need for additional medical resources/mutual aid		
Initiate recall and/or mutual aid to staff spare ambulances and provide immediate surge capability		
Provide medical support, safety considerations, and appropriate PPE for EMS responders		
Implement and maintain accountability procedures for EMS personnel, equipment, and supplies		
Organize and distribute resources for triage and pre-hospital treatment operations		

**\*\* Note:** Remember that this checklist is only a guideline. Some tasks may not need to be accomplished at all incidents, and some may be delegated to other officers. The order of the checklist may or may not be the order in which the tasks need to be accomplished. Remember to prioritize tasks.

**\*\* Note:** EMS branch director or group supervisor – designates the following:

- triage group supervisor or unit leader
- treatment group supervisor or unit leader
- transport group supervisor or unit leader
- patient treatment area
- staging manager

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## Attachment 5 to Appendix 2: Mass Casualty

**OPERATIONAL CHECKLIST  
TRIAGE GROUP**

LOCATION		DATE	
TIME OF ALARM	TIME OF ARRIVAL		TIME CLEAR
TRIAGE GROUP SUPERVISOR			

Checklist Item	"X" Time	Location / Comments
Wears Identification Vest		
START Tag Initiated		
Persons Appointed to Triage		
Victims Prioritized		
Additional Medical Crews Requested		
Additional Supplies Requested		
Aide(s) to Triage Appointed		
Controlled Exit Point Established		
Update Medical Branch on Number of Patients		
Notify Medical Branch when Secure		

**\*\* Note:** Remember that this checklist is only a guideline. Some tasks may not need to be accomplished at all incidents, and some may be delegated to other officers. The order of the checklist may or may not be the order in which the tasks need to be accomplished. Remember to prioritize tasks.

**\*TURN CHECKLIST TO COMMAND\***

**Triage  
Critical Tasks**

- A. Conduct initial and on-going pre-hospital triage utilizing START MCI system
- B. Initiate a patient tracking system
- C. Ensure decontamination of patients prior to treatment and transport
- D. Move patients to safe, secure, and easily accessible treatment area(s)

**START / JumpSTART**

The Simple Triage And Rapid Treatment (START) system was developed to allow first responders to triage multiple victims in 30 seconds or less, based on three primary observations: Respiration, Perfusion, and Mental Status (RPM).

The START system is designed to assist rescuers to find the most seriously injured patients. As more rescue personnel arrive on the scene, the patients will be re-triaged for further evaluation, treatment, stabilization, and transportation. This system allows first responders to open blocked airways and stop severe bleeding quickly.

Secondary triage uses refined physiological scoring systems and anatomical examination. It is carried out as and when resources become available. This normally is at the casualty clearing station.

To accomplish the Secondary triage, there are three elements used. These are:

1. Glasgow Coma Scale
2. Respiratory rate
3. Systolic BP

Scoring is used to determine priority

## Attachment 6 to Appendix 2: Mass Casualty

**OPERATIONAL CHECKLIST  
TREATMENT GROUP**

LOCATION		DATE	
TIME OF ALARM	TIME OF ARRIVAL	TIME CLEAR	
TREATMENT GROUP SUPERVISOR			

Checklist Item	"X" Time	Location / Comments
Wears Identification Vest		
Established Treatment Area		
Secure supplies from Medical Branch		
Request personnel as needed from Medical Branch		
Update Transportation on number of patients & category		
Update patient categories		
Control Treatment Area		

**\*\* Note:** Remember that this checklist is only a guideline. Some tasks may not need to be accomplished at all incidents, and some may be delegated to other officers. The order of the checklist may or may not be the order in which the tasks need to be accomplished. Remember to prioritize tasks.

**\*TURN CHECKLIST TO COMMAND\***



**Treatment****Critical Tasks**

- A. Establish immediate, minor, and delayed treatment areas.
- B. Provide pre-hospital treatment appropriate to the nature of incident and number of injured/ill.
- C. Administer antidotes for victims of WMD attacks.
- D. Provide ongoing pain management therapy as needed to victims awaiting transport.
- E. Ensure documentation of patient care and transfer, in accordance with MCI protocols.

Treatment is the function established by the Medical Branch Director to manage the patient treatment area, secure necessary supplies and personnel for treatment and secondary triage of patients. Treatment coordinates with Transportation to perform the orderly removal of patients.

The designation of the Treatment function is intended for use in larger incidents where the Medical Branch Director would be unable to coordinate activities in the patient treatment area.

Reasons for establishing the Treatment function include, (but are not limited to): the size of the incident, number of patients or the location of the treatment area in relation to where Triage is checking patients that are being removed from the incident. The Treatment Group Supervisor repeatedly assesses the patients to determine need for re-categorization and prioritizes victims for transport.

**Patient Treatment Area**

Establishment of the Patient Treatment Area is the responsibility of the Treatment Group Supervisor. This area shall be established at a safe distance from the incident site. The Treatment Area should have appropriate shelter for weather conditions and be located to avoid exhaust fumes from transporting vehicles and other equipment.

The EMS vehicles of the stricken department will be the first arriving units. These units should be deployed as supply vehicles rather than transport vehicles. While treatment is being performed, equipment and supplies should be obtained from these vehicles. When the need arises for additional equipment, the Treatment Group Supervisor should relay what is needed to the Medical Branch Director who in turn shall secure it through Command/Logistics. Additional supplies may also be requested from the Northeast Central Ohio Regional Healthcare Coalition. .

It should be remembered that the patient "DEAD" area should be located away from the patient treatment area, out of sight, and easily accessible by the Coroner's staff.

## Attachment 7 to Appendix 2: Mass Casualty

**OPERATIONAL CHECKLIST  
TRANSPORTATION GROUP**

LOCATION		DATE
TIME OF ALARM	TIME OF ARRIVAL	TIME CLEAR
TRANSPORTATION GROUP SUPERVISOR		

Checklist Item	"X" Time	Location / Comments
Wears Identification Vest		
Establish Patient Loading Area		
Transport aide(s) appointed		
Establish contact with Hospital		
Determine capabilities of Potential Receiving Hospital		
Number of patients to be Transported		
Ambulance exit point established		
Establish Transport Log		
Request Transportation vehicles From Staging		
Retain portion from START tag		
Get Updates from Medical / Triage on Number of Patients		
Update Resource Hospital on Number of Patients		
Notify Resource Hospital when all Patients Transported		
Notify Medical Branch when all Patients Transported		

**\*\* Note:** Remember that this checklist is only a guideline. Some tasks may not need to be accomplished at all incidents, and some may be delegated to other officers. The order of the checklist may or may not be the order in which the tasks need to be accomplished. Remember to prioritize tasks.

**\*TURN CHECKLIST TO COMMAND\***



**Transport****Critical Tasks**

- A. Identify transport vehicles, victims, and priority of transport
- B. Provide for alternative modes of transport should air and other operations be necessary (e.g., helicopters along with a corresponding landing zone)
- C. Coordinate and transport patients to the appropriate treatment facility
- D. Provide ongoing assessment and treatment en route
- E. Transfer care of the patient to the medical staff at the facility
- F. Develop local protocols that address return to service of transport vehicles (e.g., decontamination, stocking, and personnel)

The Transportation Group Supervisor is the person appointed by the Medical Branch Director to establish the loading of ambulances and the recording of patient destinations. The Transportation Group Supervisor may request additional personnel from the Medical Branch Director to assist with transportation functions if necessary. Transportation shall request from the Medical Branch Director the number and category of casualties to be transported.

Communications with the area hospital, if already established by the Medical Branch Director, should at this time be turned over to Transportation, or communications should be established if not yet accomplished. Patient numbers and treatment categories should be reported to area hospitals, and the receiving capabilities of area hospitals must be ascertained. Patients will be assigned to an area hospital by the Transportation Group Supervisor.

The Transportation Group Supervisor will establish a patient loading area accessible to the treatment area that allows for safe and coordinated access and egress of ambulances. This area should be chosen to avoid hazards such as exhaust fumes blowing toward the patient treatment area.

The Transportation Group Supervisor must also establish communications with Staging, and request the number and capabilities (ALS, BLS) of available ambulances. These vehicles should be requested as needed and sent to the loading area, where patients will be assigned to ambulances based on triage categories.

The Transportation Group Supervisor must retain the section of the START Tag™ which contains information such as the vehicle ID, sex of the casualty, priority, transport time and destination. Before the ambulance leaves, the Transportation Group Supervisor should advise the ambulance crew which hospital will be their destination. As a routine, no radio reports should be given to hospitals while en route. However, the Transportation Group Supervisor will notify the ambulance crew if abbreviated reports have been requested by the Resource Hospital.

As the ambulance is loaded, the Transportation Group Supervisor must notify the receiving hospital of the ambulance's destination, number of patients and triage category. This information and time of departure must also be logged. Contact with the receiving hospital must be maintained and changing conditions on the scene or status change of any receiving hospitals must be communicated.

In the event patients are scattered over a wide area or multiple treatment areas have been established, Transportation may set up a checkpoint to which all ambulances report for destination orders before going en route to hospitals. In any case, only one Transportation Group Supervisor should communicate with the receiving hospital to avoid confusion. At a multiple site incident, an aide may be located at each site to fulfill Transportation functions, but a single Transportation Group Supervisor must coordinate all patient movement. When all patients have been transported, the Medical Branch Director and all receiving hospitals must be advised.



## Attachment 8 to Appendix 2: Mass Casualty

**OPERATIONAL WORKSHEET  
TRANSPORTATION GROUP**

LOCATION	DATE
TRANSPORTATION GROUP SUPERVISOR	

Receiving Hospital	Capability			Sent		
	Red	Yellow	Green	Red	Yellow	Green

Casualty counts (from Medical/Triage Section)	Red	Yellow	Green	Black
Initial (Time:)				
Second (Update)				
Third				
Fourth				

**\*TURN CHECKLIST TO COMMAND\***







Legend:

Building 1- Main Hangar - 70'x56' equipped with running water, restrooms and shower. Separate pilot's lounge 24'x16' with heat and AC. Separate board room, second floor 24'x14'

Building 2- Maintenance garage- 44'x32'

Building 3- Hangar 1-10-34'x250'

Total airport consists of 64 acres, 3500' runway and helipad





# Columbiana County Airport



## Legend:

**Building 1-Main Hangar** - 70'x56' equipped with running water, restrooms and shower. Separate pilot's lounge 24'x16' with heat and AC. Separate board room, second floor 24'x14'

**Building-2- Maintenance garage**- 44'x32'

**Building -3- Hangar**1-10-34'x250'

Total airport consists of 64 acres, 3500' runway and helipad

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>H</b>
<b>Title:</b>	Resource Management
<b>Related Federal ESFs:</b>	ESF #7: Logistics Management and Resource Support
<b>Purpose:</b>	This annex outlines procedures for describing, inventorying, requesting and tracking resources in accordance with the National Incident Management System (NIMS) during emergency situations.
<b>Ohio Revised Code:</b>	Section 5502
<b>Primary Agency:</b>	Columbiana County Emergency Management Agency
<b>Support Agencies:</b>	Columbiana County Auditor Salvation Army



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX H (RESOURCE MANAGEMENT) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
Developed the entire annex per SLG 101 and NIMS	7/2005	N/A	RDZ
Change of national significance to large scale	3/18/2013	3	EJD
Change Plan to Framework	3/18/2013	3	EJD
Add expected to perform in a management capacity and IS-100, 200, 300, 400, 700 and 800.	3/18/2013	3	EJD
Change b. NIMS to IS-100 & 700	3/18/2013	4	EJD
Change c. basic Incident Command and the NIMS to IS-100,200, and 700.	3/18/2013	4	EJD
Changed with to who may assume and the basic Incident Command System, the NIMS and the NRP to IS-100, 200, 300, 700, and 800.	3/18/2013	4	EJD
Add Appendix 2 Typed Resources Definitions Incident Management Resources	3/18/2013	N/A	EJD
Add Appendix 3 Typed Resources Definitions Search and Rescue Resources	3/18/2013	N/A	EJD
CERT Added Location of CERT Documents	3/25/2013	N/A	EJD
CERT IX. Addendums dropped Tab B	3/25/2013	N/A	EJD
Entire annex updated	10/2018	All	PC
Updated link to FEMA NIMS	11/24	H-3	PC
Updated language in II.2.3.	11/25	H-2	PC



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX H (RESOURCE MANAGEMENT) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	1
II. Concept of Operations	1
A. General	1
B. Resource Typing and Inventorying	3
C. Certifying and Credentialing Personnel	4
D. Identifying Resource Requirements	4
E. Ordering and Acquiring Resources	4
F. Tracking and Reporting Resources	4
G. Recovering Resources	5
H. Phases of Emergency Management	5
III. Organization and Assignment of Responsibilities	6
A. Organization	6
B. Responsibilities	6
IV. Continuity of Government	8
V. Administration and Logistics	8
VI. Plan Development and Maintenance	8
VII. List of Appendices	8
<b>Appendices</b>	<b>Page</b>
Appendix 1 –Donations Management	9

## **ANNEX H: RESOURCE MANAGEMENT**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Emergency response and recovery often creates overwhelming resource requirements that are beyond the capabilities of the jurisdictions involved.
2. Hazards that may drain resource supplies in Columbiana County including flooding, severe thunderstorms, severe winter storms, severe windstorms, hazardous materials incidents, and radiological incidents.
3. The Columbiana County Resource Manual will include anticipated needs for local government for all types of emergencies. Resource management personnel can use the manual to quickly find resources near the emergency scene.

#### **B. Assumptions**

1. Local municipalities have exhausted their resources and capabilities
2. Local municipalities have Memorandums of Understanding (MOU) in place to ensure that logistics requirements can initially be met.
3. Prior to County level resource allocation, local/municipal Declarations of Emergency may be required.
4. Local municipalities have approved vendors with which they would generally anticipate assistance from, upon request.
5. Vendors annotated on local and county vendor lists may be impacted in a manner that negatively affects the vendors' ability to provide support.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

1. The immediate needs of disaster survivors will take precedence over all other needs in the allocation of resources under the direction and coordination of the Columbiana County Emergency Management Agency (EMA).
2. The emergency management director or designee will review the initial information of the disaster and determine if external resources are likely to be requested.

3. It is the responsibility of local government to protect the lives and property of its citizens. Among the actions to be taken toward this end include the following:
  - a. Command of all or part of its available resources.
  - b. Emergency services organizations should exhaust and track all locally maintained resources before turning to external sources.
  - c. In the event that all local resources have been exhausted, including those obtained through mutual aid with surrounding jurisdictions, the County EMA can request assistance from the Ohio EMA.
  - d. The County Health District will work in collaboration with EMA/EOC for the coordination of delivery locations and points of distribution (POD).
  - e. The County Health District maintains a listing and MOUs with POD locations and capabilities.
  - f. The county will maintain records of all resources utilized, such as personnel, equipment and materials requested through the EMA/EOC.
4. Columbiana County's resource management system utilizes the following five (5) key principles effective resource management:
  - a. Advance Planning: The Columbiana County Resource Manual compiles available resources and the procedures for procuring those resources in advance of an incident.
  - b. Resource Identification and Ordering: The Columbiana County EOC uses standardized processes and methodologies to order, identify, mobilize, dispatch, and track the resources required to support incident management activities. Normal county procurement procedures, NIMS resource definitions, and extensive logging of resource deployed are examples.
  - c. Categorizing Resources: The Columbiana County Resource Manual categorizes the size, capacity, capability, skill, and other characteristics of available resources.
  - d. Use of Agreements: Many agencies in Columbiana County and neighboring jurisdictions have established mutual aid agreements. The Emergency Management Assistance Compact (EMAC) is another example.
  - e. Effective Management of Resources: The Columbiana County EOC will use validated practices to perform key resource management tasks systematically and efficiently.



- e. Effective Management of Resources: The Columbiana County EOC will use validated practices to perform key resource management tasks systematically and efficiently.
- 5. To facilitate NIMS compliance, NIMS resource definitions can be accessed online at <https://www.fema.gov/emergency-managers/nims>
- 6. Incident Command staff should request resources from the EOC as efficiently as possible. It is the responsibility of the County EOC to acquire external resources.
- 7. The Salvation Army will collect and manage in-kind contributions. It will also manage donations with neighboring jurisdictions and coordinate with the County PIO to disseminate necessary donations information to the public.

B. Resource Typing and Grouping

- 1. Resources fall into seven general groupings
  - a. Personnel
  - b. Facilities
  - c. Equipment
  - d. Vehicles
  - e. Teams
  - f. Aircraft
  - g. Supplies
- 2. Resources must be defined by kind and type
  - a. Agencies should have a complete resource list of their assets
  - b. Kind-describes what the resource is
  - c. Type-describes size, capability and staffing requirements of a particular kind of resource
- 3. Resources are tiered based on Federal Typing criteria
  - a. Tier I Resource-represents resources that are included in the National Resource Typing Definitions
  - b. Tier II Resource-represents resources defined by State and/or local governments
  - c. Tier II-IV-represents resources defined at the local level.
- 4. Personnel, as resources, may be credentialed depending upon the needs of the incident.

C. Certifying and Credentialing Personnel

1. Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience and performance required for key incident management functions.
2. Credentialing involves providing documentation that can authenticate and verify the certification and identify designated incident managers and emergency responders to the Columbiana County EMA.
  - a. Columbiana County EMA utilizes the Communication and Information Management Systems Emergency Partner Credentialing System to insure that staff and regular volunteers are readily identifiable.
  - b. Partners such as the American Red Cross or the Ohio Military Reserve may be requested to screen and credential spontaneous volunteers, as part of a Volunteer Reception Center.

D. Identifying Resource Requirements

1. The Columbiana County EOC representatives should identify, refine and validate resource requirements throughout the incident life cycle. This process will involve accurately identifying what and how much is needed, where and when it is needed, and who will be receiving or using it.

E. Ordering and Acquiring Resources

1. Requests for items that the Incident Commander (IC) cannot obtain locally should be submitted through the county EOC.
2. If the county EOC is unable to fill the order locally, the request should be made to neighboring counties or the state EMA.
3. The NIMS 120 Resource Definitions categorizes some of the most commonly requested resources by a standard terminology.

F. Tracking and Reporting Resources

1. The County EOC representatives will be responsible for information concerning where resources are located and coordinating the movement of personnel, equipment and supplies when requested/coordinated through the EOC.

#### G. Recovering Resources

1. During this process, resources will be rehabilitated, replenished, disposed of, and retrograded as necessary or deemed appropriate.
  - a. Nonexpendable resources are those resources that are fully accounted for at the incident site and again when they are returned to the unit that issued them.
    - i. The issuing unit is responsible for restoring the resources to fully functional capability and readies them for the next mobilization.
    - ii. Broken and/or lost items should be replaced by the organization with invoicing responsibility for the incident.
  - b. Expendable Resources
    - i. The restocking of resources should occur at the point from which they were issued.
    - ii. The incident management organization will bear the costs of expendable resource according to financial agreements developed by preparedness organizations.
    - iii. Returned resources that are not in restorable condition must be declared as excess or disposed of according to the established regulations and policies of the controlling entity.
  - c. Reimbursement
    - i. The reimbursement process will include mechanisms for collecting bills, validating costs against the scope of work, ensuring that proper authorities are involved, and accessing reimbursement programs.
    - ii. The Columbiana County EMA will work with the county Commissioners and the county Auditor to gather appropriate information and submit requests for reimbursement to the responsible party or appropriate government entity when applicable.

#### H. Phases of Emergency Management

1. Mitigation
  - a. Local and County agencies should:
  - b. Prepare resource lists



b-c. Develop contracts, letters of agreement, mutual aid agreements, etc. with regard to the procurement, storage, distribution and use of supplemental resources

2. Preparedness
  - a. Type and categorize resources into NIMS categories
3. Response
  - a. Prioritize the distribution of goods and the furnishing of services
  - b. Continue to furnish second and lower-level priority jurisdictions with supplies and services, as needed
  - c. Prioritize procurement and re-supply actions to situational requirements
4. Recovery
  - a. Sustain of the population in affected or hosting jurisdictions by furnishing essential services and resources
  - b. Prepare records and orders of re-supply and procurement of replacement items
  - c. Prepare for reimbursement of all suppliers, vendors and lenders
  - d. Prepare records, including after-action reports
  - e. Execute, on order, all actions to assist in the return of evacuees and supporting resources to affected jurisdictions

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

1. During an emergency, the Columbiana County EMA will coordinate and identify essential resources to be rendered to disaster victims. These resource management areas need to be addressed in addition to the normal emergency role of the emergency services during emergencies.
2. The County Auditor will be one of the county officials notified of a significant emergency with the potential to exhaust local emergency resources.

#### **B. Responsibilities**

##### Primary Agencies

1. Columbiana County EMA

- a. Provide logistic support and resource management for all responding agencies including but not limited to:
  - i. Emergency Operations Center (EOC)
  - ii. Interoperable Communications
  - iii. Acquisition and Deployment of Resources
  - iv. State and Federal Assistance-Acquisition and coordination
2. Columbiana County Auditor
  - a. Provide logistics and resource support by executing the following:
    - i. Ensuring that an established vendor list is available for use
    - ii. Assigning a representative to work within the scope of Resource Management/ESF-7, within the EOC when requested
    - iii. Assist in assuring that resources are procured in accordance with County policies and procedures
    - iv. Assist in tracking expenditures throughout the incident life cycle and report spending to the Board of Commissioners

Support Agencies

3. Columbiana County EOC representatives
  - a. Activate and assemble at the request of the EMA Director or designee
  - b. Support EOC operations, POD operations and other logistics as necessary
4. Columbiana County Board of Commissioners
  - a. Declare State of Emergency, as necessary
  - b. Authorize and advise on spending, as necessary
5. Columbiana County Sheriff's Office
  - a. Supply law enforcement resources when needed
  - b. Provide site security for EOC and POD locations
  - c. Assist in the delivery, transportation and security of goods, as necessary
6. Columbiana County Fire Chief's Association
  - a. Assist in asset tracking of firefighting resources
  - b. Assist in resource request activities, as necessary

#### **IV. CONTINUITY OF GOVERNMENT**

1. Columbiana County EMA Director
2. Columbiana County EMA Deputy Director
3. Designee

#### **V. ADMINISTRATION AND LOGISTICS**

- A. Resources are available through participation in mutual aid agreements. Fire departments throughout Columbiana County maintain mutual aid agreements. While not in writing, Emergency Medical Services (EMS) units also participate in mutual aid.
- B. All agencies involved in a response that taxes existing resources and requires additional resources will maintain records of resources expended for inclusion in requests for disaster assistance. These records should be provided to the Columbiana County EMA following an emergency event.
- C. Detailed documentation of any assistance given to or received from mutual aid jurisdictions must be maintained and delivered to the proper authorities for disposition of future claims.
- D. Situation Reports (SITREPS) will be regularly sent to the Ohio EMA. The EOC will participate in conference calls and supply information as requested by the Ohio EMA.

#### **VI. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County Emergency Management Agency is responsible for the periodic review, updating, exercising, revision, acceptance, and approval of this annex.

#### **VII. LIST OF APPENDICES**

Appendix 1-Donations Management



## **DONATIONS MANAGEMENT**

### **I. PURPOSE**

This section describes the function of managing goods and services that are donated, in the event of a major disaster, for relief of residents of Columbiana County or for the collection of goods donated by the residents of Columbiana County to be shipped to victims in other disaster areas.

### **II. SITUATION AND ASSUMPTIONS**

#### **A. Situation:**

1. Historically, persons not directly affected by a disaster are eager to render aid to disaster victims through donations of money, goods, and services.
2. Lack of an organized system of management for the identification, receipt, organization, and distribution of donated goods and services will result in confusion and loss of control of donated resources.
3. The timely release of information to the public regarding needs of victims and points of contact is essential to management of donated goods and services.
4. At the national level, several organizations have established telephone numbers for disaster relief inquiries; these organizations include FEMA, the American Red Cross, and the Salvation Army. The State of Ohio will also establish a telephone line when the situation dictates.
5. Suitable facilities, equipment, and personnel are needed for the management of donated goods.
6. The coordination of the collection, packaging, and shipment of goods to a disaster area is best accomplished at the county level.
7. The distribution of donated goods must be coordinated with the identification of unmet needs.

#### **B. Assumptions:**

1. Suitable space and equipment will be available to receive, sort, and store incoming donated goods and volunteer resources.

2. Adequate personnel for donated goods operations will be available.
3. Multiple local distribution sites will be able to be made convenient to the affected populations.
4. A central reception and distribution site will be established, by the state, away from the disaster area.
5. An aggressive public information effort will expedite the distribution of goods to disaster victims as well as limit an influx of unwanted goods.
6. Local transportation will be available to ship the donated goods to other disaster locations.
7. There will be a surplus of some donated goods that will require disposal.
8. Citizens and businesses in the County will elect to donate money and goods to disaster victims elsewhere and will seek guidance on methods of participation.
9. Some donors will seek to bypass the distribution system established by the County.
10. Charitable and religious organizations will offer their assistance in managing and operating distribution centers.

### **III. CONCEPT OF OPERATIONS**

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

1. The goal in donations management is to establish an approach whereby goods and services, if they cannot be discouraged, will be directed to a central reception center away from the disaster area where they can be sorted and organized for distribution.
2. Prior agreements have been made with volunteer organizations to handle the receipt and distribution of donated goods, specifically the Salvation Army.
3. After a disaster, emergency management, along with local officials and private voluntary organizations, must assess as quickly as possible the needs of the impacted area, begin requests for the needed resources and notify the State Emergency Operations Center Common Function for Donation Management.

#### **B. Receipt of Donated Goods:**

Columbiana County Emergency Operations Plan  
Annex H, Appendix 1 Donations Management

1. A lead agency will be designated for the reception and distribution of donated goods and services. In Columbiana County, the lead agency will be the Salvation Army.
2. The magnitude and severity of the disaster will dictate the amount of space and personnel required for the reception and distribution process.
3. The lead agency will coordinate with other relief agencies working on the disaster to ensure needs are met without duplication of efforts.
4. The county will establish a central reception and sorting center for donated goods, as needed and separate locations convenient to the affected area(s) of the County can be used as distribution centers.
5. Operational personnel will be provided by the Salvation Army, or as necessary, solicited from the list of available personnel resources.
6. Public information regarding distribution and reception sites, needed goods, volunteers, and other pertinent matters will be coordinated with and by the County EMA/EOC.
7. Request for needed goods and re-supply of needed goods will be channeled through the state EOC Common Function Donations Management and the state distribution center when it has been established.
8. Upon receipt of donated goods they should be sorted and packaged in a manner suitable for distribution.
9. Surplus donated goods will be disposed of in a manner consistent with the donor's apparent intent.
10. Designated donations.
  - A designated donation is an offer of a donation made to and accepted by an organization or a specific donation requested by an organization.
  - Inquiries concerning donations for a specified organization will be referred to that organization. The organization accepting/receiving the donation will follow its own policies and procedures for handling the logistics involved.
  - Once an offered donation has been accepted, it is a designated donation and belongs to that agency.
  - Distribution of a designated donation will be accomplished by the receiving organization's procedures and under various other plans, such as mass feeding or sheltering.
11. Unsolicited / undesigned goods.
  - Unsolicited/undesigned goods are those donations which have



Columbiana County Emergency Operations Plan  
Annex H, Appendix 1 Donations Management

arrived, but have not been requested by an agency.

- Every effort will be made to designate every shipment to a specific agency.
- As a last resort, shipments which are unsolicited and undesignated will be directed to the reception center.
- Unsolicited donations that cannot be directly sent intact to a using organization from the reception center will be unloaded, sorted, classified, and stored as a donation arrives.

12. Transportation

- The transportation of goods from the donor to the receiving organization will be the responsibility of the donor. Exceptions to this will be on a case-by-case basis and only the most desperately needed items.
- Transportation of donated goods from the reception center to the distributions points will be accomplished using local, state, or in some cases, federal resources.

13. Voluntary Services

- Persons calling may wish to volunteer their personal time and services.
- The phone bank operators, or others taking inquiries from volunteers, will encourage individuals interested in volunteering services to affiliate with a recognized private voluntary organization or other organized group of their choice.
- The American Red Cross or the Ohio Military Reserve may be requested to establish a Volunteer Reception Center for non-affiliated volunteers.
- Non-affiliated volunteers will be screened and credentialed at the Volunteer Reception Center.

**IV. DIRECTION AND CONTROL**

- A. The Salvation Army, as designated lead agency, will use various volunteer agencies and will organize and direct donations management activities in Columbiana County. Their activities will be coordinated with the Emergency Management Director.
- B. Columbiana County Emergency Management Agency will assign a lead agency for direction and control of Donations Management in the event the Salvation Army is unavailable. American Red Cross will provide support.
- C. American Red Cross will assume the duties of donations management in the event Salvation Army is unable to provide sufficient resources for the task. Salvation Army will provide support.

**V. CONTINUITY OF GOVERNMENT**

Columbiana County Emergency Operations Plan  
Annex H, Appendix 1 Donations Management

The line of succession is:

- 1.Salvation Army
- 2.American Red Cross
- 3.Columbiana County Emergency Management

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>I</b>
<b>Title:</b>	Damage Assessment
<b>Related Federal ESFs:</b>	ESF #14: Long-Term Community Recovery and Mitigation
<b>Purpose:</b>	The purpose of this annex is to describe those procedures to be followed in the assessment of damages resulting from natural or man-made disasters or other major incidents. Damage assessment provides a basis for determining the types of assistance needed and the assignment of priorities to those needs.
<b>Ohio Revised Code:</b>	Section 5502
<b>Primary Agency:</b>	Columbiana County Emergency Management Agency
<b>Support Agencies:</b>	Local First Responders Local Street Departments/County Engineer Local Tax Office/County Auditor Ohio Emergency Management Agency Federal Emergency Management Agency Carrol Columbiana Harrison Solid Waste District



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX I (DAMAGE ASSESSMENT) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Developed entire section for new combined annex on annex front page.	7/2005	1	RDZ
II. Situation and Assumptions – Added reporting requirements.	7/2005	1 – 3	RDZ
III. Concept of Operations – Removed “phases of emergency management” and absorbed the appropriate items elsewhere into the plan, reformatted.	7/2005	3 – 7	RDZ
IV. Organization and Assignment of Responsibilities – Reformatted.	7/2005	7 – 10	RDZ
V. Direction and Control – Added considerations for operating guidelines.	7/2005	11	RDZ
VI. Continuity of Government – No change.	7/2005	N/A	RDZ
VII. Administration and Logistics – Added NIMS and resource request considerations, separated into “administration” and “logistics” sections, reformatted.	7/2005	11	RDZ
VIII. Plan Development and Maintenance – Added considerations for the advisory group.	7/2005	11, 12	RDZ
IX. Authorities – Deleted section.	7/2005	12	RDZ
X. Addendums – Changed “tabs” to “appendices”.	7/2005	12	RDZ
XI. Authentication – No change.	7/2005	N/A	RDZ
References updated new documents	3/18/2013	N/A	EJD
Addenda Appendix 1, 2, 3 updated old documents	3/18/2013	N/A	EJD
List of Appendices changed 1, 2, 3 and added K and R	3/18/2013	12	EJD
Entire Document	11/18	all	PC
Updated References and Plan Maintenance	11/24	I-11 and 21	PC
Correct develop to development	11/25	I-6	PC

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX I (DAMAGE ASSESSMENT) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	2
II. Concept of Operations	3
A. General	3
B. Initial Assessment	3
C. Detailed Damage Assessment	3
D. Reports and Records	4
E. Release of Information	5
F. Phases of Emergency Management	5
III. Organization and Assignment of Responsibilities	7
A. Organization	7
B. Assignment of Responsibilities	8
IV. Direction and Control	10
V. Continuity of Government	10
VI. Administration and Logistics	10
A. Administration	10
B. Logistics	11
VII. Plan Development and Maintenance	11
VIII. List of Appendices	12
<b>Appendices</b>	<b>Page</b>
Appendix 1- Debris Management Plan	13

## **ANNEX I: DAMAGE ASSESSMENT**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Most hazardous events which may affect the county have the potential for causing damage. A planned damage assessment procedure is essential for effective response and recovery operations.
2. A preliminary damage assessment produces a descriptive measure of the severity and magnitude of the disaster. Response requirements and capabilities, effectiveness of initial response operations, and requests for supplemental assistance can be determined from preliminary damage assessments.
3. Damage assessment covers two (2) broad categories of information: public damage and private damage.
  - a. Public damage includes:
    - i. Estimates of damage to government-owned facilities such as public buildings, sewage and water treatment facilities, and other publicly-owned utilities, roads, bridges, parks, public schools, etc.
    - ii. Estimates of cost to government's emergency response, i.e. cost of debris removal, police and fire overtime, protective measures taken, etc.
    - iii. The impact of the disaster on the public sector, to include:
      - Loss of tax base
      - The affected government's annual and maintenance budget (which would reveal that entity's financial ability for recovery)
      - Lack of resources available from the public sector to meet the needs of the private sector
      - Economic condition of community (normal or depressed)
      - Substantial loss of public-owned utilities to private sector (water, sewage, power) which would create hardship on even those residents who sustained minimal or no damage, etc.
  - b. Private damage includes:



- i. Estimates of people displaced and in need of housing; also, number of persons in shelters.
- ii. Number of persons injured; number of verified fatalities.
- iii. Degree and dollar estimates of damage to private property, including single family homes, multi-family homes, mobile homes, businesses, operating farms, and personal possessions.
  - Degree of structural loss is defined in the following manner:
    - *Destroyed*: Permanently uninhabitable.
    - *Major Damage*: The structural damage is such that the resident/business cannot repair the structure in 30 days or less; uninhabitable without major repairs.
    - *Minor Damage*: The structural damage can be repaired within a 30-day period.
    - *Affected*: The structural damage does not prevent habitation and needed repairs are minimal; can be accomplished in a relatively short period of time.
  - The degree of structural loss, as defined above for damage assessment purposes, is based on *actual* structural damage and *not* on the financial ability of the victim to make the repairs.

#### B. Assumptions

1. The prompt and accurate assessment of damage to public and private property following a disaster will be of vital concern to local officials. A rapid response will have a direct impact on the execution of recovery efforts.
2. Comprehensive damage assessment evaluation is necessary to support requests for recovery programs offered at the state and federal levels. An accurate damage assessment will also support post-disaster efforts that could result in the implementation of mitigation strategies to reduce much of the structural damage that could result from future disasters.
3. Higher levels of government will provide assistance in developing damage assessment reports to support requests for major disaster declarations.
4. The Columbiana County Emergency Management Agency (EMA) will coordinate damage assessments and provide them to the Ohio EMA in a timely manner.

## II. CONCEPT OF OPERATIONS

### A. General

1. The responsibility for damage assessment ultimately lies with local government entities.
2. Damage assessment personnel must be trained in order to provide fast and accurate information to the Emergency Operations Center (EOC) so that effective response and recovery efforts may be utilized.
3. Columbiana County EMA hosts damage assessment training, as needed, to insure an adequate number of trained staff and volunteers.
4. Many financial assistance programs at the state and federal levels require extensive damage assessment information.

### B. Initial Assessment

1. Local government officials will conduct an initial damage assessment using all available resources (fire, police, etc.) as soon as possible following a disaster. First responders will identify any risks to themselves or the public, provide situational updates and impacts and unmet needs to their dispatch for relay or directly to the EMA. Early identification of problems affecting the population will enable the Executive Group to make prompt and efficient decisions concerning resources available and needed.

### C. Detailed Damage Assessment

1. Subsequent to rescue and damage-limiting operations, a detailed damage assessment survey must be conducted to develop specific information on the severity and magnitude of the disaster.
2. The detailed report will serve as the primary instrument to provide information and request assistance from the state and subsequently the federal government if established criteria are met.
3. Damage assessment (detailed) reports should include the following.
  - a. *Area*: Rural, urban or combination

- b. *Debris*: The cost of removing it, does it pose a health hazard, prevent access to homes or businesses, or block roads?
- c. Damage to roads, bridges.
- d. Damage to water control facilities.
- e. Damage to utilities (public and private, non-profit).
- f. Damage to public buildings.
- g. Emergency work performed.
- h. Damage to parks and recreational areas.
- i. Death/injury.
- j. Budget information.
- k. Nature of threat.
- l. *Personal Property*: Estimate of losses.
- m. *Businesses*: Estimate of losses and unemployment.
- n. Estimate of insurance coverage.
- o. *Agricultural*: Crops, livestock and equipment.

#### D. Reports and Records

##### 1. Windshield Report

- a. The “windshield report” will be comprised of verbal reports from first responders to the incident.
- b. This report must be transmitted to the Ohio EMA no later than 24 hours after the incident. Means of transmission are by telephone, radio, electronic, or fax.

##### 2. Preliminary Damage Assessment Reports

- a. Each damage assessment team will collect data using the Preliminary Damage Assessment Form provided by CCEMA. CCEMA will insure that the appropriate and up to date forms are obtained through Ohio EMA. All reports will be forwarded to the County EMA Director in the EOC.

##### 3. Countywide Damage Assessment Reports

- a. The EMA Director will provide countywide damage reports to the Ohio EMA. This information contained in this report will be used by the state in deciding what assistance is needed by the affected communities and in formulating the Governor’s request to the President for a declaration of a major disaster.



- b. To expedite this decision-making process, the report should be completed and sent electronically or telephoned to the Ohio EMA as soon as possible after the incident (within 72 hours).
- c. The county EMA should consolidate data for county agencies and component cities, villages, and townships.

4. Maps

- a. Ohio EMA and/or FEMA may send damage assessment personnel to Columbiana County, based upon the extent of damage reported during the preliminary assessment. CCEMA will be prepared to provide maps outlining the damaged areas.

5. Supporting Procedures

- a. Damage assessment record keeping is a vital activity when used as a means of supporting assistance requests and to substantiate and justify additional assistance requests which may develop as recovery actions are conducted. Standard administrative procedures such as those listed below will support the activity.
  - i. Accomplishment and retention of activity logs.
  - ii. Accomplishment and retention of assessment forms and reports.
  - iii. Status board.
  - iv. Retention of assistance requests and declarations.
  - v. Detailed accounting of emergency fiscal expenditures.

E. Release of Information

- 1. Private appraisers, insurance adjusters, reporters, and others may obtain damage assessment information from the EMA, through the county Public Information Officer (PIO), with the consent of the Executive Group only.

F. Phases of Emergency Management

- 1. Mitigation
  - a. Establish a damage assessment program
  - b. Develop an appropriate training program
  - c. Develop and enforce adequate building codes

- d. Develop and enforce adequate land-use regulations
  - e. Discourage development in hazard areas
  - f. Identify agencies, personnel and resources to assist in damage assessment activities
  - g. Develop a public information program to alert citizens to the need for flood insurance
2. Preparedness
- a. Select and train personnel in damage assessment techniques
  - b. Train support personnel, including shelter managers and EOC damage assessment section personnel
  - c. Maintain pre-disaster maps, photos and other documents
  - d. Incorporate damage assessment into emergency exercises
  - e. List critical facilities that would require priority repairs
  - f. Review procedures and forms for reporting damage to higher levels of government
  - g. Identify non-profit, trade and professional organizations that could provide assistance
  - h. Determine the types of available assistance and procedures for obtaining it
3. Response
- a. Activate damage assessment section staff in the EOC
  - b. Deploy damage assessment teams to the disaster location
  - c. Collect damage information
  - d. Maintains records of damage reports
  - e. Compile damage assessment reports
  - f. Make windshield report to appropriate agencies at the state level
  - g. Determine unsafe facilities
  - h. Keep the public informed about hazardous buildings, roads, bridges, drinking water, etc.
  - i. Document emergency work performed
4. Recovery
- a. Summarize a damage assessment report

- b. Identify unsafe structures and prevent their use
- c. Monitor restoration activity
- d. Review building codes and land-use regulations for possible improvements

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

1. The Columbiana County Emergency Management Director (EMD) will coordinate damage assessment activities from the EOC.
2. The damage assessment section of the EOC will be comprised of regular public employees or officials and trained volunteers, who will assume damage assessment responsibilities whenever a disaster of major proportion strikes the community. Mobilization will occur upon notification by the EMD.
  - a. When the disaster is located entirely within the boundaries of a city or village, municipal officials may request damage assessment assistance from the EMA. The chief executive should see to it that their entity is represented in the damage assessment section. It is also that chief executive's responsibility to report all damage assessment data concerning their jurisdiction to the damage assessment section in the EOC.
  - b. When the disaster has caused damage to townships or unincorporated areas, the chief executive of those jurisdictions may request assistance from the EMA. The chief executive should see to it that their entity is represented in the damage assessment section. It is also that chief executive's responsibility to report all damage assessment data concerning their jurisdiction to the damage assessment section in the EOC.
3. Damage assessment teams will consist primarily of local government employees and trained volunteers involved in the response.
  - a. Assessment of damages to public buildings (city or county) is the responsibility of the county engineer (or city engineer where applicable).



- b. Damage assessment of county roads, bridges, and culverts will be accomplished by the county engineer and assessment of damage to city/village streets will be by the local street commissioner, public works director, or city engineer.
      - c. Assessment of damages to public utilities will be accomplished by the County Engineer's office. Privately-owned utilities will also be assessed by public works officials with assistance from the utility's own employees.
  - 4. Private damage assessment will fall under the EMA and agencies involved in disaster response.
    - a. Damage sustained by private businesses and individuals, and the numbers of persons injured or fatalities, will be determined by the EMA in coordination with agencies (fire, police, EMS).
    - b. The American Red Cross (ARC) will conduct independent damage assessment surveys to analyze the situation and determine human necessities. The results of the ARC survey will be useful as a "cross check".
    - c. Insurance company adjusters/appraisers are another source of damage information.
  - 5. Assessment of agricultural damage will be accomplished by the county Extension Agent in coordination with the Farm Service Agency. All information will be forwarded to the EMA and will be provided to the state through the Ohio Department of Agriculture.
  - 6. Radiological defense analysis is a part of the damage assessment section. The county Radiological Officer will compile information on contamination to people and property if radiation is involved in the emergency.
- B. Assignment of Responsibilities
- 1. Columbiana County EMA
    - a. Establish a point of contact with officials of affected jurisdictions (Chairman of the County Board, Mayor, Chairman of Village Board) and determine the approximate area affected.
    - b. Alert and activate the damage assessment section and damage assessment teams. Provide teams briefings and just in time training updates.

- c. Provide updated disaster information to the Executive Group. Information will be posted in the EOC to provide readily available data.
  - d. Collect and consolidate missing persons information and submit it to the designated authority.
  - e. Coordinate with the county PIO to keep the public information of hazardous conditions (i.e. damaged roads, bridges, buildings, etc.)
  - f. Provide for the posting of unsafe buildings, roads and bridges.
  - g. Coordinate with the Executive Group on priority debris removal and emergency work.
  - h. Assist in the collection of damage assessment data and prepare reports to be forwarded to the Ohio EMA.
2. Law Enforcement/Fire Service/Emergency Medical Services (EMS)
- a. Report the number of fatalities (by name and/or address to avoid reporting duplication).
  - b. Report the number of injured (by name and/or address to avoid reporting duplication).
  - c. Report other pertinent information that may become available during response (i.e. evacuation status, structural damage, etc.).
  - d. If sufficient personnel are available, these personnel may be called upon by the damage assessment section to perform door-to-door verification of private sector losses, as is sometimes required when requesting federal assistance. Utilization of personnel for this purpose is preferable, in that these individuals are uniformed, ID-carrying, and often recognized representatives of local government to whom victims can entrust personal information.
3. City/County Tax Department/Auditor/Treasurer (report the following)
- a. The value of the stricken public/private properties.
  - b. The annual and maintenance budgets of the affected communities and other vital related data which may reflect the affected government's inability to financially recover.
  - c. If a substantial loss of the tax base of the affected community will result from the disaster, provide data for inclusion into the Damage Assessment Report that will be forwarded to Ohio EMA.

- d. General demographic data which reveal considerable needs within the community as a result of the disaster.
  - i. Estimate or actual data of insurance coverage in affected private/public sites
  - ii. Average income of affected individuals
  - iii. Unemployment statistics of the affected area in non-disaster periods
  - iv. Statistics on unemployment caused as a direct result of the disaster
  - v. Persons with special needs affected and to what degree
  - vi. Numbers of affected persons on a fixed income and/or supplementary government assistance

#### **IV. DIRECTION AND CONTROL**

- A. Operating Guidelines (OGs) will be developed by the separate jurisdictional entities to ensure that all vital damage assessment information is relayed to the EOC.
- B. During emergency situations, the EMA will coordinate damage assessment activities and insure that all damage assessment information is posted in the EOC.
- C. Repairs to public facilities will begin as soon as possible. Priority will be given to those facilities that are critical to emergency response activities. County, city and township resources, including private sector resources, will be relied upon for most of the work, with support from state, federal and other jurisdictions as available.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Line of Succession
  - 1. Columbiana County EMA Director
  - 2. Columbiana County EMA Deputy Director

#### **VI. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. Critical Facilities
    - a. A list of critical facilities is maintained by the Columbiana County EMA as part of its Hazard Mitigation Plan (HMP). The list is updated as necessary.



2. Records and Reports

- a. The Columbiana County EMA will ensure that all reports and records are kept with respect to damage assessment.
- b. Appropriate and updated report forms can be found on the Ohio EMA website.
- c. The county EMA will collect reports for inclusion into requests for state/federal assistance.

B. Logistics

1. Alert

- a. The EMA is responsible for the activation of damage assessment teams.
- b. The EMA will review the number of trained individuals on a yearly basis, or more frequently if necessary.
- c. Because of the personal information they contain, rosters are maintained securely separate from this plan.

2. Resource Requests

- a. Most damage assessment resources will come from local sources. If state or federal resources are requested, they must be done so in accordance with the National Incident Management System (NIMS).

3. Training

- a. The county EMA will coordinate and provide training for the damage assessment section and damage assessment teams.
- b. The county CERT team annually updates damage assessment training.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County Emergency Management Agency is responsible for the periodic review, updating, revision, and approval of this annex.

**VIII. LIST OF APPENDICES**

Appendix 1 – Debris Management Plan

## **APPENDIX 1 TO ANNEX I DEBRIS MANAGEMENT**

### **I. PURPOSE**

The purpose of this plan is to identify responsibilities, coordination of activities, and to provide support and assistance for responding agencies and organizations for debris management following a major emergency or disaster in Columbiana County.

### **II. SITUATION AND ASSUMPTIONS**

#### Situation

1. Natural and man-made disasters precipitate a variety of debris that would include, but not limited to such things as trees, soil, gravel, building/construction material, vehicles, personal property, etc.
2. The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration and intensity.
3. The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.
4. In a major or catastrophic disaster, many local governments and jurisdictions will have difficulty in locating staff, equipment and funds to devote to debris removal, in the short as well as long term.
5. Jurisdiction's priorities must start with clearing debris for emergency services (fire, law and EMS) facilities, hospitals and other medical facilities, primary roadways and public property.
6. Private property debris collection from residences and businesses is important and will cause unrest if not quickly addressed. Public announcements should direct the public to move the debris to the curb or roadside for collection. Curb side sorting should be promoted. A pick-up schedule should be announced as soon as possible. If volunteers are available, they could be tasked to assist older residents or those with functional needs.

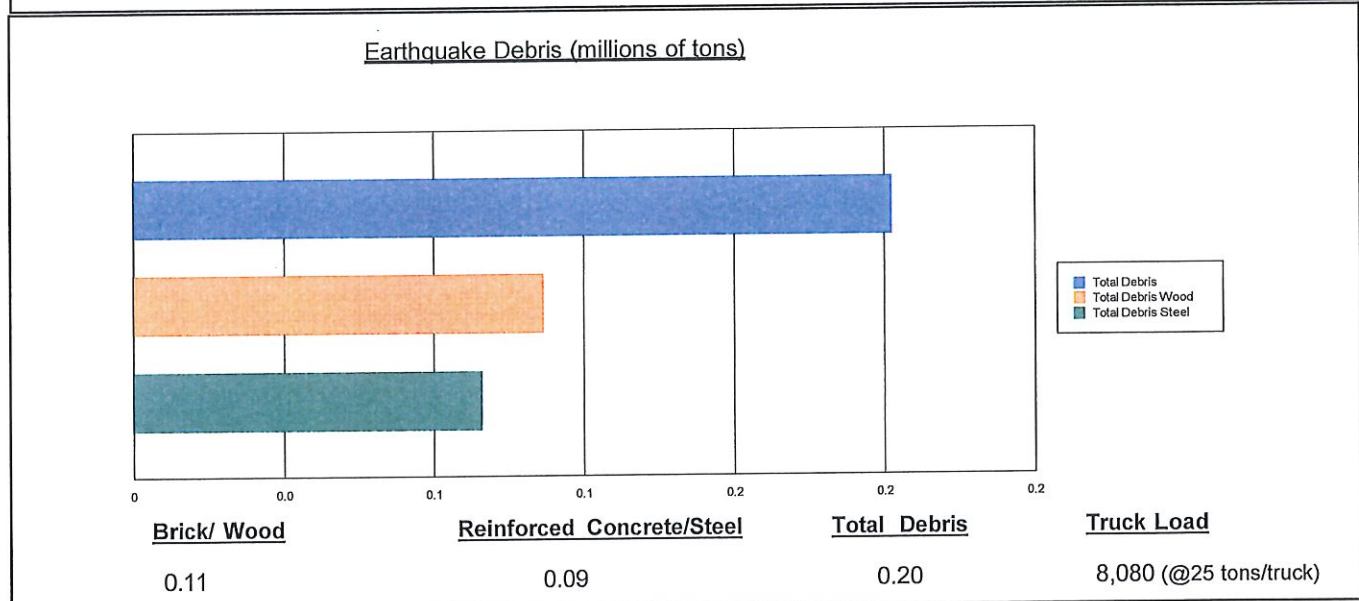
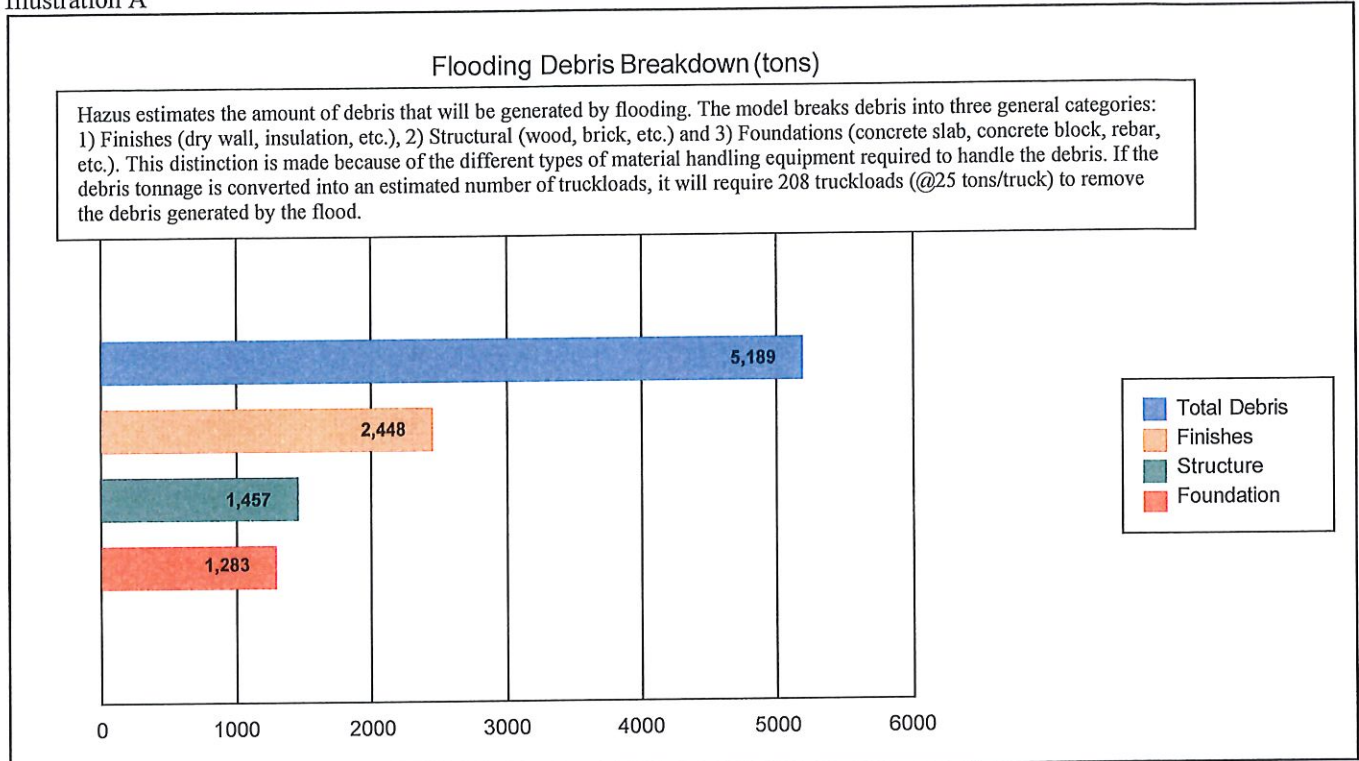
#### Assumptions

1. A natural or man-made disaster that requires removal of debris from public or private land and waters could occur in Columbiana County at any time.
2. Extraordinary demands will be placed on public and private resources for debris management following a disaster event. The amount of debris resulting from an event or disaster could exceed the local jurisdictions or county's ability to dispose of it. (See illustration A)
3. In order to combine local resources (personnel, equipment, supplies) various jurisdictions may join together to establish a local area of operations for collecting and handling the debris.
4. Pre-disaster planning will provide the jurisdictions knowledge of debris management and how to organize locally to conduct debris removal operations thus ensuring that cost effective and environmentally sound practices will be used.
5. If the event or disaster requires, the Board of Commissioners would declare a state of emergency requesting the assistance of State and/or federal resources to assist in the removal and disposal of debris.



- Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process.
- The debris management program implemented by Columbiana County will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, and land filling, respectively. Incineration of debris is not an authorized means of disposal.

Illustration A



Hazus estimates the amount of debris that will be generated by the earthquake. The model breaks the debris into two general categories: a) Brick/Wood and b) Reinforced Concrete/Steel. This distinction is made because of the different types of material handling equipment required to handle the debris. The model estimates that a total of 202,000 tons of debris will be generated. Of the total amount, Brick/Wood comprises 54.00% of the total, with the remainder being Reinforced Concrete/Steel.

Reference: Hazus-MH: Flood Global Risk Report, Columbiana County 2/18

### III. ORGANIZATION AND PLANNING

#### A. Organization

1. Columbiana County is a member of CCH Solid Waste District, a solid waste management district consisting of Carroll, Columbiana and Harrison Counties. The Director of the CCH Solid Waste District will act as the Columbiana County Debris Manager, should the situation dictate.
2. Columbiana County will coordinate disaster-related debris management activities through the formation of a County Debris Management Team. This team will consist of agencies and organizations that have a concern or function in debris management and will serve to provide guidance and expertise in the planning and execution of debris management.
3. The Director of the Columbiana County Emergency Management Agency shall act as Co-Chair of the Debris Management Team.

#### B. Planning

1. County Debris Management Plan

The county plan will be developed by the Columbiana County Emergency Management Agency and the Director of the Solid Waste District. The plan will be coordinated with the other members of the Solid Waste District and Columbiana County offices involved in the plan.

2. Local Jurisdiction Plans

Cities, Villages and Townships within the county should develop a local debris management plan that will identify the local Debris Manager, other key personnel, temporary debris storage sites, and other information as the jurisdictions consider necessary.

The local plans may include a single jurisdiction or be a joint plan involving two or more jurisdictions in the same general geographical area and coordinated by a single joint area debris manager. Each jurisdiction (city, village, and township) that is involved in a joint area plan must maintain its own financial accounting for the jurisdictions expenses (labor, equipment, supplies, etc.) incurred during debris clearance operations.

3. Environmental Compliance

Ohio Environmental Protection Agency (OEPA) and local health department officials will be invited to participate with DM planning and will be consulted for applicable regulatory requirements. Following a disaster event, compliance with environmental protection laws and regulations is still a requirement. County and local Debris Managers must be aware of these requirements and ensure compliance. OEPA will assign personnel to oversee and approve debris handling activities. This representative will work with the county EMA, the county Debris Manager and the local Debris Managers.

### IV. CONCEPT OF OPERATIONS

#### A. Initial Actions

In the event of a major debris generating incident, the Columbiana County EMA Director may activate portions of the County EOC to assist with communications and begin receiving information and requests from affected jurisdictions.



The elected officials in affected jurisdictions may need to issue a Declaration of Emergency to obtain disaster assistance. A copy of the declaration should be forwarded to the County EOC.

The County Debris Manager and the PIO will immediately begin coordinating information and guidance for distribution to jurisdictions and the public.

Local jurisdictions will evaluate the damage and debris in their area and provide this information to the County EMA Director, or the County EOC when activated.

**B. Phased Approach**

The local Debris Manager should address debris removal issues and response using a phased approach as noted below:

1. Phase One – Emergency debris clearance to open access for emergency response vehicles and other necessary traffic. Clear all entries for hospitals and medical facilities. Normally to be accomplished by facility or local resources due to the immediate nature of the situation.
2. Phase Two – Debris issues affecting health and safety. These may include debris removal to assist those with functional needs; removal of dangerous limbs and trees; identification of contaminated debris (chemical, sewage, and flood debris, dead animals or spoiled food).
3. Phase Three – Other actions necessary to protect health and safety. These may include providing public safety announcements; the announcement of debris removal policies and debris pick-up schedules; checking on pest or rodent control activities associated with the presence of debris.
4. Phase Four – Completion of all remaining debris activities necessary to restore the affected jurisdictions to pre-disaster condition.

**C. Debris Assessment**

When a debris generating event occurs, County EMA and EOC officials will contact jurisdictions to determine the amount of damages to the jurisdictions, local response planned or underway and any unmet needs.

1. Elected officials of the affected jurisdiction will be asked to provide a copy of their emergency declaration and an initial debris assessment.
2. The County DM and the EMA Director will compile the local reports to develop an assessment of debris, countywide.
3. Cleanup activities will be prioritized by the four phases identified above.

**D. Force Account Labor**

Force Account Labor is defined as work done by the applicant's employees rather than contractors. The capabilities of local Force Account Labor should be assessed prior to the hiring of contractors. Force Account Labor can perform any debris management operation which is within their capabilities. This includes, but is not limited to:

1. Debris clearance from roadways, Right-of-Ways and public land



2. Transportation of debris to and from temporary debris sites
3. Management and oversight of temporary debris sites
4. Reduction of debris through approved debris reduction methods

E. Debris Recovery and Handling Strategy

To determine the appropriate debris management strategy for the area, the local Debris Management Team will meet to consider the various factors involved in a response to a debris generating event.

The response will be based on previous experiences, resources available, necessary response activities, and consideration of legal, environmental issues to include the Temporary Debris Storage and Reductions site (TDSR site).

1. Types of Debris

Columbiana County contains a variety of jurisdictions, each containing their own makeup. Although the quantity of debris will be determined by the event, it is likely that each of the jurisdictions will experience debris management needs.

- a. Woody or vegetation debris would be the most common type of debris present in all jurisdictions following a disaster. This type of debris could cause damage to existing structures and well as creating road closures.
- b. In the event of a larger disaster such as a tornado or earthquake, destruction to private homes and business may occur. The type of debris from a large event would create household and business debris such as:
  - i. Construction and Demolition Debris - Building materials, roofing materials, siding
  - ii. Solid Waste Debris – Debris from septic systems and other solid waste facilities
  - iii. White Goods Debris - Major appliances; washers, dryers, refrigerators and Household Goods such as furniture and personal belongings
  - iv. Hazardous Materials – Hazardous material may also be present after a disaster especially if roadways or specific chemical facilities are involved in the event. The Debris Managers will determine if special agencies are needed to react to specific types of debris and their locations.

2. Recycling of Debris

Recycling debris can save money and reduce the amount of waste in landfills. Wood, aluminum other metals, and corrugated cardboard can all be recycled. Local DM should monitor sites and ensure that the locations of local recycling locations are readily available to the public.

3. Debris Management Service Providers and Landfill Locations

The County Debris Manager maintains an updated list of all service providers, including haulers and land fill locations.

4. Hazardous Materials, Infectious Waste and Animal Carcasses

These items may not be able to be reduced and may require special handling. All laws and safety precautions must be followed when dealing with these types of debris. The

Columbiana County Health District should be contacted to provide guidance for this type of waste.

5. Demolition of Structures

Demolition may be the only remaining option in some cases when severe damage has happened. This action should be recommended only after all other options have been explored.

- i. Costs for removal of debris from demolition are the responsibility of the property owner.
- ii. Local building and zoning officers should inspect any buildings sustaining major damages.
- iii. The Columbiana County Health District may also conduct an inspection in certain cases and has the authority to condemn buildings.
- iv. Permits for demolition are issued by the local jurisdiction.
- v. When demolition is recommended, contracts and legal guidance will be necessary.

6. Human Remains

The Columbiana County Coroner has the legal authority and responsibility for handling of human remains. Specific information is provided in the Mass Fatality Annex of the Columbiana County Emergency Operations Plan.

**V. ASSIGNMENT OF RESPONSIBILITIES**

1. Columbiana County Emergency Management Agency
  - a. The EMA Director will serve as co-chair of the Debris Management Team
  - b. Activate Debris Management Team, as necessary
  - c. Activate the EOC, as necessary
  - d. Ensure that information on storm related debris is collected and forwarded to Ohio EMA in a timely manner in accordance with their published guidance in order to obtain state and federal assistance.
  - e. Provide information to the County PIO for publication and distribution.
  - f. Coordinate the development and updates of the County Plan and assist jurisdictions with the development of local plans.
2. Columbiana County Debris Manager
  - a. Interface with the EOC as necessary
  - b. Participate in county-wide debris management planning
  - c. Maintain contacts lists, contracts and MOUs with private agencies that would assist during an emergency situation
  - d. Communicates available disposal options for various materials approved by the EPA
  - e. Coordinate necessary permits and requests with Ohio EPA
  - f. Provide technical assistance to local jurisdictions as needed
3. Columbiana County Commissioners
  - a. Consider the need for a County Disaster Declaration
  - b. Authorize necessary expenditures for debris operations.
  - c. Coordinate with PIO to release information to the public.



4. Columbiana County Engineer
  - a. Provide staff to serve as the Safety Officer (SO)
    1. Individual experienced and knowledgeable in industrial safety and environmental compliance
    2. Responsible for overall monitoring of safe debris removal
    3. Coordinate with PIO to develop safety messages and recommended Personal Protective Equipment (PPE)
  - b. Conduct debris removal activities on County roads and right-of-ways
  - c. Assist in designating Temporary Debris Storage and Reduction (TDSR) sites
5. Columbiana County Health District
  - a. Coordinate with the SO to identify possible health issues within the debris
  - b. Coordinate with the PIO in developing messages addressing possible health issues within the debris and recommend safety and PPE
  - c. Inspect and coordinate appropriate actions by restaurants and grocery stores in addressing contaminated or spoiled food
  - d. Provide infectious disease surveillance and response
  - e. Monitor TSDR sites, as needed
6. Columbiana County Prosecutor
  - a. Review insurance information and other assets to ensure benefits and resources are fully utilized.
  - b. Review contracts to ensure compliance with FEMA requirements.
  - c. Review rights of way and hold harmless agreements.
  - d. Ensure compliance with historical preservation issues.
7. Public Information Officer
  - a. Coordinate with county and local officials to release debris collection information.
  - b. Notify the public on safety issues, special collection points, etc.
  - c. Communicate with Ohio EMA Public Information personnel to provide information of Columbiana County's response efforts.
  - d. Communicate to the public emphasizing the requirement of safe handling of all debris and proper disposal of debris.
  - e. Designate a debris removal hot line in order to answer the citizen's questions on debris removal.
8. Local Law Enforcement
  - a. Coordinate security arrangements for the designated TDSR sites
  - b. Provide security at County EOC, as needed
9. Ohio Emergency Management Agency
  - a. Assist Columbiana County when local and County resources have been exhausted
  - b. Assist with coordination of other state agencies that may assist with debris removal activities or technical assistance
    1. Ohio Department of Transportation
    2. Ohio Environmental Protection Agency
    3. Ohio Department of Health
    4. Ohio Department of Natural Resources
    5. Ohio Department of Agriculture
    6. Ohio National Guard



7. Ohio State Highway Patrol
8. Ohio Department of Corrections
10. Federal Emergency Management Agency
  - a. Direct federal assistance may be available during certain incidents; however, this applies only to emergency work (debris removal and emergency protective measures) and must meet general FEMA eligibility criteria. Debris activities that are eligible for Direct Federal Assistance include:
  - b. Debris removal from critical roadways and facilities
  - c. Debris removal from curbsides or from eligible facilities and hauling to either a temporary or permanent sites
  - d. Identification, design, operation, and closeout of debris management sites
  - e. Monitoring debris contractor's activities
  - f. Demolition or removal of disaster damaged structures and facilities in accordance with FEMA regulations and policies

Federal technical assistance may be available and applies when a state or county lacks technical knowledge or expertise to accomplish an eligible task. The Federal Emergency Management Agency will then request technical assistance from the appropriate federal agency in the National Response Plan.

11. Officials of Affected Jurisdictions,
  - a. Develop a local Debris Management Plan for their jurisdiction or participate in a joint plan for multiple jurisdictions in the area.
  - b. Consider a local jurisdiction disaster declaration
  - c. Clear roadways and assess debris to be collected, as possible.
  - d. Coordinate local debris operations through the County EOC.
  - e. Distribute debris separation instructions and collection schedules to residents.
  - f. Maintain proper documentation of local expenses for purposes of reimbursement and historical records. Each jurisdiction must maintain separate records as they apply for disaster assistance by jurisdiction.
12. Volunteer Organizations
  - a. Volunteer organizations may provide assistance for debris removal from private property
  - b. There is a wide range of volunteer organizations
13. Private Citizens
  - a. Follow guidance provided for separation, drop-off, and/or collection of debris.
  - b. Assist neighbors, as able.
  - c. Report dangerous debris to local law enforcement.

## **VI. PLAN DEVELOPMENT AND MAINTENANCE**

The Columbiana County Emergency Management Agency (in cooperation with local jurisdictions) is responsible for updating this plan based on deficiencies identified through actual events, drills and exercises, and changes in government structure and emergency organizations.

The Columbiana County Emergency Management Agency will prepare, coordinate, publish and distribute necessary changes and revisions to this plan. All relevant updated forms, guides and worksheets will be available at the EOC.

## **VII. AUTHORITIES AND REFERENCES**

### Authorities

- 44 CFR (Code of Federal Regulations) Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 44 CFR Part 206, Disaster Assistance (subparts G-L pertain to the Public Assistance Program)

### References

- Debris Management Guidance, FEMA, October 2024
- Public Assistance Program and Assistance Guide, FEMA, June 2020

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>J</b>
<b>Title:</b>	Law Enforcement
<b>Related Federal ESFs:</b>	ESF#13 – Public Safety and Security
<b>Purpose:</b>	This Annex provides for the execution of assigned law enforcement related emergency tasks through the coordination of the county's various law enforcement agencies. To include Facility and resource security, secure planning and technical resource assistance, public safety and security support and support to access, traffic, and crowd control.
<b>Ohio Revised Code:</b>	Sections 311 through 737
<b>Primary Agency:</b>	Columbiana County Sheriff's Office
<b>Support Agencies:</b>	Local Law Enforcement Ohio State Patrol Ohio Department of Public Safety Federal Bureau of Investigation US Department of Homeland Security (FEMA)



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX J (LAW ENFORCEMENT) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Developed entire section for new combined annex on annex front page.	7/2005	1	RDZ
II. Situation and Assumptions – Revised.	7/2005	1	RDZ
III. Concept of Operations – Removed “phases of emergency management”, and absorbed the appropriate items elsewhere into the plan, added NIMS.	7/2005	2 – 6	RDZ
IV. Organization and Assignment of Responsibilities – Separated into “organization” and “assignment of responsibilities” sections, revised.	7/2005	6, 7	RDZ
V. Direction and Control – Revised.	7/2005	7, 8	RDZ
VI. Continuity of Government – Relocated “records” statements to “administration and logistics.”	7/2005	8	RDZ
VII. Administration and Logistics – Separated “administration” and “logistics” sections, added “records” discussion, add NIMS.	7/2005	8, 9	RDZ
VIII. Plan Development and Maintenance – Relocated misplaced information.	7/2005	9	RDZ
IX. Authorities – Deleted section.	7/2005	10	RDZ
X. Addendums – Changed “tabs” to “appendices.”	7/2005	10	RDZ
XI. Authentication – No Change.	7/2005	N/A	RDZ
B. Assumptions – Changed whole section.	3/26/2013	1	EJD
II. Concept of Operations – Changed General 2,3,and 4.	3/26/2013	2	EJD
II. Concept of Operations – Changed B. Implementation of NIMS/ICS	3/26/2013	2	EJD
II. Concept of Operations – Changed D to Man-Caused Peacetime Disasters/Emergencies 1and 2	3/26/2013	3	EJD
II. Concept of Operations – Changed E to War Emergency – Enemy Attack 1 and 2	3/26/2013	4	EJD
Entire annex	12/18	all	PC
Formatting/numbering	11/24	all	PC

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX J (LAW ENFORCEMENT) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	1
II. Concept of Operations	1
A. General	1
B. Implementation of NIMS/ICS	2
C. Natural Disasters	3
D. Manmade Disasters/Emergencies	3
III. Organization and Responsibilities	4
A. Organization	4
B. Responsibilities	4
IV. Direction and Control	4
A. General	4
V. Continuity of Government	5
VI. Administration and Logistics	6
A. Administration	6
B. Logistics	6
VII. Plan Development and Maintenance	6
VIII. List of Appendices	7
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Law Enforcement Organizations in Columbiana County	8
Appendix 2- Snow Emergency Guidelines	9

## **ANNEX J: LAW ENFORCEMENT**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. During emergencies, law enforcement must expand their operations to provide the increased protection required by disaster conditions.
2. The Columbiana County Sheriff's Office is located at 8473 County Home Road, Lisbon.
3. A listing of law enforcement organizations in Columbiana County is located in Appendix 1 of this annex.

#### **B. Assumptions**

1. During large-scale emergency situations, some normal law enforcement activities may be temporarily reduced in order to provide resources to respond to the emergency situation.
2. During large-scale evacuations, law enforcement support will be needed to control traffic. In the aftermath of an evacuation, security must be provided for areas that have been evacuated to protect property and deter theft.
3. In the aftermath of a disaster, it may be necessary to control access to damaged areas to protect public health and safety and deter theft.
4. If there is a threat of terrorism or civil disturbance, key local facilities that house government operations or provide essential services to the public may require protection.

### **II. CONCEPT OF OPERATIONS**

#### **A. General**

1. Emergency law enforcement will be an expansion of normal functions and responsibilities.
2. Law enforcement emergency response operations should be conducted in accordance with National Incident Management System (NIMS), which employs two levels of incident management structures.
  - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.



- b. Multi-agency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
3. Many of the tasks required of law enforcement during emergency operations are simply an expansion of normal daily responsibilities. These responsibilities include enforcing laws, maintaining order, traffic control, and crowd control.
4. During emergency situations, law enforcement may be called on to undertake a number of tasks not typically performed on daily basis, including protecting key facilities, enforcing curfews and restrictions on the sales of certain products, and controlling access to damaged areas.
5. Local law enforcement utilizes the Law Enforcement Automated Data System (LEADS) that is operated by the Ohio Highway Patrol. This system provides a repository of data available statewide that provides information and alerts, including access to the National Crime Information Center (NCIC), the Ohio Bureau of Criminal Investigation (BCI&I), the Interstate Identification Index (III) and the National Law Enforcement Telecommunications System (NLETS). Access to the statewide and national systems allows for the sharing of information regarding identifying hazards or threats that may impact local agencies.
6. Local law enforcement utilizes the Bureau of Criminal Investigation (BCI) under the Ohio Attorney General to provide criminal investigative services, forensic investigative services and criminal intelligence analysis.
7. The Columbiana County Sheriff's Office participates in a joint task force with surrounding law enforcement agencies, in order to share information/intelligence regarding investigations and/or threats.
8. The Federal Bureau of Investigations (FBI) provides satellite offices and liaisons that are assigned to assist local law enforcement.

#### B. Implementation of NIMS/ICS

1. The first official responder on the scene of an emergency situation should initiate the ICS and establish an ICP. As other responders arrive, the individual most qualified to deal with the specific situation present should serve as the IC. The IC will direct and control responding resources and designate emergency operating areas. The EOC will generally not be activated.

2. During major emergencies, disasters, or catastrophic incidents, it may be necessary to transition from the normal ICS structure to a Multi-agency Coordination System. The EOC is central to this System, and functions as a conduit for coordinating information and resources. The IC will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the IC, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

#### C. Natural Disasters

##### 1. Preparedness Phase

- a. When a severe weather watch has been issued affecting Columbiana County, the law enforcement service will assist the warning point in disseminating watch information throughout the county.
- b. Upon issuance of a severe weather warning affecting Columbiana County, the law enforcement service will assist the warning point in disseminating the warning throughout the county.

##### 2. Response Phase

- a. During the impact of a disaster, law enforcement personnel will keep the EOC informed of the scope of the damage and areas being affected.
- b. Law enforcement personnel will establish roadblocks and provide traffic control and security in the disaster and assist with any needed evacuations. Activities will be coordinated with other functional areas required for recovery operations.
- c. Emergency personnel have been entered into the Communications & Information Management System (CIMS), Emergency Partner Credentialing System (EPCS) to insure access control and identification verification.

#### D. Manmade Disasters/Emergencies

##### 1. Preparedness Phase

Upon receipt of warning of an impending disaster or emergency, the law enforcement service will assist in providing warning to the population in the affected area. In the event an evacuation is necessary, law enforcement personnel will assist with movement and access control, as needed.

## 2. Response Phase

Upon impact of a man-caused disaster, the law enforcement service will assist in providing warning to the population in the affected area. Activities will be coordinated with other functional areas required for emergency operations. Following a man-caused peacetime disaster, the law enforcement service will assist in recovery operations by providing crowd and traffic control and support to the Health and Medical Service in the transportation of the sick and injured to health and medical care facilities.

## III. ORGANIZATION AND RESPONSIBILITIES

### A. Organization

The Columbiana County law enforcement service includes all paid and auxiliary personnel of the County Sheriff's Office and law enforcement personnel of incorporated municipalities and cities in Columbiana County. The Columbiana County Sheriff is the Chief Law Enforcement Officer, and his Chief Deputy serves as the Deputy County Law Enforcement Officer.

### B. Responsibilities

The County Law Enforcement Officer (Sheriff) will:

1. Review law enforcement plans and develop procedures that address how law enforcement services will accomplish its assigned tasks and how it will deal with the hazards the jurisdiction faces.
2. Maintain call down structure to alert and activate law enforcement personnel for emergency operations and establish a work/control/dispatch center to manage organizational resources and response personnel and maintain contact with the EOC during emergency situations, as well as providing a representative to the EOC.
3. Establish procedures for reporting appropriate information to EOC during disaster operations.
4. Provide traffic and crowd control and law and order security in the county as well as security in lodging and feeding facilities, emergency shelters and critical facilities and resources.
6. Recruit and train auxiliary personnel.
8. Will provide security for critical facilities and resources as identified by



Executive Group.

9. Provide secure parking area in close proximity to the reception areas.
10. Support cleanup and recovery operations during disaster events.

#### **IV. DIRECTION AND CONTROL**

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

##### **1. Suspected or Actual Terrorist Event**

- a. If the incident is suspected of being a terrorist event as recognized by the Department of Homeland Security, federal law enforcement may be dispatched to the scene to conduct an analysis and preliminary investigation. Local law enforcement is responsible for and has the authority to provide direction and control to response actions.
- b. To accommodate the needs of the federal authorities while permitting the local authorities to continue with overall management, Unified Command should be established if it is not already operational for a suspected or actual terrorist event.
- c. Once the incident is determined to be terrorist related, the FBI becomes the lead agency for purposes of criminal investigation, evidence collection and processing, witness interviews and related law enforcement activities that might develop; for instance, the need for hostage negotiations or a Special Operations Response unit.
- d. Traffic management, point security, and perimeter patrol, personal identification verification, and other routine law enforcement functions continue to be the responsibility of the state and local law enforcement agency with jurisdiction.
- e. Local, county and/or state law enforcement agencies may be requested to support the FBI or other federal law enforcement agencies in their work; such as:
  - 1) Conducting preliminary witness interviews;
  - 2) Assisting with the locating of evidence, marking and protecting the evidence sites; and
  - 3) Transporting and holding in custody suspects or persons of interest in the federal inquiry.

#### **V. CONTINUITY OF GOVERNMENT**

- A. Lines of succession are in accordance with the EOP Basic Plan. It is the responsibility of each agency to ensure sufficient trained staff is available to perform their duties with limited interruption.

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Emergency authority granted to law enforcement officials is described in the Ohio Revised Code (ORC).
2. Mutual aid agreements in the county and between counties will be activated when all available law enforcement resources are committed and assistance is still required.
3. Auxiliary or interim personnel will be recruited through existing law enforcement channels on an as-needed basis from citizens and residents possessing previous public safety or military training. Training for those individuals will be in accordance with the specifications outlined in the ORC for peace officers within the State of Ohio.
4. Training requirements and certification of law enforcement personnel is provided by the Ohio Police Officers Training Academy (OPOTA).

### **B. Logistics**

1. The Columbiana County Sheriff's Office maintains current maps and charts and current notification/recall rosters, which are implemented during emergencies.
2. Logistical support for food, water, emergency power and lighting, fuel, etc. for response personnel will be coordinated through the EOC.
3. Resources lists will be developed and maintained by each law enforcement agency in the county.
4. Requests for external resources must be made in accordance with existing MOUs, Mutual Aid Agreements or through the EOC when activated.

## **V. PLAN DEVELOPMENT AND MAINTENANCE**

- A. It is the responsibility of the Sheriff to review this annex and ensure that all procedures, policies, data, and responsibilities are current and reflect actual assignments. Each emergency service agency tasked with a role in law enforcement activities is responsible for ensuring their procedures are reviewed and kept current.
- B. It is assumed that this annex contains deficiencies that do not become apparent until the plan is activated or exercised. Anyone noting deficiencies should submit them to the Sheriff they are identified.

## **VI. LIST OF APPENDICES**

Appendix 1 – Law Enforcement Organizations in Columbiana County

Appendix 2 - Snow Emergency Guidelines



**APPENDIX 1 TO ANNEX J**

**LAW ENFORCEMENT ORGANIZATIONS IN COLUMBIANA COUNTY**

The following are law enforcement organizations providing services to the residents of Columbiana County:

**A. County**

1. Columbiana County Sheriff's Office  
8473 County Home Road  
Lisbon, Ohio 44432  
330-424-7255

**B. City and Village**

1. Listed in the Columbiana County EMA Resource Manual.

**C. Townships**

1. Listed in the Columbiana County EMA Resource Manual.

**D. State Organizations**

1. Ohio State Highway Patrol  
9423 State Route 45  
Lisbon, Ohio 44432  
330-424-7783

## SNOW EMERGENCY GUIDELINES

The Ohio Attorney General, in response to inquiry on the power of any County Sheriff during a snow or weather-related emergency, gave an opinion as to what the Ohio Revised Code says in that regard. The opinion reads that the Sheriff may declare a “snow emergency” and temporarily close any township, county or state road within his/her jurisdiction for the preservation of public peace.

The Columbiana County Sheriff, in consultation with the Columbiana County EMA Director, elected officials, the County Engineer, ODOT, on-duty deputies and County Judge in so far as the Courts are concerned, will make any snow emergency decision based on the three Emergency Levels as follows:

LEVEL 1 – A Level One Snow Emergency means that roads (township and county, mainly secondary) are hazardous with the possibility of blowing and drifting snow, or roads are icy and drivers should use caution, if they choose to drive.

Level 2 – A Level Two Snow Emergency means that roads are hazardous (including primary roads) with blowing and drifting snow possibility. Only those who feel it is necessary to drive should be on these roadways. Employees should contact their employers to see if they should report to work.

Level 3 – A Level Three Snow Emergency means that roads are closed to all non-essential personnel. No one should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employer to see if they should report to work. Those traveling on any roadway in the county may subject themselves to citation or arrest.

The decision to call any of the above levels is a specific and difficult one. The Sheriff makes the initiative based on information he/she and his/her designees gather. These decisions shall be given to all local media. The Sheriff will downgrade the levels as conditions change.

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>K</b>
<b>Title:</b>	Fire and Rescue
<b>Related Federal ESFs:</b>	ESF #4: Firefighting, ESF #9: Search and Rescue
<b>Purpose:</b>	This annex provides an organized presentation of Columbiana County's firefighting and rescue capabilities.
<b>Ohio Revised Code:</b>	Section 737 and 5502 (adoption of NIMS)
<b>Primary Agency:</b>	Local Fire Departments
<b>Support Agencies:</b>	Columbiana County Fire Chief's Association Ohio Fire Chief's Association



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX K (FIRE AND RESCUE) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
I. Purpose – Developed entire section on annex front page.	7/2005	1	RDZ
II. Situation and Assumptions – Revised	7/2005	1	RDZ
III. Concept of Operations – Removed “phases of emergency management” and absorbed the appropriate items elsewhere into the plan, added search and rescue, added NIMS and ICS, revised.	7/2005	1-3	RDZ
IV. Organization and Assignment of Responsibilities – Added fire service coordinator to “responsibilities” section, added ICS to “organization” section.	7/2005	4	RDZ
V. Direction and Control – Revised.	7/2005	4, 5	RDZ
VI. Continuity of Government – Revised to reflect nature of FSC position.	7/2005	5	RDZ
VII. Administration and Logistics – Separated “administration” and “logistics” sections, added NIMS.	7/2005	5, 6	RDZ
VIII. Plan Development and Maintenance – Revised.	7/2005	6	RDZ
IX. Authorities – Deleted section.	7/2005	6	RDZ
X. Addendum – Changed “tabs” to “appendices”, removed tabs 2 and 3 as they can be found in other stand-alone plans	7/2005	6	RDZ
XI. Authentication – No change.	7/2005	N/A	RDZ
I. Situation and Assumptions. B, 2 – Changed.	3/27/2013	1	EJD
II. Concept of Operations – Changed	3/27/2013	2	EJD
Update to entire section	12/18	All	PC
Training added Firefighter 1 changed to 36 hour cert	11/24	2	PC

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX K (FIRE AND RESCUE) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	1
II. Concept of Operations	1
III. Organization and Assignment of Responsibilities	3
A. Emergency Management Director	3
B. Fire Services Representative	3
C. Responding Fire Rescue Responsibilities	3
IV. Direction and Control	4
V. Continuity of Government	5
VI. Administration and Logistics	5
A. Administration	6
B. Logistics	6
VII. Plan Development and Maintenance	6
VIII. List of Appendices	6
Appendices	Page
Appendix -1 Columbiana Wildfire Preparedness Plan	7

## **ANNEX K: FIRE AND RESCUE**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Fire and rescue organizations in Columbiana County establish a primary Incident Command Post (ICP) when dealing with on-going emergencies. The purpose of the ICP is to manage organizational resources and response personnel at the scene. The command staff coordinates their activities with the appropriate staff in the Emergency Operations Center (EOC) when situation warrants activation.
2. A list of the fire departments within the County is maintained in the EMA Resource Manual.

#### **B. Assumptions**

1. Existing fire personnel and equipment will be available to handle most emergency situations through the use of existing mutual aid agreements. When additional support is required, activation of the Ohio Fire Service Response Plan will be requested.
2. A hazardous materials team is available out of the East Liverpool Fire Department along with trained members from other cooperating fire departments. The team will provide guidance or respond as requested by the Incident Commander.

### **II. CONCEPT OF OPERATIONS**

Fire Service responders are frontline personnel who respond to most emergencies arising within their jurisdiction. Fire service personnel manage emergency incidents until they are resolved, or until control of the event is turned over to others who have the legal authority to assume responsibility. During periods of expanding operation regarding emergencies, incidents or other disasters, the scope of the incident may grow resulting in a request from the Incident Commander for the activation of the County EOC.

#### **A. Preparedness**



1. The Local Fire Departments should have local mutual aid agreements in place and some utilize a MABAS system for automatic response of resources.
2. Departments should regularly exercise with mutual aid agencies and develop communication plans to be utilized during large-scale emergencies.

B. Training

1. The minimum level of training recommended for fire response personnel in the County is:
  - a. Volunteer Fire Fighter 36-hour certificate (or program designated by State Fire Marshall or local fire chief)
  - b. Hazmat Awareness & Operations
  - c. Incident Command Training, ICS 100, 200, 700, 800
2. The County's Fire Chiefs and line officers should receive and maintain supervisory-level Incident Command training in addition to the minimum level of training for all responders
  - a. ICS 300, ICS 400
3. The Columbiana County EMA/LEPC financially assists the individual departments and/or agencies in obtaining hazmat training. Hazmat Awareness and Operations level training are typically scheduled annually.
4. The Columbiana County EMA/LEPC financially assists the individual departments and/or agencies in obtaining incident command training. ICS 300 and ICS 400 level training are typically scheduled annually.
5. The State Fire Marshal's Outreach Program provides training to be taught within the County at the County's request.
6. The Ohio Fire Academy provides specific courses for Hazardous Materials. They include courses such as Awareness, Operations, Technician for HAZMAT/ WMD, and Confined Space. Agencies send their people directly to the academy for this training in Reynoldsburg, Ohio.
7. The Ohio Emergency Management Agency (Ohio EMA) provides some FEMA approved Hazardous Materials Contingency Planning course, instruction on conducting Hazard Analysis, designing and exercising emergency plans, CAMEO, and other basic emergency preparedness courses. Course schedules are posted on the Ohio EMA training page , and the courses are available to all members of the County response agencies.

8. FEMA provides training nationally through multiple venues such as: Emergency Management Institute, Center for Domestic Preparedness, National Fire Academy, National Domestic Preparedness Consortium, Texas A&M Engineering Extension Service, National Disaster Preparedness Training Center, CTOS- Center for Rad/Nuc training, Rural Domestic Preparedness Consortium and Security and Emergency Response Training Center. Courses are scheduled through County CCEMA Director to Ohio EMA State Training Officer to FEMA or designated site.
9. Courses are also available through various schools, universities and colleges
10. Special response programs are provided by the Federal Department of Homeland Security, Office of Grants and Training through on-line offerings, classroom and hands-on training in Ohio and around the United States. Course schedules are provided to the CCEMA Director, and the courses are available to all members of the County response agencies.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

- A. Incident Commander - requests activation of the County EOC. Request assistance from the hazardous materials team as needed.
- B. Emergency Management Director – notifies EOC staff to report to the EOC and place their alternates on stand-by.
- C. Fire Services Representative – upon activation of the Emergency Operations Center shall do the following:
  1. Reports to the Emergency Operations Center or other designated location as deemed appropriate, sends their alternate to the Emergency Operations Center if unable to report in person.
  2. Coordinates with neighboring communities, counties, state, and federal fire organizations on matters related to assistance from or to these organizations.
  3. Coordinates the location, procurement, screening and allocation of fire and rescue supplies and resources, including personnel required to support fire and rescue operations.
  4. Coordinates assistance for obtaining additional resources for mass search and rescue operations.

D. Responding Fire Rescue responsibilities:

1. Respond only when properly requested by the Incident Commander or Fire Services Representative.
2. Upon arrival at the scene establish command or assume an appropriate role in the ICS. The senior fire officer is normally the Incident Commander for fire and rescue situations except where the incident occurs on industrial property where trained industrial fire-fighting personnel are present. The industrial site may provide the initial incident commander for these incidents. It is recommended that the unified command structure be used when appropriate. Ohio law states that the chief of the jurisdictional fire department is responsible for primary coordination of on-scene activities.
3. Establish an incident command post. The command post should be close enough to maintain visual contact with the incident but in a safe location. Access to the command post should be limited to those personnel who have a function there. Under a unified command structure other agency leaders should have access to the incident commander.
4. Perform rescue and control fires if feasible.
5. Establish and maintain field communications with other responding fire & rescue units and other support units, and radio or telephone communications with EOC or 911 Center whichever is appropriate.
6. Direct the activities of private, volunteer and other units.
7. Provide decontamination for patients contaminated with Chemical, Biological or Radiological agents.
8. Extricate entrapped victims.
9. Perform fire prevention and suppression for the disaster area.

**IV. DIRECTION AND CONTROL**

- A. Local fire jurisdictions understand and utilize the ICS structure during daily operations, such as structure fires. ICS Operations and EOC Operations differ with respect to the application; i.e. ICS Operations in the field vs ICS Operations within the coordinating structure of the EOC Operations. The EOC when staffed with a fire services



representative appointed by the CCEMA will utilize this system within the scope of EOC Operations.

- B. Under an ICS, according to the guidelines in the National Incident Management System, an Incident Action Plan (IAP) should be developed to outline responder responsibilities and coordinate incident actions. The IAP also sets recognizable, measurable objectives for personnel to achieve during response to the incident. The IAP will include the system to incorporate the unplanned arrival of response assistance.
- C. When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (UCS) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact efficiently.
- D. EOC Operations are employed with its primary function of being a single location of resource deployment and allocation when local jurisdictions become overwhelmed and require complex coordination in addition to their normal system of mutual aid through established MOUs.

## **V. CONTINUITY OF GOVERNMENT**

### **A. Line of Succession when EOC activated**

- 1. Fire Services Representative
- 2. Fire Services Alternate
- 3. Fire Chief's Association President

### **B. Line of Succession at Incident Command**

- 1. Jurisdictional Fire Chief
- 2. Ranking jurisdictional firefighter
- 3. Ranking mutual aid firefighter

## **VI. ADMINISTRATION AND LOGISTICS**

### **A. Administration**

1. Each fire service in the County maintains its own system for accountability of its response efforts that tracks details of each emergency incident from its inception through its resolution.
2. Each fire service in the County maintains interagency memoranda of understanding (MOU) and intergovernmental agreements.

### **B. Logistics**

1. Request for external fire and rescue resources will be coordinated through the EOC when activated.
2. When local resources have been exhausted assistance may also be obtained by requesting activation of the Ohio Fire Service Response Plan.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

This plan was developed through the cooperative efforts of the County Fire Chief's Association and The Columbiana County EMA. Maintenance of the plan will be directed by the Emergency Management Agency, along with the Fire Chief's Association.

A listing of Columbiana County Fire Service Agencies and contact information is maintained in the County Resource Manual at the EOC.

## **VIII. LIST OF APPENDICES**

Appendix 1 -Columbiana Wildfire Preparedness Plan

# **Columbiana County**

## **Community Wildfire Preparedness Plan**

Stand-alone plan on file at the Columbiana County Emergency  
Operation Center



FireDiscoveryDate	County	Latitude	Longitude	cause
4/1/2014	COLUMBIANA	40.76638	-80.7683	debris burning
4/1/2014	COLUMBIANA	40.7143	-80.7469	debris burning
4/1/2014	COLUMBIANA	40.64671	-80.6606	debris burning
4/1/2014	COLUMBIANA	40.73457	-80.6208	debris burning
4/3/2014	COLUMBIANA	40.79846	-80.5578	debris burning
4/10/2014	COLUMBIANA	40.713	-80.7958	miscellaneous
4/12/2014	COLUMBIANA	40.79827	-80.6091	debris burning
4/13/2014	COLUMBIANA	40.66277	-80.7135	debris burning
4/13/2014	COLUMBIANA	40.64801	-80.6835	miscellaneous
4/18/2014	COLUMBIANA	40.76823	-80.5528	debris burning
11/3/2014	COLUMBIANA	40.70289	-80.7459	debris burning
11/4/2014	COLUMBIANA	40.87102	-80.6046	miscellaneous
11/4/2014	COLUMBIANA	40.86694	-80.5647	miscellaneous
3/16/2015	COLUMBIANA	40.68881	-80.6054	power line
3/30/2015	COLUMBIANA	40.78675	-80.6254	debris burning
4/5/2015	COLUMBIANA	40.64284	-80.537	miscellaneous
4/5/2015	COLUMBIANA	40.81291	-80.6362	miscellaneous
4/13/2015	COLUMBIANA	40.73155	-80.6716	debris burning
5/4/2015	COLUMBIANA	40.75586	-80.5759	miscellaneous
5/29/2015	COLUMBIANA	40.77543	-80.6597	campfire
11/16/2015	COLUMBIANA	40.731	-80.676	debris burning
11/17/2015	COLUMBIANA	40.64199	-80.549	equipment
3/5/2016	COLUMBIANA	40.76508	-80.6387	debris burning
3/6/2016	COLUMBIANA	40.69152	-80.704	debris burning
3/8/2016	COLUMBIANA	40.68111	-80.6704	debris burning
3/9/2016	COLUMBIANA	40.73539	-80.7177	miscellaneous
3/9/2016	COLUMBIANA	40.64092	-80.5504	structure fire
3/13/2016	COLUMBIANA	40.71031	-80.7041	debris burning
3/22/2016	COLUMBIANA	40.7289	-80.6317	debris burning
3/22/2016	COLUMBIANA	40.79837	-80.6002	debris burning
3/24/2016	COLUMBIANA	40.73541	-80.7324	debris burning
3/31/2016	COLUMBIANA	40.63427	-80.5563	arson
4/16/2016	COLUMBIANA	40.67723	-80.6796	debris burning
4/18/2016	COLUMBIANA	40.74653	-80.7438	smoking
4/25/2016	COLUMBIANA	40.75119	-80.5206	miscellaneous
6/3/2016	COLUMBIANA	40.81268	-80.7154	smoking
9/30/2016	COLUMBIANA	40.65537	-80.526	arson
11/6/2016	COLUMBIANA	40.80172	-80.733	campfire
11/14/2016	COLUMBIANA	40.72439	-80.6339	miscellaneous
2/18/2017	COLUMBIANA	40.77142	-80.597	debris burning
2/19/2017	COLUMBIANA	40.70124	-80.7419	debris burning
3/9/2017	COLUMBIANA	40.67501	-80.6592	debris burning
3/22/2017	COLUMBIANA	40.7687	-80.5525	smoking
3/27/2017	COLUMBIANA	40.73089	-80.6761	debris burning
11/28/2017	COLUMBIANA	40.64869	-80.6895	debris burning
1/31/2018	COLUMBIANA	40.72012	-80.7635	campfire

3/1/2018 COLUMBIANA	40.65605	-80.7626 debris burning
3/1/2018 COLUMBIANA	40.68174	-80.7664 debris burning
3/3/2018 COLUMBIANA	40.75966	-80.5742 debris burning
3/3/2018 COLUMBIANA	40.66073	-80.5589 debris burning
3/3/2018 COLUMBIANA	40.66742	-80.5659 debris burning
3/3/2018 COLUMBIANA	40.77821	-80.5691 debris burning
4/12/2018 COLUMBIANA	40.66156	-80.8562 arson
4/13/2018 COLUMBIANA	40.68698	-80.6459 miscellaneous
4/20/2018 COLUMBIANA	40.67822	-80.6051 miscellaneous
4/20/2018 COLUMBIANA	40.64221	-80.6328 miscellaneous

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OtherStructuresDestroyed	NumberInjuries	NumberFatalities	FinalFireAcreQuantity
0	0	0	4
0	0	0	2
0	0	0	5
0	0	0	0.5
0	0	0	0.1
0	0	0	0.5
0	0	0	1.5
0	0	0	0.5
0	0	0	0.5
0	0	0	0.5
0	0	0	1
0	0	0	3
0	0	0	1.5
0	0	0	0.25
0	0	0	2
0	0	0	2
0	0	0	1
0	0	0	1
0	0	0	0.25
0	0	0	1
0	0	0	0.25
0	0	0	0.25
0	0	0	0.5
0	0	0	0.5
0	0	0	1.5
0	0	0	2
0	0	0	0.5
0	0	0	0.3
0	0	0	0.25
0	0	0	0.25
0	0	0	5
0	0	0	0.5
0	0	0	0.5
0	0	0	3
0	0	0	0.5
0	0	0	0.03
0	0	0	0.5
0	0	0	5
0	0	0	0.5
0	0	0	2
0	0	0	2.5
0	0	0	0.25
0	0	0	0.25
0	0	0	0.5
0	0	0	0.5
0	0	0	1

0	0	0	6
0	0	0	2
0	0	0	0.1
0	0	0	1.5
0	0	0	0.1
0	0	0	0.5
0	0	0	20
0	0	0	0.5
0	0	0	1.5
0	0	0	0.5



# **Wildland-Urban Interface Community Wildfire Preparedness Plan (CWPP)**

And

## **Wildfire Hazard Annex Columbiana County Emergency Operations Plan**

---

For

Columbiana County, Ohio

In conjunction with:

Columbiana County EMA  
Columbiana County Fire Chiefs  
Columbiana County Firefighters Association  
ODNR Division of Forestry

## **FOREWORD**

Wildland/Urban Interface is defined as “Any area where potentially combustible Wildland fuels are found adjacent to combustible homes and other structures; A zone where man-made improvements intermix with the Wildland fuels.”

The Columbiana County fire departments have recognized that conditions in many property encompassed parcels in their respective fire districts, qualify under this definition for Wildland/Urban Interface. Therefore, they have deemed it appropriate to develop this Community Wildfire Preparedness Plan.

The goals of this plan are:

- Reduce the vulnerability of the populace and property of Columbiana County residences to injury and loss resulting from Wildland fires
- Provide prompt and effective fire suppression activities; to enhance mutual aid capability and effectiveness of fire departments
- Effectively educate the residents regarding their responsibilities for the prevention of wild fire in the area

The assistance provided by the various agencies in the preparation of this plan is gratefully acknowledged.

Chiefs and members of each participating fire department  
Trustees of each participating township  
Columbiana County EMA  
Firewise Communities USA  
ODNR Division of Forestry

**TABLE OF CONTENTS**

**Foreword ..... 2**

**Situation ..... 4**

**Concept of Operations .....5**

**Responsibilities and Duties ..... 6**

**Administration and Logistics .....8**

**Authority and References ..... 9**

**Definitions .....10**

**Prevention, Education, Awareness.....11**

**Plan Maintenance .....11**

**Attachment A County Map .....12**

**Attachment B Fire Prevention Program.....13**



## II. SITUATION

The situation in Columbiana County regarding wildfire is unique in Ohio. The Ohio Division of Forestry has determined that the county contains areas of elevated wildfire hazard and risk, the topography is very steep and variable, and there are numerous homes scattered throughout the local ridges and hollows. Access is very limited in some areas, with some areas and homes virtually unreachable by large fire / rescue apparatus. Defensible space is not commonly practiced among homeowners.

When combined, these factors immediately raise a red flag in terms of home safety regarding wildfire. When compounded with an overall lack of awareness and understanding of wildfire dynamics, the situation hazard level becomes more elevated.

Columbiana County contains a sizeable amount of public property that is owned and/or managed by the Ohio Department of Natural Resources.

<b>Owner/Manager</b>	<b>Property</b>	<b>Approximate Acres</b>	<b>Ownership Type</b>
ODNR, Forestry	Beaver Creek State Forest	1131	ODNR Owned
ODNR, Forestry	Yellow Creek State Forest	751	ODNR Owned
ODNR, Parks	Beaver Creek State Park	2673	ODNR Owned
ODNR, Parks	Guilford Lake State Park	493	ODNR Owned
ODNR, Wildlife	Firestone Yeagley WA	16	ODNR Owned
ODNR, Wildlife	Highlandtown WA	2269	ODNR Owned
ODNR, Wildlife	Zepernick WA	521	ODNR Owned
ODNR, Wildlife	Hellbender Bluff Hunting Area	2755	Agreement
ODNR, Wildlife	Scenic Vista Hunting Area	233	Agreement
ODNR, DNAP	Sheepskin Hollow	459	ODNR Owned
ODNR, Watercraft	Little Beaver Creek Scenic River	2534	Easement
Total Acres		13835	

This Community Wildfire Preparedness Plan will address organizational and operational issues in the case of a large fire, as well as prevention, education, and awareness programs that will be implemented to decrease overall human-caused wildfire occurrence.

### **III. CONCEPT OF OPERATIONS**

#### **A. PREPAREDNESS**

Establish, enhance, and/or review mutual aid agreements and service contracts.  
Train responders in the ICS/NIMS structured chain of command.

#### **B. LEVELS OF AWARENESS**

##### Normal Conditions

- Average precipitation throughout the year.
- Green-up from mid-June to fall.
- Normal/Average weather conditions.

##### Increased Fire Danger

- Below normal precipitation.
- Above normal temperatures.
- Low humidity.
- Increase in winds.
- Increase in available fuel load.
- Increased human outdoor activity and debris burning.

##### Return to Normal Conditions

- Green-up (Vegetation or tree canopy has developed enough to retain moisture on the forest floor).
- Return to normal/average temperatures and humidity.
- Return to normal precipitation levels.
- Decrease in fire activity.

#### **C. NOTIFICATION**

A person(s) discovering a fire shall IMMEDIATELY initiate a warning to 911 or to the fire department of responsibility.

The Columbiana County 911 PSAP/Dispatch Center will then notify all appropriate emergency responders.

#### **D. WARNING**

When a report of a wildfire in Columbiana County is received by a Columbiana County 911 PSAP/Dispatch Center they will initiate the following warning notifications:

1. Dispatch/Notify/Transfer to of the responsible fire department(s)
2. Notify the local ODNR Forestry office, if requested by Incident Commander.
3. Notify the County EMA, if requested by the Incident Commander.

**E. EVACUATION**

When notified by the appropriate fire officials that an evacuation of all or a portion of Columbiana County is either possible or necessary, the Columbiana County Emergency Management Agency may initiate the Electronic Notification System (ENS) and/or the Emergency Alert System (EAS) and begin public advisory announcements.

**IV. RESPONSIBILITIES AND DUTIES - EMERGENCY RESPONSE****A. Columbiana County Fire Departments**

- Provide for a daily review of potential wildfire conditions during periods of high danger such as droughts, limited rainfall or prolonged low humidity.
- The current Fire Danger index shall be obtained daily during periods of increased fire danger (See levels of awareness) from ODNR Forestry or from the USFS WFAS website – <http://www.wfas.net>
- Provide a list of Mutual Aid resources to participating FD's, including availability and usage restrictions, in order to expedite and clarify activation of these resources.

**B. Columbiana County 911 PSAPs/ Fire Department Dispatch Centers**

- Columbiana County 911 PSAPs/ Fire Department Dispatch Centers will dispatch, notify or transfer to the appropriate emergency services in accordance with dispatch protocols in place at time of receipt of emergency call. This may include but is not limited to the following:
  1. Columbiana County Fire Departments
  2. EMS
  3. Sheriff or other Law Enforcement agencies
- The Columbiana County 911 PSAP or appropriate Fire Department Dispatch Center will also make the following notifications when advised by the Incident Commander that this plan is being activated:
  1. ODNR Forestry
  2. Columbiana County EMA

**C. Fire Officers**

- Fire Officer on scene first will initiate the following actions:
  1. Initiate the Incident Command System
  2. Provide situation size-up
  3. Begin suppression activities
- Upon evaluating the fire situation, the IC should implement any or all of the following steps:
  1. Request necessary mutual aid
  2. Confirm notification has been made to ODNR Forestry
  3. Designate location for unified command post
  4. Establish resource staging area



5. Coordinate fire ground communications plan with dispatch center
6. Notify ODNR Forestry when fire extinguished

D. Columbiana County Emergency Management Agency

- Participate in the Incident Command system
- Contact the following personnel and agencies if necessary:
  1. City, County, State, Township Authorities impacted by fire zone
  2. Adjacent County Emergency Management Agencies (if applicable)
  3. At risk facilities such as schools, day care centers, nursing homes, etc. within the affected area.
  4. Appropriate elected officials
  5. County Emergency Operations Staff as required
  6. Ohio Emergency Management Agency
  7. American Red Cross if mass care sheltering or feeding is needed
  8. Media (For advisory and warning)
  9. Ohio Department of Transportation
  10. Coordinate public information releases
  11. Coordinate resource management for incident

Note: The County Emergency Operations Center may activate for large-scale fires involving several of the county's fire jurisdictions, requiring resource management to fill voids.

E. ODNR Division of Forestry

- Provide timely response to emergency situations
- Participate in Incident Command System and provide liaison to unified command post
- Assess fire weather information and conditions
- Provide specialized fire suppression and direction through IC
- Provide specialized fire suppression crews
- Provide specialized resources such as helicopters and heavy equipment as needed.
- Implement mutual aid through MAIFFPC as needed
- Conduct wildfire investigation in cooperation with fire investigator, in the case of structure involvement.
- Reduce heavy fuel accumulations within designated areas of Beaver Creek and Yellow Creek State Forests through prescribed burning and mechanical treatment, when applicable.

F. Police / Law Enforcement Services

- Provide timely response to emergency situations
- Participate in Incident Command System and provide liaison to unified command post
- Assist with route alerting as required
- Establish evacuation Traffic Control Points as per local Emergency Operations Plan
- Establish Traffic Access Control Points as per local Emergency Operations Plan

- Assist ODNR Forestry with Wildfire Cause Determination as requested.

G. Emergency Medical Services

- Provide timely response to emergency situations
- Participate in Incident Command System and provide liaison to unified command post
- Assist with evacuation of special needs and mobility impaired residents as per local Emergency Operations Plan
- Provide EMS support to mass care facilities
- Establish responder rehabilitation stations

H. American Red Cross

- Upon request of Columbiana County EMA, implement mass care / shelter annex of Columbiana County Emergency Operations Plan and provide staffing and support for required mass care / shelters for duration of incident.
- Establish and maintain contact with unified command post.
- Provide food and refreshments to firefighters as necessary in support of responder rehab.

I. Ohio Department of Transportation

- Participate in Incident Command System and provide liaison to unified command post.
- Provide traffic services, directional signs, etc. as requested in support of evacuation and traffic detours around incident site.

V. **ADMINISTRATION AND LOGISTICS**

Copies of the plan will be available for inspection at the following locations:

Columbiana County EMA Office  
ODNR Forestry Central Office, Columbus  
ODNR Forestry – Salem Office

VI. **AUTHORITY AND REFERENCES**

A. **AUTHORITY**

Ohio Revised Code 5502.271 establishing a countywide Emergency Management Agency in Columbiana County through the Board of County Commissioners with all cities, villages and townships participating.

Ohio Revised Code gives specific authority in power and duty to the following for emergencies impacting their jurisdictions or agencies:

<u>Section</u>	<u>Powers and Duties in Emergencies</u>
107.01	Governor
305.12	County Commissioners



307.31	County Engineer
311.07	County Sheriff
313.06	County Coroner
733.03	Mayors of Cities
733.23	Mayors of Villages
737.11	Police and Fire Departments
3701.01	Ohio Department of Health
3709.06	County Health Departments
5502	Emergency Management

Columbiana County Fire Departments routinely establish Mutual Aid Agreement(s) amongst and between members of the Columbiana County Fire Chiefs' and / or Firefighters' Association.

Ohio Revised Code 1503 addresses the legal issues regarding kindled fires in Ohio. It needs to be noted that local fire departments and/or townships may have specific ordinances in place that govern when and where citizens may burn brush and debris. Community members should always consult with the local fire department prior to burning in order fully understand all regulations and ordinances that may be in place.

## **B. REFERENCES**

1. Columbiana County Emergency Operations Plan, Basic Plan and all annexes as appropriate
2. 2003 NFPA #1144, Protection of Life and Property from Wildfire National Fire Protection Association

## **C. DEFINITIONS**

Access Control Point (ACP) - Manned posts established by authorized personnel on roads around the perimeter of an event for the purposes of controlling access into the area.

Incident Command System (ICS) - Flexible, Emergency Management system of procedures for controlling personnel, facilities, equipment, and communications so that all involved agencies can work together toward a common goal in an effective and efficient manner.

Mitigation - The process of causing a situation to become less severe, harsh or hostile.

Reception Center - A site outside the affected area through which evacuees needing mass care pass to obtain information and directions to mass care centers.

Resident Pick-up Point - Pre-established locations within the affected area where persons requiring transportation out of the area to mass care centers can obtain rides via pre-arranged means.

Traffic Control Point (TCP) - Manned post established at critical road intersections.



Wildland Fire - An uncontrolled fire spreading through combustible fuels, exposing and possibly consuming structures.

Fire Danger Rating System - A system used by ODNR Forestry and the USFS to establish a daily index of potential wildfire danger based on weather and fuel conditions.

Unified Command Post - Area where officials from all involved agencies and government officials jointly plan and implement strategy.

Wildland/Urban Interface - Any area where potentially dangerous combustible Wildland fuels are found adjacent to combustible homes and other structures. A zone where man-made improvements intermix with the Wildland fuels.

## **VII. PREVENTION, EDUCATION, AWARENESS**

The fire departments of Columbiana County have developed a program that will provide adequate prevention and operational information to the residents of the outlined area and the responding emergency services on a yearly basis. This schedule is shown in Attachment B.

## **VIII. PLAN MAINTENANCE**

This plan will be reviewed by the Columbiana County EMA and participating fire departments every two years. All minor changes such as telephone numbers or addresses shall be made as they are discovered. Any such changes should be immediately sent to all holders of plan copies.

During the two year review:

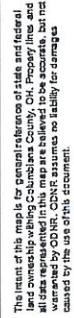
- The participating fire departments, in conjunction with the ODNR Forestry, will review the potential hazard/affected area for any changes in status.
- ODNR Forestry will review and revise the Levels of Awareness as warranted.
- The participating fire departments will coordinate with the Columbiana County EMA if population increases within the designated area. This increase will affect the emergency response capabilities. Appropriate changes will then be made to the plan.
- The participating fire departments will obtain concurrence from emergency response agency officials attesting to their continued understanding of their role(s) in the plan.
- The participating fire departments will distribute updated plan information to all plan holders within 30 days of the plan review.

## **ATTACHMENTS:**

**Attachment A – County Map identifying State Lands**

**Attachment B - Fire Prevention Program**

## COLUMBIANA COUNTY MAP





**ATTACHMENT B****FIRE PREVENTION PROGRAM FOR COLUMBIANA COUNTY**

Wildland fire prevention is an extremely unfixed process. Communities vary tremendously -across the nation, and across Ohio - in local perceptions, beliefs, culture issues, and needs. To be successful and effective, the fire prevention strategies and tactics implemented should consider and reflect these local values. Fire prevention programs need to be molded to fit the community. Local fire department participation is vital in creating a program that is locally accepted and pertinent to the area.

In Wildland fire prevention; there are several steps that have to be reached in sequence in order to produce a successful campaign:

- Awareness
- Education
- Prevention
- Mitigation

Each step builds upon its precursor, with the end result being a holistic, well-rounded program. Upon completion of the program, local homeowners will be able to recognize potential hazards or threats, and be cognizant of how to alleviate these hazards and perform maintenance to keep the hazards from recurring. The participating fire departments have an overall goal of increased life/home/property safety in terms of wildfire, area wide. The only way that this can happen is to first raise wildfire awareness, area wide. Fire departments have the option to perform various awareness projects to raise fire awareness:

- Homeowner contacts
- FD Open houses
- School programs
- Newspaper articles
- Radio spots
- Television spots
- Public events (fairs, parades, etc.)
- Smokey Bear appearances

Following awareness efforts, community members should have a better feeling for the fact that wildfires do occur in Columbiana County, and they will continue to occur in the future. Fire departments should build toward educational efforts by getting more in depth about fire dynamics, homeowner responsibility regarding wildfire, defensible space, etc. Educational efforts can be performed at similar functions that awareness efforts are made at, as well as at/through:

- Homeowner contacts
- Workshops
- Seminars
- Training sessions



- School programs
- Mailings
- Flyers

Educational efforts should equip citizens with the ability to understand that fires burn differently depending on fuel type, slope, aspect, weather, and other factors. In Columbiana County, emphasis should be put on the potential for increased fire intensity and size due to increased fuel loadings. Community members need to realize that the local area is in a condition that could result in fires of uncharacteristic capacity. Another important point to bring to light in educational efforts is homeowner / shared responsibility. This is the concept that there are simple steps that homeowners can take to alleviate many hazards in the WUI. ODNR Forestry can supply various and assorted brochures, handouts and materials that outline some of these steps. These materials can be provided to fire departments for local use at no cost. Topics such as prescribed fire and debris burning regulations should be addressed, as well.

The next step, prevention, partially reverts back to awareness methods. Prevention efforts are targeted at large groups of people, and can be conducted on large-scale levels. Many prevention efforts serve as reminders and refreshers to topics that folks are mindful of, but may have gotten lackadaisical about. Some effective prevention measures include:

- Homeowner contacts
- Billboards
- Signage
- Flyers
- School programs
- Newspaper spots
- Radio spots

The result of a successful awareness/education/prevention program is the action taken by homeowners. This is the mitigation of hazards that are now recognized as such by homeowners, through educational efforts. Assistance can be given to homeowners, primarily elderly and/or disabled, by fire department personnel in conducting mitigation activities. Examples of mitigation are trimming surrounding vegetation 30 feet back from the home, raking up leaves from around the home, repairing access ways to accommodate heavy trucks, and ensuring that clear and visible signage is on roads and addresses.

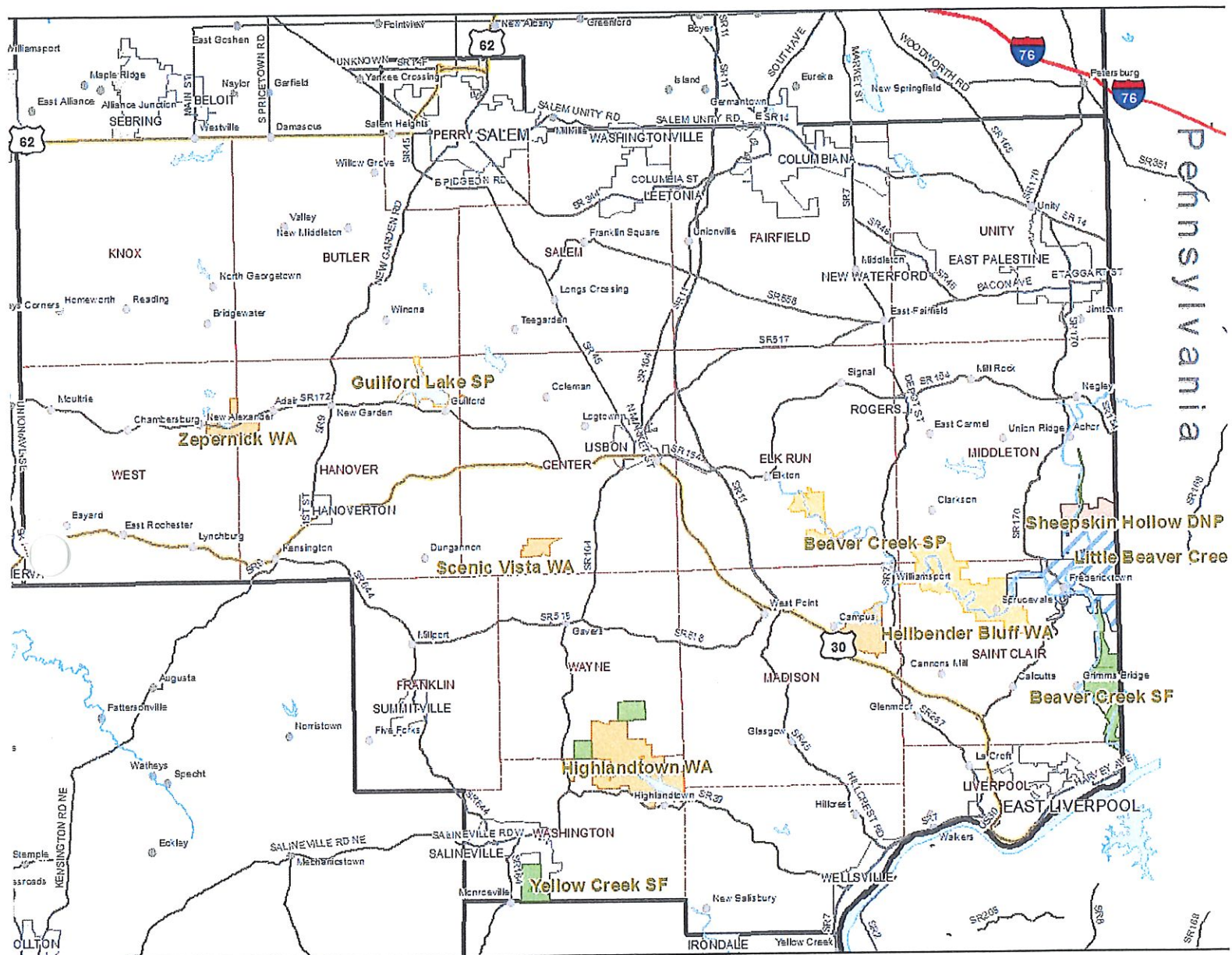
These steps are an ongoing and continual process. Wildfire prevention and education is very opportunistic – if an event occurs that is a “teachable moment” it needs to be capitalized upon. These could include a local wildfire event, National Fire Prevention Week, a community wide event with lots of attendees, Red Flag fire danger days, etc. Large-scale efforts need to be executed at least biannually and correspond with Fall and Spring fire season for continuing success.

ODNR Forestry offers assistance in developing and implementing local awareness / prevention / education programs. These programs can be geared to both school kids and adults – instituting a variety of fire education programs is encouraged, as it enables for a broader audience to be reached. Firewise Hazard Mitigation grants are available to local fire departments through the Ohio Division of Forestry. Firewise grant funds can be used for wildfire prevention, preparedness, mitigation, and education projects.

The ODNR Division of Forestry recommends that all of the fire departments of Columbiana County develop active Firewise programs in their communities. Several of the Columbiana County FD's have expressed interest in implementing Firewise strategies within their respective fire districts (05/2007), and steps are being taken to put programs in place.

Owner/Manager	Property	Approximate Acres	Ownership Type
ODNR, Forestry	Beaver Creek State Forest	1131	ODNR Owned
ODNR, Forestry	Yellow Creek State Forest	751	ODNR Owned
ODNR, Parks	Beaver Creek State Park	2673	ODNR Owned
ODNR, Parks	Guilford Lake State Park	493	ODNR Owned
ODNR, Wildlife	Firestone Yeagley WA	16	ODNR Owned
ODNR, Wildlife	Highlandtown WA	2269	ODNR Owned
ODNR, Wildlife	Zepernick WA	521	ODNR Owned
ODNR, Wildlife	Hellbender Bluff Hunting Area	2755	Agreement
ODNR, Wildlife	Scenic Vista Hunting Area	233	Agreement
ODNR, DNAP	Sheepskin Hollow	459	ODNR Owned
ODNR, Watercraft	Little Beaver Creek Scenic River	2534	Easement





1d

Incorporated ODNR Lands

- City
  - Township
  - County
  - State
- Division of Forestry
  - Division of Parks
  - Division of Wildlife
  - Natural Areas and Preservation
  - Wild and Scenic River Easement

## Columbiana County, Ohio

### Featuring State Owned and Managed Lands

0      2.5      5      10  
Miles

The intent of this map is for general reference of state and federal land ownership within Columbiana County, OH. Property lines all data represented in this map are believed to be accurate, but warranted by ODNR. ODNR assumes no liability for damages caused by the use of this document.



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>L</b>
<b>Title:</b>	Engineering, Utility and Public Works
<b>Related Federal ESFs:</b>	ESF #3: Public Works and Engineering, ESF#12: Energy
<b>Purpose:</b>	This annex addresses the infrastructure protection and emergency repair, infrastructure restoration, engineering services and construction management, and emergency contracting support for life-saving and life-sustaining services. Energy infrastructure assessment, repair, and restoration, energy industry utilities coordination and energy forecast.
<b>Ohio Revised Code:</b>	Section 4733, Emergency Management
<b>Primary Agency:</b>	Columbiana County Engineer
<b>Support Agencies:</b>	Local Road/Street Departments City Engineers Local Water Departments Ohio Department of Transportation Electric Companies Gas/Oil Companies Sanitation Contractors County EMA

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX L (ENGINEERING, UTILITY AND PUBLIC WORKS) –**  
**RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
Revision of entire section	2/19	All	PC
Updated company names	12/24	2	PC
Added State resources	12/24	2	PC
Added “appropriate” health department	12/24	7	PC



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX L (ENGINEERING, UTILITY AND PUBLIC WORKS) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	2
A. Situation	2
B. Assumptions	3
II. Concept of Operations	3
A. Mitigation	3
B. Preparedness	3
C. Response	4
D. Recovery	4
III. Organization and Assignment of Responsibilities	5
A. Organization	5
B. Responsibilities	6
IV. Direction and Control	9
V. Continuity of Government	10
VI. Administration	10
A. Administration	10
VII. Plan Development and Maintenance	11

## **ANNEX L: ENGINEERING, UTILITY & PUBLIC WORKS**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The Office of the Columbiana County Engineer is located at 235 South Market Street, Lisbon, Ohio 44432. The County Garage is located at 255 South Market Street Lisbon, Ohio 44432.
2. Many municipalities in Columbiana County have road/street departments that service their own jurisdiction. The County Engineer has cooperative agreements with many jurisdictions.
3. The following Ohio Department of Transportation facilities are within Columbiana County.
  - a. ODOT Garage, 36606 State Route 30, Lisbon, OH 44432-9417
  - b. Apples Corner Outpost, 14745 Old Lincoln Highway, East Liverpool, OH, 43920 (winter staffing only)
  - c. Unity Outpost, 2099 State Route 165, East Palestine, OH 44413 (salt storage, no staffing)
4. The following electric companies serve Columbiana County and have emergency crews available 24 hours a day for restoration of services:
  - a. AEP
  - b. Ohio Edison/First Energy
  - c. Carroll Electric Cooperative
5. The following gas companies serve Columbiana County:
  - a. Enbridge/Columbia Gas of Ohio, Inc.
6. Water and sewer departments that serve Columbiana County are numerous and are listed in the County Resource Manual.
7. The following telephone companies serve Columbiana County:
  - a. AT&T
  - b. Frontier Communications
  - c. Various Voice Over Internet Protocol (VOIP) providers
8. Private contractors and businesses may provide additional support during emergencies for engineering/utility and public works activities. Contact information is included in the Columbiana County EMA Resource Manual.

#### **B. Assumptions**

1. All engineering and public works equipment and personnel would be available to respond to any anticipated disaster.

2. Without assistance, the engineering & public works departments may not have sufficient resources to respond to a disaster.
3. The County Engineer maintains lists of private contractors that will assist during emergencies.
4. Local contractors have sufficient resources to back up engineering and public works recovery efforts in most foreseeable emergency situations.
5. State resources may need to be requested through the County EMA.

## **II. CONCEPT OF OPERATIONS**

### **A. Mitigation**

1. Train personnel in emergency procedures.
2. Develop plans that protect the integrity of gas, electric and water supplies.
3. Identify vulnerability in electric, gas, water, maintenance and disposal systems and develop remedies.
4. Ensure that storm sewers are in good repair.
5. Work with planning commission to ensure that new constructions do not increase hazard threat.
6. Work with legislative bodies to improve building codes.

### **B. Preparedness**

1. Develop mutual aid agreements with neighboring jurisdictions for engineering, sanitation and utility support.
2. Develop and update maps of village streets, water and sewer lines and utility service areas.
3. Maintain and update listings of local private contractors who can provide support during emergencies. Acquaint them with emergency plans and procedures.
4. Assist the Columbiana County EMA Director in updating the Columbiana County Resource Manual, which identifies source, location and availability of earthmoving equipment, dump trucks, road graders, fuels, etc. that could be used to support disaster response and recovery.
5. Participate in emergency exercises.
6. Ensure that debris removal equipment is in good repair and that barrier and roadblock materials are available.
7. Train response staff and volunteers to perform emergency functions.
8. Continue GPS/GIS location updates all utility and public works maps.
9. Develop prioritized listing for restoration of utilities.
10. Maintain notification and recall rosters that include a communication system to implement call down for personnel assigned to response teams, dispatch points and the EOC.



C. Response

1. Prioritize detection and repair of leaking gas lines.
2. Restore utilities to critical and essential facilities.
3. Provide Engineering, Utility, and Public Works Coordinator to the EOC, who will advise decision makers and coordinate response efforts among departments and agencies.
4. Maintain communications between EOC and engineering, utility, and public works personnel at site.
5. Provide back-up electrical power to the EOC as requested by the Columbiana County Emergency Management Director.
6. Coordinate with the appropriate Health Department for the provision of potable water.
7. Coordinate with water and sewer departments, the appropriate Health department and the Ohio EPA to ensure the integrity of water supplies and sewage systems from the effects of hazardous materials.
8. Assure sanitation services are provided during the emergency.
9. Support emergency communications until telephone service is restored.
10. Inspect emergency facilities, public shelters and reception centers before the public uses them .
11. Clear debris and open roads for traffic.
12. Determine the safety of evacuation routes, airports, airstrips and bridges.
13. Provide emergency repair of water and sewer systems.
14. Barricade damaged areas.
15. Contact private contractors for additional assistance, as necessary.
16. Assist in search and rescue operations, as directed by Incident Commander at the site.

D. Recovery

1. Support cleanup and recovery operations during disaster events.
2. Provide damage estimates to the Columbiana County Emergency Management Director or the activated EOC.
3. Support decontamination activities.

4. Coordinate utility repair with public and private providers and the PUCO.
5. Drain flooded areas.
6. Inspect, designate and demolish hazardous structures.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

##### **1. Columbiana County**

- a. The County Engineer will be the overall coordinator for engineering and public works functions in the event of a major emergency for Columbiana County.
- b. The County Engineer's Department consists of approximately 40 staff members and is responsible for the following:
  - i. Maintaining county highways.
  - ii. Maintaining county and township bridges and county culverts.
  - iii. Maintaining inventory of heavy equipment.
  - iv. Providing liaisons to the County EOC when activated.

##### **2. Ohio Department of Transportation**

- a. The Ohio Department of Transportation is responsible for the following:
  - i. Maintaining state highways.
  - ii. Maintaining state bridges and culverts.
  - iii. Providing a liaison to the County EOC when activated.

##### **3. City Engineers/Public Works/Street Departments**

The cities of Columbiana, East Liverpool, and Salem are a part of the engineering and public works functions and are responsible for the following:

- a. Maintaining city streets, bridges, culverts, water and sewer.
- b. Sanitation removal is handled by the municipalities.

##### **4. Villages**

- a. Villages have staff employees, who are responsible for all public works tasks within the jurisdiction.
- b. Major repairs are normally contracted.
- c. Most villages have their own water system. It is either maintained by the village, contracted with other jurisdictions or part of a water district. A few still rely on private water wells.

5. Townships

- a. Townships have staff employees who are responsible for minor road repairs and maintenance of township roads.
  - b. Major repairs are normally contracted
  - c. Public water and sewer are contracted with other jurisdictions, part of a water district or is not available.
6. Private contractors and volunteers will be used to supplement engineering and public works staffs in a large-scale emergency.

B. Assignment of Responsibilities

1. County Engineer EOC representative

- a. Coordinate engineering and public works activities.
- b. Train assigned response staff and volunteer augmentees to perform emergency functions.
- c. Identify local private contractors who can provide backup support.
- d. Maintain resource lists included in the County Resource Manual.
- e. Develop and maintain SOPs for engineering emergency response functions.
- f. Participate in development and execution of emergency exercises.
- g. Determine the safety of emergency operations facilities, public shelters, to include Reception and Care Centers after large scale disasters.
- h. Determine the safety of evacuation routes (including airstrips/airports) after large scale disasters.

2. County Engineer's Department

- a. Repair roads and bridges.
- b. Provide for debris removal.
- c. Perform damage assessment operations.
- d. Provide engineering services and advice.
- e. Assist in decontamination operations.
- f. Participate in development and execution of emergency exercises.
- g. Store and provide fuel for emergency vehicles.



- h. Provide necessary maintenance to activated Emergency Operations Center.
- i. Update county map.
- j. Clear debris in an emergency.
- k. Place barricades where necessary.
- l. Drain flooded areas.
- m. Provide back-up electrical power to the Emergency Operations Center.
- n. Protect the water supply and sewage system from the effects of hazardous material incidents.
- o. Inspect, designate, and demolish hazardous structures.

### 3. Village Public Works

- a. Provide engineering services and advice.
- b. Clear debris in an emergency.
- c. Supervise repair and reconstruction of damaged facilities.
- d. Drain flooded areas.
- e. Coordinate with EPA and fire departments to protect water and sewer systems from the effects of hazardous materials.
- f. Inspect and designate hazardous structures.
- g. Support fire department in decontamination efforts.
- h. Train staff and volunteers to perform emergency functions.
- i. Maintain storm sewers.
- j. Maintain water pressure.
- k. Provide potable water.
- l. Coordinate with the appropriate Health Department for water testing.
- m. Decontaminate water systems.
- n. Assess damages.
- o. Maintain contact with EOC.

4. Township Road Crews

- a. Maintain and repair township roads.
- b. Clear debris in an emergency.
- c. Provide equipment and operators as available.
- d. Assess damages.
- e. Maintain contact with Emergency Operations Center.

5. Sanitation Contractors

- a. Maintain scheduled pick-up service.
- b. Obtain additional equipment if needed for debris removal.
- c. Provide temporary sanitary facilities as necessary.

6. Village Water Departments/Works

- a. Determine location and extent of any main breaks.
- b. Coordinate with other departments of any main breaks.
- c. Coordinate with utility companies for shutting down water lines and pumping out flooded areas.
- d. Arrange for portable toilets and potable water supplies until water service is restored.
- e. Coordinate utility start-up procedures with maintenance personnel and utility companies.
- f. Coordinate with fire and police officials for evacuation at the site.
- g. Maintain contact with Emergency Operations Center.

7. Electric Companies will:

- a. Determine extent of power failure and report information to the Columbiana County Emergency Management Director.
- c. Coordinate for support of emergency power at clinics, rest homes and for individuals identified with emergency power needs.
- c. Prevent unauthorized entry at the site.

- d. Assist with fire prevention related to downed lines.
- e. Activate in-house emergency response actions.
- f. Advise EOC to rely on alternate communications and warning systems until power is restored.
- g. Follow prioritization list for restoration of service, including residents that rely on electrical dependent medical equipment.
- h. Coordinate shutdown and start-up procedures.
- i. Maintain contact with EOC.

8. Gas companies will:

- a. Notify fire departments of ruptured lines.
- b. Determine extent of risk area and coordinate with Emergency Management, fire and law enforcement for evacuation if needed.
- c. Coordinate with other utilities and fire departments in shutting down systems that might present additional hazards.
- d. Ensure that site is ventilated to disperse accumulations of natural gas.
- e. Assist emergency forces in erecting barricades.
- f. Coordinate utility start-up procedures.
- g. Maintain contact with EOC.

#### **IV. DIRECTION AND CONTROL**

- A. The Columbiana County Engineer will relocate to the Emergency Operations Center during an emergency to advise decision makers and coordinate response efforts with utilities, municipal and village departments, state, federal, and volunteer organizations. (If the Engineer must be at the site of the emergency, he will appoint an employee to represent him at the EOC.)
- B. Internal resources of all operating departments will be managed by individual departmental procedures and policies.



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

## **V. CONTINUITY OF GOVERNMENT**

The line of succession for the County Engineer, who will serve as the primary coordinator for engineering, utility and public works in the EOC is:

1. Chief Deputy Highway Engineer
2. Chief Engineer/Chief Deputy Sanitary Engineer
3. Senior Staff PE

## **VI. ADMINISTRATION**

### **A. Administration**

1. Additional equipment or services needed to address the emergency by county/municipal responders will be requested through the Engineering, Utility and Public Works Coordinator in the activated EOC.
2. If the EOC is not activated, requests will be made to the Columbiana County EMA Director.
3. The County Engineer EOC representative will assist organizations in the cooperative use of equipment and personnel.
4. Areas needing assistance in utility restoration, debris removal, flood drainage, sanitation and related areas will be plotted on maps in the EOC and prioritized for response.
5. Engineering, utility and public works responders will provide information for the After Action Report as requested by the Columbiana County Emergency Management Director.
6. Requests for mutual-aid assistance from adjacent counties and assistance from the state and federal government for engineering, utility and public works will be made by the County Engineer in the activated EOC through the Columbiana County EMA Director.
7. Responders will coordinate with each other for the placement of work crews, supply lines, staging areas and emergency command centers.
8. All responding organizations will provide regular reports to the EOC on their location, activities and status at the site.
9. Logistical support for the dispatch points, including food, water, emergency power, fuel and lighting will be provided internally by the organizations. Support will be given by the EOC when internal resources are exhausted.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County Engineer will complete an annual review of this annex.
- B. The Columbiana County Engineer in cooperation with the organizations listed in this Annex and the Columbiana County Emergency Management Director are responsible for updating this annex based on deficiencies identified through drills and exercises, actual events and changes in government structure and emergency organizations.
- C. The Columbiana County Emergency Management Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.
- D. The Columbiana County Emergency Management Director will forward all changes to the appropriate organizations.

# **Columbiana County**

## **Radiological Emergency Response Plan**

Stand-alone plan on file at the Columbiana County Emergency  
Operation Center



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN****ANNEX N – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
Update entire section	3/2020	all	PC
Added Pittsburgh airport information	9/2021	3	PC
Added gas and oil well information	9/2021	2	PC
EHS Facilities Tab A updated	10/2021	Tab A	BR
Updated County Airport Information	7/22	3	PC
EHS & Non EHS facilities updated	8/22	Tab A	BR
Added ENS information	8/22	7	PC
EHS & Non EHS facilities updated	10/23	Tab A, 2	BR PC
EHS & Non EHS facilities updated	9/24	Page 2, Tab A	BR
EHS & Non EHS facilities updated	9/25	Page 2, Tab A	BR
Updated facility name	9/25	Page 2	PC
Added access to ASKRail for PSAPs	9/25	Page 11	PC

## EHS

## COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN

## ANNEX N (HAZARDOUS MATERIALS AND RIGHT TO KNOW PLAN)

## TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
I. Introduction	1
A. Purpose	2
B. Scope	2
C. Relationship to Other Plans	2
II. Situation and Assumptions	2
A. Situation	2
B. Assumptions	3
III. Concept of Operations	5
A. Mitigation Activities	5
B. Preparedness	6
C. Response Procedures	10
D. Recovery Methods	17
IV. Plan Maintenance	18
A. Annual Plan Exercise	18
B. Plan Review and Update	19
V. Authorities and References	20
A. Legal Authorities	20
B. References	21
<b>Tabs</b>	<b>Page</b>
A. Facility Data	On file
B. East Liverpool Hazardous Materials Response Team Suggested Operating Guidelines and Procedure Manual	On file

**ANNEX N HAZARDOUS MATERIALS AND RIGHT-TO-KNOW****I. INTRODUCTION****A. Purpose**

The purpose of this plan is to identify the chemical emergency response and preparedness activities within Columbiana County. This plan was developed in accordance with Ohio Revised Code Chapter 3750, as amended and as per the rules adopted by the State Emergency Response Commission (SERC). This plan establishes the roles, procedures, and inter-organizational relationships under which county officials, department heads, and private organizations shall operate in the event of a hazardous materials incident. It is supported by individual agency standard operating procedures that address specific operational concepts. These procedures and activities should decrease the threat to the public's safety and the environment resulting from a release of a hazardous material.

The authority to activate this plan will reside with the Local Jurisdiction Elected Officials, Incident Command, Ohio EPA, Columbiana County Hazmat Coordinator, LEPC Emergency Coordinator/ EMA Director or designee.

**B. Scope**

This plan was developed by the Columbiana County Local Emergency Planning Committee (LEPC) sub-planning committee utilizing the guidance established by the National Response Team (NRT) and the SERC and lessons learned from actual incidents. With this support, the LEPC conducted a Capability Assessment to determine the County's ability to prepare for and respond to a hazardous materials incident. The LEPC also reviewed various plans and standard operating guidelines (SOGs) to understand what response mechanisms were already in place. Finally, the LEPC conducted a Hazard Analysis for sites that have EHS materials. This process identifies the potential release that could occur, and what could be the possible impact of such a release (See Tab A). The CAMEO software application was used to render these conclusions and to produce the displayed maps showing the facilities and the surrounding communities. These steps are the basis for completing the hazard analysis.

**C. Relationship to Other Plans**

The LEPC Plan will not supersede any local jurisdiction response SOGs, SOPs or tactical plans. The LEPC plan is meant to support and only strengthen such plans. This plan is



developed in concert with other plans, whether federal, state or local. Based on this plan activation, the East Liverpool Area Regional Hazardous Materials Response Team SOG and Procedures Manual will be employed along with all reporting procedures and coordination from the emergency response coordinator to respective state partners i.e. Ohio EMA, EPA and ODNR. Depending on the situation other plans may be activated as in the County EOP and ESF's, Mass Casualty plans and Hospital and Health Department specific plans.

Our Hazard Analysis is based on the reporting of the EHS facilities in our communities. Utilizing reports and Emergency Plans specific to each facility, we are more effective at working efficiently and with more coordination if an incident and response was to occur. An incident at some facilities in Columbiana County may affect our neighboring counties. This plan will be shared and coordinated with surrounding counties that fall into this category.

## **II. SITUATION AND ASSUMPTIONS**

### **A. Situation**

#### **1. Fixed Facility Hazards**

As of the date of this plan, Columbiana County has 43 sites that store or utilize Extremely Hazardous Materials (EHS) and 59 facilities with hazardous materials. There are also many oil and gas wells in the County. Oil and gas operators are required by Ohio law to report production of oil, natural gas, and brine to the Division of Oil and Gas Resources Management. Horizontal well production must be provided quarterly while vertical well production is required annually. Data on wells is maintained by the Ohio Department of Natural Resources. Columbiana County is also home to Arcwood Environmental, a hazardous waste incinerator, the Brinker Storage Field, a 35,000 acre underground natural gas storage area and the Kensington Cryogenic Processing Plant. (see Tab A) A portion of South East Columbiana County is within the 10 mile Emergency Planning Zone (EPZ) of the Beaver Valley Nuclear Power Station (BVPS), a two-unit commercial nuclear power plant. Planning for an emergency at BVPS is detailed in Annex M of the Columbiana County Emergency Operations Plan.

## 2. Transportation Hazards

The southeastern portion of Columbiana County borders the Ohio River and is subject to heavy river traffic.

State Route 11 (north/south through the heart of the county), 7, 9, 14, 30, 39, 45, 46, 62, 154, 164, 165, 170, 172, 267, 344, 517, 518, 558, 644 are commonly utilized routes for EHS and non-EHS transportation to and from fixed facilities across the County. These routes may also be used to carry hazardous materials simply passing through the County.

Columbiana County has two major rail lines, Norfolk & Southern Cleveland Line, Norfolk & Southern Ft Wayne Line. In addition to the Ohio-Rail, Youngstown and Southeastern Line (Ohio & Pennsylvania Railroad) may carry hazardous cargo materials. Rail lines traverse thirteen (13) of the eighteen (18) townships in Columbiana County.

Columbiana County has several major pipelines; the NEXUS, Tennessee Gas and the Blue Racer, as well as many smaller pipelines that connect the many Oil and Gas well sites in the County.

The airways are the final transportation mode. Airways incidents include airplane crashes (mid-air or on the ground) and improper handling of cargo during loading, unloading or transferring. Columbiana County has within its borders, the Columbiana County Airport, FAA Identifier 02G, located at 15606 County Airport Road, East Liverpool, Ohio 43920. This airport has one paved runway numbered 7-25 with a length of 3,500 feet and has a weight limit of 12,500 lbs. Columbiana County Airport has a rotating beacon and runway lights which are radio-controlled. Besides this airport, Columbiana County has several private and restricted airstrips. At this point in time all airstrips within the county are used for general aviation such as pleasure flying and general instruction. It is doubtful that there is much transportation of hazardous materials through these airports. Portions of Columbiana County lie in the approach and departure flight paths of the Pittsburgh International Airport. Therefore, a hazardous materials incident related to commercial or passenger traffic should be considered a risk.

### B. Assumptions

The geography of Columbiana County ranges from urban, with the highest concentrations of residents in the City of Salem (North) and the City of East

Liverpool (South) to mostly rural. The rural communities are highlighted by villages that present a more urban setting. A spill or release in a densely populated area of the County or a village will differ in response to a more rural environment. Response times, hazards, surrounding facilities, population, environment and resources readily available all differ throughout the County.

The existence of hazardous materials provides the potential for a release of a substance into the air, land, or water at any given time in the County. The released hazard may impact the citizens located in the vulnerable zone of each fixed facility as well as transportation corridor. Some transportation corridors cross near drinking water resources for local municipalities.

This County has the capability to conduct protective responses in the event of an incident involving the transport, storage, usage, or manufacture of hazardous materials.

Protective action recommendations "PARs" during an incident may include in place sheltering, evacuation, and notification of contaminated food or water supplies. The amount of lead-time available to determine the scope and magnitude of the incident will impact the protective action recommended.

In the event of a serious incident, many residents in the vulnerable zone may choose to evacuate spontaneously without official recommendation. Many may leave by way of routes not designated as main evacuation routes (Tab C). Some may not evacuate at all from the hazard area. This is further addressed in Tab C: Evacuation Plan.

A hazardous materials incident may require the evacuation of residents at any location within the County. This evacuation may require the assistance of Non-Governmental Organizations (NGO). Residents evacuating may or may not utilize the assistance shelters.

Hazardous Materials entering the sewage or drainage systems may necessitate the shutdown of sewage plants, which may result in the release of untreated sewage.

Wind shifts may occur that result in redefining protective action measures. The weather may be unpredictable. Based on the weather conditions, response to an incident will have initial challenges that will differ from incident to incident.



The resources available in Columbiana County may need to be augmented by the region, state and/or the federal government, either separately or in combination, to cope with the situation. They will act under the direction of the Incident Commander (IC). All Columbiana County Fire Departments should have developed mutual aid agreements with neighboring departments.

Interoperable radio communications will be difficult during large responses with mutual aid from outside jurisdictions. Local agencies should develop communication plans and exercise them with their mutual aid partners. Columbiana County does not have a countywide radio system that is managed by the County or the County Sheriff.

Columbiana County utilizes the National Incident Management System (NIMS) for a coordinated response between spillers and local, regional, state, and federal agencies and their individual plans.

Facilities were involved in the process by the submittal of their TIER 2 reports which were included in the Columbiana County hazard analysis process.

### **III. CONCEPT OF OPERATIONS**

#### **A. Mitigation Activities**

1. The Columbiana County LEPC conducted a Hazard Analysis for each EHS site (Tab A). The analysis was used to determine each sites' potential vulnerable zone should a release occur at the site. The summaries are used by First Responders to determine what resources are needed to respond to a potential release at each site. Facilities may use these results to prevent the likelihood of a release from occurring.
2. A facility may be inspected by the LEPC and/or Fire Departments under ORC 3750.16. This will familiarize responders with a company's storage and handling of materials. The Columbiana County LEPC's bylaws further detail the process of the inspection team, scheduling the visit and facility plan reviews.
3. Facility Owners/operators preplanning measures

- a. Designated facility representative may participate in LEPC planning efforts and serve as a member of the Columbiana County LEPC.
- b. Facilities are required to develop an on-site contingency plan as outlined in OSHA documents which detail notification and emergency response procedures and should be coordinated with the jurisdictional fire department.
- c. Facilities may be requested to provide additional information when CCLEPC conducts or updates a hazard analysis of that facility.
4. The LEPC Information Coordinator is responsible for accepting and responding to any "Right to Know" requests, following all County, State and Federal policies.
5. Norfolk Southern (NS) is the owner of the Class 1 rail lines in Columbiana County. CCEMA/CCLEPC routinely works with NS to provide training to first responders on preparing for rail-related hazardous materials spills.

#### B. Preparedness

##### 1. Mutual Aid Agreements

- a. The Local Fire Departments should have local mutual aid agreements in place and many utilize a MABAS system for automatic response of resources. Departments should regularly exercise with mutual aid agencies and develop communication plans to be utilized during large-scale emergencies.
- b. The Local Law Enforcement, Ohio State Highway Patrol and the Sheriff's Department should have local mutual aid agreements in place. Departments should regularly exercise with mutual aid agencies and develop communication plans to be utilized during large-scale emergencies.
- c. Aid within the County has been developed specifically for use during a hazardous materials incident. These procedures are in the East Liverpool Area Regional Hazardous Materials Response Team (ELHMRT) Standard Operating Guidelines and Procedures Manual (Tab B). ELHMRT should have mutual aid agreements with the surrounding hazmat teams for assistance during large-scale emergencies. Departments should regularly exercise with mutual aid departments and develop appropriate communication plans.

- d. Aid to other Counties has been developed to assist other Counties in a hazardous materials incident response. These procedures are in the East Liverpool Area Regional Hazardous Materials Response Team Standard Operating Guidelines and Procedures Manual.

## 2. Training

- a. The ELHMRT trains monthly. Two regular training dates with different times are picked each month to allow for members to attend around their personal/work schedules. The training will usually be one Wednesday from 1900 hours to 2200 hrs and one Saturday from 0900 to 1200 hrs. The same topic will be covered at each of those training sessions. The only exception will be if there is a guest instructor who cannot attend both days or training that entails working with other entities. Mandatory training dates will be announced at least 30 days in advance and may be in addition to regular training dates..
- b. Training Goals - The County's emergency response personnel should train to meet the required standards in accordance with SARA Title I, Section 126 and the National Incident Management System.
- c. The minimum level of training recommended for emergency response (Fire, EMS, Law, Health, Hospital) personnel in the County is:
  - Hazmat Awareness & Operations
  - Incident Command Training, ICS 100, 200, 700, 800
- d. The County's emergency response agencies' Chiefs/Administrators/Supervisors should receive and maintain supervisory level Incident Command training in addition to the minimum level of training for all responders
  - ICS 300, ICS 400
- e. Medical (EMS, Health, Hospital) personnel may be trained to meet the requirements of NFPA 473. All medical personnel shall receive training and demonstrate competence regarding medical care of patients exposed to hazardous material as determined by their respective medical control authorities.
- f. All members of the ELHMRT shall be trained to and maintain the Hazardous Materials Technician Certification (OSHA HAZWOPR pursuant to 29 CFR 1910.120). Members shall also be trained to be proficient in the use and capabilities of all equipment used by the team that include but are not limited to meters and detection equipment, PPE, vehicles, communications equipment, logistics equipment, and



maintenance equipment. Other skill sets that members may be trained on include but are not limited to Ohio Fire Academy Confined Space and Trench Rescue, IFSAC HAZMAT Courses, NFPA HAZMAT Courses, and any other courses/skill sets that the East Liverpool Fire Chief deems vital knowledge for the proper functioning of the team.

- g. Facility personnel shall train under their own authority and guidance.
- h. Salem Regional Medical Center and East Liverpool City Hospital emergency departments have a response team for decontamination of contaminated casualties
- i. Documentation - In accordance with OSHA standards, each employer will maintain appropriate documentation of his/her personnel's training. Each response agency is responsible for maintaining appropriate documentation of their department's members.
- j. Training Sources
  - i. The Columbiana County EMA/LEPC financially assists the individual departments and/or agencies in obtaining hazmat training. Hazmat Awareness and Operations level training are typically scheduled annually.
  - ii. The Columbiana County EMA/LEPC financially assists the individual departments and/or agencies in obtaining incident command training. ICS 300 and ICS 400 level training are typically scheduled annually.
  - iii. The State Fire Marshal's Outreach Program provides training to be taught within the County at the County's request. These courses are designed primarily for County and Facility personnel alike.
  - iv. The Ohio Fire Academy provides specific courses for Hazardous Materials. They include courses such as Awareness, Operations, Technician for HAZMAT/ WMD, and Confined Space. Agencies send their people directly to the academy for this training in Reynoldsburg, Ohio.
  - v. The Ohio Emergency Management Agency (Ohio EMA) provides some FEMA approved Hazardous Materials

Contingency Planning course, instruction on conducting Hazard Analysis, designing and exercising emergency plans, CAMEO, and other basic emergency preparedness courses. Course schedules are posted on the Ohio EMA training page , and the courses are available to all members of the County response agencies.

- vi. FEMA provides training nationally through multiple venues such as: Emergency Management Institute, Center for Domestic Preparedness, National Fire Academy, National Domestic Preparedness Consortium, Texas A&M Engineering Extension Service, National Disaster Preparedness Training Center, CTOS- Center for Rad/Nuc training, Rural Domestic Preparedness Consortium and Security and Emergency Response Training Center. Courses are scheduled through County CCEMA Director to Ohio EMA State Training Officer to FEMA or designated site.
- vii. Courses are also available through various schools, universities and colleges
- viii. Special response programs are provided by the Federal Department of Homeland Security, Office of Grants and Training through on-line offerings, classroom and hands-on training in Ohio and around the United States. Course schedules are provided to the CCEMA Director, and the courses are available to all members of the County response agencies.
- ix. The ELHMRT, has a training program that all interested ELHMRT personnel must complete before being a team member. Refreshers are handled monthly in house mostly by team members who met the requirements.

### 3. Public Education

The CCLEPC has information on the CCEMA webpage. The CCLEPC has brochures that are highlighted at community events such as the County Fair, local festivals and various school and community safety day programs. CCEMA has the capability to send electronic messaging to the public during an emergency situation.

#### 4. Resources

The ELHMRT has specialized resources to handle incidents identified and pre-positioned within the County.

Northeast Ohio EMA Region 5 houses numerous hazardous materials response equipment that can be requested per mutual aid, if deemed necessary. Based on the severity of the incident and chemical involved, the correlated and necessary response equipment will respond. This information will be collected in the initial emergency call. If an incident exceeds ELHMRT resource capabilities, Mutual Aid will be activated through existing agreements or from Region 5 and or the State of Ohio resources.

Currently, specialized hazardous materials equipment is housed at the East Liverpool Fire Department. Each local fire department has basic hazardous materials equipment that will be used on an initial response. Incidents may or may not require a response by the ELHMRT and consultation via electronic means is often employed.

Team Verification –The ELHMRT has received verification as a Type II Hazmat Response Team through the State of Ohio's Hazmat TACs team verification program.

#### C. Response Procedures

##### 1. Initial Notification

- a. The spiller is required, under ORC 3750.06, to provide notification of a release of an EHS, Hazardous Substance, or oil above their respective reportable quantities if the release results in exposure beyond the facility boundaries or during a transportation accident. Notification can be via telephone, radio or in person within thirty (30) minutes after the spiller has knowledge of the spill, unless impractical under the circumstances. The spiller will immediately contact the jurisdictional Fire Department, Ohio EPA's Response Division, and the LEPC's Emergency Coordinator (EC). The following information shall be obtained from the spiller:
  - i. Location of the release;
  - ii. Chemical name or identity, and chemical safety data sheets whether it is an EHS or not;
  - iii. Estimate of the quantity released;
  - iv. Time and duration of the release;
  - v. Environmental medium the material was released into;
  - vi. Known or anticipated health risks;
  - vii. Precautions to take;
  - viii. Name and number of person to contact for more information.
  - ix.. Name and number of a designated clean-up contractor



- b. The person(s) receiving the initial call will attempt to acquire all of the above information. The Columbiana County LEPC Emergency Coordinator will ensure surrounding jurisdictions, including other counties or states are notified should the release have the potential to impact them.
- c. In the case of a rail transportation incident, The U.S. Department of Transportation's (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) requires railroads to proactively provide first responders with real-time, electronic information about rail hazmat shipments to the primary Public Safety Answering Point (PSAP) as soon as the railroad is aware of an accident or incident involving hazardous materials.
- d. PSAPs in Columbiana County have access to ASKRail and should develop policies and procedures for the immediate transmittal of this information to the incident commander.
- e. First responders can access train consist information through the ASKRail application.
- f. If EMA obtains a train consist it will be immediately provided to incident command.

## 2. Incident Assessment

- a. When a Hazardous Material or oil release occurs in a Columbiana County community the local fire service must be notified. Upon arrival at the scene, the local fire chief or designate must determine a course of action by:
  - i. Determine the location of the release.
  - ii. Substance name or identify, and whether it is an EHS.
  - iii. Estimated quantity of substance released.
  - iv. Time and duration of release.
  - v. Known or anticipated health risk.
  - vi. Known or anticipated environmental risk.
  - vii. Name and location of recourse persons to contact about the release.
  - vii. Name of designated clean-up contractor
- b. The initial responders should utilize all information available to determine a course of action.
  - i. Tier II reports (fixed facilities)
  - ii. Material Safety Data Sheets (MSDS)
  - iii. NIOSH Pocket Guide to Chemical Hazards
  - iv. Emergency Response Guidebook (ERG)
  - v. Mapping Applications for Response, Planning, and Local Operation Tasks (MARPLOT)
  - vi. ASKRAIL
  - vii. Chemical Transportation Emergency Center (CHEMTREC)
  - viii. Shipping Papers or Train Consist

- c. Once information has been obtained the local Fire Chief or their designee will determine if the situation is to be mitigated by their department, the ELHMRT, or can be handled by a contractor, retained by the responsible party.
- d. If a contractor is to handle the situation, the contractor must submit to the Fire Chief a plan of action and not proceed until the Fire Chief has granted permission.
- e. If the Fire Chief determines that an immediate mitigation process is necessary they should first determine the level of response and summon the appropriate agencies.
- f. When requested by the local Fire Chief, ELHMRT utilizes the following response levels or Emergency Condition Levels (ECLs). The ELHMRT addresses response in their current Standard Operating Guidelines and Procedures Manual (Tab B)

Level One Incident LEVEL 1-A (Telephone Advisory) - Team personnel provide telephone assistance to local responders.

LEVEL 1-B (On Site Advisory) – Single team member/officer response to provide on-site consultation/assistance to local responders.

LEVEL 1-C (On Site Analysis) - One to two team personnel response for on-site reconnaissance at the scene.

LEVEL II – A (Product Identification via ELHMRT resources) - Two to four team personnel respond to sample and/or provide product identification.

LEVEL II – B (Small Team Response) – Three to eight team personnel respond to mitigate medium/moderate incidents. This can be Level A and/or Level B trained and equipped personnel.

LEVEL THREE INCIDENTS LEVEL III A (Expanded Response) – Full ELHMRT team response plus any additional personnel or resources required to mitigate large/severe incidents.

LEVEL III B (Multiple Team Response) - Multiple regional teams plus any additional personnel or resources required to mitigate large/severe incidents.

### 3. Direction and Control

#### a. Incident Command

- i. Once the incident level is determined, the Incident Commander (IC) will implement the Incident Command System (ICS) to manage the Hazardous Materials response.



- ii. The IC will establish an incident command post outside of the hot zone and relay its location through dispatch.
  - iii. The IC will establish staging areas and appoint a staging officer(s). Incoming units will be directed to the designated staging area.
  - iv. Utilizing the ICS, the Communications Unit Leader falls under the Logistics section. These positions should be immediately designated to develop the plan to communicate with dispatch and other on-scene responders.
    - 1. VHS radios should have the common "County Fire" frequency that could be utilized.
    - 2. MARCS radios should have the common "MCOMM" frequency that could be utilized.
  - v. The ELHMRT Officer in Charge shall report to the Incident Commander, who remains in charge of the overall incident, all pertinent information regarding the incident. They shall inform IC under what circumstances the team will operate. The ELHMRT OIC will serve as incident command if the ELHMRT is the sole responder on scene until a local 1st responder arrives. The ELHMRT OIC shall correct any safety hazards noticed. The ELHMRT OIC shall have a team meeting to discuss the incident and to assign team roles (One person may be multiple roles):
    - 1. Assign a Team Safety Officer
    - 2. Assign a Decontamination Officer and Unit
    - 3. Assign an Entry Unit
    - 4. Assign a Team Resource Unit
    - 5. Assign a Medical Officer
  - vi. ELHMRT will utilize ELFD Repeater as their primary channel of radio communications (channel 1). All on scene radio traffic between members will be transmitted in simplex on the ELFD frequency (channel 2). All ELHMRT members will use professional radio etiquette at all times.
  - vii. Detailed response, safety, on-scene management, mitigation, decontamination and incident termination procedures are provided in the ELHMRT Standard Operating Guidelines and Procedures Manual (Tab B).
  - viii. When/if the scope of the incident requires activation of the EOC, the IC or their designee will make that request to the County Emergency Management Agency Director.
- b. Emergency Operations Center
- i. The Columbiana County Emergency Operations Center (EOC) is located at 215 S. Market St, Lisbon, OH and serves as the county's primary EOC.
  - ii. In the event that the primary EOC is damaged, inaccessible, unsafe or must be evacuated, the Community Room at the Columbiana County Jobs and Family Services Agency will be utilized.



- iii. Detailed EOC plans, capabilities, staffing and forms are outlined in County EOP.
- iv. The EOC maintains an exhaustive resource list of phone numbers.

#### 4. Communication Among Responders

- a. Utilizing the ICS, the Communications Unit Leader falls under the Logistics section. These positions should be immediately designated to develop the plan to communicate with dispatch and other on-scene responders.
  - i. VHF radios should have the common "County Fire" frequency that could be utilized.
  - ii. MARCS radios should have the common "MCOMM" frequency that could be utilized.
- b. ELHMRT will utilize ELFD Repeater as their primary channel of radio communications (channel 1). All on scene radio traffic between members will be transmitted in simplex on the ELFD frequency (channel 2).
- c. Columbiana County has a mobile communications trailer that can be utilized to relay messages as needed between responders when requested.
- d. Detailed communications plans are outlined in Annex B of this plan.

#### 5. Containment and Scene Stabilization

- a. Mitigation efforts must be directed towards control of the hazardous effects of the material(s) involved. Control of the situation takes place on many levels. The ELHMRT utilizes the following capabilities/techniques to mitigate hazardous materials incidents. More than one procedure or control technique may be employed during the control phase of the incident. These methods include:
  - i. Absorption
  - ii. Adsorption
  - iii. Controlled Burning
  - iv. Covering
  - v. Dilution
  - vi. Dikes, Dams, Diversions and Retention
  - vii. Dispersion, Surface Active Agents and Biological Additives
  - viii. Flaring
  - ix. Gelation
  - x. Neutralization
  - xi. Overpacking
  - xii. Plug and Patch
  - xiii. Polymerization
  - xiv. Solidification
  - xv. Transfer
  - xvi. Vapor Dispersion

xvii. Vapor Suppression

xviii. Venting

- b. Local Fire Departments are recommended to have personnel trained to Hazmat Awareness and Operations level. The County EMA/LEPC coordinates and assists financially with providing this training to responders.

6. Response Personnel Safety

Prior to responding, personnel will attempt to contact the Incident Commander and request a recommended approach to the scene that brings the team in from upwind and uphill, or to a right angle to the wind direction and/or gradient. Approach the scene with caution, as command may not have considered all potential aspects. Evaluate IC's information and re-evaluate the ELHMRT approach based on any new information the team receives. Relay all changes to the on scene IC. Upon arrival the ELHMRT will develop a Site Safety and Health Plan that outlines the following:

- a. Establish a Safety Officer who shall determine the adequacy of decontamination, the level of personal protective equipment for entry and back-up teams, the limitations of PPE, the access control points for the scene, the adequacy of emergency signals and plans, (including escape routes), and the method of constantly monitoring personnel and the incident scene
- b. Establish a Decontamination Officer and set up decontamination stations prior to entry. The Decontamination Officer and the Safety Officer shall pre-determine the measures to be taken if equipment, tools, or clothing cannot be safely and thoroughly decontaminated. The Decontamination Officer shall enforce the access control points for the decontamination corridor. The Decontamination Officer shall also coordinate with medical decontamination should the need arise.
- c. Establish medical command/medical monitoring if required. If needed or available, order and stage advanced life support unit for the duration of the incident.
- d. Establish Entry Officers and Entry Teams. The entry and backup team should map the scene showing topographic features, wind direction, streams, ponds, sewers, property lines, exposures, and perimeters. The should also review emergency signals and procedures, check tools, equipment and PPE for adequacy, track and document all items entering the Hot Zone, evaluate potential for fire, explosion or BLEVE, constantly assess the status of the incident for any changes, and monitor each other for safety. When all of the above have been done, and the team leader and safety officer authorize entry, then the entry team can mitigate the incident.
- e. Further detailed procedures can be found in East Liverpool Area Regional Hazardous Materials Response Team (ELHMRT) Standard Operating Guidelines and Procedures Manual (Tab B).

7. Victim Treatment and Handling



- a. Columbiana County is home to both private and fire department-based EMS agencies. All agencies are licensed under the State of Ohio, Department of Public Safety.
- b. All EMS units utilize the Incident Command Structure when responding to incidents.
- c. All EMS staff members undergo training and continuing education on topics, including treatment of patients exposed or needing decontamination due hazardous materials.
- d. EMS units will coordinate transportation of patients utilizing internal policies and procedures outlining hazardous materials exposure.
- e. Both East Liverpool City Hospital and Salem Regional Medical Center have dedicated rooms to conduct any necessary decontamination of patients.
- f. Local hospital personnel participate in regularly scheduled education, training, drills and exercises related to the treatment of patients exposed to hazardous materials.
- g. Further information is contained in the Mass Casualty and Mass Fatality plans, Appendix 1 and Appendix 2 of Annex G, Health and Medical.

8. Personal Protection of Citizens

- a. Evacuation Procedures
  - i. The IC, in consultation with the ELHMRT, will make decisions regarding notification to the public of a shelter-in-place or evacuation.
  - ii. The CCEMA utilizes an electronic mass notification system that can send messages to the public in a defined area, as requested.
  - iii. Local law enforcement will provide assistance with traffic control and evacuation routes.
  - iv. The IC, in consultation with the ELHMRT, will make decisions regarding notification to the public of an "all clear" to return to the area.
  - v. The CC EOP contains detailed plans for evacuation of the public to include those with special needs in Annex E.
- b. Sheltering and Mass Care
  - i. CCEMA coordinates with non-government agencies to provide for evacuees.
  - ii. Further information is contained in Annex F, Shelter and Mass Care.
- c. In-Place Sheltering
  - i. The IC, in consultation with the ELHMRT, will make decisions regarding notification to the public of a shelter-in-place or evacuation.
  - ii. The CCEMA utilizes an electronic mass notification system that can send messages to the public in a defined area.
  - iii. Local law enforcement will provide assistance with traffic control and evacuation routes.
  - iv. The IC, in consultation with the ELHMRT, will make decisions regarding notification to the public of an "all clear" to end the Shelter-In-Place recommendation.
- d. Public Information
  - i. The IC, in consultation with the ELHMRT, will make decisions regarding notification to the public.
  - ii. The CCEMA utilizes an electronic mass notification system that may send messages to the public in a defined area.



- iii. The IC will appoint a PIO who may provide information to the media, at a designated briefing location.
- iv. The PIO may provide written releases to media outlets.
- v. Agencies may use their social media accounts to also share information to the public.
- vi. A list of media contacts are available in the CCEMA Resource Manual.

#### D. Recovery Methods

##### 1. Cleanup and Disposal

- a. Proper termination of an incident is vital to the overall management of the scene. It is during this phase that proper securing of materials used, decontamination of equipment, and logistic gathering is put together.
- b. Careful termination procedures will facilitate the remainder of the operation and assist in development of Review, Critique, and Billing processes.
- c. The following steps shall be completed:
  - i. Verify units have completed functions/assignments.
  - ii. Coordinate with OEPA for proper handling/disposal of contaminated wastewater/solution. In most all cases, the spiller is responsible for proper disposal.
  - iii. Coordinate with IC and Incident Liaison Officer for agreement that incident has been mitigated.
  - iv. Ensure that contaminated tools, equipment, and disposables are properly over packed, bagged /segregated, marked, or adequately decontaminated.
  - v. Develop plan to identify agencies' continued responsibilities:

- 1. Verify which agency will maintain control after the ELHMRT departs.
- 2. Continuation of site access control.
- 3. Disposal disposition and clean-up. Identification of company or agency will be handling the task. Various companies and agencies may have contracts with clean up companies. These companies shall be used unless the response time of the cleanup company is unreasonable for the situation. This determination should be done by the ELHMRT OIC, IC, and a company owner or representative.
- 4. Continuation of traffic control.
- 5. Contact, if one exists, the single source of information for clean-up contractors, investigators, and maintenance of all incident related documents.
- 6. Return apparatus and equipment to response status.

##### 2. Investigative Follow-up

- a. ELHMRT will follow its normal procedures for reports and documentation.
- b. ELHMRT will coordinate with facilities and/or transporters, State or Federal EPA, local EMA, LEPC, fire, law enforcement and County prosecutor, as applicable, to determine cause and circumstances of incidents.

##### 3. Documentation and Critique

- a. An incident debriefing is one of the phases of incident termination. The elements that should be addressed in the incident debriefing are identified below:

- i. A quick informal review of an incident immediately upon completion and prior to leaving the scene (if possible) allows valuable experience to be gathered from the participants. The review process should allow the participants to express how they performed their activities, the effects of decisions, use of equipment, and overall command of the scene. Situations such as safety, acute hazardous conditions and anything unique or abnormal should be reviewed.
- ii. The ELHMRT Incident OIC should initiate the review process by outlining who oversaw each division, stating the overall objective, and describing the outcome of mitigation procedures.
- iii. An effort should be made to allow all participants an opportunity to express themselves. Particular attention should be paid to areas where problems or delays were encountered as well as those situations that were efficiently performed. It is essential that the review process bring forward on-site observations by those who performed specific duties.
- iv. The key elements of this incident review shall be recorded either on paper or via tape recorder.
- v. After returning to station, ensure that all persons responsible for filling out portions of team documentation has been completed.
- vi. Check, test, provide maintenance for all equipment and document as necessary
- vii. Assign incident report number.
- viii. Hold critique of incident with agencies involved.
- ix. EMA/LEPC may participate in critique and will be provided copies of all reports, as requested.
- x. Share lessons learned with other regional response teams and update ELHMRT SOG, as necessary.
- xi. Ensure that all personnel exposure forms have been completed. If medical monitoring is required, ensure follow-up date is kept.

#### 4. Cost Recovery

- a. ELHMRT follows section 3745.13 of the Ohio Revised Code that allows for reimbursement from responsible parties at hazardous materials incidents.
- b. This procedure is outlined in the current ELHMRT Standard Operating Guidelines and Procedures Manual (Tab B)

### IV. Plan Maintenance

ORC 3750.04 Requires the LEPC to annually review and exercise its plan

#### A. Annual Plan Exercise

1. To evaluate its chemical preparedness plan, the LEPC is responsible for scheduling, designing, conducting and evaluating its chemical preparedness exercises. The LEPC will at a minimum conduct one exercise annually. Exercises and evaluations will be conducted following applicable SERC and Ohio EMA requirements. The LEPC will ensure that within a four year exercise cycle, all required Objectives will have been successfully tested. Also within this cycle, one Full Scale Exercise will have been completed. The LEPC's Exercise Design Team shall adhere to SERC Exercise rules and utilize the Ohio Hazardous Materials Exercise and Evaluation Manual (EEM)



& NRT 2 to develop and conduct the exercise. The SERC approved Evaluation Forms will be used to evaluate each exercise.

2. There are three types of exercises that will be conducted as per OAC 3750-20-74. They are Tabletop, Functional, and Full Scale. They are defined as follows:
  - a. Table Top Exercise where officials and responders are gathered informally to discuss actions, based on this plan and SOPs, to be taken during a hazmat emergency. The exercise has no time constraints and physical response is simulated. The exercise will test three (3) and not more than five Objective.
  - b. Functional Exercise designed to test the capability of an individual function of the plan and the response system. A Command Post or EOC is activated and used to demonstrate the command system. The exercise will test four (4) but no more than five Objectives.
  - c. Full Scale Exercise used to evaluate the response organizations' operational capabilities in an interactive manner. The exercise will test a major portion of the functions in the plan. The exercise will mobilize personnel and resources to demonstrate a coordinated response capability. An EOC will be activated for this exercise. The exercise will test eight (8) or more Objectives. Also, an EOC or ICP is used to coordinate the response functions.
  - d. The LEPC will use the Post Incident Review comments of the Evaluator's and Facilitator's to see if activities are effective in practice or if there are more efficient ways of responding to an incident. The plan will be updated accordingly by the LEPC's EC as previously mentioned. During the next exercise, changes will be tested to see that the deficiencies were corrected
  - e. When incidents do occur, they provide a means of evaluating the plan's effectiveness. Based on the County's current training status, the LEPC will decide if a request for exercise credit shall be requested. If so this shall be done according to the current SERC exercise rules in effect at that time.

#### B. Plan Review and Update

1. All agencies assigned responsibilities in this annex are responsible for developing or updating internal procedures that will assure a continuing acceptable degree of operational readiness to carry out their responsibilities. The LEPC will meet as a group to complete the plan review annually before the deadline. The plan shall also be reviewed following each exercise or actual incident. Post Incident Review comments made from either event will be discussed by the LEPC regarding changes needed to the plan.



2. The LEPC's Emergency Coordinator (EC) is responsible for the maintenance of this Appendix. Any plan holder who identifies the need to update this plan should provide this information to the LEPC's Planning Committee.
3. As updates are made, the revised and dated changed pages will be provided to all individuals and agencies listed as holding copies of the EOP. It is the responsibility of the copyholder to post such changes and then note the change on the Record of Change sheet.
4. A copy of this plan is available on the CCEMA website.

## V. Authorities and References

### A. Legal Authorities

These authorities apply specifically to EHS preparedness and response. See the Basic Plan, for other basic federal, state, and local authorities.

#### 1. State Laws

- a. Ohio Revised Code (ORC) Chapter 3750: Emergency Planning (as amended and the rules adopted under it). This is Ohio's version of the Federal Emergency Planning Community Right Act, and establishes the framework for EHS planning and response in Ohio.
- b. ORC Chapter 5515.18: Effects of SARA Title III on Emergency Management. This states that the EMA Director may serve on and even Chair an LEPC, and must incorporate the LEPC's plan into the County's planning and preparedness activities.
- c. ORC Chapter 3745.13: Recovery of Costs from Persons Causing Environmental Emergencies. This defines how costs incurred by a County during a response can be collected via the County's EMA office from the spiller in conjunction with appropriate legal counsel support.
- d. ORC Chapter 3737.90: Hazardous Materials Emergencies. This defines that the Fire Chief will be responsible for primary coordination of on scene activities of all agencies.
- e. ORC Chapter 2305.232: Civil Immunity for Persons Assisting in Cleanup of Hazardous Material. This is Ohio's "Good Samaritan" law and defines the steps necessary for receiving civil immunity when providing assistance at a hazardous material release or cleanup.
- f. Ohio Administrative Code (OAC) 3750 et al. This lists and defines the rules adopted by the SERC under ORC Chapter 3750.
- g. Ohio Fire Code 1301:7 1 03 Section F 102.8 Authority at Fires and Emergencies. This complements ORC 3737.90 by stating that the Fire Chief is in charge at the scene of a fire or other emergency involving the protection of life or property.
- h. Ohio Attorney General (OAG) Opinion, No. 91 014. This discusses the liability of SERC and LEPC members when acting under ORC Chapter 3750.

#### 2. Federal Laws

- a. Superfund Amendments and Reauthorization Act (SARA), Title III: Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) (Public Law 99-499). This sets the framework for EHS planning in the US.
- b. Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA or Superfund) (Public Law 96-510). This provides Federal funds for responses to releases of Hazardous Substances and requires notification to the National Response Center (NRC) of accidental releases.
- c. Occupational Safety and Health Administration (OSHA), Standard 29 CFR 1910.120(q): Emergency Response. This section of the HAZWOPER Standard describes the training and planning required of those who will take part in an emergency response to a release of hazardous materials. It also prescribes the use of an Incident Command System during a response.
- d. SARA, Title I; Section 126: Worker Protection Standards. This directed OSHA to develop training standards for persons responding to hazardous emergencies who may be exposed to toxic substances. OSHA established the HAZWOPER standards. These standards were adopted by the USEPA for non-OSHA states such as Ohio.
- e. Oil Spill Pollution Act of 1990 (OPA 90) (Public Law 101-380). This defines that Facilities with Hazardous Substances or Oil under the Clean Water Act must have a Facility plan for accidental releases.
- f. Clean Water Act of 1977 (CWA) (Public Law 95-217). This amends the Federal Water Pollution Control Act regulating discharges of toxic pollutants into waterways.
- g. Hazardous Materials Transportation Uniform Safety Act of 1977 (HMTUSA) (Public Law 101-615). This amends the Hazardous Materials Transportation Act of 1977 and establishes uniform licensing of hazardous materials transporters. It also established a training grant fund to supplement State training programs for LEPCs and Fire Departments.
- h. Resource Conservation and Recovery Act of 1976 (RCRA) (Public Law 94-580). This provides for the safe treatment and disposal of hazardous wastes from cradle to grave, and defines that underground storage tank owners are financially responsible for cleaning up leaks.
- i. Toxic Substances Control Act of 1976 (TSCA) (Public Law 94-469). It defines the testing and screening of chemicals produced/imported into the US.

#### B. References

- a. National Response Team (NRT), 1987, Hazardous Materials Emergency Planning Guide, NRT 1, Washington, D.C.
- b. Federal Emergency Management Agency (FEMA), 1985, Guide for the Development of State and Local Emergency Operations Plans, CPG 1 8.
- c. Department of Transportation (DOT), 1993, Emergency Response Guidebook, DOT P 5800.4.
- d. National Response Team (NRT), 1990, Developing a Hazardous Materials Exercise Program A Handbook for State and Local Officials, NRT 2.

- e. USEPA, FEMA, USDOT; 1987, Technical Guidance for Hazard Analysis Emergency Planning for Extremely Hazardous Substances.
- f. USEPA, FEMA, USDOT; Handbook of Chemical Hazard Analysis Procedures, manual for the ARCHIE computer software.
- g. Federal government computer software, Automated Resource for Chemical Hazard Incident Evaluation (ARCHIE), version 1.0 (IBM compatible).
- h. Association of American Railroads/Bureau of Explosives (AAR/BOE), 1987, Emergency Handling of Hazardous Materials in Surface Transportation, Washington D.C.
- i. National Institute of Occupational Safety and Health, 1985, Occupational Safety and Health Guidance manual for Hazardous Waste Site Activities, Washington, D.C.
- j. NOAA/USEPA computer software, Computer Aided Management of Emergency Operations (CAMEO).

VI. Tabs

A. Facility Data-On file at EMA

B. East Liverpool Hazardous Materials Response Team Standard Operating Guide-On file at EMA



# **Columbiana County**

## **Hazard Mitigation Plan**

Stand-alone plan on file at the Columbiana County Emergency  
Operation Center

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>R</b>
<b>Title:</b>	Animal Emergency Response Plan
<b>Related Federal ESFs:</b>	N/A
<b>Purpose:</b>	This annex addresses the needs of animals in emergencies and disaster events.
<b>Ohio Revised Code:</b>	941
<b>Primary Agency:</b>	Columbiana County Dog Warden
<b>Support Agencies:</b>	Columbiana County Agricultural Services/Extension Agent/FSA Columbiana County Health Department American Red Cross Columbiana County EMA Local animal rescues, sanctuaries, veterinarians, farms and agricultural businesses

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX R (ANIMAL EMERGENCY RESPONSE PLAN) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
New to Plan	4/9/2013	All	EJD
Updates by Dog Warden			
Updates by Game Warden			
Updates by Humane Society			
Updated entire plan	2/19	All	PC
Added Humane Society to plan	2/2020	3	PC
Added pet-friendly shelter language	9/2024	4	PC
Formatting and punctuation only	12/24	All	PC
Added information about fairgrounds	8/25	4	PC
Updated language to reflect ESF 11	9/25	2,3	PC



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX R (ANIMAL EMERGENCY RESPONSE PLAN) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	1
II. Concept of Operations	2
A. General	2
B. Relationships Between Levels of Government	2
III. Organization and Assignment of Responsibilities	3
A. Organization	3
B. Responsibilities	3
IV. Administration and Logistics	4
A. Administration	4
B. Logistics	4
V. Plan Development and Maintenance	5

## **ANNEX R: ANIMAL EMERGENCY RESPONSE**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. The Columbiana County EMA, along with its partners have taken measures to plan and prepare for potential impacts involving pets, livestock, and wildlife in large-scale emergencies and disasters.
2. The Columbiana County Dog Warden is responsible for dogs that are lost, strayed, and incapable of being cared for by their owners, or a danger to themselves or the public. The Columbiana County Dog Warden will coordinate with the Columbiana County Humane Society and other local volunteer organizations for domestic animals other than dogs.
3. These animals will be sheltered, fed, and returned to their owner if possible.
4. Columbiana County EMA has developed Memorandums of Understanding with local and regional animal agencies for assistance in times of emergency.
5. Livestock loose or in need of assistance will be referred to Columbiana County Agricultural Services (USDA-FSA and County Extension Agent).
6. Wild animals out of their natural habitats that are a danger either to themselves or the public will be the responsibility of the Ohio Department of Natural Resources.

#### **B. Assumptions**

1. Disasters occurring have the potential to affect crops, livestock, food supplies, and domestic and non-domestic animals.
2. The owners of pets or livestock, when notified of an upcoming emergency, will take reasonable steps to shelter and provide for animals under their care and/or control.
3. The sheltering and protection of domestic and non-domestic animals (including livestock) is the responsibility of the owner.
4. Veterinarian hospitals in the immediate and surrounding areas will serve as primary medical facilities.
5. Local facilities may be overwhelmed and may not be able to support the numbers of animals during a large-scale emergency or evacuation.

## **II. CONCEPT OF OPERATIONS**

### **A. General**

1. The Columbiana County EMA will activate ESF 11 Agriculture and Natural Resources staff as needed for operation in the Columbiana County EOC.
2. ESF 11 staff will begin communication with the support agencies and the agricultural community for situation monitoring and staging of resources and personnel.
3. Each agency will assist the County Public Information Officer with providing public advisories in reference to locations where domestic and non-domestic animals may be accepted during emergency situations, emergency veterinarian care and animal welfare issues.
4. ESF 11 staff and support agencies will communicate through telephone, facsimile, email, radio and cellular telephone capabilities.
5. In the event of an evacuation, citizens will be responsible for the transportation of and should shelter their domesticated animals at private kennels or veterinarian hospitals as close to the evacuation shelter as possible.
6. Pets with significant injuries or illnesses will be transported to an animal hospital.
7. Stranded or isolated livestock that cannot be sheltered in place may require outside resources for feeding operations. These will be handled on a case-by-case basis.
8. In the event that established shelters are destroyed or incapable of functioning, private boarding kennels, veterinarian hospitals or other support agencies can be requested to be open as boarding and/or medical facilities.

### **B. Relationships between Levels of Government**

1. Federal
  - a. Coordination with federal animal response agencies may occur in the Columbiana County EOC, the Ohio EOC and/or at the site of the emergency.
  - b. State animal response agencies will interface with federal agencies during assessment, response and recovery operations in order to ensure coordinated activities.
2. State
  - a. State animal response agencies will maintain communications with animal and agriculture suppliers, associations and related organizations throughout the state of Ohio.



3. Local

- a. The Columbiana County EOC will direct local-level requests related to animal response for action.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

A. Organization

1. The Columbiana County Emergency Management agency will coordinate large scale disaster or emergency response to animal involved incidents.
2. Emergency responders will contact the Columbiana County Dog Warden and/or the Columbiana County Humane Society directly until such time that the EOC has been activated.
3. During EOC activation all animal calls will be processed through the ESF 11 position in the EOC.

B. Responsibilities

1. Columbiana County Dog Warden
  - a. Develop a comprehensive disaster program for dogs to include policies and procedures for staff and volunteers.
  - b. Provide for facilities, training, materials and equipment necessary to the maintenance of canine control operations.
  - c. Develop and maintain MOUs with other agencies for a secondary shelter location.
2. Columbiana County Humane Society
  - a. Develop a comprehensive disaster program to include policies and procedures for staff and volunteers.
  - b. Provide for facilities, training, materials and equipment necessary to the maintenance of animal operations.
  - c. Develop and maintain MOUs with other agencies for a secondary shelter location.
3. Columbiana County Agricultural Services/Extension Agent/Farm Service Agency
  - a. Coordinate personnel, equipment and shelter as required to care for livestock during an emergency.

- b. Coordinate with local Cattleman's Association or other livestock associations to assist in the handling and care of livestock during large-scale emergency situations.
  - c. Coordinate with County Fair Grounds to provide additional shelter and relocation facilities as needed.
  - d. Provide personnel to staff the ESF 11 position at the EOC.
- 4. Columbiana County Health Department
  - a. Support public services in pet friendly shelters to include inspections, sanitation and environmental health concerns.
  - b. Provide assistance in the investigation of animal bites.
- 5. American Red Cross
  - a. Ensure space is available in general population shelters for service animals.
  - b. Identify shelter locations that allow pets.
  - c. Develop MOUs with other organizations to assist with pet sheltering.
- 6. Local Veterinarians
  - a. Assist in the triage of and care of injured animals.
  - b. Provide emergency medical equipment and supplies.
- 7. Columbiana County EMA
  - a. Identify resources to support and assist with animal response activities.
  - b. Develop and maintain MOUs with local and regional rescues, kennels, veterinarians, farms and agricultural businesses to assist as able during emergencies.
  - c. Assist in providing communications to established shelters.

#### **IV. ADMINISTRATION AND LOGISTICS**

##### **A. Administration**

- 1. All public and private agencies and organizations with document activities related to animal control measures.
- 2. Requests for State and Federal assistance will be made through the Columbiana County EOC and coordinated by EOC staff.
- 3. All financial records and documentation of animal control measures will be completed and maintained by the creating agency/organization and the purchasing authority.

B. Logistics

1. The Columbiana County EOC will be responsible for the coordination of resources for any agencies/organizations providing aid and assistance in the disaster response and recovery operations involving animals.
2. Donations of materials, supplies and equipment will be coordinated through the Columbiana County EOC.
3. The assignment of response personnel, including volunteers, will be coordinated between the IC and the EOC in an emergency.

**V. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County Dog Warden in cooperation with the organizations listed in this Annex and the Columbiana County EMA Director are responsible for updating this annex based upon deficiencies identified through drills and exercises and actual events.
- B. The Columbiana County Dog Warden in cooperation with the Columbiana County Emergency Management Director will prepare, coordinate, publish and distribute necessary changes and revisions to this annex.
- C. The Columbiana County Emergency Management Director will forward all changes to the appropriate organizations.



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>X</b>
<b>Title:</b>	Natural and Cultural Resources
<b>Related Federal ESFs:</b>	ESF 11 – Agriculture and Natural Resources
<b>Purpose:</b>	The preservation of natural, historical, and cultural resources during an emergency
<b>Ohio Revised Code:</b>	Sections 940, 1501
<b>Primary Agency:</b>	Columbiana County Soil and Water District
<b>Support Agencies:</b>	Local Historical Societies Ohio Environmental Protection Agency Ohio Department of Natural Resources State Historic Preservation Office

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
New to Plan	12/24	All	PC

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	2
II. Concept of Operations	3
A. General	2
B. Relationship Between Levels of Government	3
C. Local Historical Societies and Bureaus	4
D. Phases of Emergency Management	5
III. Organization and Assignment of Responsibilities	6
A. Organization	7
B. Responsibilities	7
IV. Direction and Control	9
V. Continuity of Government	9
VI. Administration and Logistics	10
A. Administration	10
B. Logistics	10
VII. Plan Development and Maintenance	10
VIII. List of Appendices	11
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Acronyms	12
Appendix 2 – Definitions	13
Appendix 3 – List of Resources	15
Appendix 4 – List of Locations	16
Appendix 5 – State EOP Overview	20
Appendix 6 – State EOP NCR Annex	23
Appendix 7 – NCR RSF Summary	24



## **ANNEX X: NATURAL AND CULTURAL RESOURCES**

### **I. SITUATION AND ASSUMPTIONS**

#### **A. Situation**

1. Potential disaster impacts require the need for protection and preservation of natural, cultural, and historical resources.
2. The Columbiana County Emergency Management Agency (EMA), along with its partners, has taken measures to plan and prepare for potential impacts to the county's natural, cultural, and historical resources.
3. Natural resources are defined generally as land, fish, wildlife, biota, and water (salt and fresh water used for drinking, irrigation, aquaculture, and recreation, as well as in its capacity as fish and wildlife habitat).
4. Cultural resources are aspects of a cultural system that are valued by, or significantly representative of, a culture that contain significant information about a culture. Cultural resources can include cultural practices and tangible entities, such as districts, buildings, structures, sites, objects, archaeological resources, cultural landscapes, archives, and ethnographic resources.
5. Historic properties included in or eligible for inclusion in the National Register of Historical Places are considered cultural resources.
6. Following impacts from an emergency the objective is to return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.
7. Columbiana County has two main watersheds Watershed: The Little Beaver Creek Watershed and the Yellow Creek Watershed, both of which are part of the Ohio River Tributary Watershed: North.
  - The Little Beaver Creek Watershed comprises approximately 65% of the land area in Columbiana County. The total land of the watershed is 510 square miles, more than half of which is in Columbiana County.

- The Yellow Creek Watershed drains 484 square miles (239 from Yellow Creek and 45 from Little Yellow Creek). The Village of Salineville is the only population-dense municipality in the Yellow Creek Watershed.
8. The majority of Columbiana County's land area is forest (43.99%). Pasture and hay comprise 19.47% of land use, followed by cultivated crops (18.80%). There are approximately 1,045 individual farms operating in the county, with an average size of 122 acres per farm. Approximately 14% of the county is developed. The county also includes a small portion of shrub/grassland (2.08%), wetlands (0.36%), and open water (0.90%).
  9. Columbiana County is home to several tourist attractions, including Beaver Creek State Park, Guilford Lake State Park, Highlandtown Wildlife Area, Leetonia Coke Ovens, Museum of Ceramics, Sandy and Beaver Canal District, Scenic Vista Park, Sheepskin Hollow State Nature Preserve, Thompson House Museum, Yellow Creek State Forest, and Zeppernick Lake State Wildlife Area.

#### B. Assumptions

1. Cultural and natural resources will be directly and indirectly impacted by disasters.
2. Cultural and natural resources will be damaged, destroyed, lost, and/or stolen because of an incident.
3. County, state, and federal resources may be needed to mitigate and recover from impacts to the County's natural and cultural resources.
4. Private sector resources may be needed to mitigate and recover from impacts to the County's natural and cultural resources.
5. The county maintains a list of natural and cultural resources such as parks, wetlands, historic places, and archaeological sites, to record in damage assessments and guide restoration efforts.
6. The county will not have a definitive inventory of privately held resources requiring protection and preservation.
7. County Hazard Mitigation plans incorporate Natural Systems Protection
8. County Hazard Mitigation Plans incorporate Cultural Resources

## II. CONCEPT OF OPERATIONS

### A. General

1. Identification of natural and cultural resource issues
  - a. Recognition of natural and cultural resources issues generally takes place during the onset of a disaster and is coordinated by the County Emergency Operations Center (EOC). The EOC will organize a conference call or meeting, with the impacted jurisdictions and organizations to discuss issues as required.
  - b. County EMA will assist with information gathering, notifications, and resource requests.
2. Columbiana County EMA will be the primary coordinator for implementing response operations for disasters impacting cultural and natural resources.
  - a. Support Agencies will provide assistance in accordance with plans and procedures developed in support of this annex.
  - b. County EMA may seek additional assistance for state and federal resources through the Ohio Emergency Management Agency (Ohio EMA).
3. Ohio EMA utilizes Community Lifelines and Recovery Support Functions.
  - a. The Natural and Cultural Resources Recovery Support Function (RSF) contributes to the stabilization of the food, water, shelter, transportation, and hazardous materials community lifelines.
  - b. The state operates a Natural and Cultural Resources Team that can be requested through the EOC to provide support for the County.

### B. Relationships Between Levels of Government

1. Local
  - a. The Columbiana County EOC will direct local-level requests related to natural and cultural resources response for action.
  - b. County EMA Director may initiate the natural and cultural resources conversation with the state by reporting it through the Ohio EMA Field Desk.



- c. The Columbiana County Soil and Water District (SWCD) will support and coordinate local response and recovery efforts related to impacts on local natural resources.
- d. Additional local organizations may be identified based on the nature of impacts.
- 2. State
  - a. State natural and cultural resources agencies will maintain communications with relevant organizations throughout the state of Ohio.
  - b. State agencies will provide technical and informational assistance as requested and able.
  - c. Coordinating agencies for the State of Ohio natural and cultural resources include Ohio Environmental Protection Agency (OEPA), Ohio Department of Natural Resources (ODNR), and the State Historic Preservation Office (SHPO).
- 3. Federal
  - a. Coordination with federal agencies may occur in the Columbiana County EOC, the Ohio State Emergency Operations Center (SEOC) and/or at the site of the emergency.
  - b. State natural and cultural resources agencies will interface with federal agencies during assessment, response, and recovery operations to ensure coordinated activities.

#### C. Local Historical Societies and Bureaus

- 1. The following is a list of historical societies and Bureaus identified through open-source materials. There may be additional organizations operating within the county that play a role in the conservation, preservation, and rehabilitation of the Natural and Cultural Resources in the County.
- 2. Historical Society of Columbiana and Fairfield Township
  - a. Maintains the Log House Museum and Annex.
  - b. Annex also houses genealogical and historical records.
- 3. East Liverpool Historical Society
  - a. Preserves and disseminates historical data and information regarding East Liverpool, Ohio
  - b. Preserves and shows Thompson House, a Registered National Historic Landmark.
  - c. Research community points of interests, maintains genealogical records, collects donations of items of historical interest, and provides lectures on local history.

4. East Palestine Historical Society
  - a. Supports identification and preservation of local cultural and historical interests.
  - b. Includes a historical structure owned by the EP Historical Society located at Village Park.
5. Lisbon Historical Society
  - a. Lisbon is the second oldest town in the state of Ohio.
  - b. Collects artifacts and preserves the historic places and structures significant to the Lisbon community.
  - c. There are 60 homes and buildings on the Ohio Historic Inventory in Lisbon.
6. Salem Historical Society
  - a. Encourages the preservation of the history of the City of Salem and surrounding areas.
  - b. Collects, preserves, and exhibits artifacts and memorabilia of historical or educational interest relating to the history of Salem and surrounding areas.
  - c. Operates and supports the Salem Historical Society Museum.
7. Columbiana County Visitor's Bureau
  - a. Collects information about all tourism-related businesses and events in the county to enhance the community's economic and social well-being.
  - b. Seek to identify and communicate tourism opportunities to locals and visitors.
8. Columbiana-Mahoning-Trumbull County Cattlemen's Association
  - a. Supports cattle producers in Columbiana, Mahoning, and Trumbull Counties
  - b. Membership based with sponsorships, provides access to scholarships, member news and classes of interest.
9. Ohio Farm Bureau – Columbiana County
  - a. Grassroots membership organization supporting the farm and food community.
  - b. Supports the future of farming through advocacy and education.
  - c. Seeks to help members achieve success in agriculture.

#### D. Phases of Emergency Management

1. Mitigation
  - a. Assess risks and appropriate hazard mitigation strategies for the protection of natural and cultural resources.

- b. The County Hazard Mitigation plan incorporates Natural Systems Protection: These are actions that minimize damage and losses while preserving or restoring the functions of natural systems. Examples include the following.
    - i. Sediment and erosion control
    - ii. Stream corridor restoration
    - iii. Forest management
    - iv. Conservation easements
    - v. Wetland restoration and preservation
  - c. The County Hazard Mitigation plan risk assessments include Cultural Resources in the Built Environment Assets. Examples include the following.
    - vi. Historical assets
    - vii. Museums
    - viii. Unique geologic sites
    - ix. Concert halls
    - x. Parks
    - xi. Stadia
2. Preparedness
- a. Identify relevant programs and incentives that have a role in supporting the preservation, protection, conservation, rehabilitation, recovery, and restoration of natural and cultural resources.
  - b. Identify cultural and natural resources located within Columbiana County.
  - c. Develop a pre-disaster Natural and Cultural Resources plan to identify and communicate priority actions for mitigation, response, and recovery.
  - d. Promote the principles of sustainable and disaster resistant communities through the protection of natural resources such as floodplains, wetlands, and other natural resources critical to risk reduction.
3. Response
- a. When activated by a triggering event, the primary and supporting departments and agencies deploy in support of the Natural and Cultural Resources mission.
  - b. Leverage Local, State, and Federal resources and available programs to meet local community response and eventual recovery needs.
  - c. Coordinate cross-jurisdictional natural and cultural resource issues to ensure consistency of support where needed.
4. Recovery



- a. Prioritize damage assessment, environmental preservation and restoration, and historic preservation.
- b. Encourage responsible agencies at all levels of government and important private sector partners to support the local community's recovery plan and priorities by developing a Natural and Cultural Resources action plan that identifies how the agencies leverage resources and capabilities to meet the community's needs.
- c. Leverage opportunities inherent in recovery to mitigate impacts to environmental or cultural resources.
- d. Promote a systematic, interdisciplinary approach to understand the interdependencies and complex relationships of the natural and cultural environments.

### **III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **A. Organization**

1. The Columbiana County EMA will coordinate large scale disaster or emergency response to incidents involving natural and cultural resources in the county.
2. The Columbia County Soil and Water District (SWCD) will assist with assessing impacts from disasters and coordinate response activities with CCEMA and other responding local, state, and federal agencies.
3. Ohio Environmental Protection Agency (OEPA), Department of Natural Resources (ODNR), and State Historic Preservation Office (SHPO) may be requested to support response and recovery operations within the County.
4. Local Historical Societies and Community Organizations that support the identification, preservation, conservation, and restoration of Natural and Cultural Resources may be utilized to assist with determining the impacts of a disaster and participate in coordinated recovery efforts with government organizations.

#### **B. Responsibilities**

1. Columbiana County Emergency Management Agency
  - a. Identify local, state, federal, and private sector resources to support and assist with mitigation, preparedness, response, and recovery activities related to natural and human caused emergencies that impact natural and cultural resources in the County.
  - b. Serve as a liaison between Ohio EMA and local governments.

- c. Engage local jurisdictions to assess the impact on natural and cultural resources and damage to historic properties.
- d. Coordinate EOC activities with support agencies and organizations in the recovery process for natural and cultural resources.
- e. Request activation of the Ohio EMA Natural and Cultural Recovery Team through ESF #14 in the State EOC, if local capability cannot meet the need and the team is not already activated.
- f. May play a key role in supporting the county with information needed for issuing building permits for substantially damaged historic structures.
- g. Support county departments develop and assess appropriate hazard mitigation strategies for the protection of cultural resources.
- h. Assist county departments with efforts to provide public education/information to the citizenry regarding the importance and value to society of preservation, conservation, rehabilitation, and restoration of natural and cultural resources during the recovery process.

2. Columbiana County Soil and Water District (SWCD)

- a. Sub-department of the Ohio Department of Agriculture (ODA).
- b. Source of land use information and conservation expertise
- c. Provide locally driven solutions to natural resource concerns in both the rural and urban settings.
- d. Resources for County residents to conserve, protect, and enhance soil, water, and land resources.
- e. Aid with navigating complex water rights and other ordinances related to local natural resources.
- f. Provide Services and Education and are a local resource for the following.
  - i. Watershed and Water Quality
  - ii. Soil Health
  - iii. Wildlife and Forestry
  - iv. Livestock and Nutrient Management
  - v. Backyard Conservation

3. Columbiana County Extension Services

- a. Agricultural Public Awareness

- b. Coordination with United States Department of Agriculture Farm Services Agency (USDA).
- 4. Ohio EMA
  - a. Serve as conduit to state and federal resources, programs, and services.
  - b. Support for local-level emergency operations and recovery support by local request.
- 5. Ohio Environmental Protection Agency (OEPA)
  - a. provide regulatory guidance that will assist (or not hinder) local communities with recovery efforts following a disaster event. Assistance may extend from immediate disaster response through recovery efforts.
  - b. Provide technical assistance on regulatory requirements for various types of facilities.
  - c. Provide potential low interest loans through the Division of Environmental and Financial Assistance (related to water systems).
  - d. Coordinate/assist with any cleanup activities that are necessary for communities to move forward with rebuilding/redevelopment efforts (e.g., cleanup of chemical spills/hazardous substances).
- 6. Ohio Department of Natural Resources (ODNR)
  - a. Provide technical assistance to local communities enforcing floodplain regulations during recovery and rebuilding efforts.
  - b. Assist with grant opportunities related to topics such as forestry, mineral resource management, and real estate that supports nature works, land and water conservation.
  - c. Wetland restoration assistance.
- 7. State Historic Preservation Office (SHPO)
  - a. Serves as the official historic preservation agency of the State of Ohio.
  - b. Identifies historic places and archaeological sites.
  - c. Maintains inventories of historic and archaeological resources and provides a Geographic Information System (GIS) service of identified resources.

#### **IV. DIRECTION AND CONTROL**

- A. The EOC is the single point of coordination for County support of natural, cultural, and historical resources.
- B. The Emergency Management Director, or designee, will provide general guidance for coordinating response and recovery activities.



- C. Damage assessments will be conducted in accordance with Annex I: Damage Assessment
- D. Recovery activities will be coordinated among local, state, federal agencies, private sector organizations and NGOs as required for successful restoration or rehabilitation of impacted natural and cultural resources.

## **V. CONTINUITY OF GOVERNMENT**

- A. Line of Succession – Natural and Cultural Resources Director
  - 1. Columbiana County EMA Director
  - 2. Columbiana County EMA Deputy Director
  - 3. Columbiana County Soil and Water Conservation District Manager

## **VI. ADMINISTRATION AND LOGISTICS**

- A. Administration
  - 1. All public and private agencies and organizations will document activities related to natural and cultural resources protection measures.
  - 2. All financial records and documentation of measures to protect natural and cultural resources will be completed and maintained by the creating agency/organization and the purchasing authority.
- B. Logistics
  - 1. Requests for State and Federal assistance will be made through the County EOC and coordinated by EOC staff.
  - 2. The Columbiana County EOC will be responsible for the coordination of resources for any agencies/organizations providing aid and assistance in disaster response and recovery operations involving cultural and natural resources.

## **VII. PLAN DEVELOPMENT AND MAINTENANCE**

- A. The Columbiana County EMA Director, in cooperation with the organizations listed in the Annex, is responsible for updating this annex based upon deficiencies identified through drills and exercises and actual events.

- B. The Columbiana County EMA Director will prepare, coordinate, publish, and distribute necessary changes and revisions to the annex.
- C. The Columbiana County EMA Director will forward all changes to the appropriate organizations.

## **VIII. LIST OF APPENDICES**

Appendix 1 - Acronyms

Appendix 2- Definitions

Appendix 3 - List of Resources

Appendix 4 - List of Resources Identified in County HMP

Appendix 5 - State Natural and Cultural Resources EOP Annex

Appendix 6- CNR Recovery Support Function Summary

Appendix 7- NCR RSF Summary

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – APPENDIX 1:**

**ACRONYMS**

**I. ACRONYMS**

Acronym	Term
CCEMA	Columbiana County Emergency Management Agency
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Functions
GIS	Geographic Information System
HMP	Hazard Mitigation Plan
NGO	Non-Government Organization
ODA	Ohio Department of Agriculture
ODNR	Ohio Department of Natural Resources
OEPA	Ohio Environmental Protection Agency
RSF	Resources Recovery Support Function
SEOC	State Emergency Operations Center
SHPO	State Historic Preservation Office
SWCD	Soil and Water District
USDA	United States Department of Agriculture Farm Services Agency



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – APPENDIX 2:**  
**DEFINITIONS**

**I. DEFINITIONS**

Term	Definition
Community Lifelines	Interconnected systems and services that support the well-being, functionality, and resilience of a community during various emergencies or disasters. These systems include communication networks, transportation systems, energy infrastructure, healthcare facilities, etc.
Cultural Resources	Refers to the diverse and renewable assets within a society, encompassing tangible and intangible elements that hold historical, artistic, and social significance. These resources contribute to a community's identity, heritage, and sense of continuity, playing a vital role in shaping collective values in a community.
Damage Assessment	Evaluation and analysis are conducted after a disaster, emergency, or significant event to determine the extent of harm, destruction, or impact on people, property, infrastructure, and the environment.
Disaster	Catastrophic events are characterized by widespread and severe damage, often resulting in significant disruption to normal life and loss of life, property, and resources.
Emergency Operations Center	Centralized facility established by authorities to coordinate and manage response efforts during emergencies, disasters, or significant incidents.
National Register	Official list or registry maintained by government or relevant authority, documenting items, places, or entities deemed of significant importance at a national level. This registry typically includes cultural, historical, architectural, and natural landmarks, as well as other entities.
Natural Resources	Raw materials and elements found in the environment that are utilized for various purposes. They support human civilization by providing essential inputs for energy, agriculture, and ecological balance.
Natural Systems Protection	Preservation and sustainable management of ecosystems and ecological processes to mitigate and reduce the impact of natural disasters, climate change, and other environmental threats.
Private Sector Resources	Assets, capital, and economic entities that operate outside of government ownership.

Term	Definition
Recovery Support Functions	Organized frameworks and collaborative efforts established to coordinate and provide essential support during the recovery phase following a disaster or emergency.
Watersheds	Geographical area categorized by a common drainage point, such as a river, stream, or lake, where all surface water within the boundaries converges and drains into a single outlet.

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) - APPENDIX 3:**  
**LIST OF RESOURCES**

**I. RESOURCES**

*Columbiana County Hazard Mitigation Plan.* (2025). Columbiana County Emergency Management Agency.

[bing.com/ck/a?!&&p=b749806ae0dbf69fJmldtHM9MTcwODM4NzIwMCZpZ3VpZD0wN2JiZDc4ZC1hZWl0LTlY4MTMtMDBlYy1jNzQzYWY1MjY5MzQmaW5zaWQ9NTE5Mw&ptn=3&ver=2&hsh=3&fclid=07bbd78d-aeb4-6813-00ec-c743af526934&psq=columbianana+county+hazard+mitogation+plan&u=a1aHR0cHM6Ly9zZXJ2aWNlcy5kcHMub2hpby5nb3YvTUIQL1B1YmxpY1NpdGUvTG9jYWxQbGFuL0dlldERvY3VtZW50P2ZpbGVVcGxvYWRJRD02MTUmZmlsZW5hbWU9QWN0aW9uJTlwUGxhbi5QREY&ntb=1](https://www.bing.com/ck/a?!&&p=b749806ae0dbf69fJmldtHM9MTcwODM4NzIwMCZpZ3VpZD0wN2JiZDc4ZC1hZWl0LTlY4MTMtMDBlYy1jNzQzYWY1MjY5MzQmaW5zaWQ9NTE5Mw&ptn=3&ver=2&hsh=3&fclid=07bbd78d-aeb4-6813-00ec-c743af526934&psq=columbianana+county+hazard+mitogation+plan&u=a1aHR0cHM6Ly9zZXJ2aWNlcy5kcHMub2hpby5nb3YvTUIQL1B1YmxpY1NpdGUvTG9jYWxQbGFuL0dlldERvY3VtZW50P2ZpbGVVcGxvYWRJRD02MTUmZmlsZW5hbWU9QWN0aW9uJTlwUGxhbi5QREY&ntb=1)

*Natural and Cultural Resources Recovery Support Function | National Disaster Recovery Framework.* (2025). FEMA. <https://www.fema.gov/emergency-managers/national-preparedness/frameworks/recovery/recovery-support-functions/natural-cultural-resources-rsf>

*Natural and Cultural Resources Recovery Function | Recovery Support Function Annex State of Ohio Emergency Operations Plan.* (2024). Ohio Emergency Management Agency.

[https://dam.assets.ohio.gov/image/upload/ema.ohio.gov/Documents/Ohio\\_EOP/Natural-and-Cultural-Resources-Recovery-Support-Function.pdf](https://dam.assets.ohio.gov/image/upload/ema.ohio.gov/Documents/Ohio_EOP/Natural-and-Cultural-Resources-Recovery-Support-Function.pdf)

*Ohio Emergency Operation Plan.* (n.d.). Ohio Emergency Management Agency.

<https://ema.ohio.gov/prepare-respond/state-plans/01-ohio-emergency-operations-plan>



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – APPENDIX 4:**  
**LIST OF RESOURCES IDENTIFIED IN COUNTY HAZARD MITIGATION PLAN**

**I. COLUMBIANA COUNTY NATURAL AND CULTURAL RESOURCES**

Listed below are built and natural assets found throughout the cities that make up Columbiana County. More information can be found in the [Columbiana HMP](#) resource.

Asset	Address	City	Type		
			General	Built	Natural
Columbiana County Courthouse	203 South Market Street	Lisbon	Governmental Facility	X	
East Liverpool City Hall	126 West Sixth Street	East Liverpool	Governmental Facility	X	
East Palestine Village Offices	144 North Market Street	East Palestine	Governmental Facility	X	
Elkrun Township Hall	41725 State Route 154	Lisbon	Governmental Facility	X	
Hanoverton Village Offices	10180 1st Street	Hanoverton	Governmental Facility	X	
Leetonia Village Offices	300 East Main Street	Leetonia	Governmental Facility	X	
Lisbon Village Offices	203 North Market Street	Lisbon	Governmental Facility	X	
Madison Township Hall	13011 State Route 45	Lisbon	Governmental Facility	X	
New Waterford Village Offices	3760 Park Drive	New Waterford	Governmental Facility	X	
Salem City Hall	231 South Broadway Ave	Salem	Governmental Facility	X	
Salem Township Hall	37638 Old State Route 556	Leetonia	Governmental Facility	X	
Salineville Village Offices	34 Washington Street	Salineville	Governmental Facility	X	
Washingtonville Village Offices	415 South County Road	Washingtonville	Governmental Facility	X	
Wellsville Village Offices	1200 Main Street	Wellsville	Governmental Facility	X	

Asset	Address	City	Type		
			General	Built	Natural
Burchfield Homestead	867 E 4th Street	Salem	Historical		X
Cassius Clark Thompson House	305 Walnut Street	East Liverpool	Historical		X
Charles Nelson Schmick House	110 Walnut Street	Leetonia	Historical		X
Cherry Valley Coke Ovens	999 Cherry Valley Road	Leetonia	Historical		X
Church Hill Road Covered Bridge	42164 SR 154	Lisbon	Historical		X
Daniel Howell Hise House	1100 Franklin Avenue	Salem	Historical		X
Diamond Historic District	410 Market Street	East Liverpool	Historical		X
East Liverpool Historic District	112 E 5th Street	East Liverpool	Historical		X
East Liverpool Pottery	112 E 2nd Street	East Liverpool	Historical		X
Elks Club	139 W 5th Street	East Liverpool	Historical		X
Godwin Knowles House	422 Broadway Street	East Liverpool	Historical		X
Hanna-Kenty House	251 East High Street	Lisbon	Historical		X
Hanoverton Canal Town District	30093 US 30	Hanoverton	Historical		X
Hiram Bell Farmstead	43628 SR 517	Columbiana	Historical		X
Homer Laughlin House	414 Broadway Street	East Liverpool	Historical		X
Hostetter Inn	32901 State Route 172	Lisbon	Historical		X
Ikirt House	200 6th Street	East Liverpool	Historical		X
John Street House	631 N. Ellsworth Avenue	Salem	Historical		X
Lisbon Historic District	108 N Market Street	Lisbon	Historical		X
Mary A. Patterson Memorial	224 E 4th Street	East Liverpool	Historical		X
Nicholas Eckis House	45838 High Street	New Waterford	Historical		X



Asset	Address	City	Type		
			General	Built	Natural
Odd Fellows Temple	120 W 6th Street	East Liverpool	Historical		X
Potters National Bank	216 E 4th Street	East Liverpool	Historical		X
Salem Downtown Historic District	100 N Ellsworth Avenue	Salem	Historical		X
Travelers Hotel	115 E Fourth Street	East Liverpool	Historical		X
YMCA	500 E 4th St	East Liverpool	Historical		X
Carnegie Public Library	219 East Fourth Street	East Liverpool	Library	X	
Columbiana Public Library	322 North Middle Street	Columbiana	Library	X	
East Palestine Memorial Public Library	309 North Mark	East Palestine	Library	X	
Leetonia Community Public Library	181 Walnut Street	Leetonia	Library	X	
Lepper Library	303 East Lincoln Way	Lisbon	Library	X	
Salem Public Library	821 East State Street	Salem	Library	X	
Wellsville Public Library	115 Ninth Street	Wellsville	Library	X	
Beaver Creek State Park	12021 Echo Dell Rd	East Liverpool	Park		X
Centennial Park	472 Park Ave	Salem	Park		X
East Palestine City Park	31 Park Ave	East Palestine	Park		X
Elkton Community Park	42557 Middle Beaver Rd	Elkton	Park		
Firestone Park	388 E Park Ave	Columbiana	Park		X
Guilford Lake State Park	6835 East Lake Rd	Lisbon	Park		X
Hellbender Bluff	14424 E Liverpool Rd	Lisbon	Park		X
Hippley Gardens	Stanton Ave	Columbiana	Park	X	
Little Beaver Greenway Trail	State Rte 164	Lisbon	Park	X	



Asset	Address	City	Type		
			General	Built	Natural
Leetonia Beehive Coke Ovens	999 Cherry Valley Rd	Leetonia	Park	X	
Mullins Memorial Park	1199 Superior Ave	Salem	Park		X
Scenic Vista Park	11523 Twp Rd 764	Lisbon	Park		X
Thompson Park	2626 Park Way	East Liverpool	Park		X
Waterworth Memorial Park	882 E School St	Salem	Park		X
Wick Park	111 Summit St	Leetonia	Park		X

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – APPENDIX 5:**  
**STATE EMERGENCY OPERATION PLAN OVERVIEW**

**I. OHIO STATE EMERGENCY OPERATIONS PLAN**

The Ohio State Emergency Operations Plan (Ohio EOP) establishes a framework through which State of Ohio agencies and other designated non-state agencies assist local jurisdictions to respond to and recover from disasters that affect the health, safety, and welfare of the citizens of Ohio. The Ohio EOP follows the Emergency Support Function structure as outlined in the U.S. Department of Homeland Security's National Response Framework and incorporates the National Incident Management System (NIMS).

Ohio's EOP is made up of five annexes: Administrative, Emergency Support Function, Incident-Specific, Support, and Recovery Support Function.

**II. ADMINISTRATIVE ANNEX**

The Administrative Annex is made up of the Base Plan. The Base Plan describes the structure and processes comprising Ohio's approach to all-hazards emergency management and the integration of the resources of Federal, State, local, and non-governmental organizations. The Base Plan also provides comprehensive information regarding the demographics of the State of Ohio. This information is meant to provide foundational knowledge in order to comprehend and appropriately use the plans listed in the subsequent annexes of Ohio's EOP.

**III. EMERGENCY SUPPORT FUNCTION ANNEX**

Ohio's EOP Emergency Support Function (ESF) Annex is structured on 15 ESFs that correspond to the format of the National Response Framework. The ESFs detail the roles and responsibilities of State, federal, and other public and private agencies that are charged with carrying out functional missions to assist local jurisdictions in response to emergency events or incidents.

Below is a list of the 15 ESFs that make up the Ohio EOP.

- |  |                                      |
|--|--------------------------------------|
| • Transportation                           | • Resource Support and Logistics     |
| • Communication and Information Technology | • Public Health and Medical Services |
| • Engineering and Public Works             | • Search and Rescue                  |
| • Firefighting                             | • Oil, Gas, and Hazardous Materials  |
| • Information and Planning                 | • Agriculture                        |
| • Mass Care                                |                                      |

- Energy
- Law Enforcement
- Recovery and Mitigation
- Emergency Public Information and External/Public Affairs

#### **IV. INCIDENT-SPECIFIC ANNEX**

This Annex provides 10 plans covering response strategies, procedures, and resources specifically tailored to address particular types of incidents or emergencies seen across the State. Each of the 10 plans that make up the Incident-Specific Annex covers the unique hazards and/or incidents that are common throughout the State and are available for emergency-related personnel to utilize to aid in their preparedness, response, and recovery efforts.

Below is a list of the 10 Incident-Specific Plans that make up the Ohio EOP.

- Ohio Human Infections Disease Incident Plan
- Ohio Mass Casualties Incident Plan
- Ohio Mass Fatalities Incident Plan
- Ohio Medical Countermeasures and Dispensing Plan
- Ohio Emergency Repatriation Plan
- Cyber Incident Plan
- Dangerous Wild Animal Incident Plan
- Drought Incident Plan
- Terrorism Incident Annex
- Animal Disease Incident Plan

#### **V. SUPPORT ANNEX**

Ohio's EOP nine Support Annexes are crucial components that outline the procedures and protocols for coordinating and delivering support functions during emergency response and recovery. This Annex is used to coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management.

Below is a list of the nine plans that make up the Support Annexes in the Ohio EOP.

- Access and Functional Needs Plan
- Aviation Support Plan
- Donations Management
- Emergency Reunification Plan
- Financial Accounting Plan
- Medical Surge Incident Support Plan
- National Veterinary Stockpile Plan
- Volunteer Management Plan
- Warning Systems Plan

#### **VI. RECOVERY SUPPORT FUNCTION ANNEX**

Ohio's EOP is also made up of a Recovery Support Function (RSF) Annex. This Annex highlights mechanisms for various support functions during the recovery phase following



an incident or emergency. This Annex is utilized by those recovering from incidents to encourage communities to rebuild and thrive after facing the impacts of an incident.

Below is a list of the six plans that make up the RSF Annex in the Ohio EOP.

- Community Assistance Plan
- Economic Recovery Plan
- Health and Social Services Recovery Plan
- Housing Recovery Plan
- Infrastructure Recovery Plan
- Natural and Cultural Resources Recovery Plan

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – APPENDIX 6:**  
**STATE EMERGENCY OPERATION PLAN NATURAL AND CULTURAL RESOURCES**  
**ANNEX**

**I. OHIO EMERGENCY OPERATION PLAN**

More information regarding the Ohio Emergency Operation Plan (EOP) as a whole can be found in Appendix 5 of the Columbiana County EOP.

**II. OHIO EOP NATURAL AND CULTURAL RESOURCES ANNEX**

The State's EOP Natural and Cultural Resources (NCR) Annex contains information regarding scope, response principles, concept of operations, assignment of responsibility, and more. All the components of this particular annex outline strategies for the preservation and restoration of both natural and cultural assets during and after an emergency. The annex recognizes the importance of safeguarding ecological integrity, biodiversity, and culturally significant landmarks in a similar manner as the Columbiana County's EOP NCR Annex. Components of the States EOP NCR Annex have been gleaned from in order to produce Columbiana County's similar annex.

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX X (NATURAL AND CULTURAL RESOURCES) – APPENDIX 7:**  
**FEDERAL EMERGENCY MANAGEMENT AGENCY: NATURAL & CULTURAL**  
**RESOURCES RECOVERY SUPPORT FUNCTION**

**I. National Disaster Recovery Framework**

The National Disaster Recovery Framework (NDRF) is a comprehensive guide developed by the United States government to facilitate effective disaster recovery efforts. Established in 2011, the NDRF outlines a collaborative recovery approach involving federal, state, local, tribal, and territorial partners, as well as non-profit organizations and the private sector. It serves as a blueprint for coordinating resources, fostering communication, and streamlining recovery processes after a disaster, emphasizing community resilience and long-term restoration. The framework integrates various sectors, including infrastructure, health, and economic recovery, to ensure a unified and efficient response and/or recovery to natural or artificial disasters.

**II. Recovery Support Functions**

Within the Federal Emergency Management Agency (FEMA), Recovery Support Functions (RSFs) are specific areas of expertise and responsibility designed to support effective disaster recovery efforts. These RSFs operate under the NDRF and work collaboratively to address various aspects of recovery, such as housing, infrastructure, and economic revitalization. The RSFs primarily consist of federal agencies and entities responsible for providing guidance, resources, and expertise to enhance the overall recovery process.

**III. Natural & Cultural Resources (NCR) RSF**

Natural & Cultural Resources (NCR) RSF is one of six RSFs established under the National Disaster Recovery Framework that support recovery efforts of states, local governments, tribes, and territories (SLTT) before, during, and after disasters. The core recovery capability for NCR RSF is the ability to protect natural and cultural resources and historic properties through appropriate response and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and in compliance with appropriate environmental and cultural resources laws.

The natural resources aspect of this RSF aims to safeguard ecosystems, wildlife habitats, and water resources, ensuring environmental sustainability. On the other hand, the cultural resources aspect of the RSF is dedicated to the protection of and recovery of historic sites, landmarks, and cultural artifacts. By integrating these RSFs into the broader recovery efforts, FEMA seeks to integrate federal assets and capabilities to help state and tribal



governments and communities address long-term environmental and cultural resource recovery needs after large-scale and catastrophic incidents.

*Further information regarding the Pre-disaster, Post-disaster, and outcomes for the NRC RSF can be found at the FEMA Natural Cultural Resources RSF webpage. Similarly, examples of NRC RSFs can be found on the Natural & Cultural Resources Recovery Support Function | FEMA.gov webpage.*

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**

<b>Annex:</b>	<b>Y</b>
<b>Title:</b>	Cybersecurity
<b>Related Federal ESFs:</b>	N/A
<b>Purpose:</b>	This annex addresses the preparedness, identification, detection, and analysis of cybersecurity threats
<b>Ohio Revised Code:</b>	
<b>Primary Agency:</b>	Columbiana County Clerk of Courts IT
<b>Support Agencies:</b>	Columbiana County Elected Officials Columbiana County Office Heads Columbiana County Employees

**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX Y (CYBERSECURITY) – RECORD OF CHANGES**

<b>Brief Description of Change</b>	<b>Date of Change</b>	<b>Pages Affected</b>	<b>Change Made By:</b>
New to Plan	12/24	All	PC
Added Annex 6 and 7	12/25		PC



**COLUMBIANA COUNTY EMERGENCY OPERATIONS PLAN**  
**ANNEX Y (CYBERSECURITY) – TABLE OF CONTENTS**

<b>Section</b>	<b>Page</b>
I. Situation and Assumptions	1
A. Situation	1
B. Assumptions	2
II. Concept of Operations	3
A. Incident, Detection & Analysis	3
B. Containment	4
C. Communication & Documentation	4
D. Eradication, Recovery & Monitoring	5
E. Phases of Emergency Management	5
III. Direction and Control	7
IV. Continuity of Government	8
V. Administration and Logistics	8
A. Administration	8
B. Logistics	8
VI. Organization and Assignment of Responsibilities	8
A. Cyber Incident Response Team	8
B. Assignment of Responsibility	9
VII. Plan Development and Maintenance	12
VIII. List of Appendices	12
<b>Appendices</b>	<b>Page</b>
Appendix 1 – Cyber Incident Severity Matrix	13
Appendix 2 – Escalation and De-Escalation Thresholds	15
Appendix 3 – Cyber Incident Response Plan	17
Appendix 4 – EMA VLAN Network Layout	20
Appendix 5 – FBI Reporting	22
Appendix 6 – Cyber Security Policy	23
Appendix 7 – Hardware Destruction Policy	35

## ANNEX Y: CYBERSECURITY

### I. SITUATION AND ASSUMPTIONS

#### A. Situation

1. Columbiana County is vulnerable to cybersecurity risks including cyber-attacks.
2. Departments and offices across the county rely on technology that is vulnerable to cybersecurity threats to conduct daily operations.
3. The county has a Cyber Incident Response Team (CIRT) that conducts response activities in the event of a cyber incident.
4. A cyber incident may pose many challenges to the community including:
  - a. Limited access to systems is critical to continuity of government, such as information technology (IT) systems, payroll, or claims processing.
  - b. Service outage to public safety communications systems that provide for the safety of community residents and community first responders.
  - c. Long-term power outages to community critical infrastructure, such as hospitals, public safety departments, and government buildings.

#### B. Assumptions

1. Cyber events will take many forms, including accidental or human error, malicious, and physical occurrences.
2. Columbiana County may experience a cyber disruption impacting the jurisdiction's critical infrastructure and key resources.
3. A cyber disruption either causes a disaster or is specifically launched by a perpetrator to coincide with, or take advantage of, a natural disaster or kinetic event. A cyber disruption, by its very nature, requires a coordinated response from a whole host of organizations that includes emergency management, law enforcement, homeland security, National Guard, and others.
4. A cyber disruption will require the coordination of IT and emergency management (EM) entities at the local, state, and federal level.
5. The CIRT may escalate the cyber disruption scenario to local, state, and federal law enforcement based on the determined severity level (see **Appendix 1**).

6. Prior to elected officials taking action during response to a cyber disruption, they must first receive reports and documentation detailing the event from the CIRT and other relevant parties (e.g., law enforcement).
7. A cyber disruption may overwhelm governmental and private sector resources.
8. Complications from cyber disruptions will threaten lives, property, the economy, and the public and private sectors' ability to deliver life safety and life essential services.
9. Rapid identification, information exchange, investigation, and coordinated incident handling and remediation will limit and mitigate the damage caused by cyber disruptions.
10. Delays in identifying or handling cyber disruptions will increase potential consequences.
11. Delays in the coordination, dissemination, and communication of cyber disruption handling actions will increase potential consequences.
12. During a cyber disruption all local laws, policies, plans, and procedures will remain in place until modified, amended, or enhanced by the appropriate legal authority. This plan does not replace or supersede existing local planning or regulations.
13. Preparedness measures such as cyber disruption planning help communities build a resilient foundation for effective and efficient continuity of operations during cyber disruptions, which help them recover and respond more effectively.

## **II. CONCEPT OF OPERATIONS**

### **A. Identification, Detection, and Analysis**

1. Identification of a cyber incident may come in different forms, from event management and alerts to end-user reporting. Identification of an incident requires immediate action and response.
2. Once a cyber incident is detected, analysis of the incident should take place. The following questions are used to guide the analysis:
  - a. Who discovered or reported the incident and how did they become aware?
  - b. What do we know so far about what happened?
  - c. What networks/systems are affected?
  - d. What data/information was compromised (e.g., stolen, deleted, altered)?
  - e. Are there known URLs, IP addresses, or networks that can be blocked to contain the incident or prevent further impact?



- f. When was the incident discovered or reported?
- g. Where was the incident discovered or located?
- h. What impact does the incident have on business operations?
- i. What is the extent of the incident with the network and applications?

B. Containment

1. The CIRT includes key technicians from each applicable section (i.e., security, desktop, server, development, administration).
2. If indications observed during the Identification stage show that an incident has or is occurring, the primary goal is to minimize the breadth of the incident and isolate it from causing wide-spread damage or data loss. If possible, immediately disconnect the affected systems from the network.
3. Wherever possible, the affected machine should be removed from service and replaced. From that point on, the machine should not be connected to the organization's network unless it is properly re-imaged and returned to a known trusted state.

C. Communication and Documentation

1. Open lines of communication using a phone bridge or chat tool should be opened and relayed to the CIRT and other stakeholders as they become available. The CIRT may escalate incidents to law enforcement or other security officials when appropriate.
2. Members of the CIRT will gather and document details of the breach for further analysis of origin, impact, and intentions.
3. The details gathered by the CIRT concerning the cyber disruption are expected to be reported to the relevant levels of law enforcement as well as county elected officials.
4. County elected officials may be required to provide policy direction and decision making during a cyber disruption.
5. County elected officials may be called upon to deliver messages/updates to the public regarding the cyber disruption.
6. Communications with outside entities should first be approved by the Clerk of Courts System Administrator. Additional approval may be required by executive staff.

#### D. Eradication, Recovery, and Monitoring

1. Eradication includes the removal of malicious code, accounts, and inappropriate access, as well as the replacement of hardware or re-imaging affected systems. In some cases, a forensic disk image may be requested.
2. Once eradication is complete, the process of bringing systems online and resuming operations should begin. This may include restoring systems and data from backup or building new machines. Additional steps and considerations include:
  - a. When can the systems be returned to production?
  - b. Have systems been patched, hardened, and tested?
  - c. Can the system be restored from a trusted back-up?
  - d. How long will the affected systems be monitored and what will be looked for when monitoring?
  - e. What tools will ensure similar attacks will not reoccur? (File integrity monitoring, intrusion detection/protection, etc.)
  - f. Are there indicators of compromise (IOC) that can be used to block activity, as well as monitor for signs of new or continued threats?
3. Monitoring is very important after containment to ensure all traces of the incident are remediated. Activity may include investigating logs, accounts, and other changes before, during and after the event.

#### E. Phases of Emergency Management

1. Mitigation
  - a. Develop mitigation approaches to address identified vulnerabilities and known threats.
  - b. Develop hardening measures to increase the resilience or strength of cyber defenses based on penetration testing and other system tests.
  - c. County elected officials may allocate resources for cybersecurity measures to promote awareness.
  - d. Identify and implement planning needs that will increase cyber resilience.
  - e. Identify and communicate to the proper entities the need for legislation or policy changes to enhance cyber resilience.
2. Preparedness

- a. Maintain the Cybersecurity Annex and support an iterative and collaborative planning process.
  - b. Build local capacity to collectively respond to cyber disruptions by conducting trainings and exercises to facilitate understanding of cyber disruptions and security policies, test capabilities related to cyber disruptions, and continuously validate planning concepts and operations.
  - c. Elected officials may be asked to participate in trainings and exercises and validate portions of preparedness plans related to their roles and responsibilities during cyber disruptions.
  - d. Identify vulnerabilities within the local critical infrastructure and cyber resources.
  - e. Build relationships and communication channels with local, state, and federal partners for engagement during a physical cyber disruption.
  - f. The CIRT may utilize Traffic Light Protocol (TLP) measures whilst communicating with levels of law enforcement through phone bridges or additional chat tools.
  - g. Communicate with other jurisdictions' cyber teams in order to facilitate sharing of best practices and after-action reporting.
  - h. Identify resources to support cyber event preparedness, response, and recovery and train stakeholders on available resources.
  - i. Maintain and update all local, state, federal, and commercial contact lists and test contact methods on a frequent basis.
3. Response
- a. Notify cyber response partners.
  - b. Escalate operations based on escalation criteria included in this plan.
  - c. Track containment and restoration activities, including actions taken, resource assignments, and notification.
  - d. Identify appropriate subject matter experts to determine remediation and or protect evidence related to the disruption.
  - e. Engage subject matter experts to provide continued analysis related to incident severity and escalation or de-escalation needs.
  - f. Continuously monitor events to determine scale and scope and determine if the event is contained or escalating.
  - g. Share information that may indicate impacts to additional jurisdictions and the state.



- h. If a disaster occurs solely within the confines of the municipality and the CEO deems it beyond the control of the municipality, he/she may request state assistance or a declaration of a county state of emergency.
  - i. Provide situational awareness to cybersecurity representatives in the region.
  - j. De-escalate operations based on the criteria included in this plan.
- 4. Recovery
  - a. Document the cyber incident ticket, which should include the following items:
    - i. Information about the type of incident.
    - ii. A description of how the incident was discovered.
    - iii. Information about the systems that were affected.
    - iv. Information about who was responsible for the system and its data.
    - v. A description of what caused the incident.
    - vi. A description of the response to the incident and whether it was effective.
    - vii. Recommendations to prevent future incidents.
    - viii. A discussion of lessons learned that will improve future responses.
    - ix. A timeline of events, from detection to incident closure
  - b. Hold a lessons learned meeting to discuss what went well and areas of improvement.
    - i. Ensure relevant stakeholders are included in this discussion. Ideally those who were involved with the response and recovery efforts (i.e., relevant levels of law enforcement).
  - c. Municipal chief executives, and other elected officials, will be asked to coordinate actions of all municipal disaster relief forces in conjunction with the information and coordination received through the EOC.

### **III. DIRECTION AND CONTROL**

- A. Following notification and activation of the EOC, the CCEMA Director or designee will establish strategic and operational command, coordination, and control of resources and support organizations as required.
- B. CCEMA will manage the EOC and coordinate with the CIRT to receive and disseminate intelligence, establish common strategic priorities, and identify resource needs.
- C. Any communication with outside entities must be approved by the Clerk of Courts System Administrator.

#### **IV. CONTINUITY OF GOVERNMENT**

##### **A. Cyber Incident Response Team**

1. Chief Deputy Systems Administrator
2. Deputy Clerk Systems Administrator
3. Chief Deputy Clerk of Courts

#### **V. ADMINISTRATION AND LOGISTICS**

##### **A. Administration**

1. All cyber incidents should be documents with an incident ticket.

##### **B. Logistics**

2. All organizations are required to report a cybersecurity breach to the CIRT immediately upon detection.
3. The CIRT must escalate the incident's scenario to relevant law enforcement at the local, state, and/or federal level.

#### **VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Detection and response services may be procured through vendor agreements, as well as cybersecurity insurance coverage, which is designed to assist an organization in reducing risk by offsetting costs for recovery after a cybersecurity incident. In addition, State and Federal agencies may offer free or low-cost services to support response to and recovery from cybersecurity incidents and emergencies.

##### **1. Federal Support**

###### **a. FBI**

The FBI is the lead federal agency for investigating cyberattacks and intrusions by criminals, overseas adversaries, and terrorists. At the headquarters level, the FBI leads the National Cyber Investigative Joint Task Force (NCIJTF), which includes more than 30 agencies from the Intelligence Community and law enforcement. Additionally, the FBI has dedicated Cyber Task Forces at each field office. **Appendix 5** provides an FBI reporting one-pager that can be utilized to submit a report to the FBI concerning a cyber disruption.

## b. Cybersecurity And Infrastructure Security Agency

The Cybersecurity And Infrastructure Security Agency (CISA) is an organization within the United States government focused on safeguarding the nation's critical infrastructure from cyber threats. Established to bolster cybersecurity defenses and coordinate responses during cyber incidents, CISA collaborates with government and private sector partners to mitigate risks to essential services such as energy, transportation, communication, and financial systems. Through strategic guidance, threat intelligence sharing, and proactive initiatives, CISA plays a crucial role in fortifying the resilience of the nation's infrastructure against evolving cyber threats, ensuring the stability and security of vital day-to-day services and national security.

## 2. Municipal, County, Regional, and State Support

*Table 1: Municipal, County, Regional, and State Support*

Agency	Responsibilities
<b>Local Level</b>	
Municipal Chief Executives	<ul style="list-style-type: none"> <li>Coordinate the actions of all municipal disaster relief forces in conjunction with the information and coordination received through the EOC.</li> <li>If a disaster occurs solely within the confines of the municipality and the CEO deems it beyond the control of the municipality, he/she may request state assistance or a declaration of a county state of emergency.</li> <li>Elected officials may be asked to deliver messages/updates to the general public.</li> </ul>
<b>County Level</b>	
Columbiana County Clerk of Courts	<ul style="list-style-type: none"> <li>Serve as members of the CIRT, including the Chief Deputy Systems Administrator, Deputy Clerk Systems Administrator, and Chief Deputy Clerk of Courts.</li> </ul>
Columbiana County EMA	<ul style="list-style-type: none"> <li>Determines when to open the Emergency Operations Center (EOC).</li> </ul>



Agency	Responsibilities
CIRT	<ul style="list-style-type: none"> <li>• Conducts cyber incident response and recovery actions for disruptions to Columbiana County's systems.</li> <li>• Includes key technicians from each applicable section for cyber response, including desktop, server, development, and administration.</li> <li>• Based on the severity level of the cyber disruption (<b>see Appendix 1</b>), the CIRT will elevate the event scenario to relevant local, state, and/or federal law enforcement.</li> <li>• Delivers reports and documentation detailing the event scenario to elected officials.</li> </ul> <p><b>Note:</b> Reference the Columbiana County Cyber Attack Response Policy for more detailed responsibilities and contact information for members of the CIRT.</p>
<b>Regional Level</b>	
Ohio Regional Fusion Centers	<ul style="list-style-type: none"> <li>• Gathers, analyzes, and disseminates information related to cybersecurity incidents and emerging threats. These centers facilitate collaboration among law enforcement, government agencies, and private sector partners to improve cyber situational awareness and coordinate responses to cyber threats across the state.</li> </ul>
<b>State Level</b>	
Ohio Homeland Security (OHS) (Coordinating Agency)	<ul style="list-style-type: none"> <li>• Maintain communication with Ohio EMA regarding overall planning, communication, and coordination and distribute cyber incident response products.</li> <li>• Alert the Cybersecurity Strategic Advisor or designee of a cyber incident.</li> <li>• OHS will alert CISA and other designated federal agencies of the cyber incident in accordance with OHS guidance for federal notification.</li> <li>• Request and coordinate support agency assistance.</li> <li>• Provide information and support to support agencies during a cyber incident.</li> <li>• Coordinate the gathering of information from divergent sources.</li> <li>• Provide situational awareness regarding the incident, attackers, and second-order effects.</li> <li>• Coordinate reporting of cyber-related incidents to federal law enforcement agencies with Ohio State Highway Patrol (OSHP), utilizing the Law Enforcement Cyber Incident Reporting – A Unified Message for State, Local, Tribal, and Territorial Law Enforcement document (<b>see Appendix 5</b>).</li> <li>• Coordinate support agency call for analysis summary and develop course of actions recommendations for State EOC activation needs.</li> </ul>

Agency	Responsibilities
Cybersecurity Strategic Advisor to the Governor (Support Agency)	<ul style="list-style-type: none"> <li>• Lead incident response calls and make decisions with the input and advice of coordinating and support agencies.</li> <li>• Direct strategic communications across entities and agencies and with the media.</li> <li>• Direct local, state, and non-governmental organizations, and private sector stakeholders and partners. This includes direction on Personally Identifiable Information (PII) that a cyber event may compromise.</li> <li>• Direct post-incident activity, remediation steps, and plan updates, as necessary.</li> <li>• Keep the Governor and Lt. Governor informed and coordinate senior decision-making activities.</li> </ul>
Ohio Department of Administrative Services – Office of Information Technology (DAS-OIT) (Support Agency)	<ul style="list-style-type: none"> <li>• Provide staff for State EOC activations.</li> <li>• Provide guidance to local, state, non-governmental organizations, and private sector stakeholders and partners. This includes guidance on PII that may be impacted by a cyber event.</li> <li>• Develop and maintain a cyber-related resource manual, inclusive of key contacts for local and state law enforcement cyber incident reporting, checklists, procedures, roles and responsibilities, and other job aids.</li> <li>• Develop reporting mechanisms/information flow charts to communicate cyber-related information to local and state agencies, cyber partners, plan contacts, stakeholders, and the private sector.</li> <li>• Where applicable, report cyber-related incidents to OHS.</li> </ul>
Ohio Department of Administrative Services (Support Agency)	<ul style="list-style-type: none"> <li>• Assist in the procurement of needed communication goods and services from private contractors by identifying and contacting sources on and off state term contracts.</li> <li>• Provide listings of technical support staff across the State of Ohio who may be familiar and experienced with supplementing response efforts.</li> <li>• Provide information technology resources and support to ensure the cyber security and physical integrity of state emergency communications systems, including geographic information systems (GIS).</li> <li>• Maintain and support the Multi-Agency Radio Communications System (MARCS) infrastructure.</li> </ul>
Ohio Emergency Management Agency (Ohio EMA) (Support Agency)	<ul style="list-style-type: none"> <li>• Coordinate information flow between county EMAs, OHS, the U.S. Computer Emergency Response Team (US-CERT) and other planning partner agencies.</li> <li>• Assist in mitigating the physical-world effects of cyber incidents.</li> <li>• Provide information coordination for local partners to the Statewide Terrorism Analysis &amp; Crime Center (STACC) / Strategic Analysis and Information Center (SAIC).</li> </ul>



Agency	Responsibilities
Adjutant General's Department (Support Agency)	<ul style="list-style-type: none"> <li>• Provide cyber incident response services (including on-site liaising, leadership, digital forensics, intrusion detection, and other technical advisory services) as directed by the Ohio Governor.</li> <li>• Provide response/support services related to cascading impacts of a mass cyber incident, as directed by the Ohio Governor.</li> <li>• The Adjutant General's Department does not provide direct support to implement recovery operations. Recovery operations planning assistance may be provided when required to implement containment and eradication objectives.</li> <li>• Provide support to the Statewide Terrorism Analysis &amp; Crime Center – Cyber Unit, as directed by the Ohio Governor.</li> </ul>

## VII. PLAN DEVELOPMENT AND MAINTENANCE

1. All county and municipal offices with cyber responsibilities are responsible for reviewing this annex on at least an annual basis and submitting new or updated information to the county Emergency Management Director. This annex should also be updated based on any deficiencies found through drills and exercises.
2. This annex is subject to revision at times when the rest of the EOP is being reviewed.

## VIII. LIST OF APPENDICES

Appendix 1 – Cyber Incident Severity Matrix

Appendix 2 – Escalation and De-Escalation Thresholds

Appendix 3 – Cyber Incident Response Plan

Appendix 4 – EMA VLAN Network Layout

Appendix 5 – FBI Reporting One-Pager

Appendix 6 – Cyber Security Policy

Appendix 7 – Hardware Destruction Policy



## APPENDIX 1 TO ANNEX Y - CYBER INCIDENT SEVERITY MATRIX

Cyber incidents vary in scale and severity, and cyber stakeholders will need to respond in proportion to the threat to effectively manage resources and personnel. *Table 1: Cyber Incident Severity Matrix* describes the incident severity scale to be used by cyber stakeholders, including the level of effort and expected coordination with state, local, tribal, and territorial (SLTT) governments and other mission partners.

**Note:** Any cyber incident, regardless of its Cyber Incident Severity needs to be communicated to the Cyber Incident Response Team (CIRT). The CIRT will evaluate each incident and determine the appropriate level of law enforcement to involve, including local, state, and federal agencies. The CIRT and relevant law agencies will also update county elected officials

*Table 1: Cyber Incident Severity Matrix*

Cyber Incident Severity	Description	Level of Effort—Description of Actions
<b>Level 0—Steady State</b>	Unsubstantiated or inconsequential event.	Steady State, which includes routine watch and warning activities.
<b>Level 1—Low</b>	Unlikely to impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	Requires coordination among CIRT, County Departments, and SLTT governments due to minor to average levels and breadth of damage. Typically, this is primarily a recovery effort with minimal response requirements.
<b>Level 2—Medium</b>	May impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	Requires coordination among CIRT, Victim Departments, Victim Agencies, or SLTT governments due to minor to average levels and breadth of cyber related impact or damage. Typically, this is primarily a recovery effort.



Cyber Incident Severity	Description	Level of Effort—Description of Actions
<b>Level 3—High</b>	Likely to result in a demonstrable impact to public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	Requires elevated coordination among CIRT, County Departments, County Agencies, or SLTT governments due to moderate levels and breadth of damage. Potential involvement of FEMA and other federal agencies.
<b>Level 4—Severe</b>	Likely to result in a significant impact to public health or safety, national security, economic security, foreign relations, or civil liberties.	Requires elevated coordination among CIRT, County Departments, County Agencies, or SLTT governments due to moderate levels and breadth of cyber impact or damage. Involvement of Federal Partners if needed for incident.
<b>Level 5—Emergency</b>	Poses an imminent threat to the provision of wide-scale critical infrastructure services, State government security, or the lives of California citizens.	Due to its severity, size, location, actual or potential impact on public health, welfare, or infrastructure, the cyber incident requires an extreme amount of CIRT and State assistance for incident response and recovery efforts, for which the capabilities to support do not exist at any level of State government. Involvement of Public-Private Partnerships if needed for incident.



## APPENDIX 2 TO ANNEX Y - ESCALATION AND DE-ESCALATION THRESHOLDS

After an event has been assigned an initial severity level within the Cyber Incident Severity Matrix, the following escalation framework will be used to determine if the severity level of an event needs to be escalated or de-escalated. The incident severity level will also be continually re-evaluated. Escalating and de-escalating the severity level of coordination and effort required to manage an event. Due to the nature of cyber events, escalation and de-escalation may not follow an incremental process depicted in table 3 below but may skip over levels depending on the severity of the event at the time of discovery or the speed with which the incident is contained.

Table 1: Escalation and De-Escalation Thresholds

Cyber Incident Severity Level	Escalation Threshold(s)	De-Escalation Threshold(s)
<b>Level 0—Steady State</b>	<b>Escalate to "Low" if:</b>	<b>Remain at "Steady State" if:</b>
"Steady State" is considered to be an unsubstantiated or inconsequential event.	A potential cyber event or incident is suspected, investigated, and classified as an incident that is <b>unlikely</b> to impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	<ul style="list-style-type: none"> <li>- The findings of the preliminary investigation reveal that the suspicious activity is not malicious.</li> <li>- The conditions that caused the change have been remediated.</li> </ul>
<b>Level 1—Low</b>	<b>Escalate to "Medium" if:</b>	<b>Return to "Steady State" if:</b>
"Low" severity cyber incidents are <b>unlikely</b> to impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	A potential cyber event or incident is suspected, investigated, and classified as an incident that <b>may</b> impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	<ul style="list-style-type: none"> <li>- The incident is completely resolved, and the agencies confirm that impacted resources and infrastructure are working normally.</li> <li>- The incident is fully contained, and the root cause is identified.</li> <li>- The special event has passed and there is no longer a need to take</li> </ul>



Cyber Incident Severity Level	Escalation Threshold(s)	De-Escalation Threshold(s)
		additional security measures.
<b>Level 2—Medium</b>  "Medium" severity cyber incidents <b>may</b> impact public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	<b>Escalate to "High" if:</b>  A potential cyber event or incident is suspected, investigated, and classified as an incident that is <b>likely to result in a demonstrable impact</b> to public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	<b>Return to "Low" if:</b>  - The incident meets the escalation criterion identified within that section.
<b>Level 3—High</b>  "High" severity cyber incidents are <b>likely to result in a demonstrable impact</b> to public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	<b>Escalate to "Severe" if:</b>  The cyber incident is <b>likely to result in a significant impact</b> to public health or safety, national security, economic security, foreign relations, civil liberties, or public confidence.	<b>Return to "Medium" if:</b>  - The incident meets the escalation criterion identified within that section.
<b>Level 2—Severe</b>  "Severe" cyber incidents are <b>likely to result in a significant impact</b> to public health or safety, national security, economic security, foreign relations, or civil liberties.	<b>Escalate to "Emergency" if:</b>  The cyber incident poses an <b>imminent threat</b> to the provision of wide-scale critical infrastructure services, State government security, or the lives of California citizens.	<b>Return to "High" if:</b>  - The incident meets the escalation criterion identified within that section.
<b>Level 3—Emergency</b>  "Emergency" cyber incidents pose an <b>imminent threat</b> to the provision of wide-scale critical infrastructure services, State government security, or the lives of California citizens.		<b>Return to "Severe" if:</b>  - The incident meets the escalation criterion identified within that section.





## **Columbiana County Cyber Attack Response Policy**

### **IDENTIFICATION, DETECTION & ANALYSIS**

Identification may come in different forms, from event management and alerts to end-user reporting. This stage requires immediate action and response.

Who discovered or reported the incident and how did they become aware?

What do we know so far about what happened?

What networks/systems are affected?

What data/information was compromised (e.g., stolen, deleted, altered)?

Are there known URLs, IP addresses, or networks we can block to contain the incident or prevent further impact?

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When was the incident discovered or reported?

Where was the incident discovered or located?

What impact does the incident have on business operations?

What is the extent of the incident with the network and applications?

### **CONTAINMENT**

The Cyber Incident Response Team (CIRT) includes key technicians from each applicable section, (i.e. security, desktop, server, development, administration). If indications observed during the Identification stage show that an incident has or is occurring, the primary goal is to minimize the breadth of the incident and isolate it from causing wide-spread damage or data loss. If possible, immediately disconnect the affected systems from the network. Wherever possible, the affected machine should be removed from service and replaced. From that point on, the machine should not be connected to the organization's network unless it is properly re-imaged and returned to a known trusted state.

#### **Cyber Incident Response Team**

- Ben Black – Chief Deputy Systems Administrator 330.418.7224
- Hunter Shingleton – Deputy Clerk
- Shane Patrone – Chief Deputy Clerk of Courts

## **COMMUNICATION & DOCUMENTATION**

Open lines of communication using phone and or chat tool and relay information to the CIRT and stakeholders as it becomes available. The CIRT may escalate incidents to law enforcement or other security officials when appropriate. Members will also gather and document the details of the breach for further analysis of origin, impact, and intentions.

The actions you take during an incident may become vitally important at a later date. Keep a journal of your actions and findings as you manage the incident, so you are not forced to remember what you did.

Communication with outside entities should first be approved by the Clerk of Courts System Administrator. Additional approval may be required by executive staff.

## **ERADICATION, RECOVERY & MONITORING**

This stage in the process addresses the removal of malicious code, accounts, and inappropriate access. It also includes the replacement of hardware or re-imaging affected systems. In some cases, a forensic disk image may be requested.

Once eradication is complete, we begin the process of bringing systems online and resuming operations. This may include restoring systems and data from backup or building new machines. Additional steps and considerations include:

- When can the systems be returned to production?
- Have systems been patched, hardened, and tested?
- Can the system be restored from a trusted back-up?
- How long will the affected systems be monitored and what will you look for when monitoring?
- What tools will ensure similar attacks will not reoccur? (File integrity monitoring, intrusion detection/protection, etc.)
- Are there indicators of compromise (IOC) that can be used to block activity, as well as monitor for signs of new or continued threats?

Monitoring is very important after containment. We want to ensure all traces of the incident are remediated. Activity may include investigating logs, accounts, and other changes before, during and after the event.

## **POST INCIDENT ACTIVITIES**

This requires thoroughly documenting the incident ticket. Post incident activities may also include a lessons learned meeting where we discuss what went well and areas of improvement. The incident ticket should include the following items:

- Information about the incident type
- A description of how the incident was discovered
- Information about the systems that were affected



- Information about who was responsible for the system and its data
- A description of what caused the incident
- A description of the response to the incident and whether it was effective
- Recommendations to prevent future incidents
- A discussion of lessons learned that will improve future responses
- A timeline of events, from detection to incident closure

In addition to the above activities the Systems Administrator will notify the executive director of the division of homeland security within seven days, and the auditor of state's office.

## **PREVENTION**

Review and update security awareness training programs or security policies as appropriate. Review (and potentially reconfigure) security and monitoring controls based on lessons learned or exploited weaknesses from the incident. Discover if any other assets are vulnerable to similar threats and take action to patch / repair if needed.

## **CIRT Member Contact Information**

### Ben Black

Chief Deputy Systems Administrator  
Desk: 330-424-9035  
Cell: 330-418-7224  
Email: bblack@ccclerk.org

### Hunter Shingleton

Deputy Clerk Systems Administrator  
Desk: 330-424-7777 x1065  
Cell: 919 884-6920  
Email: hshingleton@ccclerk.org

### Shane Patrone

Chief Deputy Clerk of Courts  
Desk: 330-424-7777 x1062  
Cell: 330-853-5160  
Email: spatrone@ccclerk.org

**APPENDIX 4 TO ANNEX Y- EMA VLAN LAYOUT**

**This document is on file in the EMA Office.**

## APPENDIX 5 TO ANNEX Y – FBI Reporting

## Law Enforcement Cyber Incident Reporting

*A Unified Message for State, Local, Tribal, and Territorial Law Enforcement*

Cyber threats from malicious actors are a growing concern across the United States. Voluntary sharing of incident information between state, local, tribal, and territorial (SLTT) law enforcement and the federal government is important to ensuring a safe and secure cyberspace. This document details different ways SLTT law enforcement partners can report suspected or confirmed cyber incidents to the federal government. No matter which "door" SLTT law enforcement uses, information is shared within the federal government to provide an appropriate response while protecting citizens' privacy and civil liberties under the law.

### When to Report to the Federal Government

A cyber incident is a past, ongoing, or threatened intrusion, disruption, or other event that impairs or is likely to impair the confidentiality, integrity, or availability of electronic information, information systems, services, or networks. SLTT partners are encouraged to voluntarily report suspected or confirmed cyber incidents to a federal entity. In particular, a cyber incident should be reported if it:

- May impact national security, economic security, or public health and safety.
- Affects core government or critical infrastructure functions.
- Results in a significant loss of data, system availability, or control of systems.
- Involves a large number of victims.
- Indicates unauthorized access to, or malicious software present on, critical information technology systems.
- Violates federal or SLTT law.

### What to Report

Cyber incidents may be reported at various stages, including when complete information is not available. Gathering as much information as possible will help expedite assistance to your agency and your community.

- Your name, organization, address, and phone number.
- What entity experienced the incident? Who owns the affected systems? Who is the appropriate point of contact?
- What type of incident occurred?
- What was the initial entry vector or vulnerability exploited (if known)?
- How was the incident initially detected or discovered?
- What specific assets appear to be impacted (e.g., systems, networks, data)?

- Provide a synopsis of impacts (business, mission, and operational), including prioritization factors:
  - Did the incident impact critical infrastructure essential functions?
  - Was a control system compromised or manipulated?
- What response actions have already been performed by the affected entity?
  - Are they requesting federal technical assistance?
  - Have they contacted or retained a managed security service provider for mitigation/investigation?
  - Has your agency opened a law enforcement investigation? Have other law enforcement agencies been asked to investigate? Can you share the other agency's point of contact information?
- If you have them, please share:
  - Logs, including destination IP and port and destination URL.
  - Operating software of the affected system(s).
  - Source ports involved in the attack.
  - Indications (current or historical) of sophisticated tactics, techniques, and procedures (TTPs).
  - Indications (current or historical) that the attack specifically targeted the asset owner.
  - Status change data and time stamps (including time zone).

### How to Report

The federal government has several different ways for individuals, businesses, law enforcement partners, and others to report cyber incidents. SLTT law enforcement can report to the federal government in person, by e-mail, by phone, or via online tools. Reports are appropriately shared among relevant federal stakeholders in order to help mitigate the consequences of the incident, evaluate the impact on critical infrastructure, and investigate any potential criminal violations. The table on the next page summarizes these resources.





## APPENDIX 5 TO ANNEX Y – FBI Reporting (continued)

## Law Enforcement Cyber Incident Reporting

### A Unified Message for State, Local, Tribal, and Territorial Law Enforcement

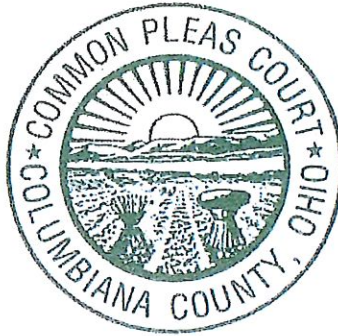
#### Key Contacts for SLTT Law Enforcement Cyber Incident Reporting

Organization and Key Points of Contact	What to Report?
<b>U.S. Department of Homeland Security (DHS)</b>	
National Protection and Programs Directorate (NPPD)	
National Cybersecurity and Communications Integration Center (NCCIC) ( <a href="http://www.dhs.gov/about-national-cybersecurity-communications-integration-center">http://www.dhs.gov/about-national-cybersecurity-communications-integration-center</a> ) NCCIC@hq.dhs.gov or (888) 282-0870	Suspected or confirmed cyber incidents that may impact critical infrastructure and require technical response and mitigation assistance
<b>United States Secret Service</b>	
Secret Service Field Offices ( <a href="http://www.secretservice.gov/field_offices.html">http://www.secretservice.gov/field_offices.html</a> )	Cybercrime, including computer intrusions or attacks, transmission of malicious code, password trafficking, or theft of payment card or other financial payment information
Electronic Crimes Task Forces (ECTFs) ( <a href="http://www.secretservice.gov/ectf.html">http://www.secretservice.gov/ectf.html</a> )	
<b>Immigration and Customs Enforcement Homeland Security Investigations (ICE HSI)</b>	
ICE HSI Field Offices ( <a href="http://www.ice.gov/contact/invt/">http://www.ice.gov/contact/invt/</a> )	Cyber-based domestic or international cross-border crime, including child exploitation, money laundering, smuggling, and violations of intellectual property rights
ICE HSI Cyber Crimes Center ( <a href="http://www.ice.gov/cyber-crimes/">http://www.ice.gov/cyber-crimes/</a> )	
<b>U.S. Department of Justice (DOJ)</b>	
<b>Federal Bureau of Investigation (FBI)</b>	
FBI Field Offices ( <a href="http://www.fbi.gov/contact-us/field/">http://www.fbi.gov/contact-us/field/</a> )	
Cyber Task Forces ( <a href="http://www.fbi.gov/about-us/investigate/cyber/cyber-task-forces-building-alliances-to-improve-the-nations-cybersecurity-3">http://www.fbi.gov/about-us/investigate/cyber/cyber-task-forces-building-alliances-to-improve-the-nations-cybersecurity-3</a> )	Cybercrime, including computer intrusions or attacks, fraud, intellectual property theft, identity theft, theft of trade secrets, criminal hacking, terrorist activity, espionage, sabotage, or other foreign intelligence activity
Law Enforcement Online Portal ( <a href="https://www.cjis.gov/CJSEAI/FAICController">https://www.cjis.gov/CJSEAI/FAICController</a> ) or (888) 334-4535	

#### Cyber Training and Other Resources for Law Enforcement Personnel

- The FBI's **Cyber Shield Alliance** (<https://www.cjis.gov/CJSEAI/FAICController>) provides extensive resources for SLTT partners, including eGuardian (<https://www.cjis.gov/CJSEAI/FAICController>) access, intelligence sharing, federally sponsored training and fellowships at the **National Cyber Investigative Joint Task Force** (<http://www.fbi.gov/about-us/investigate/cyber/ncijtf/>). The FBI also supports the **InfraGard** (<https://www.infogard.org/>) partnership with the private sector.
- The U.S. Secret Service operates the **National Computer Forensics Institute** (<https://www.nch.usss.gov/>) to provide federally sponsored training for SLTT partners, including law enforcement, prosecutors, and judges.
- The ICE HSI Cyber Crimes Center offers a variety of technical training courses related to cyber investigations and digital forensics on a request basis.
- The Computer Crime and Intellectual Property Section (CCIPS) manuals *Searching and Seizing Computers and Electronic Evidence* and *Prosecuting Computer Crimes* are available online at <http://www.justice.gov/criminal/cybercrime/documents.html>.
- SLTT partners can also advise the public to **file a complaint online** (<http://www.ic3.gov/default.aspx>) with the **Internet Crime Complaint Center** (<http://www.ic3.gov/default.aspx>).

***If there is an immediate threat to public health or safety, the public should always call 9-1-1.***



## **Columbiana County Clerk of Courts Cyber Security Policy**

### **Purpose:**

To address cyber threats that are constantly evolving with increasing intensity and complexity.

To minimize these threats that may harm the ability to achieve **Columbiana County Clerk of Courts** member mission objectives and delivery of member functions. These mission objectives and deliver member functions are increasingly reliant on information systems and the Internet, resulting in increased cyber risks that could cause severe disruption to **Columbiana County Clerk of Courts** functions, or impact reputation, or compromise sensitive data and intellectual property.

### **1) Password Security**

Discussion for 2020: Password methodology has evolved significantly over the past few years. Passwords that were once considered secure yesterday are considered inadequate by today's standards. Password strength comes from its length and its ability to be remembered. A password that is written down and kept under the keyboard has lost its effectiveness. An eight-digit complex password has similar security strength as an eight-digit simple password. In 2020, the recommendation is to use passphrases. Passphrases are the combination of words, numbers, and symbols to create a longer password that is easier to remember. Please review the updated suggestions.

- a) Passwords are the first line of defense, but do not replace the need for other data security measures. If passwords need to be documented, it is strongly recommended to use a Password Manager program.
- b) Specific requirements:
  - i) Passwords should not be recycled. The password policy should not allow the previous five to ten passwords to be reused.



- ii) Passwords should be unique per account. Passwords should not be reused for different services or applications. Remembering many passwords is a difficult task and it is recommended that a password manager be used to document user's passwords.
- iii) Minimum Password Length should be 8 characters. However, if users employ the idea of passphrases, passwords should easily reach 20 or more characters.
- iv) It is highly recommended that, whenever possible.
- v) It is the employee's responsibility to not share passwords and not engage in unauthorized use of other users' passwords. It is the employee's responsibility to safeguard her/his password.
- vi) Upon termination all employee IDs, passwords, etc. must be immediately disabled and data kept as per retention schedule.
- vii) All passwords should be changed at least every 90 days.
- c) It is imperative that you keep your password(s) safe and not giving it to any other individual or allowing anyone but yourself to access systems using your password.

## 2) Antivirus/Malware and Firewall Software

- a) Applicability
  - i) This policy applies to all computing environments, networks and computer systems owned, contracted, leased, or operated **Columbiana County Clerk of Courts**. It also applies to personally owned or third-party computers transmitting our sensitive data electronically or connecting directly to the member's network, including any websites operated by the member.
  - ii) This policy applies to all users, including administrative consultants, employees, contractors, administrators, and third parties.
  - iii) Next-Generation Firewalls (NGFW's) are network-based firewalls that are able to inspect traffic and take action at the application level. These NGFW devices are able to run Antivirus and Intrusion Prevention modules. It is highly recommended to install this new generation of network firewalls to add an additional layer of Antivirus security.
- b) The willful introduction of a computer virus, malware, and disruptive/destructive code to the member network is prohibited.
- c) All **Columbiana County Clerk of Courts** appointing authorities are responsible for deploying and maintaining licensed antivirus/malware and firewall prevention software to all systems it supports/ administers and providing timely updates for all components of the software on:
  - i) All servers on the county network including, but not limited to:
    - (1) Servers running the Windows Server Operation System
    - (2) Hypervisor servers (Hyper-V, VMWare etc.)
    - (3) Linux distributions & appliances
  - ii) **Columbiana County Clerk of Courts** deployed desktops, laptops, and tablets.
  - iii) When technically feasible, cell phones, smart phones and PDAs
  - iv) For non-member deployed laptops or mobile devices, **Columbiana County Clerk of Courts** should ensure, where feasible, that both up-to-date antivirus/malware prevention software



and a personal firewall are deployed on the connecting device prior to granting permission to connect to the member network.

- d) Users are not to make any changes to their system that will disable or remove our approved antivirus and malware prevention or firewall software or otherwise prevent the software from performing its intended purpose.
- e) Users are not to open any files or macros attached to an email from an unknown, suspicious, or untrustworthy source. All unexpected content received from a trusted source should be verified with that source prior to opening.
- f) Computer systems that are unable to run antivirus and malware prevention software must be restricted to an isolated network with sufficient network-level protections deployed to prevent viruses/malware from spreading into any other areas of our network (e.g. running antivirus technology at its "gateway" to **Columbiana County Clerk of Courts** network).
- g) Computer systems that are running an End-of-Life version of software must be restricted to an isolated network with sufficient network-level protections deployed to prevent viruses/malware from spreading into any other areas of our network
  - i) As of the writing of this document the following software is considered "End-of-Life" and should be removed or isolated from **Columbiana County Clerk of Courts** network as soon as possible.
    - (1) Windows XP
    - (2) Windows Vista
    - (3) Windows 7
    - (4) Windows Server 2000
    - (5) Windows Server 2003
    - (6) Windows Server 2008
    - (7) Windows 10
    - (8) Windows Server 2012
- h) All software updates will be installed and scheduled to run at regular intervals or upon electronic notification of a new security update, patch, vulnerability, or threat. Wherever possible, **Columbiana County Clerk of Courts** computing resources should be set to auto-apply/update security patches on a regular basis.
- i) Antivirus and malware prevention scanning should be programmed to run/initiate upon startup and/or reboot of PCs/servers/other computing devices.
- j) For PCs/servers/computing devices that are not normally rebooted, firewall, antivirus and malware scanning should be "always on" when technically feasible.
- k) All **Columbiana County Clerk of Courts** appointing authorities are responsible for receiving and acting upon alerts (via automated alert, email, news, etc.) promptly to ensure minimal exposure and security risk to the confidentiality, integrity, and availability of our electronic assets.
- l) Critical security patches should be deployed by a maximum of 48 hours after released by the operating system software or application vendor unless there is reason to believe the patch might negatively impact a business-related activity or application.
- m) After appropriate testing, updates without issue will be made available to all PCs/servers/computing devices, as well as remote employees.

- n) Malware prevention software scans shall be run routinely (at a minimum weekly).
- o) Antivirus and malware prevention software shall be run immediately after the installation of any new software.
- p) Suspicious content (files or macros attached to email) should be quarantined for review or permanently deleted immediately.
- q) All downloads should be scanned with an updated member standard antivirus/malware prevention scanner immediately (automatically, if possible).
- r) Downloads are scanned by the NG Firewall and either blocked, quarantined or allowed.
- s) Computing systems will be rebooted as required to ensure virus definitions (as well as operating system updates) are updated and that the antivirus software can run to check for viruses.
- t) Default settings should be set up so that antivirus software runs upon startup or reboot.

### 3) Mobile Computing

- a) Protection of laptop/mobile devices, especially when used off-site, is necessary in order to reduce the risk of both unauthorized access to the data contained on the device, as well as the data that the device has access to on **Columbiana County Clerk of Courts** network. Protection is also necessary to safeguard against loss or damage of the device itself.
- b) A Virtual Private Network (VPN) is a secured private network connection built on top of a public network, such as the internet. Whenever feasible, it is strongly recommended to utilize a VPN for all remote computing.
- c) Multi-Factor Authentication will be implemented for any users or vendor with administrative privileges to any area of the network.
- d) Multi-Factor Authentication will be used for vendors who access the servers for software projects that require access.
- e) Multi-Factor Authentication will be required for anyone who access sensitive data.
- f) Shipments of new or unassigned laptops/mobile devices are to be stored in locked closets or rooms with controlled access and no false ceilings or partial walls within a reasonable time of receipt.
- g) Security instructions to users should be included with laptop/mobile device when issued.
- h) Tamper-proof identification labels with the company name/ID shall be visibly placed on all laptops to assist in identification if stolen or misplaced. (Where a safety issue is involved, the local security environment may necessitate masking the company name.)
- i) The laptop/mobile device make, model, serial number and media access control address is to be recorded and stored in a safe location in order to give precise information to authorities in case of theft.
- j) Unattended storage standards for laptop/mobile devices should be same as those for the storage of similar hard copy information.
- k) Back-ups of **Columbiana County Clerk of Courts** data onto our servers should be accomplished on a basis which ensures availability and negates the significant loss of **Columbiana County Office's** data.



- l) The user has overall responsibility for the confidentiality, integrity, availability and accessibility of his/her assigned member laptop/mobile device and the data on or accessible through the laptop/mobile device.
- m) Anti-virus/anti-malware software will be installed on the laptop/mobile device and all incoming disks/magnetic/digital media /jump drives should be virus checked before being used.
- n) Users must take steps to prevent casual overview or attempted use by unauthorized personnel. The use of privacy screens is encouraged.
- o) User ID and authentication is required before access is given to data and applications residing on the laptop/mobile device. Some smartphones only allow for pattern or PIN for authentication without a User ID, which is acceptable for accessing the device itself.
- p) A screensaver and password or "clear and lock" feature will be used to protect the machine if the user must leave the activated laptop; a user password must be re-entered for further access.
- q) Passwords must meet the standards set forth in this policy.
- r) To help prevent damage and theft, a laptop should not be placed in or as checked baggage. If a laptop must be left in an automobile, it must be stored in the trunk or otherwise out of plain view.
- s) Any lost or stolen device must be immediately reported to appropriate appointing authority.

#### 4) Use of Personal Devices

- a) **Columbiana County** may provide its employees who acknowledge and agree to the terms and conditions below, the opportunity to use their own computers, smart phones, tablets, and other devices for business purposes to access and use Email and other authorized member systems and information. Authorization and use is up to the discretion of the appointing authority and is subject to the following terms and conditions:
  - i) Device Requirements
    - (1) "Personal Device" means a computer, smart phone, tablet, or other device that is authorized to access member data or is used to backup any such device and is owned by employee and acquired voluntarily, without payment by member and without any expectation of reimbursement for any costs related to the purchase, activation, operational/connectivity charges, service or repairs, or other costs that may be incurred related to the device or its use.
    - (2) The minimum-security requirements for using a Personal Device are listed below but may be subject to change.
  - ii) A password/pin code must be entered on any Personal Device after fifteen (15) minutes of inactivity;
  - iii) The employee must maintain the original Personal Device operating system and keep the Personal Device current with security patches and updates, as released by the Personal Device manufacturer. The employee will not "Jail Break" or "Root" the Personal Device (installing software that allows the user to bypass standard built-in security features and controls) or otherwise modify the safeguards installed on the Personal Device by the manufacturer; and



- iv) If a Personal Device becomes non-compliant with any of the Minimum Security Requirements, it must be remedied within a reasonable period of time, or the Personal Device will be blocked from access to member termination of this privilege may be revoked.
- v) All data on the device may be subject to a public records request or legal discovery.
- b) Personal devices should not be allowed on **Columbiana County Clerk of Courts** internal network.

## 5) Network Design and Administration

- a) Implement a "trust no-one" policy. Assume all connections are a risk that needs to be minimized. This would include internal systems such as HVAC, Card Access, elevator controls, etc.
- b) No equipment should be connected directly to the "internet" unless it is 100% unavoidable.
  - i) Do not connect directly to an ISP's modem without an intervening firewall or other layer of acceptable security.
- c) No equipment should be connected to the network in the out-of-the-box configuration.
  - i) At a minimum, the default administrative passwords should be changed to comply with the strong password policy.
  - ii) Where possible, individual sign-ins to the administrative interface of the equipment should be used for access and change tracking rather than the default administrator account login.
- d) Security devices (Firewalls, Proxies, IDS/IPS, etc.) should be of an enterprise-grade type, no matter how small the operation. Major name brands of equipment should be used. It is highly recommended that a Next-Generation Firewall (NGFW) be implemented. This new technology allows the firewall to inspect deeper into application flows and take smarter action to protect the network.
- e) Network equipment should be classified as MANAGED. Managed devices allow the administrator to log traffic and events, customize the configuration, and harden security.
- f) Cyber-threats evolve in real-time. Your equipment is vulnerable the second it is put into use. Firewalls, switches, and routers should have the most current firmware and threat-list available. In general, software patches should be applied weekly or monthly to servers and network equipment. Security Definitions (Antivirus and IDS definitions) should be applied hourly or daily.
- g) Network Address Translation (NAT) and Port Address Translation (PAT) should be used to mask all internal private IP addresses communicating to the internet or other external entities.
- h) The strongest AES encryption should be used in every instance of VPN connection. CJIS requirements should be observed as the minimum even in non-CJIS access (i.e. FIPS).
- i) Networks should avoid a "flat" network design where a person can open "Network" on their pc and see the entire organizations pc's and servers listed. The design should include:
  - i) The use of multiple VLAN's
    - (1) State\Fed mandated Secure (CJIS connected, etc.)
    - (2) By Department (HR, Accounting, Commissioners, Health, etc.)
    - (3) By Equipment (HVAC, Elevator, Server Type, etc.)

- ii) The use of multiple IP Subnets
  - (1) Per VLAN
  - (2) Per Department
  - (3) Per Equipment Type
- j) Deploy firewall zones to monitor communications between internal network segments (e.g. between network clients and network servers).
- k) Wireless Access Points are an easy target by anyone with a smartphone or a tablet.
  - i) SSID should NEVER be “open” and should always require authentication and encryption.
  - ii) It is recommended to use WPA2 or WPA3 with Passphrases for BYOD and guest SSID’s.
- l) At the very least, the use of a syslog server should be used to capture the activities of the routers, switches, and firewalls. It is recommended to deploy a SIEM product to aggregate all logs (network and server) to provide a single pane of glass for audits and monitoring.
- m) Unused network ports (no pc, printer, phone, etc. connected to them) should have the patched switch port DISABLED to prevent rogue and unapproved devices from being able to connect to the network by vendors, contractors, etc.
- n) Physical security of your data systems is often overlooked.
  - i) Servers should be in a locked room where access is controlled. Only necessary people should have access to the room (IT personnel, facility personnel, etc.)
  - ii) Some means of auditing the access to the room should be in place, such as a camera, card access system, visitor log, etc.
  - iii) Keys to the room should be limited to qualified IT persons and limited Facilities persons so they may respond in the case of a fire, etc.
- o) Contract with a reputable vendor for a network vulnerability assessment, run from both the outside and the inside and remediate where necessary.

## 6) Software Updates/Patches

- a) **Columbiana County Clerk of Courts** will review, evaluate, and appropriately apply software patches as soon as possible after release. If patches cannot be applied immediately due to hardware or software constraints, mitigating controls will be implemented based upon the results of a risk assessment.
- b) This policy covers all servers, workstations, network devices, operating systems (OS), applications, and other information assets for which vendors provide system patches or security updates.

## 7) Interaction With Other Information and Equipment Security Policies

- a) This policy is one part of **Columbiana County Clerk of Courts** information and equipment security policies. It is to be utilized in addition to, not instead of, other policies such as, but not limited to, the Use of Member Property, Social Media, Computer Use, Internet, Email, Telephone and Privacy Policies.

## 8) Compliance

- a) Violations of this policy may lead to suspension or revocation of system privileges and/or disciplinary action up to and including termination of employment. In the case of a third party, there may be contractual obligations for encryption that the third party is responsible for implementing. Violations of those provisions may result in cancellation of any related privileges or termination of the contract. We reserve the right to advise appropriate authorities of any violation of law.



## Appendix A

### NETWORK SECURITY

Securing the desktops, laptops, tablets, and smartphones connected to and in use in an agency is an obvious place to begin when looking to secure your network and limit the exposure to the user-end side of cyber risk. Mathematically the number of devices and users grabs the attention, and time is spent managing that portion. In many cases the connecting infrastructure and setup is overlooked, especially in situations where the person(s) charged with supporting the network may not be trained so support the IT infrastructure. Strong governing policies and network setup using industry standards and best practices is fairly easy to maintain once set up and are very effective in securing a network.

The easiest way to understand a well-protected network of any kind is to visualize it as an onion. An onion has many concentric layers, each protecting the one inside of it, with the most valuable in the center. The layers of a network should be similar, with users and devices sharing the same resource-needs being able to navigate to the layer those resources reside while restricting the rest. The goal is to limit the extent of how far the “bad guys” can get no matter which layer their access to the network was initiated. At times it can be a challenge. Security in any form is rarely convenient but always needed.

NIST has published many standards in their Computer Security Division, Computer Security Resource Center at <http://csrc.nist.gov/publications> that should be followed wherever and whenever possible.

If any of these recommendations are foreign to you, it is strongly advised to contract with a qualified vendor for your IT needs. Many vendors are offering a service known as Virtual CIO (vCIO). This service provides a seasoned Technology Consultant on a part-time basis to provide an organization with technology vision and goals. The vCIO provides the roadmap for the organization to follow and will “check in” on a scheduled basis to ensure the organization is on track and provide next step recommendations to help the organization continue to advance and stay current.

## Appendix B

### INCIDENT RESPONSE PLAN

#### Purpose

The purpose of this Incident Response Plan ("IRP") is to provide guidance on the appropriate steps to be taken and documented in the event of a possible security incident or data breach, from the time of suspected breach to post-incident response closure, so that all incidents are handled in a consistent manner and the exposure to the potentially breached party is limited. It also provides a methodology for collecting evidence in the event of criminal activity. Documentation of responsive actions taken in connection with any security incident or data breach, as well as documentation of the post-incident events and actions taken is critical in making appropriate changes to business practices to improve the safeguarding and handling of Sensitive Information.

#### Applicability

This IRP process applies to all Columbiana County employees, administrative consultants, contractors, temporary personnel, and the like who may experience or witness a security incident or possible data breach. After discovery, this process provides a checklist or outline for responding so that steps or information related to the incident are not missed. We are committed to protecting our information and responding appropriately to a security incident or data breach.

#### Scope

Protection of our information and data is paramount. This IRP will provide a checklist for responding to a security incident or potential data breach. An incident can be intentional or unintentional, and this IRP could be implemented in response to many events having an adverse effect on the **Columbiana County Clerk of Courts** network.

#### Guidelines

- This IRP describes our safeguards to protect sensitive information. These safeguards are provided to:
- Protect the confidentiality, integrity and availability of data and the Columbiana County Clerk of Courts network;
- Protect against a data breach that could result in harm or inconvenience to a client or user and meet any notification requirements;
- Protect against anticipated threats or hazards to the security or integrity of sensitive information;
- Identify and assess the risks that may threaten Personally Identifiable Information (PII);
- Conduct a reasonable investigation to determine the likelihood of information that has been or will be misused;
- Conduct a post-incident investigation to capture lessons learned;

- Develop policies and procedures to manage and control these identified risks or vulnerabilities;
- Adjust the Information Security Program to reflect changes in technology, the sensitivity of data stored, and internal or external threats to information security.

The IRP should be tested annually to ensure all participants on the Incident Response Team (IRT) know their roles in the event of a true incident.

## Process

1) This section establishes steps for responding to an incident and initiating the IRP.

### a) Incident Response Process – Initial Discovery

- i) Anyone suspecting or noting a security incident, data breach or potential system compromise, or malicious activity contacts Information Security, the Incident Response Team (IRT) or outside incident responder on the team [All referred to as “Information Security” in this document]
- ii) Determine if there has been a security incident, and the nature and seriousness of the incident, by considering the following questions and discussing them with Information Security, and document initial triage.
  - (1) Does the system contain sensitive information?
  - (2) Is there a chance outside law enforcement may need to get involved?
  - (3) Is there a requirement or desire to perform a forensics analysis of the system compromise?
  - (4) If the answer is “yes” to any of these questions then immediately coordinate actions to be taken with Appointing Authority and the Prosecuting Attorney and apply the below as appropriate.
  - (5) If the answer is “no” to all the questions, then apply the below as appropriate.
- iii) Contact CORSA immediately and utilize the resources at eRisk Hub.  
(<https://www.eriskhub.com/corsa.php>)
- iv) Do preliminary analysis - isolate the compromised system by disconnecting the network cable. If this is not feasible or desirable, block access to the compromised system via the network.
- v) Determine the security incident type - try to determine the cause of the malicious activity and the level of system privilege attained by the intruder.
- vi) Disable any compromised accounts and terminate all processes owned by them.
- vii) Compile a list of IP addresses involved in the incident, including log entries if possible, and forward the data to Information Security.
- viii) Determine the users that need to change their passwords due to the compromise, as well as whether they have accounts on other systems using the same credentials and notify the IT administrators for those systems.
- ix) Backup the local password file, if appropriate, so you can compare who has and who has not changed their passwords after notification.
- x) Notify Information Security if your system uses LDAP authentication to authenticate users.



- xi) Notify the owners of the compromised accounts and reissue credentials. Consider the likelihood of the intruder having access to the compromised account email and utilize other contact methodology.
- xii) Determine whether all affected users have established new user IDs and passwords.
- xiii) Rebuild the system and verify that its network access should be re-established by contacting Information Security.
- xiv) Information Security should perform a network vulnerability scan of the system after it is unblocked to identify any unresolved security issues that might be used in future attacks against the system.

**b) Post-incident Lessons Learned**

- i) Hold a meeting of the IRT within 48 hours of completion of response.
- ii) Review chronology of the event.
- iii) Identify what went wrong and what went right. For instance, "encryption was used on the file server containing confidential Information and PII."
- iv) Identify the threat or vulnerabilities that were exploited and determine whether it/they can be alleviated.
- v) Review if all intrusion detection or prevention was in place, active and up to date.
- vi) Document "lessons learned" and assign appropriate updates to Information Security Program.

**c) Privacy Breach Incident Response**

- i) If a security incident is suspected to be a data privacy breach, immediately notify the IRT, including the Appointing Authority, Prosecuting Attorney and Information Security.
- ii) Determine what information was suspected to be breached, i.e., specific individuals' first and last names with a type of PII.
- iii) When appropriate, bring in an incident-response expert or law enforcement to investigate. Identify the scope, time frame and source(s) of breach, type of breach, whether data encryption was used and for what, possible suspects (internal or external, authorized or unauthorized, employee or non-employee user).
- iv) Review for other compromised systems.
- v) Monitor all systems for potential intrusions.
- vi) Determine the notification requirements and address within the required timeframe.



## **Columbiana County Hardware Destruction Policy**

Hardware that has been decommissioned must be disposed of in accordance with this policy. It is important to identify hardware that has become obsolete or is out of warranty and must be removed from production. Once hardware is identified, disposal must take place in a way that maintains the highest standards of security and privacy of data.

### **Identifying Hardware for Destruction**

There are many reasons for hardware to be removed from production. Several of these reasons are listed below:

- Hardware has reached end of usable life
- Hardware is outdated and cannot be updated
- Hardware is out of warranty
- Hardware is no longer useful in the IT environment

### **Storage and Transport**

Once hardware has been designated for destruction it must be stored in a secure location until transport can be arranged. Storage of decommissioned hardware should be in a place that is secured with limited access, and not in a public or common area. Storage areas should be locked and always secured.

### **Transport and Destruction**

Hardware must be transported by a county employee, or a contracted service that is under the employment of County offices. These contracts may be asked to sign a confidentiality agreement.

Loading and security of decommissioned hardware should take place under the supervision of a Columbiana County employee. Transport vehicles must be secured and always monitored during the transportation and destruction process.

### **Destruction Documentation**

Hardware should be destroyed in one of the following ways:

- Shredded
- Hard drives and other storage removed and drilled
- Storage devices formatted a minimum of 7 times

Once the above form of destruction is met, all serial numbers should be documented. A list of destroyed hardware should be cataloged and recorded by the Systems Administrator.