

MIDDLEFIELD VILLAGE
Emergency Response Plan

December 2010
Table of Contents

Middlefield Village Emergency Response Plan

Signature Page	5
Basic Plan	6
Purpose	
Situation & Assumption	
Concept of Operations	
Direction & Control	
Activation	
Authority to Activate	
Emergency Declaration Process	
Emergency Response Levels	
Phases of Emergency Management	
Organizational Roles and Responsibilities	
Continuity of Operations	
Administrative and Logistics	
Plan Maintenance	
Training and Exercises	
Public Awareness and Education	
Authorities & Reference	
Attachments	
<u>Record of Changes Page</u>	<u>19</u>
<u>Glossary and Acronyms</u>	<u>20</u>
<u>Response Matrix</u>	<u>50</u>
Emergency Operations Center	51
Purpose	
Situations & Assumptions	
Concepts of Operations	
Initial Notifications	
Direction & Control – EOC	
Evacuation	
Shelter & Mass Care	
Communications	
Notification & Warning/Emergency Public Information	
Resource Management	
Organizational Roles & Responsibilities	
Continuity of Government	
Administration & Logistics	
Plan Maintenance	
Appendices	

Middlefield Village Emergency Response Plan

<u>Emergency Guidelines Checklist</u>	61
<u>Emergency Status Board</u>	63
<u>Declaration of a State of Emergency</u>	64
<u>Request Immediate Broadcast of the Following Message</u>	65
<u>Evaluation of Local Conditions</u>	66
<u>After-Action Worksheet</u>	67
<u>Law Enforcement</u>	69
Purpose	
Situations & Assumptions	
Concepts of Operations	
Initial Notifications	
Incident Command	
Incident Assessment & Scene Operations	
EOC Coordination	
Communications	
Notification & Warning	
Emergency Public Information	
Resource Management	
Organizational Roles & Responsibilities	
Continuity of Government	
Administration & Logistics	
Plan Maintenance	
<u>Fire and Emergency Medical Service</u>	75
Purpose	
Situations & Assumptions	
Concepts of Operations	
Initial Notifications	
Incident Command	
Incident Assessment	
Scene Operations	
EOC Coordination	
Communications	
Notification & Warning/Emergency Public Information	
Organizational Roles & Responsibilities	
Continuity of Government	
Administration & Logistics	
Plan Maintenance	

Public Works and Utilities

84

- Purpose
- Situations & Assumptions
- Concepts of Operations
 - Initial Notifications
 - Incident Assessment
 - EOC Coordination
 - Scene Operations
 - Communications
 - Notification & Warning/Emergency Public Information
 - Resource Management
- Organizational Roles & Responsibilities
- Continuity of Government
- Administration & Logistics
- Plan Maintenance

Middlefield Village Emergency Response Plan

BASIC PLAN

Middlefield Village Emergency Response Plan

I. PURPOSE

- A. The purpose of the Basic Plan is to develop, implement and maintain an integrated emergency management program for emergencies or major disasters, whether natural, man-made or technological.
- B. This plan pre-determines to the extent possible, the actions to be taken by Middlefield Village departments and of cooperating private organizations to prevent avoidable disasters and reduce the vulnerability of village residents to those disasters.
- C. This plan establishes capabilities for protecting residents from the effects of disasters, to respond effectively to the actual occurrence of disasters, and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community.

II. SITUATION & ASSUMPTIONS

A. Situation

- 1. Middlefield Village is located in the east-central portion of Geauga County.
- 2. Middlefield Village is located at 41 degrees 27 minutes 41 seconds North and 81 degrees 4 minutes 36 seconds West.
- 3. According to the United States Census Bureau, the village has a total of 3 square miles.
- 4. As of the census of 2000, there were 2,233 people, 955 households and 576 families residing in the village.
- 5. Major traffic routes that traverse Middlefield Village include State Route 87, 528, and 608.

B. Assumptions

- 1. Middlefield Village and its departments have capabilities that if effectively used, in the event of a disaster, will maximize the preservation of life and property.
- 2. These capabilities include personnel, equipment, supplies and skills of public and private agencies and groups.
- 3. Middlefield Village officials are aware of the possible occurrence of an emergency; and their roles and responsibilities in the execution of this plan.
- 4. Some of these emergencies may occur both with and without warning.
- 5. Depending upon the severity and magnitude of the situation, the affected area may be able to cope effectively with the situation, but it may be necessary to request assistance from volunteer organizations, private enterprises, mutual aid agreements, or through State and Federal sources.

Middlefield Village Emergency Response Plan

III. CONCEPT OF OPERATIONS

A. Direction & Control

1. Activation of the Emergency Response Plan

- a. This Plan is designed to cover those emergencies that could affect the whole or a significant portion of Middlefield Village.
- b. Samples of some types of emergencies that could precipitate the implementation of this Plan are listed below:
 - Severe winter and summer storms
 - Power outages affecting multiple homes for long periods of time
 - Loss of water supply
 - Hazardous Materials Incidents
 - Airline Crashes
 - Terrorist Attacks (including conventional, biological, chemical and nuclear)
 - School evacuation incidents

2. Authority to Activate

- a. The decision to form an Emergency Operations Center (EOC) and implement the Emergency Plan will be made by the Mayor or the Incident Commander.
- b. In the absence of the Mayor, the President of Village Council may activate the Emergency Response Plan and/or the EOC.

3. Declaration Process

a. Locally Declared Disaster/Emergency

- City, village and township officials should coordinate with the Geauga County DES for the issuing of a local declaration (if a village/city) of emergency prior to determining if state assistance can be rendered. In many cases, the DES Director will make such requests.
- During disaster situations, local mayors may declare a "State of Emergency" in an effort to receive support from State and Federal resources once local resources have been exhausted.
- The Geauga County Commissioners, acting on behalf of the County or for the Township Trustees of each

Middlefield Village Emergency Response Plan

municipality, are the only authorized entities to declare a "State of Emergency" for their political jurisdictions.

b. State Disaster/Emergency Declaration

- In the State Declaration process, the Governor shall furnish information on the nature and the amount of State and local resources which have been or will be committed to disaster response effort while providing an estimate of the amount and severity of damage to the public and private sector.
- The Governor shall provide an estimate of the type and amount of assistance needed under the Stafford Act.
- As part of the request, the Governor must take appropriate action under State law and direct execution of the State's emergency plan.
- The Governor will make his request through the FEMA regional office.

c. Federal Disaster/Emergency Declaration

- Based on the Governor's request, the President may declare that a major disaster or emergency exists, thus activating an array of Federal programs to assist in the response and recovery effort.
- 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).

B. Emergency Response Levels

Emergencies are classified from one (the lowest designation) to four (the highest designation). The Incident Commander will designate the classification of an emergency. The Mayor may upgrade the classification to a higher one, but cannot downgrade without the agreement of the Incident Commander.

1. Class 1 Emergency

Normal police or fire response which is restricted to a single incident managed through internal protocols.

2. Class 2 Emergency

Middlefield Village Emergency Response Plan

Normal police of fire response which is restricted to a single incident managed through internal protocols, but affects the area immediately surrounding the site of the incident.

3. Class 3 Emergency

A police or fire response to multiple or a large-scale incident.

4. Class 4 Emergency

A police or fire response to single or multiple incidents, affecting most or all of the Village; incident may be regional or national and may impact infrastructure on a widespread basis.

C. Phases of Emergency Management

When a disaster strikes, the local government is the first in line for official public responsibility in emergency management. For this reason, and to increase effectiveness, plans must be comprehensive and must focus on four phases: Mitigation, Preparedness, Response and Recovery.

1. Mitigation

a. Mitigation is any action taken to eliminate or reduce the degree of long-term risk to human life and property from any type of hazards. Mitigation assumes that society is exposed to risks whether or not an emergency occurs. Mitigation actions that have been taken, or can be taken, will be listed in each section of this plan.

2. Preparedness

a. Preparedness is any activity taken in advance of an emergency that facilitates the implementation of a coordinated response in the event an emergency occurs.

b. Preparedness action taken that is common to all emergencies is:

- i. Continuity of government as listed in each political subdivisions operations plan,
- ii. Completion of a Hazards Analysis Plan,
- iii. Written functional plans,
- iv. Mutual Aid Agreements,
- v. Ongoing training,
- vi. Testing and exercising of operation plans.

3. Response

Middlefield Village Emergency Response Plan

- a. Response is any action recommended to be taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and enhance the effectiveness of recovery.
 - b. Each portion of this plan will list recommended tasks to be performed under the response phase while the suggested operating guidelines will describe how those tasks should be implemented.
 - c. Each hazard specific appendix will also include any recommended response actions of each hazard that has its own unique aspect.
4. Recovery
- a. Recovery is a short-term activity to return vital life-support systems to minimum operating standards; the long-term activity designed to return life to normal or improved levels.
 - b. These activities are designed to restore vital services to the community and provide for basic needs to the public.
 - c. Recovery activities include disaster assistance and will be described in detail in the Damage Assessment Section of this plan.

IV. ORGANIZATIONAL ROLES & RESPONSIBILITIES

- A. Mayor/EOC Executive Group will have the responsibility and authority to perform the following actions on an as needed basis:
1. Initiate Emergency Guidelines
 - Confirm the classification of the emergency. The Executive Group may upgrade the classification if necessary, but may not downgrade it without the agreement of the Incident Commander, who has first-hand knowledge of the situation;
 - Implement the Emergency Guidelines Checklist;
 - Maintain an Emergency Status Board, which shall be posted on the wall of the EOC throughout the incident;
 - Declare a State of Emergency in Middlefield Village.
 2. Manage Communications
 - Authorize door-to-door notification of residents and businesses about the emergency (This may be authorized by the Incident Commander as well, if the situation is urgent).
 - Contact the schools and inform school officials of the emergency and discuss appropriate actions to ensure the safety of children and staff, or to utilize the facilities or to discuss closure of schools.

Middlefield Village Emergency Response Plan

- Authorize the web master to post emergency information on the village web site information about the emergency and response measures recommended for residents and businesses.
- Prepare news releases for the print and broadcast media.
- Authorize the distribution of news releases to the print and broadcast media.
- Activate the Public Information Center in a location away from the EOC Executive Group, although if the building is large enough it can be in the same facility.
- The Mayor will appoint a Public Information Officer (PIO) to be responsible for ongoing resident education as well as all public and media information released during and following a public emergency.
- The village will undertake a program of public education informing residents how to prepare for and cope with possible disasters. This will include recommendations for general preparedness, such as families establishing meeting places in case of fire or evacuation; non-emergency phone numbers to call for assistance and information; and what to expect from public safety officials, such as it door-to-door notification of evacuation need to be made.

3. Facilitate Incident Management

- Authorize the expenditure of village funds to deal with the emergency.
- Approve requests for any county, state and federal emergency response equipment or personnel that may be needed not including mutual aid.
- Request assistance from the American Red Cross or other non-governmental agencies whose support services or supplies may be needed. To activate the American Red Cross, contact the Geauga County Sheriff's Dispatch Center or the Geauga County Department of Emergency Services.
- Authorize the establishment of emergency shelters, if necessary.
- Authorize and coordinate the evacuation of residents and businesses, if necessary.
- Provide police presence if requested to support orderly evacuation or lockdown of the local schools.
- Direct the Road Department to remove all impediments from roads, especially to ensure that emergency response vehicles can reach the incident(s) and that evacuation routes remain open.
- Establish system for drinking water distribution, if necessary.
- Maintain an ongoing evaluation of local conditions, including roads, bridges outages and hazards that might require evacuation.

Middlefield Village Emergency Response Plan

- Contact the Geauga County Sheriff's Dispatch Center to inform them of electrical or gas service disruption and asks that the utility company be contacted about restoring power.
- Maintain an ongoing evaluation of regional or national conditions that could affect jurisdiction.
- Work with appropriate county, state and/or federal officials on incidents affecting the region or nation.
- In cases where biological or other hazards create a public health risk that overwhelms local hospitals, establish quarantine area(s) in the jurisdiction in consultation with the Geauga County Health District.

4. Recovery Management

- Declare the emergency over;
- Notify evacuees that they may return to their homes, businesses, or schools;
- In case of long-term evacuation, work with residents to find alternative housing and other needed resources;
- Authorize the closing of shelters;
- Notify the American Red Cross or other agencies that their work is concluded;
- If an area remains in hazardous condition or under quarantine, make sure that it is properly blocked off, that signs (e.g. road closures and detours) are in place and that all police officers are alerted to keep pedestrians out of the area;
- Issue a press release to the media updating them on the status of the emergency and describing important features of the incident and response;
- Review the incident and its management and discuss any possible way to prevent such emergencies or to improve response in the future

B. Middlefield Police Department Roles and Responsibilities:

1. Maintain law and order,
2. Provide security for key facilities,
3. Provide for traffic control,
4. Provide mobile units for warning activities,
5. Support other emergency response and recovery agencies,

C. Street Department:

1. Provide barricades, covers, lights and other resources, as needed.
2. Repair and maintain streets,
3. Perform damage assessment,

Middlefield Village Emergency Response Plan

4. Clear debris,
5. Assist in decontamination work,
6. Provide equipment and operators, as needed.
7. Store and provide fuel for emergency vehicles.

D. Middlefield Fire/EMS Department:

1. Coordinate all fire service activities within the county
2. Support radiological defense
3. Enforce fire codes
4. Support other public safety operations
5. Conduct rescue operations
6. Establish the Incident Command System (ICS) per the NIMS

E. American Red Cross:

1. Staffs and operates the shelter and mass care facility as long as is necessary
2. Implements registration procedures for all evacuees that enter the facility
3. Ensure that individual and family support services are provided at the shelter and mass care facility
4. Ensures that space is available to individuals with seeing-eye dogs or other disabilities
5. Provides information to pet owners regarding the care of their pets or animals
6. Reports to the EOC the following:
 - a. Number of people staying at the facility
 - b. Status of supplies
 - c. Condition of the facility and any problem areas
 - d. Requests for specific types of support, if necessary
7. Maintains records of expended supplies
8. Arranges for the return of evacuees to their homes or for transportation to temporary housing
9. Returns facility to its original condition following its closure

V. CONTINUITY OF GOVERNMENT

A. Line of Succession for the Mayor:

- President of Village Council

VI. ADMINISTRATIVE & LOGISTICS

Middlefield Village Emergency Response Plan

A. Administrative

1. The Law Fire of Thrasher, Dinsmore and Dolan will handle Middlefield Village's legal concerns or questions. If they are unavailable, the Geauga County Prosecutor's Office may be contacted as a backup.
2. Middlefield Police Department will utilize dispatch logs to document all their emergency response operations.
3. The Middlefield Fire Department will utilize the ICS Forms and radio logs to document response operations.
4. Middlefield Street Department will document response operations through the daily logs.
5. The Mayor may request from responders their incident forms if needed.
6. The Fiscal Officer will document all costs associated with the emergency response in accordance with internal policies and procedures.
7. The Federal Government through the Robert T. Stafford Act provides State and local governments with emergency assistance in the form of funding, grants, and Federal assistance to individuals and households. However, these programs and resources are only available during a Federally Declared Disaster.
8. After an incident, response organizations will conduct in-house critiques or after-action reports to analyze response operations.
9. It is the department heads responsibility to then incorporate any recommendations generated from the after incident critiques into their plans and operating procedures.

B. Logistics

1. Middlefield Village Administration updates inventory records on an annual basis.
2. Departments are also responsible for maintaining current notification rosters and internal operating procedures.
3. Refer to the Village Administration for a complete inventory of all available resources.
4. Middlefield Village has entered into a mutual aid agreement with Burton and Chardon for assistance during water emergencies.

VII. PLAN MAINTENANCE

- A. The responsibility of overseeing the Emergency Response Plan revision and update process will be assigned to a Council Member at the 1st Council meeting of the year.
- B. If revisions to the plan are required, departments will submit their update sections to the designated Council Member.
- C. The designated Council Member is then responsible to amend, publish, distribute and forward the updated version of the Emergency Response Plan back to all organizations with implementation responsibilities.

Middlefield Village Emergency Response Plan

- D. The following organizations/departments will receive a copy of the Middlefield Village Emergency Response Plan.
1. Middlefield Police Department
 2. Middlefield Fire Department
 3. Middlefield Street Department
 4. Council Members
 5. Mayor
 6. Administrative Office
 7. Geauga County Department of Emergency Services
- E. A copy of the Middlefield Village Emergency Response Plan will be made available at the Village Hall and at the library.
- F. Middlefield Village residents can acquire a copy of the plan by making a Public Records Request.

VIII. TRAINING & EXERCISES

A. Training

1. In order to ensure that personnel representing various jurisdictional levels and functional disciplines poses a minimum common level of training, experience, physical and medical fitness and capability for the incident management or emergency responder position that they are tasked to fill, local officials should require a personnel certification program set by the National Incident Management System (NIMS) Integration Center:
 - The highest levels of local government should receive general training on the NIMS (EMI IS-700) and the NRP (EMI IS-800);
 - Personnel indirectly involved in emergency response, e.g., 9-1-1 dispatchers should be familiar with the NIMS (EMI IS-700);
 - Personnel either directly or indirectly involved with field operations should be trained in ICS (EMI IS-200) and NIMS (EMI IS-700);
2. All personnel with supervisory duties should be trained in all 3 areas: NIMS, NRP and ICS.
3. Initially, this training can be completed through the Emergency Management Institute's (EMI) Independent Study Program by going to the www.fema.gov web site.

B. Exercises

1. Middlefield Village response organizations will test their emergency response capabilities in accordance with their exercise requirements.

Middlefield Village Emergency Response Plan

2. Middlefield Village officials may participate in the exercises facilitated by the response organizations to test their response capabilities.
3. The Geauga County Department of Emergency Services is available to provide assistance with exercise design and can facilitate an exercise for communities in needed.
4. At the conclusion of an exercise or an event, response personnel will conduct an in-house critique to analyze their response operations.
5. Responders will then incorporate the lessons they learned from the critique into their section of the Emergency Response Plan and/or operating procedures.
6. EOC personnel at the conclusion of an Emergency Operations Center activation, will complete the After- Action Review (AAR) Worksheet and submit it to the Fiscal Officer.
7. The Fiscal Officer will review the After-Action Review Worksheets and incorporate the recommendations into the next update.

IX. PUBLIC AWARENESS & EDUCATION

- A. Middlefield Village will undertake a program of public education that will inform residents about how to prepare for and cope with possible disasters.
- B. This will include recommendations for general preparedness, such as families establishing meeting places in case of fire or evacuation; non-emergency phone numbers to call for assistance and information; and what to expect from public safety officials, such as if door-to-door notification of evacuation need to be made.

X. AUTHORITIES & REFERENCE

A. AUTHORITIES

1. Federal Law and Authorities
 - Public Law 106-390, Robert T. Stafford Disaster Relief and Emergency Assistance Act
2. State Authorities
 - Ohio Revised Code 733.03 General powers of mayors in cities...
 - Ohio Revised Code 737.02 General duties of the Director of Public Safety; records; contracts
 - Ohio Revised Code 737.06 Chief of police
 - Ohio Revised Code 737.09 Chief of the fire department
 - Ohio Revised Code 733.262 Village fiscal officer

B. REFERENCE

Middlefield Village Emergency Response Plan

1. Comprehensive Planning Guide (CPG) 101, FEMA, March 2009
2. Plan Development and Review Guidance for Local Emergency Operations Plans, Ohio Department of Public Safety, May 2008

XI. APPENDIXES

- A. Record of Changes Page
- B. Glossary and Acronyms
- C. Response Matrix

Middlefield Village Emergency Response Plan

This page intentionally left blank

APPENDIX A:

RECORD OF CHANGES:

--	--	--	--

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.

Agency Representative

A person assigned by a primary, assisting or cooperating federal, state or local government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Air Burst

The explosion of a nuclear weapon at such a height that the expanding fireball does not touch the earth's surface resulting in little or no fallout.

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

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 component part of emergency operations and describes the county's approach to functioning in that area of activity in response to emergencies caused by any hazard that might affect the community.

Appendix

Middlefield Village Emergency Response Plan

Attachment to an annex providing technical information, details, methods, and/or hazard specific guidelines 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.

Assessment

The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignment

Task given to resources to perform within a given operational period that is based on operational objectives defined in the IAP.

Assistant

Title for subordinates of principal command staff positions. Assistants may also be assigned to unit leaders.

Assisting Agency

An agency or organization providing personnel, services or other resources to the agency with direct responsibility for incident management.

Attack Warning

A civil defense warning that an actual attack against the county has been detected.

Available Resources

Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

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.

Biological Agents

Middlefield Village Emergency Response Plan

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.

Blast Wave

A sharply defined wave of increased pressure rapidly propagated through a surrounding medium from a center of detonation or similar disturbance.

Branches

The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Bulletin

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

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 guidelines established by an incident commander.

Chief

Middlefield Village Emergency Response Plan

The ICS title for individuals responsible for management of functional sections: operations, planning, logistics, finance/administration and intelligence.

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 plants 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. They may be a mayor, city manager, etc.

Code of Federal Regulations

Title 44 refers to Emergency Management and Assistance.

Command

The act of directing, ordering or controlling by virtue of explicit statutory, regulatory or delegated authority.

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.

Command Operating Picture

A broad view of the overall situation as reflected by situation reports, aerial photography and other information or intelligence.

Communications Unit

An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Congregate Care Facility

Middlefield Village Emergency Response Plan

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. This facility may or may not meet criteria for designation as "fallout shelter."

Consequence Management

Predominately 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.

Cooperating Agency

An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate

To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

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 guidelines which are designed to ameliorate the mental and emotional crisis and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

Crisis Management

Predominately 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.

Damage Assessment

The appraisal or determination of the actual effects resulting from any hazard affecting Geauga County.

Damage Classification

Middlefield Village Emergency Response Plan

For the purpose of reporting damage assessments, damage to structures or objects has been divided into three (3) categories: Severe Damage or a degree of damage that precludes further use of the structure or object for its intended purposes without essentially complete reconstruction; Moderate Damage or a degree of damage to principal members that precludes effective use of the structure or object for the intended purpose unless major repairs are made; Light Damage or a degree of damage to buildings resulting in broken windows, slight damage to roofing and siding, blown-down light interior partitions and slight cracking of curtain walls.

Decontamination

The reduction or removal of contaminants 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.

Deputy

A fully qualified individual who, in the absence of a superior can be delegated the authority to manage a functional operation or perform a specific task.

Disaster Assistance Center (DAC)

A local center established following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.

Disaster/Emergency

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

Disaster Field Office

The office established in or near the designated areas of a presidentially declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT and where possible the SCO and support staff.

Disaster Recovery Center

Places established in the area of a Presidential declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, state and federal agency representatives as well as staff from volunteer organizations (e.g., the American Red Cross).

Dispatch

Middlefield Village Emergency Response Plan

The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division

The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

DOIT

Department of Information and Technology

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 they 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.

Electromagnetic Pulse (EMP)

Energy radiated by nuclear detonation that may affect or damage electronic components and equipment.

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)

Middlefield Village Emergency Response Plan

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 Operations Center (EOC)

The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, etc), by jurisdiction (e.g., federal, state, regional, county, city, tribal), or some combination thereof.

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.

Emergency Response Provider

Includes federal, state and local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities) and related personnel, agencies and authorities.

Emergency Response Team National

An ERT that has been established and are on a roster for deployment to catastrophic disasters wherever the resources of the FEMA Region have been, or are expected to be overwhelmed.

Emergency Services Director

Middlefield Village Emergency Response Plan

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 natural, man-made and technological emergencies.

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 re-locatee.

Event

A planned, non-emergency activity.

Executive Order (EO)

A rule or order having the force of law issued by an executive authority of government.

Fallout

Particles of radioactive dust that descend to earth following ground-level detonation of a nuclear warhead.

Federal

Of or pertaining to the federal government of the United States of America.

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 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

Middlefield Village Emergency Response Plan

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.

Function

Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required to meet incident management 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 and Damage Assessment.

General Staff

A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief and Finance/Administration Section Chief.

Governor's Authorized Representative

The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

Grant-in-Lieu

In a major disaster, the scope of work may include improvements.

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

Group

Established to divide the incident management structure into functional area of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (See Division).

Hazard

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

Hazardous Material

Any substance of 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, etc.
- 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.

High Altitude Burst

A detonation at an altitude over 100,000 feet. Above this level, the distribution of the energy from the explosion between blast and thermal radiation changes appreciably with increasing altitude due to changes in the fireball phenomena.

Host Area

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

Incident

Middlefield Village Emergency Response Plan

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 context 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 domestic incident management by integrating a combination of facilities, equipment, personnel, guidelines and communications operating within a common organizational structure.

Incident Commander (IC)

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.

Incident Objectives

Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action

The actions taken by those responders first to arrive at the incident site.

Initial Response

Resource initially committed to an incident.

Intelligence Officer

The intelligence officer is responsible for managing internal information, intelligence and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards, the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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.

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.

Joint Operations Center

Middlefield Village Emergency Response Plan

The JOC is the focal point of all investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident and is managed by the FBI.

Jurisdiction

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State or Federal boundary lines) or functional (e.g., law enforcement, public health).

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.

Liaison

A form of communication for establishing and maintaining mutual understanding and cooperation.

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 Government

A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village or other public entity.

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.

Logistics

Providing resources and other services to support incident management.

Logistics Section

The section responsible for providing facilities, services and material support for the incident.

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.

Management by Objective

A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plan, procedures and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them; and documenting results to measure performance and facilitate corrective action.

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.

Megaton Energy (MT)

The energy of a nuclear (or atomic) explosion which is the equivalent to 1,000,000 tons (or 1,000 kilotons) of TNT.

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.

National

Or a nationwide character, including the federal, state and local aspects of governance and policy.

National Disaster Medical System

A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, The U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security and the U.S. Department of Defense.

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. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking and reporting of incident information and incident resources.

National Response Framework (NRF)

The framework 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.

Nongovernmental Organization

Middlefield Village Emergency Response Plan

An entity with an association that is based on interests of its members, individuals or institutions and that is not created by a government, but may work cooperatively with a government.

Nuclear Radiation

Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiation, from a 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.

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

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.

Operational Period

The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section

The section responsible for all tactical incident operations. In ICS, to normally include subordinate branches, divisions and/or groups.

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 a.m. to 6 p.m.)

Nighttime Peak: The maximum population occurring during the nighttime hours (6 p.m. to 8 a.m.)

Personnel Accountability

The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting

A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Section

Responsible for the collection, evaluation and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

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, technological hazards and nuclear attack.

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.

Preparedness Organization

Middlefield Village Emergency Response Plan

The groups that provide interagency coordination for domestic incident management activities in a non-emergency context.

Presidential Declared Emergency

To avert or lessen the threat of a 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.

Private Sector

Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal and informal structures, commerce and industry and private voluntary organizations (PVO).

Processes

Systems of operations that incorporate standardized guidelines, methodologies and functions necessary to provide resources effectively and efficiently.

Protection Factor (PF)

A number used to express the relation between the amount of fallout gamma radiation that would be received by a person in a completely unprotected location and the amount that would be received by a person in a protection location.

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.

Publications Management

The publications management subsystem includes materials development, publication control, publication supply and distribution.

Qualification and Certification

Middlefield Village Emergency Response Plan

This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, physical and medical fitness.

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 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 they are assigned; and performs operator's maintenance of radiological instruments.

Radiological Monitoring

The guideline 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.

Reception Area

This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding and bed down.

Recovery

Middlefield Village Emergency Response Plan

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

Recovery Plan

A plan developed by a state or local jurisdiction with assistance from responding federal agencies to restore the affected area.

Regional Operating Center

The temporary operations facility for the coordination of Federal response and recovery activities, located at the EMA Regional Office (or Federal Regional Center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the RCO performs a support role for Federal staff at the disaster scene.

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 Management

Those actions taken by a government to: identify resources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Resource Tracking

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

Resource Unit

Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident; the effects additional responding resources will have on the incident and anticipated resource needs.

Response

Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs.

Risk Area

Middlefield Village Emergency Response Plan

Areas considered relatively more likely to experience direct hazard effects.

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 relation to an initiating emergency. For example, a dam may break as the result of an earthquake.

Section

The organizational level having responsibility for a major functional area of incident management.

Shelter, Expedient

A group fallout shelter constructed on a crash basis in a period of crisis.

Shelter, Fallout

A habitable structure of space used to protect its occupants from fallout radiation.

Shelter, Improvised

Any shelter constructed in an emergency or crisis period by individuals or single families usually in or near their homes.

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 Coordinating Officer

Middlefield Village Emergency Response Plan

The person appointed by the Governor to coordinate State, Commonwealth or Territorial response and recovery activities with FRP-related activities of the Federal Government in cooperation with the FCO.

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.

State Liaison

A FEMA official assigned to a particular state who handles initial coordination with the state in the early stages of an emergency.

Strategic

Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development and the application of measures of performance of effectiveness.

Strategy

The general direction selected to accomplish incident objectives set by the IC.

Strike Teams

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

Suggested Operating Guidelines (SOGs)

Varies greatly in usage; generally a set of instructions having the force of a directive, covering those features of operation which lend themselves to a definite or standardized guideline without loss of effectiveness. Any information needed to accomplish a task, e.g., personnel rosters, resource inventories or other attachments cited in a readily available reference.

Surface Burst

The explosion of a nuclear weapon at the surface of the land or water or at a height above the surface less than the radius of the fireball at maximum luminosity (in the second thermal pulse). An explosion in which the weapon is detonated actually on the surface is called a contact surface burst or true surface burst resulting in fallout.

Supporting Technologies

Any technology that may be used to support the NIMS is included in this subsystem. These technologies include geospatial mapping, remote automatic weather stations, infrared technology and communications among various others.

Tabs

Maps, charts, checklists, resource inventories, sample forms, diagrams, summaries of critical information or other items 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.

Technical Assistance

Support provided to state and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity.

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.

Tools

Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities and legislative authorities.

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.

Type

Middlefield Village Emergency Response Plan

A classification of resources in the ICs that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3 or 4, respectively, because of size, power, capacity or in the case of incident management teams, experience and qualifications.

Unified Area Command

A Unified Area Command is established when incidents under an Area command are multi-jurisdictional.

Unified Command (UC)

An element in multi-jurisdictional or multi-agency domestic incident management, providing guidelines to enable agencies with different local, geographic and functional responsibilities to coordinate, plan and interact effectively.

Unit

The organizational element having functional responsibility for a specific incident, planning, logistics or finance/administrative activity.

Unity of Command

The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

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.

Volunteer

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation or receipt of compensation for services performed.

Warning

Middlefield Village Emergency Response Plan

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.

Weapons 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.

Yield

The total effective energy released in a nuclear explosion. It is usually expressed in terms of the equivalent tonnage of TNT required to produce the same energy release in an explosion. The total energy yield is manifested as nuclear radiation, thermal radiation and shock (and blast) energy, the actual distribution being dependent upon the type of weapon and the time after detonation.

LIST OF ACRONYMS

Middlefield Village Emergency Response Plan

AAR	-	After Action Report
AC	-	Area Command
AEC	-	Agency Emergency Coordinators
ALERT	-	Automated Local Evaluation in Real Time
ALS	-	Advance Life Support
ARC	-	American Red Cross
ARES	-	Amateur Radio Emergency Services
ASC	-	Administrative Support Coordinator
AUTOVON	-	Automatic Voice Network
BOE	-	Board of Education
BTS	-	Border and Transportation Security (Branch of DHS)
CAP	-	Civil Air patrol
CDC	-	Center for Disease Control
CEO	-	Chief Executive Officer
CERCLA	-	Comprehensive Environmental Response, Compensation and Liability Act
CFR	-	Code of Federal Regulations
CHEMTREC	-	Chemical Transportation Emergency Center
CMTF	-	Crisis Management Task Force
CO	-	Communications Officer
CTF	-	Communications Task Force
DAC	-	Damage Assessment Center
DAS	-	Damage Assessment Section
DES	-	Department of Emergency Services
DFO	-	Disaster Field Office
DHS	-	Department of Homeland Security
DHHS	-	Department of Health and Human Services
DMAT	-	Disaster Medical Assistance Team
DNR	-	Department of Natural Resources
DOC	-	Department Operations Center
DOD	-	Department of Defense
DOE	-	Department of Energy
DOIT	-	Department of Information and Technology
DOT	-	Department of Transportation
DRC	-	Disaster Recovery Center
DSNS	-	Department of Strategic National Stockpile
EAS	-	Emergency Alert System
ED	-	Emergency Department
EDT	-	Eastern Daylight Time
EMAC	-	Emergency Management Assistance Compact
EMP	-	Electromagnetic Pulse
EMS	-	Emergency Medical Services
EMT	-	Emergency Medical Technician
EOC	-	Emergency Operations Center
EOP	-	Emergency Operations Plan
EPA	-	Environmental Protection Agency

Middlefield Village Emergency Response Plan

EPC	-	Emergency Program Coordinator
EPCRA	-	Emergency Planning and Community Right-To-Know Act
EPI	-	Emergency Public Information
ERT	-	Emergency Response Team
ESF	-	Emergency Support Function
EST	-	Eastern Standard Time
FBI	-	Federal Bureau of Investigation
FBI OSC	-	Federal Bureau of Investigation On-Scene Commander
FCO	-	Federal Coordinating Officer
FEMA	-	Federal Emergency Management Agency
FIRM	-	Flood Insurance Rate Map
FOG	-	Field Operations Guide
FSA	-	Farm Service Agency
FSC	-	Fire Service Coordinator
FTS	-	Federal Telecommunications System
GAR	-	Governor's Authorized Representative
GCDES	-	Geauga County Department of Emergency Services
GCGHD	-	Geauga County General Health District
GIS	-	Geographical Information System
HAN	-	Health Alert Network
HAZMAT	-	Hazardous Materials
HAZWOPER	-	Hazardous Waste Operation and Emergency Response Standard
HSPD	-	Homeland Security Presidential Directive
HSO	-	Homeland Security Officer
HSOC	-	Homeland Security Operations Center
IAP	-	Incident Action Plan
IC	-	Incident Commander
ICP	-	Incident Command Post
ICS	-	Incident Command System
IEMS	-	Integrated Emergency Management System
IMT	-	Incident Management Teams
JFO	-	Joint Field Office
JIC	-	Joint Information Center
JIS	-	Joint Information System
JOC	-	Joint Operations Center
JPIC	-	Joint Public Information Center
JTTF	-	Joint Terrorism Task Force
LEADS	-	Law Enforcement Automated Data System
LEERN	-	Law Enforcement Emergency Radio Network
LEPC	-	Local Emergency Planning Committee
LHD	-	Local Health District
LNO	-	Liaison Officer
MARCS	-	Multi Agency Radio Communications System
MCC	-	Mass Care Coordinator
MCI	-	Mass Casualty Incident
MCL	-	Mass Care Liaison

Middlefield Village Emergency Response Plan

MHZ	-	Megahertz
MOU	-	Memorandum of Understanding
MSDS	-	Materials Safety Data Sheet
MST	-	Mountain Standard Time
MT	-	Megaton
NAWAS	-	National Warning System
NBC	-	Nuclear, Biological and Chemical
NCS	-	National Communications System
NDMS	-	National Disaster Medical System
NEOC	-	National Emergency Operations Center
NGO	-	Nongovernmental Organization
NIC	-	National Integration Center
NIMS	-	National Incident Management System
NIRT	-	Nuclear Incident Response Team
NOAA	-	National Oceanic and Atmospheric Administration
NORAD	-	North American Aerospace Defense Command
NPP	-	National Protection Plan
NRP	-	National Response Plan
NRT	-	National Response Team
NWS	-	National Weather Service
OAC	-	Ohio Administrative Code
ODA	-	Ohio Department of Agriculture
ODH	-	Ohio Department of Health
ODNR	-	Ohio Department of Natural Resources
OEMA	-	Ohio Emergency Management Agency
OEOC	-	Ohio Emergency Operations Center
OEPA	-	Ohio Environmental Protection Agency
OES	-	Office of Emergency Services
OG	-	Operating Guidelines
OIG	-	Office of the Inspector General
ONG	-	Ohio National Guard
ONP	-	Office of National Preparedness
OP	-	Operations Plan
ORC	-	Ohio Revised Code
OSC	-	On Scene Coordinator
OSFM	-	Ohio State Fire Marshall
OSHA	-	Occupational Safety and Health Administration
OSHP	-	Ohio State Highway Patrol
OSU	-	Ohio State University
PDA	-	Preliminary Damage Assessment
PF	-	Protection Factor
PIO	-	Public Information Officer
POLREPS	-	Pollution Reports
PPE	-	Personal Protective Equipment
PPP	-	Population Protection Planning
PST	-	Pacific Standard Time

Middlefield Village Emergency Response Plan

PVO	-	Private Voluntary Organization
RACES	-	Radio Amateur Civil Emergency Services
R&D	-	Research and Development
RDN	-	Regional Distribution Node
RERP	-	Radiological Emergency Response Plan
RESTAT	-	Resource Status
RM	-	Resource Management
RMRS	-	Regional Medical Response System
ROC	-	Regional Operations Center
ROSS	-	Resource Ordering and Status System
RP	-	Radiological Protection
RPP	-	Radiological Protection Program
RRT	-	Regional Response Team
RSN	-	Regional Staging Node
RSS	-	Regional Staging and Storage
SAC	-	Special Agency in Charge
SAR	-	Search and Rescue
SARA	-	Superfund Amendments and Reauthorization Act
SCO	-	State Coordinating Officer
SDO	-	Standard Development Organizations
SEB	-	State Emergency Board
SEOC	-	State Emergency Operations Center
SERC	-	State Emergency Response Commission
SITREPS	-	Situation Reports
SNM	-	Special Nuclear Material
SNS	-	Strategic National Stockpile
SO	-	Safety Officer
SOG	-	Suggested Operating Guideline
SSRA	-	Supervisory Senior Resident Analyst
TAT	-	Threat Assessment Team
TCP	-	Technical Command Post
TMT	-	Threat Management Team
TNT	-	Explosives
TO	-	Tasked Organization
UAC	-	Unified Area Command
UC	-	Unified Command
US&R	-	Urban Search and Rescue
USDA	-	United States Department of Agriculture
USFDA	-	United States Food and Drug Administration
USPHD	-	United States Public Health Department
VMI	-	Vendor Managed Inventory
WC	-	Warning Coordinator
WMD	-	Weapons of Mass Destruction

APPENDIX C

RESPONSE MATRIX

Middlefield Village Emergency Response Plan

Event	EOC Exec	Police	Fire	Officials	Fiscal Officer	Road Dept	Public Info
Classification of Emergency	A	A	A				
Emergency Guidelines Checklist	M	M	M		M		
Emergency Status Board					M		
Declaration of Emergency	A			A			
Communication with Officials	I				M		
PIO Center Activation	A						I
News Releases	A	I	I				I
Web Site Updates	A				I		
Expenditures	A				I		
Request County, State and Feds	A	I	A/I				
Request Red Cross - Other	A		A/I		I		
Coordinate with other Gov't	A/I	I	I				
Door-to-Door Notification	A	I	I			I	
Establish Emergency Shelters	A			I			
Evacuate Residents	A	I	I				
Notify and Support Schools	A/I	I					
Clear Roads/Close Roads	A					I	
Distribute Drinking Water	A			I		I	
Monitor Local Conditions	A						
Monitor Regional/Nat Conditions	A						
Establish Quarantine Area	A	M		I			

Key:
A - Authorize
I - Implement
M- Maintain

EMERGENCY OPERATIONS CENTER ANNEX

Middlefield Village Emergency Response Plan

I. PURPOSE

The purpose of this annex is to outline Middlefield Village's facility, personnel, emergency guidelines and support requirements for activating the local Emergency Operations Center (EOC) and for coordinating the conduct of emergency operations from that center.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The purpose of the EOC is to collect, gather and analyze data; maintain continuity of the government; make decisions protecting life and property, and disseminate those decisions to all concerned agencies and individuals in a timely manner.
2. When activated, the EOC is the central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site.
3. The Emergency Operations Center may be activated:
 - Class 3 or 4 Emergency
 - Resource coordination or logistical support is needed to respond to an event
 - Conditions are uncertain or could possibly escalate
 - A local/county emergency/disaster declaration is made
 - A similar incident in the past which required the activation of the EOC
 - At the discretion of the individuals authorized to activate the EOC
4. The Mayor or the Incident Commander has the authority to activate the local Emergency Operations Center (EOC).
5. The primary EOC will be located at the Middlefield Village Hall.
6. The backup EOC may be located at the Junior High School
7. The Mayor will be responsible for overseeing all EOC operations.

B. Assumptions

1. The Mayor may be required to activate the backup EOC, if the primary facility is in the immediate vicinity of the hazard, or if the structure is unusable for any reason.
2. Because of personnel limitations, EOC personnel may be required to carry out the responsibilities of multiple EOC positions.
3. Depending upon the severity and magnitude of the situation, the affected area may be able to cope independently and effectively with the situation,

but it may be necessary to request assistance from mutual aid partners, private companies, or State and Federal sources.

III. CONCEPT OF OPERATIONS

A. Initial Notification

1. The Mayor may receive notification of an emergency from dispatch, police, fire or the Street Department.
2. The Mayor will then contact the EOC members and have them report to the designated EOC.

B. EOC

1. General

- a. To facilitate the establishment of the EOC, an EOC file will be kept at the Village Hall. Inside this box will be the charts and forms needed to track information throughout the emergency. It will include the following (see description of the charts and forms in the text below and copies of them in the appendix):

- Emergency Response Plan
- Emergency Guidelines Checklist
- Emergency Status Board
- Evaluation of Local Conditions
- After-Action Review Worksheet
- Tape or other materials for mounting Emergency Status Board to wall
- Pens or markers for updating Emergency Status Board
- Pads of Paper

- b. EOC personnel requirements:

- Mayor
- Fiscal Officer
- Fire Department designee (if available)
- Police Department designee (if available)
- Director of Streets & Utilities or designee (if available)
- Others as needed.

- c. Once the decision has been made to form the EOC, all the individuals listed above will be notified to report immediately to the EOC.

Middlefield Village Emergency Response Plan

- d. The Mayor will determine the EOC's operational shifts based on staff availability and the need for the EOC to run longer than 24 hours.
- e. The Incident Commander is responsible for providing the Mayor with emergency updates.
- f. EOC representatives will acquire situational updates from their counterparts on scene.
- g. If an emergency declaration is required, the Mayor will declare a "State of Emergency" for the Village
- h. During an emergency, the EOC may handle the incoming civilian assistance calls so they do not overwhelm responders. Civilian assistance calls will be managed as appropriate.
- i. The Mayor or the Incident Commander, upon completion of response activities can deactivate the EOC, archive records, and restore systems, supplies, and demobilize staffing to a pre-incident level.

2. Evacuation Operations

- a. The Incident Commander has the authority to activate an evacuation order.
- b. On-scene fire and/or police officials are responsible for the implementation of an ordered evacuation.
- c. Geauga Transit, school buses, or ambulances may be utilized to transport the elderly, those in wheelchairs, and other adults during evacuations. Contact the Geauga County Department of Emergency Services for transportation assistance.
- d. Incident Commander will be responsible for determining when it is safe for evacuees to return to their homes. The Incident Commander will notify the EOC when the situation has stabilized.
- e. Evacuees will then be notified that it is safe to return home. Notifications will be carried out through the emergency public information channels.
- f. Some people will simply refuse to evacuate regardless of the threat. In those situations, their refusal will be documented.

3. Sheltering Operations

- a. While many people will find alternative locations to shelter themselves during an emergency, others may need to be sheltered by the community.
- b. Middlefield Village may utilize the American Red Cross to provide shelter and mass care services for displaced residents in the community.

Middlefield Village Emergency Response Plan

- c. The Mayor or the Incident Commander should contact the Geauga County Department of Emergency Services to request shelter assistance.
- d. When the American Red Cross (ARC) has suitably set up and staffed the shelter, the ARC's Shelter Coordinator will contact the Mayor or the Incident Commander to confirm that the shelter is open and ready to receive residents.
- e. Once confirmation has been received, the Incident Commander will begin directing and/or transporting residents to the shelter.
- f. The Middlefield Fire Department will utilize ambulances to transport residents with medical needs.
- g. For general transportation, school buses or Geauga County Transit vehicles may be utilized. The Mayor or the Incident Commander should contact the Geauga County Department of Emergency Services for transportation assistance.
- h. The Incident Commander and/or the Mayor will determine when it is time to deactivate sheltering operations.
- i. The Incident Commander and/or the Mayor will notify the American Red Cross Shelter Coordinator when their services are no longer needed.
- j. The Shelter Coordinator is then responsible for breaking down the shelter and returning the facility back to its original condition.

C. Communications

1. The Middlefield Police and Fire Department use the 800 megahertz system for communications.
2. EOC personnel will communicate by land line or cell phone.
3. The Street Department will communicate by cell phone/walkie-talkie or 2-way radio if needed.
4. Dispatch provides Middlefield Village with 24-hour communication capabilities.

D. Notification & Warning/Emergency Public Information

1. Middlefield Village may be required to provide, notify and warn its residents during an emergency. The Mayor may activate the notification of residents through broadcast media, print media, door-to-door, and through the Sheriff's Office for Reverse 911.
2. Under the Incident Command System, the Incident Commander may appoint an on-site Information Officer. This individual is responsible for the continuous tracking of detailed information about the situation, and, as directed by the Incident Commander, will release approved information to the members of the media who arrive on the scene.
3. The Mayor will appoint a Public Information Officer (PIO) to carry out public information operations. The PIO is responsible working with the

Middlefield Village Emergency Response Plan

on-scene PIO; drafting the statements that will be released to the public and the media; submitting the statements to the Mayor for review; and monitoring media outlets for rumors or misinformation.

4. Emergency responder's on-scene may provide situational information only and direct all questions to the on-scene PIO or the EOC PIO for further information.
5. The Mayor, Middlefield Village PIO, or the or the on-scene Public Information Officer (PIO) will disseminate emergency information to the public using any/all media channels, including:
 - WTAM 1100 AM (LP-1 Station)
 - WCPN 90.3 FM (LP-2 Station)
 - Channel 3 News (WKYC)
 - Channel 5 News (WEWS)
 - Channel 8 News (WJW)
 - Channel 19/43 News (WOIO/WUAB)
 - *The Maple Leaf*
 - *The News Herald*
 - *Plain Dealer*

E. Resource Management

1. If Middlefield Village requires resources beyond existing mutual aid agreements, the Mayor or the Incident Commander will contact the Geauga County Department of Emergency Services for assistance.
2. Middlefield Village will not incorporate into the response effort spontaneous or unaffiliated volunteers.
3. Middlefield Village will accept financial donations in response to an emergency. Contributions will be formally accepted during the Village Meeting and deposited into the fund the contribution was designed for.

IV. ORGANIZATIONAL ROLES & ASSIGNMENT OF RESPONSIBILITIES

A. Mayor:

1. Confirm the classification of the emergency. The Mayor may upgrade the classification if necessary but may not downgrade it without the agreement of the Incident Commander, who has first-hand knowledge of the situation.
2. Implement the Emergency Guidelines Checklist.
3. If a declaration for the Village must be made, the Mayor will declare a State of Emergency (see the State of Emergency form located in the appendix section).
4. Authorize notification of residents and businesses about the emergency.

Middlefield Village Emergency Response Plan

5. Appoint a Public Information Officer (PIO) to be responsible for ongoing resident education as well as all public and media information released during and following a public emergency.
6. Authorize the distribution of news releases to the print and broadcast media.
7. Authorize the webmaster to post emergency information on the Village website about the emergency and response measures recommended for residents and businesses.
8. Activate the Public Information Center in a location away from the EOC.
9. Authorize the expenditure of Village funds to deal with the emergency.
10. Approve requests for any county, state and federal emergency response equipment or personnel that may be needed not including mutual aid.
11. Request assistance from the American Red Cross or other non-governmental agencies whose support services or supplies may be needed. To activate the American Red Cross, contact the Geauga County Department of Emergency Services.
12. Authorize the establishment of emergency shelters, if necessary.
13. Authorize and coordinate the evacuation of residents and businesses, if necessary.
14. Direct the Street Department to remove all impediments from Village roads, especially to ensure that emergency response vehicles can reach the incident(s) and that evacuation routes remain open.
15. Establish system for drinking water distribution, if necessary.
16. Maintain an ongoing evaluation of local conditions, including roads, bridges outages and hazards that might require evacuation.
17. Contact the utility providers or dispatch to inform them of electrical or gas service disruptions.
18. Maintain an ongoing evaluation of regional or national conditions that could affect jurisdiction.
19. Work with appropriate county, state and/or federal officials on incidents affecting the region or nation.
20. In cases where biological or other hazards create a public health risk that overwhelms local hospitals, establish quarantine area(s) in the jurisdiction in consultation with the Geauga County Health District.
21. Declare the emergency over.
22. Notify evacuees that they may return to their homes, businesses, or schools.
23. In case of long-term evacuation, work with residents to find alternative housing and other needed resources.
24. Authorize the closing of shelters.
25. Notify the American Red Cross or other agencies that their work is concluded.
26. If an area remains in hazardous condition or under quarantine, make sure that it is properly blocked off, that signs (e.g. road closures and detours) are in place and that all police officers are alerted to keep pedestrians out of the area.

Middlefield Village Emergency Response Plan

27. Issue a press release to the media updating them on the status of the emergency and describing important features of the incident and response.
 28. Review the incident and its management and discuss any possible way to prevent such emergencies or to improve response in the future.
- B. Fire Representative:
1. Establish and maintain a direct communications link with personnel on the scene.
 2. Obtain regular status reports on the fire/medical situation from the on-scene Incident Commander.
 3. Monitor and track fire resources utilized during the event
 4. Ensure that all available emergency medical resources are identified and mobilized as requested.
 5. Assist with coordination of transportation of injured victims to appropriate medical facilities as required.
- C. Law Enforcement Representative:
1. Establish and maintain a direct communications link with personnel on the scene.
 2. Obtain regular status reports on the law enforcement situation from the on-scene Incident Commander.
 3. Coordinate major evacuation activity
- D. Road Department Representative:
1. Establish and maintain a direct communications link with personnel on the scene.
 2. Identify and assist with the closing of roads, the clearance of snow and debris, and the repair of damaged roadways and bridges.
 3. Provide emergency construction and repair to roadways.
 4. Assist with the repair of utilities if possible.
- E. EOC Finance/Administrative Officer (Fiscal Officer):
1. Document all resource requests; document all activities; log costs associated with the emergency response.
 2. Maintain an Emergency Status Board, which shall be posted on the wall of the EOC throughout the incident
- F. Public Information Officer:
1. Serve as the coordination point for all media releases issued from the community.

Middlefield Village Emergency Response Plan

2. Coordinate media releases with the Mayor and other emergency response agencies/jurisdictions.
3. Develop the format for press conferences, in conjunction with the Mayor.
4. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
5. Oversee Media briefings as required.
6. Assist with the establishment of a Joint Information Center (JIC) if required.
7. Monitor information releases for misinformation and rerelease accurate information.

V. CONTINUITY OF GOVERNMENT

A. Lines of Succession for key community officials:

1. Mayor
 - President of the Village Council
2. Fiscal Officer
 - Mayor appoints, Council affirms

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. EOC personnel will utilize the forms attached to this annex to document the actions taken during the emergency response.
2. The responders will utilize their internal forms to document their actions during an emergency response.
3. The Mayor may request from responders their incident forms if needed.
4. The Village Fiscal Officer will document all costs associated with the emergency response in accordance with internal policies and procedures.
5. All EOC representatives at the closing of the EOC will complete After-Action Review (AAR) Worksheet (see attached form) and submit them to the Village Administration.
6. During the annual plan review process, the After-Action Review recommendations will be incorporated into the next planning cycle.

B. Logistics

1. Middlefield Village Administration updates inventory records on an annual basis.

Middlefield Village Emergency Response Plan

2. Departments are also responsible for maintaining current notification rosters and internal operating procedures.
3. Refer to the Village Administration for the inventory of all community available resources.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The responsibility of overseeing the Emergency Response Plan revision and update process will be assigned to a Council Member at the 1st Council meeting of the year.
- B. If revisions to the plan are required, departments will submit their update sections to the designated Council Member.
- C. The designated Council Member is then responsible to amend, publish, distribute, and forward the updated version of the Emergency Response Plan back to all organizations with implementation responsibilities.

VIII. APPENDIXES

- A. EMERGENCY GUIDELINES CHECKLIST
- B. EMERGENCY STATUS BOARD
- C. DECLARATION OF A STATE OF EMERGENCY
- D. REQUEST IMMEDIATE BROADCAST OF THE FOLLOWING EMERGENCY MESSAGE
- E. AFTER-ACTION WORKSHEET

Middlefield Village Emergency Response Plan

This page intentionally left blank

Middlefield Village Emergency Response Plan

Emergency Guidelines Checklist (EOC Form)

Date: ____ - ____ - ____

Time: ____ Hours

This checklist is to be started at the beginning of the incident and updated hourly or as needed.

EOC Operations

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Emergency Operations Center established |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Telephones staffed |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Emergency Status Chart started/maintained |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Contact with Incident Commander established |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Type of incident(s) determined |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Location of incident(s) determined |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Classification of incident(s) confirmed |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | State of Emergency declared, if necessary |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Communications established with Geauga County DES |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Communications equipment operational status evaluated |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Sheriff/Fire Chief Rep requested to report to EOC |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Schools contacted, if necessary |

Conditions Monitored

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Weather reports obtained |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Road conditions determined, closing and hazards known |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Electrical outages (if any) identified |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Electrical outages (if any) reported to dispatch center |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Gas problems (if any) identified |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Gas problems (if any) reported to dispatch center |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Water problems (if any) identified |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Water problems (if any) reported to dispatch center |

Evacuation (if necessary)

- | | | |
|------------------------------|-----------------------------|-----------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evacuation authorized |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evacuation initiated |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Evacuation complete |

Public Communications

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Public Information Center activated or PIO appointed |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Emergency Alert System message prepared, if necessary |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Emergency Alert System message distributed, if necessary |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Door-to-Door Notification initiated, if necessary |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Door-to-Door Notification complete, if necessary |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Reverse 9-1-1 Notification initiated, if necessary |

Middlefield Village Emergency Response Plan

- Yes No Reverse 9-1-1 Notification complete, if necessary
- Yes No News Releases prepared, if necessary
- Yes No News Releases distributed, if necessary
- Yes No Web Site updated with emergency information, if necessary

Perry Nuclear Power Plant

- Yes No Information obtained from County on Classification Level
- Unusual Event
- Alert
- Site Area Emergency
- General Emergency
- Yes No Communications with Geauga County DES established
- Yes No Decontamination sites identified/established, if necessary
- Yes No Schools being utilized as shelters
- Yes No Safety zones and/or evacuation routes established

Hazardous Materials Incidents

- Yes No Hazmat Team requested
- Yes No Hazmat Team on scene
- Yes No Hazardous Materials contained
- Yes No EPA Notified

Middlefield Village Emergency Response Plan

Emergency Status Board (EOC)

Started: Date: ____ - ____ - ____ Time: ____ Hours
Updated: Date: ____ - ____ - ____ Time: ____ Hours

Incident

Incident Description: _____
Location: _____
Incident Commander: _____
Emergency Class: ____ 1 ____ 2 ____ 3 ____ 4
Status: _____
Evacuation: _____

Roads

Location	Condition	Time Closed/Opened
_____	_____	_____
_____	_____	_____
_____	_____	_____

Utilities

____ Gas ____ Electric ____ Water

Location	Condition	Time Off/On
_____	_____	_____
_____	_____	_____
_____	_____	_____

Communications: Operational

Land Lines	____ Yes	____ No
Cell Phones	____ Yes	____ No
Pagers	____ Yes	____ No
Radio	____ Yes	____ No
EAS	____ Yes	____ No
Reverse 9-1-1	____ Yes	____ No

Weather Conditions

Wind Direction: _____
Precipitation: _____
Temperature: _____
Other: _____
Other: _____
Other: _____

Emergency Shelters

Location	Capacity	# of Occupants	Time Open	Time Closed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Middlefield Village Emergency Response Plan

Declaration of a State of Emergency in Middlefield Village, Geauga County, Ohio

Whereas, Middlefield Village has been or is currently threatened by, _____; and

Whereas, the Mayor, as the Chief Executive Officer of the Village, possesses the executive authority to declare a "State of Emergency" in the Village whenever the Mayor determines a natural or man-made event which seriously threatens public health, safety and welfare; and

Whereas, a declaration of a state of emergency shall promote and facilitate the implementation of the Village's Emergency Operations Plan and shall serve to identify to the public the seriousness of the event and the Village government's intention to undertake and direct extraordinary measures to protect the health and safety of its residents and of the public and private properties located in such Village; and

Whereas, the Mayor has determined the Village should be in a state of emergency due to such threat until such time as the threat to the public health, safety and welfare subsides or had ended.

Now, therefore, be it declared as follows:

Section 1: The Village of Middlefield is hereby declared to be in a state of emergency, effective _____, 20__ at _____ hours.

Section 2: All public officials, employees and volunteers of the Village are hereby directed to exercise the utmost diligence in the discharge of the duties required of them under all local laws, ordinances and resolutions including the Middlefield Village Emergency Operations Plan, and any directives which may be issued in accordance therewith, until such time as the Mayor or their lawful replacement may declare the state of emergency to be ended.

Section 3: All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials in executing this emergency operations plan and to obey and comply with the lawful directions of properly identified officers.

Section 4: All operating forces are instructed to direct their communications and requests for assistance directly to the Emergency Operations Center (EOC) at the Middlefield Village Hall until further notice.

In witness whereof, I have set my hand this _____ day of _____ 20____.

Mayor of Middlefield Village

Middlefield Village Emergency Response Plan

Request Immediate Broadcast of the Following Emergency Message

From: _____

Contact: _____ Public Information Officer: _____

To: Media List and/or Sheriff's Office for Emergency Alert System Notification or Reverse 9-1-1 System Notification

Date: ____ - ____ - ____ Time: ____ Hours

Situation: Type of Incident: _____

Status: ____ Routine ____ Urgent ____ Extremely Urgent

Mayor of the Middlefield Village requests that an Emergency Alert System (EAS) message be issued to alert residents of Middlefield and surrounding communities to the following urgent message:

Describe emergency in one or two sentences, including the following information:

Date and Time of Incident: _____

Exact Location: _____

Type of Incident: _____

Describe urgent measures required of residents, such as:

Rerouting of Traffic: _____

Evacuation: _____

Other: _____

Describe emergency measures including Middlefield Village response, emergency services response and any mutual aid and/or county, state or federal assistance requested:

If known, describe how long emergency conditions are expected to last: _____

Middlefield Village Emergency Response Plan

Evaluation of Local Conditions

Date: _____ - _____ - _____ Time: _____ Hours
General Description of Emergency: _____

Has enough information been obtained on the emergency situation: _____ Yes _____ No

Weather Conditions

Do you expect significant changes in meteorological conditions in the near future (i.e. the next 4 to 8 hours) that might affect the incident or response to the incident such as:

_____ Wind Shifts _____
_____ Precipitation _____
_____ Temperature _____
_____ Humidity _____
_____ Barometric Pressure _____
_____ Other _____

Traffic Hazards

Are any of the following conditions likely to increase the risks of traffic accidents:

_____ Ice, sleet, hail or snow storm _____
_____ Structure, forest or grass fire _____
_____ Tornado or windstorm _____
_____ Hazardous materials incident _____
_____ Terrorist Incident _____
_____ Other _____

Can these risks be reduced by such measures as rerouting traffic or reducing vehicle speed?
_____ Yes _____ No

Evacuation

Are residents at risk if they stay in their homes, for instance due to:

_____ Flooding Location _____
_____ Fire Location _____
_____ Hazmat Location _____
_____ Temperatures Location _____
_____ Radiation Location _____
_____ Other Location _____

If yes, inform the Mayor immediately so that an evacuation can be authorized and initiated.

After-Action Review Worksheet

After-Action Reviews help provide feedback on emergency response performances during incidents. Do not generalize your comments. Vague issues cannot be addressed by the After-Action Team, so be as specific as possible.

_____ (Date)

(Name)

(Agency)

() - _____
(Phone Number)

1. Describe the emergency (location(s) involved, times, dates, goals/objectives, etc.):

2. List the participating agencies in the response effort:

3. Describe the strengths of the response (what went well):

Middlefield Village Emergency Response Plan

4. Describe the elements of the response which need improvement:

5. Listed recommendations for how we can improve the above listed elements:

LAW ENFORCEMENT ANNEX

I. PURPOSE

The purpose of this annex is to outline the Middlefield Police Department's role and responsibilities while defining their interactions with other agencies during emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. During an emergency, law enforcement operations will be an expansion of normal functions and responsibilities.
2. Criminal incidents, evacuations, traffic control and crowd control incidents may necessitate an emergency response from law enforcement personnel.
3. A Middlefield Police Department Patrol Officer has the authority to activate a law enforcement response and/or this section of the Emergency Response Plan after approval has been gained from a supervisor.
4. Numerous county, state and federal law enforcement agencies are available to support law enforcement agencies within Geauga County.

B. Assumptions

1. The activities of local law enforcement agencies will increase significantly during emergency operations.
2. Adequate law enforcement resources and services will often be available through existing mutual aid agreements.
3. If local capabilities are overtaxed, support will be obtained from state and federal law enforcement agencies.

III. CONCEPT OF OPERATIONS

A. Initial Notification

1. Emergency calls will come into to the Middlefield Police Department Dispatch Center. Dispatch will then notify officer(s) on duty.
2. Middlefield Police Department is then required to notify department brass and other affected agencies as needed.

B. Incident Command

1. The Police Chief, or the Sergeant or the Lieutenant may have the overall responsibility to coordinate law enforcement response operations.

Middlefield Village Emergency Response Plan

2. Middlefield Police Department will coordinate multiple jurisdictional responses through a command post with affected jurisdictions.
3. An Incident Command Post (ICP) may be established in a safe location close to the scene. It will be identifiable by a green light, a flag, vest, and/or through radio notification.

C. Incident Assessment and Scene Operations

1. Officer(s) on duty will investigate the situation and determine if an emergency has occurred.
2. If the situation has been classified as an emergency, officer(s) will then determine the protective actions, response priorities, and staffing needs necessary to stabilize the situation in accordance with department policies and procedures.
3. It is also the responsibility of officers on duty to monitor the movement and effects of the emergency.
4. If local resources are exhausted, the Middlefield Police Department will secure additional resources in accordance with operating procedures and policies.
5. Middlefield Police Department will manage the unplanned arrival of citizens and/or volunteer groups as appropriate.

D. EOC Coordination

1. The on-scene Officer-in-charge may request to activate the EOC based on response coordination and resource needs.
2. When an EOC has been activated, communications should be established between the Incident Command Post (ICP) and the EOC.
3. When the EOC is activated, it is the responsibility of the IC to maintain communications with appropriate representatives in the EOC.

E. Communications

1. Middlefield Police Department will communicate between on- and off-scene personnel/agencies through dispatch and/or by phone.
2. Middlefield Police Department will notify Dispatch if personnel encounter any communication difficulties that may hinder a response.
3. If Dispatch is out of operation, calls will be rolled over to another dispatch center in the county.
4. Middlefield Police Department utilizes the 800 mhz radio system.
5. Dispatch will maintain 24-hour communication capabilities and staffing as they do on a daily basis. However, shifts may need to be extended as the emergency situation dictates.
6. Middlefield Police Department is equipped with a backup generator to provide backup power to maintain communication systems during an

Middlefield Village Emergency Response Plan

emergency. Middlefield Police Department can also utilize the 2800 for dispatch redundancy.

F. Notification & Warning

1. Middlefield Police Department will use the media, emergency sirens, and reverse 911, to notify and warn the public that an emergency has occurred or that a threat is imminent.
2. The Middlefield Police Department may also utilize TTY alerts to provide notification and warning to special needs populations.

G. Emergency Public Information

1. The Police Chief or designee will be the Public Information Officer (PIO) for the Middlefield Police Department.
2. The PIO will use available media outlets and Reverse 911 to disseminate emergency information to the public.
3. Other Middlefield Police Department personnel will only provide general situational information to the media as needed. They will then direct all media inquires to the PIO for further information.

H. Resource Management

1. Middlefield Police Department maintains a detailed list of all available department resources and personnel.
2. The Geauga County Department of Emergency Services also receives a copy of all Middlefield Police Department resources.
3. Middlefield Police Department resources will be pre-positioned or staged as needed.
4. The Middlefield Police Department will transport materials in accordance with NIMS required response criteria.

IV. ORGANIZATIONAL ROLES & ASSIGNMENT OF RESPONSIBILITIES

A. Middlefield Police Department

1. Maintain law and order.
2. Secure key facilities.
3. Provide for traffic and crowd control.
4. Provide mobile units for warning activities.
5. Support other emergency response activities.

B. Public Information Officer

1. Serve as the coordination point for all media releases issued from the police department.

Middlefield Village Emergency Response Plan

2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
3. Develop the format for press conferences.
4. Oversee Media briefings as required.
5. Assist with the establishment of a Joint Information Center (JIC) if required.
6. Monitor information releases for misinformation and re-release accurate information.

V. CONTINUITY OF GOVERNMENT

- A. Middlefield Police Department has developed a Continuity of Operations Plan/Procedure with Middlefield Fire Command. Refer to the Continuity of Operations Plan for detailed information on lines of succession.

VI. ADMINISTRATION AND LOGISTICS

A. Administrative

1. Middlefield Police Department will utilize a Records Officer and dispatch to document and record the actions taken during and after an emergency.
2. The Middlefield Police Department will conduct debriefings of response operations as needed.
3. The Middlefield Police Department will document the costs associated with response efforts according to internal operating procedures.
4. All police department personnel have received NIMS training.
5. Paper records will be used by the Middlefield Police Department to document and/or record personnel trainings.
6. The Middlefield Police Department may utilize OPOTA to provide refresher or training opportunities for personnel.

B. Logistics

1. The Middlefield Police Department is responsible for developing and maintaining standard operating procedures, which address in detail the assigned responsibilities to be performed during emergencies.
2. The Middlefield Police Department has personnel specially trained for a quick response to hostage situations.
3. Middlefield Police Department will use internal records to contact private sources to supplement resource needs.
4. Middlefield Police Department has entered into a mutual aid agreement with Burton Police Department and the Geauga County Sheriff's Office to extend response capabilities.

Middlefield Village Emergency Response Plan

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Middlefield Police Department, in coordination with the Fire Chief, will annually review and revise their portions of the Emergency Response Plan.
- B. The plan will be updated based upon the deficiencies identified during debriefings, drills, exercises, emergencies and/or changes in government functions.
- C. Changes made to the plan will be forwarded to the Village so they may be incorporated into the plan.
- D. Middlefield Village Administration is responsible for amending, publishing, distributing, and forwarding revisions of the Emergency Response Plan to all organizations with implementation responsibilities.

Middlefield Village Emergency Response Plan

This page intentionally left blank

FIRE SERVICES ANNEX

I. PURPOSE

The purpose of this annex is to outline the Middlefield Fire Department's role and responsibilities while defining their interactions with other agencies during emergency/disaster situations.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. It is the responsibility of the Middlefield Fire Department to protect life and property from the effects of emergencies.
2. Emergencies can include but are not limited to:
 - Advanced EMS incident,
 - Fires of any type,
 - Man-Made Emergencies,
 - Technological Emergencies,
 - Natural Incidents or Emergencies,
 - Hazardous Materials,
 - Search and Rescue,
 - Technical Rescue Operations,
 - Utility Problems
3. Fire personnel are responsible for fire prevention, control, and rescue operations on a daily basis.
4. EMS personnel are responsible for triage, treatment, and transport operations.
5. The responsibilities of fire and EMS personnel in disaster situations are basically the same as in daily operations, but they may be called upon to perform additional tasks.
6. Any employee of the Middlefield Fire Department has the authority to activate this section of the plan and/or initiate a response.

B. Assumptions

1. Existing fire personnel and equipment will be able to handle most emergency situations through existing mutual aid agreements.
2. When additional support is required, assistance can be obtained from local, State and Federal agencies.

III. CONCEPT OF OPERATIONS

A. Incident Notification

1. Middlefield Fire Department will receive the initial notification that an emergency has occurred by voice pager, mobile data terminals (MDT - Spillman), or through group text on cell phones.
2. Middlefield Fire Department may be required to notify auto and/or mutual aid companies, and the Geauga County Department of Emergency Services depending on size and nature of call.

B. Incident Command

1. The Incident Commander for the Middlefield Fire Department will be the Chief Officer or ranking Line Officer. If the Chief Officer or ranking Line Officer is absent the senior fire-fighter or designated Officer in Charge of the shift will be the Incident Commander.
2. The Middlefield Fire Department in smaller scale incidents will staff the ICS with an Incident Commander (IC), Operations Officer, and a Safety Officer.
3. In larger incidents, the Middlefield Fire Department will staff the ICS with an IC, Safety Officer, Staging , Liaison, PIO, Operations Section Chief, Planning Section Chief, Logistics Planning Chief and expanding as the incident grows and merits more personnel.
4. Middlefield Fire Department will establish a Unified Command to divide the incident into manageable sections during incidents which span boundaries, sectors, or divisions.
5. An Incident Command Post (ICP) will be established at the Chief's Command Car (3881) for small incidents; in larger incidents, the HazMat/Heavy Rescue/Command vehicle will be the ICP and marked with a green light.

C. Incident Assessment

1. Dispatchers will relay any hazards or risks found by the reporting party over to Middlefield Fire Department personnel.
2. Once the Middlefield Fire Department has arrived on-scene, personnel will conduct a "Size-up" in accordance with their standard operating guidelines.
3. The Middlefield Fire Department personnel will determine their actions and response priorities based on the type of emergency and in accordance with internal SOG's and MABAS criteria.
4. Post Incident critiques and reports will be used by the Middlefield Fire Department to monitor the movement and future effects that may result from an emergency.

Middlefield Village Emergency Response Plan

D. Incident Scene Operations

1. The Middlefield Fire Department will manage suppression and rescue activities through the ICS Operations Functions. Equipment Staging and resource procurement will be handled and managed by the Staging Officer, Command or Logistics Function.
2. Middlefield Fire Department will implement any and all operating procedures necessary to protect life, stabilize the emergency, and save property.
3. All fire ground searches will be provided using the appropriately trained personnel on the department. The following sources can provide the Middlefield Fire Department with specialized rescue resources including:
 - Region II USAR
 - Mentor Fire Special Rescue
 - Geauga County Dive Team
 - Hillcrest USAT
4. Middlefield Fire Department will utilize the Geauga County Sheriff's Office establish and enforce exclusion zones.
5. The decontamination of Hazardous Material zones will be determined by the Green section of the ERG; the decontamination of flood waters will be handled by the EPA and Health Department; and the Health Department and the CDC will manage infection hazards.
6. Middlefield Fire Department's contacted EMS will conduct triage, treatment and transport of medical victims under the auspices of an EMS Group Supervisor who is appointed by the IC or Unified Command.
7. When local assets are exhausted, dispatch will secure additional resources through MABAS, the Ohio Response Plan, and/or the Geauga County Department of Emergency Services.
8. Middlefield Fire Department's Planning & Logistics Sections will address the use of volunteers in Operational briefings.

E. EOC Coordination

1. If the emergency requires the Geauga County Emergency Operations Center, the Incident Commander can contact the Geauga County Department of Emergency Services or have dispatch contact them.
2. The Incident Commander may assign a Liaison to coordinate operations through radio and cell phone communications with the Fire and EMS Officers at the EOC.

Middlefield Village Emergency Response Plan

F. Communications

1. Middlefield Fire Department will utilize the 800 megahertz radio system including Tactical channels, and MARCS to communicate during response operations as applicable.
2. The Middlefield Fire Department may request the Geauga County Sheriff's Office Communication Vehicle to overcome communication difficulties or shortfalls.
3. Dispatch will maintain 24-hour communications capabilities as it does every day. Shifts may have to be extended and operational periods established to accommodate the emergency.
4. All dispatch centers in Geauga County have the capability to provide backup for one another.
5. Middlefield Fire Department will contact Alltel for assistance with communication equipment.

G. Notification & Warning/Emergency Public Information

1. The Middlefield Fire Department could provide notification to the public using reverse 911, local media, or through door-to-door notifications.
2. Under the Incident Command System, the Incident Commander may appoint an on-site Information Officer to serve as part of their staff.
3. The Public Information Officer (PIO) will be responsible for tracking situation information, developing information releases, providing approved information to members of the media, and correcting misinformation and rumors.
4. The PIO will determine how other responders are to handle the media.

IV. ORGANIZATIONAL ROLES & ASSIGNMENT OF RESPONSIBILITIES

A. Fire Department:

- Control fires by priority or request mutual aid.
- Perform rescue efforts.
- Perform radiological functions as assigned.
- Perform triage.
- Administer emergency treatment commensurate with certification and training.
- Transport victims according to severity of injuries.
- Perform decontamination functions.
- Extinguish fires.
- Identify potential fire hazards, such as damaged gas lines and downed power lines.
- Survey damage to fire equipment and facilities.
- Compile record of events.

Middlefield Village Emergency Response Plan

- Review fire codes in relation to disaster and recommend improvements where necessary.
- Inspect, repair and construction work for fire safety.
- Monitor all demolition operations.

B. Incident Command Positions Roles and Responsibilities

1. Incident Commander (IC)

- a. Establish or expand ICS based on the requirements of the incident.
- b. Conduct size-up operations, establish a hazard zone and order necessary evacuations.
- c. Establish a clearly-defined Incident Command Post (ICP) in a safe area at the scene.
- d. Assess needs for manpower, equipment and resources, and develop an estimate of the duration of the incident.
- e. Establish communications with the appropriate departmental base and with the EOC.
- f. Coordinate the activities of all respondents at the scene.
- g. Assign a staging area(s) near the ICP for those reporting to the incident, as well as for Emergency Medical Services (EMS).
- h. Prepare incident reports and conduct closedown operations.
- i. Develop and/or approve the IAP.

2. Public Information Officer (PIO)

- a. Interface with the public and media and/or with other agencies with incident-related information requirements.
- b. Develop accurate and complete information on the incident's cause, size and current situation, resources committed and other matters of general interest.
- c. Advise the IC on matters of Emergency Public Information (EPI).
- d. Relinquish responsibilities to the County PIO when the EOC is activated.

3. Safety Officer (SO)

- a. Ensure the general safety of incident operations and the health and safety of responders.
- b. Monitor incident operations and advise the IC on all matters relating to operational safety, including the health and safety of emergency response personnel.
- c. Quickly develop a set of systems and guidelines to ensure on-going assessment of hazardous environments, coordination of multi-agency safety efforts and the implementation of measures to promote responders safety.

Middlefield Village Emergency Response Plan

- d. Stop and/or prevent unsafe acts during incident operations, to the extent possible.
4. Liaison Officer (LO)
 - a. Serve as the point of contact for representatives of other governmental agencies, non-governmental organizations and/or private entities.
 - b. Coordinate assistance and personnel from other agencies and organizations (public or private) involved in incident management activities.
 5. Operations Section Chief
 - a. Responsible to the IC or Unified Command (UC) for the direct management of all incident-related operational activities.
 - b. Establish tactical objectives for each operational period with other section chiefs and unit leaders.
 - c. Continually brief the IC on the status of emergency operations and major problems.
 6. Planning Section Chief
 - a. Collect, evaluate and disseminate incident situation information and intelligence to the IC or UC and incident management personnel.
 - b. Prepare situation information.
 - c. Display situation information.
 - d. Maintain status of the resources assigned to the incident.
 - e. Develop and document the IAP based on guidance from the IC or UC.
 7. Logistics Section Chief
 - a. Responsible for all support requirements necessary to facilitate effective and efficient incident management, including ordering resources from off-incident locations through the EOC.
 - b. Provide facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support.
 8. Finance/Administration Section Chief
 - a. Provide the agency(s) involved in incident management activities finance and other administrative support services, as necessary.

Middlefield Village Emergency Response Plan

- b. Coordinate with the Executive Group in the EOC, when activated on administrative issues.

V. CONTINUITY OF GOVERNMENT

- A. The Middlefield Fire Department has developed a Continuity of Operations Plan defining their essential functions, lines of succession, delegation of authorities, alternate facilities and vital record protections.
- B. Refer to their COOP for lines of succession for key department personnel as needed.

VI. ADMINISTRATION AND LOGISTICS

A. Administrative

- 1. Middlefield Fire Department utilizes incident and damage assessment forms, incident command logs, cost recovery forms, and operational and command briefings to document the actions taken during an emergency.
- 2. The Middlefield Fire Department will document their costs associated with the response through the finance and planning sections of the Incident Command System. The NIMS forms related to expenditures will be utilized.
- 3. All Middlefield Fire Department personnel have received the ICS 100, 200 and 700; in addition, Line Officers have ICS-300; where Command Level Officers are also trained in ICS-300 and ICS-400.
- 4. The Firehouse Software is used by the Middlefield Fire Department to record personnel training.
- 5. Middlefield Fire Department will utilize the Geauga County Department of Emergency Services, Departmental State Certified Instructors, OFA instructors to provide training to their staff.

B. Logistics

- 1. The Fire Chief is responsible for maintaining current lists of all available Middlefield Fire Department resources and personnel.
- 2. Refer to the Middlefield Fire Department Inventory for a detailed list of all available resources which may be used during response operations.
- 3. Middlefield Fire Department will utilize existing pre-plans and department resource lists for available private agencies/contractors which can be used to support resource management issues.
- 4. The Middlefield Fire Department has entered into Auto Aid Agreements with Burton, Montville, Parkman, Windsor, and Mesopotamia; Farmington FD's auto aid with Community Care Ambulance; MABAS System; and the Ohio Emergency Response Plan.
- 5. The Middlefield Falls Fire Department will pre-position or stage resources as outlined in mutual aid agreements and/or pre-plans.

Middlefield Village Emergency Response Plan

6. If response personnel are required to move materials or personnel through a restricted area, the Incident Commander will coordinate operations with law enforcement.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Middlefield Fire Department will conduct post incident critiques to evaluate their response operations. If any recommendations or lessons were learned from the critique they should be incorporated into the Emergency Response Plan.
- B. The Middlefield Fire Department will annually review their section of the Middlefield Emergency Response Plan and submit changes to the designated Village Council Member.
- C. The designated Council Member is then responsible to amend, publish, distribute and forward the updated version of the Emergency Response Plan back to all organizations with implementation responsibilities.

This page intentionally left blank

PUBLIC WORKS & UTILITIES ANNEX

I. PURPOSE

The purpose of this annex is to outline the Middlefield Village Street and Utilities Department's role, responsibilities, and to define their interactions with other agencies during emergency/disaster situations.

II. SITUATION & ASSUMPTIONS

A. SITUATION

1. The Middlefield Village Street and Utilities Department will be mobilized during any emergency situation which generates debris, road obstacles, or damages roadways.
2. Utility providers will be notified for any incident where services are disrupted or lost.

B. ASSUMPTIONS

1. The Middlefield Village Street and Utilities Department has sufficient resources to handle their daily operations; however, during disaster responses, those resources may not be enough.
2. Coping with the damage from snow, ice, windstorms, flooding, tornadoes, utility failure, fire and explosions, or cleaning up after a hazardous materials spill can often require more personnel and equipment than the most well equipped Road Departments will have available.
3. Local contractors may be needed to assist with resources to augment the Road Department response efforts.

III. CONCEPT OF OPERATIONS

A. Incident Notification

1. The Service Department may be notified of an emergency through dispatch, local responders or by the Village Administration.
2. The Service Department will conduct additional notifications as the situation requires.

B. Incident Assessment

1. Service Department personnel will conduct an evaluation of the scene/situation.
2. The Director of Streets and Utilities will determine response priorities and the personnel and resources required to mitigate the situation.

Middlefield Village Emergency Response Plan

3. The Service Department will monitor the movement of department resources and the progression of the emergency through department logs and through cell phone communications.
- C. EOC Coordination
1. The Director of Streets and Utilities will maintain communications with Village Administration via cell phone.
- D. Incident Scene Operations
1. The Director of Streets and Utilities is responsible for the overall management of the department response and its personnel.
 2. Road Restoration Operations
 - a. The Service Department's primary focus during an emergency is to ensure that roadways are open for emergency responder traffic. Their secondary focus is to ensure that roadways remain open for public traffic.
 - b. During debris removal operations, the Service Department will remove obstacles from roadways in accordance with internal operating procedures.
 - c. In the event that an electrical line is involved in the road blockage, the Service Department will be unable to clear the road until First Energy/CEI shuts down power in the affected area.
 - d. In some emergencies, roadways may not be able to be cleared immediately and they will have to be closed. The Service Department will barricade the area as required and re-route traffic as needed.
 - e. If the Service Department needs to close a roadway, the Director of Streets and Utilities will notify the Incident Commander.
 - f. The Geauga County Building Department and the Zoning Department may be utilized by Middlefield Village to condemn structures as the situation requires.
 - g. Once the structure has been condemned, Service Department resources may then be utilized to demolish and dispose of the related debris.
 - h. The Service Department will be responsible for inspecting and maintain roadways and culverts as needed. The Geauga County Engineer's Office is responsible for maintaining and repairing bridges.
 - i. The Geauga County Health Department will be contacted to resolve potential health related issues relating to the debris removal process or with the removal of contaminated foods.

Middlefield Village Emergency Response Plan

- j. The Director of Streets and Utilities and Village Administration may determine locations to be used to hold debris until it can be removed permanently.
- k. It is the responsibility of residents to make arrangement for the pick-up of household waste.

3. Electrical Outage

- a. Electrical power may be lost due to storms or other emergency situations.
- b. In such an event, the EOC or Incident Commander may instruct the Dispatch to contact First Energy/CEI through the emergency hotline number.
- c. The average response time for an on-site visit from a lineman is half an hour. However, in large scale outages, this time can be considerably longer.
- d. In some emergency situations such as downed power lines blocking a roadway, the Incident Commander may determine that electric power needs to be shut down in the affected area to ensure public safety.
- e. The Incident Commander or the Executive Group may instruct the Dispatch to contact First Energy/CEI on their special priority telephone line to request that power be cut off.
- f. To shut off power to a specific building or street, First Energy/CEI will have to send a lineman to the site to physically cut the wire. Shutting off power to a larger area of the area can be done remotely.
- g. If an electrical outage is going to be extensive or if medically vulnerable residents are known to reside in the affected area the responders may go door-to-door explaining the nature and estimate the duration of the outage and ask whether anyone in the building needs special assistance. Residents in distress will be encouraged to call 9-1-1.

4. Water Outage

- a. Water and Wastewater systems will be evaluated by the Director of Streets and Utilities.
- b. The Director of Streets and Utilities will determine response priorities and the personnel and resources required to mitigate the situation.
- c. Water lines may be turned off as needed.

Middlefield Village Emergency Response Plan

5. Gas Outage

- a. In the event of an emergency needing to shut down or restore gas service, the Incident Commander may instruct the Geauga County Sheriff's Office Dispatch Center to call in this request to Dominion/East Ohio gas using the emergency number listed in the Resource Directory.

E. Communication

1. The Service Department utilizes cell phones and 2-way radios to communicate with other department employees, Village Administration, and responders.
2. Dispatch provides Middlefield Village with 24-hour communication capabilities.

F. Notification & Warning/Emergency Public Information

1. The Middlefield Village Service Department personnel may be utilized to provide door-to-door notifications to residents if the situation requires.
2. Emergency Public Information operations will be carried out by the Public Information Officer (PIO) appointed by the Incident Commander and/or by the Mayor.
3. Service Department personnel will provide situational information only and direct all questions to the on-scene PIO or the Trustees PIO for further information.
4. The Service Department may provide the PIO's with information to be incorporated into press releases. This information may include boil alerts and/or debris management schedules or instructions.

G. Resource Management

1. The Service Department will not incorporate into the response effort spontaneous or unaffiliated volunteers.
2. The Service Department may use the Maintenance Garage as the staging area for all internal and external personnel, equipment, and supplies. Resources will be deployed from the garage as needed.
3. The Director of Streets and Utilities will coordinate with the Incident Commander for the transport or movement of resources through restricted areas as needed.
4. The Director of Streets and Utilities will contact neighboring jurisdictions when resources become limited or exhausted.
5. If the Service Department requires resources beyond existing mutual aid agreements, the Incident Commander or the Village Council will contact the Geauga County Department of Emergency Services for assistance.

IV. ORGANIZATIONAL ROLES & RESPONSIBILITIES

A. Service Department:

1. Repair and maintain streets.
2. Perform damage assessment.
3. Clear Debris.
4. Assist in decontamination work.
5. Provide equipment and operators as needed.
6. Store and provide fuel for emergency vehicles.
7. Maintain contact with EOC.

B. Water and Wastewater Department

1. Maintain storm sewers.
2. Maintain water pressure.
3. Provide potable water.
4. Maintain sewage system.
5. Provide temporary sanitary facilities as necessary.
6. Coordinate with Health District for water testing.
7. Decontaminate water system.
8. Assess damages.
9. Maintain contact with EOC.

C. Geauga County Engineer

1. Repair roads and bridges.
2. Maintain debris and garbage disposal operations.
3. Perform damage assessment operations as requested.
4. Provide engineering services and advice.
5. Assist in decontamination operations as needed.
6. Participate in the development and execution of emergency exercises.
7. Store and provide fuel for emergency vehicles.
8. Maintain contact with the EOC.
9. Update County Maps.
10. Remove debris and other obstacles from roads.
11. Place barricades where necessary.
12. Oversee flood control.

D. Geauga County Department of Water Resources

1. Routine inspection of all water and wastewater facilities.
2. Check all plant components.
3. Perform all necessary maintenance items.
4. Perform chemical tests at different points of the wastewater treatment process.

Middlefield Village Emergency Response Plan

5. Collect samples of raw and final effluent, and transport samples to the lab for additional testing as required by the National Pollutant Discharge Elimination System permit issued by the Ohio EPA for each facility.
6. Record all daily results and report to the Ohio EPA monthly.
7. Maintenance crews ensure all lines (110 miles) are free of obstructions and promptly respond to all customer complaints.
8. Maintain all department grounds and buildings.
9. Perform all necessary tests to ensure safety of the water distributed to customers.
10. Schedule and perform fire hydrant maintenance and flushing of water distribution lines.

E. ODOT

1. Clearing of the roads,
2. Mechanical assistance,
3. Staff

F. Utilities

1. Gas
 - a. There are numerous gas suppliers serving Geauga County, but all gas is transported through lines operated by Dominion/East Ohio Gas Company.
 - b. In the event of an emergency, Dominion/East Ohio Gas Company may be required to shut down or restore gas service.
2. Electric
 - a. Electrical power may be lost due to storms or other emergency situations.
 - b. In the event of an emergency, First Energy/CEI may be required to shut down or restore electrical service.
 - c. The average response time for an on-site visit from a lineman is half an hour. However, in large scale outages, this time can be considerably longer.

V. CONTINUITY OF GOVERNMENT

A. Line of Succession for the Director of Streets and Utilities:

- Foreman

Middlefield Village Emergency Response Plan

VI. ADMINISTRATIVE AND LOGISTICS

A. Administrative

1. Middlefield Service Department will document response operations through the daily logs.
2. The Fiscal Officer will document all costs associated with the emergency response in accordance with internal policies and procedures.
3. After an incident, response organizations will conduct in-house critiques or after-action reports to analyze response operations.
4. It is the department heads responsibility to then incorporate any recommendations generated from the after incident critiques into their plans and operating procedures.

B. Logistics

1. Middlefield Village Administration updates inventory records on an annual basis.
2. Departments are also responsible for maintaining current notification rosters and internal operating procedures.
3. Refer to the Village Administration for a complete inventory of all available resources.
4. Middlefield Village has entered into a mutual aid agreement with Burton and Chardon for assistance during water emergencies.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The responsibility of overseeing the Emergency Response Plan revision and update process will be assigned to a Council Member at the 1st Council meeting of the year.
- B. If revisions to the plan are required, departments will submit their update sections to the designated Council Member.
- C. The designated Council Member is then responsible to amend, publish, distribute and forward the updated version of the Emergency Response Plan back to all organizations with implementation responsibilities.

This page intentionally left blank