Emergency Response Basic Plan

PRIVACY STATEMENT

The disclosure of information in this plan could compromise the security of essential equipment, personnel, services, and systems of the Ottawa County Health Department (OCHD), or the many partners required to carry out essential emergency responsibilities throughout the county. Distribution of this Basic Emergency Response Plan in its entirety is limited to those who need to know the information in order to successfully activate and implement the plan. They are listed in the plan under "Distribution List."
Portions of this plan contain information that may raise personal privacy or other security concerns, and those portions may be exempt from mandatory disclosure and may be considered secure documents. See ORC 149.433.

Any decision to disclose information in this plan outside Ottawa County Health Department or to withhold information in this plan from a requester must be coordinated, in writing, with the Ottawa County Health Department.

RECORD OF CHANGES

Date of Change	Person Responsible for Change	Summary of Change Made	Location of Change	Health Commissioner Signature	Date
3/12/2012	Jim Greer	Update of entire plan and Emergency Support Functions.	Throughout entire plan		

PLAN DISTRIBUTION

The original copy of this plan and supporting plans, annexes, appendices and Suggested Operating Guidelines (SOG) will be stored in the Health Commissioner and Emergency Preparedness Coordinator's offices. Sections of this plan and associated documents will be provided upon request of the Ottawa County Health Department.

DISTRIBUTION LIST

MARCH 2012

COUNTY COPY #   **AGENCY**

INSTRUCTIONS FOR PLAN USE

This basic plan includes by reference, additional plans, annexes, appendices, attachments and suggested operating guidelines, and documents which, taken together, comprise the Ottawa County Health Department Emergency Response Basic Plan.

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

BASIC PLAN: The basic plan is a relatively broad conceptual framework and describes the approach to an integrated emergency operations system. It relates information relevant to the whole plan. It explains the concept of operation for emergency management in this county and describes the organization and responsibilities for emergency planning and operations.

FUNCTIONAL ANNEXES: The functional annexes are components of the plan that contain information on specific functional responsibilities, tasks and operation actions that pertain to the function being covered. They are action-oriented and written to guide personnel charged with execution of the plan. The paragraphs are entitled the same as the ten paragraphs of the Basic Plan.

INCIDENT APPENDICIES: The incident annexes are hazard specific. They are required when the subject of an annex requires operational procedures prior to or during an occurrence that must be implemented differently because of its unique aspect (i.e., an evacuation plan for a hazardous materials incident would be different from crisis relocation in an attack-related situation). Hazard-specific annexes (i.e., tornado) are used to address each such hazard that has unique operational procedures (i.e., a slow-building emergency such as flood would require different increased readiness procedures and alert and warning actions than those hazards that happen without predictability).

ATTACHMENTS: Plan attachments consist of information, such as the Glossary and Acronyms, that help to clarify plan materials. Other attachments, such as the example Local Emergency Proclamation and After Action Report Form, are documents which will be utilized during plan implementation.

SUGGESTED OPERATING GUIDELINES: Suggested Operating Guidelines (SOGs): are a set of organizational guidelines that establish a suggested course of action during an emergency event as well as during non-emergency duties.

Acronyms

AAR/IP	After Action Report/Improvement Plan
ARC	American Red Cross
ARDS	Acute Respiratory Distress Syndrome
BAT	Best Available Technology
BOH	Board of Health
CDC	Centers for Disease Control and Prevention
CISM	Critical Incident Stress Management
COOP	Continuity of Operations Plan
DEH	Director of Environmental Health
DOC	Department Operations Center
DON	Director of Nursing
EAP	Employee Assistance Program
EMA	Emergency Management Agency
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Epidemiologist
EPC	Emergency Planning Coordinator
ERP	Emergency Response Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
HAN	Health Alert Network
HC	Health Commissioner
HSEEP	Homeland Security Exercise Evaluation Program
ICP	Infection Control Practitioner
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IP	Improvement Plan
ILI	Influenza Like Illness
JAS	Job Assignment Sheet
JIC	Joint Information Center
JITT	Just In Time Training
LHD	Local Health District/Department
MARCS	Multi-Agency Radio Communications System
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NIOSH	National Institute for Occupational Safety and Health
NTAS	National Terrorism Advisory System
NRC	Nuclear Regulatory Commission
OCHD	Ottawa County Health Department
OCHD OC	Ottawa County Health Department Operations Center
ODH	Ohio Department of Health
ODRS	Outbreak and Disease Reporting System
OPHAN	Ohio Public Health Analysis Network

Acronyms

OPHCS	Ohio Public Health Communication System
OTC	Over The Counter
PH	Public Health
PHEP	Public Health Emergency Preparedness
POD	Point of Distribution
PPE	Personal Protective Equipment
RMRS	Regional Medical Response System
RODS	Real-Time Outbreak and Disease Surveillance
RPA	Respiratory Program Administrator
SARS	Severe Acute Respiratory Syndrome
SNS	Strategic National Stockpile
SOG	Suggested Operating Guideline
VMI	Vendor Managed Inventory
WHO	World Health Organization
WIC	Women Infant and Children

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OTTAWA COUNTY HEALTH DEPARTMENT

EMERGENCY RESPONSE BASIC PLAN

I.   **INTRODUCTION**

The Ottawa County Health Department prepares for emergencies by developing emergency plans with local, regional and state partners. Those plans guide the response to public health emergencies. Emergency plans address tracking and controlling communicable disease, continuing normal health department operations, communicating with community leaders, the medical community and the public, and isolating or quarantining people carrying certain life-threatening infectious diseases.

A.   **Purpose**

The purpose of this plan is to develop emergency response planning to address potential public health risks identified in the OCHD Hazard Risk Analysis and Strategic Plans (Annex IV). The basic plan is an overview of the Ottawa County Health Department emergency response organization and policies. This plan shall be implemented and maintained as an overview of integrated emergency operations that result from public health emergencies or major disasters, whether natural or manmade. This plan predetermines, to the extent possible, actions to be taken by the OCHD and by cooperating governmental, and private organizations, to prevent avoidable disasters, and reduce the vulnerability of county residents to any disasters that may strike. This plan establishes capabilities for protecting citizens 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 county.

The Ottawa County Health Department is a countywide public health agency serving to meet the needs of the people in the event of an emergency. The Ottawa County Health Department has many legal and moral responsibilities as a part of their routine duties. Among these, is the responsibility to react to and assist with emergencies that could range from an isolated incident to a geographically limited situation to a communitywide, countywide or worldwide public health problem.

B.   **Performance Indicators**

The Centers for Disease Control and Prevention (CDC) has identified emergency response competencies for all Public Health workers. These competencies state that all PH workers should be able to:

1. Describe the role of Public Health in emergency response for a range of emergencies that might arise;

2. Describe the chain of command in emergency response;

3. Identify and locate the emergency response plan;

4. Describe his/her functional role and demonstrate this role in regular drills;

5. Demonstrate the correct use of all communications equipment used in emergency communications;

6. Describe communication roles within the agency, with the media, with the general public and within their personal lives;

7. Identify limits to his/her knowledge/skill/authority and identify resources for referring matters that exceed these limits;

8. Recognize unusual events that might indicate an emergency and describe appropriate actions; and

9. Apply creative problem solving and flexible thinking to unusual challenges within his/her functional responsibilities and evaluate the effectiveness of actions taken.

10. This plan has been written to ensure that each of these competencies is addressed. Staff training for emergency incident response is based on these competencies.

C.   Plan Development and Maintenance

1. Ottawa County Health Department Emergency Response Basic Plan (ERP) will be reviewed by the OCHD Public Health Emergency Preparedness (PHEP) PHI Team annually and as required based on issues identified after every applicable exercise, public health emergency or change in local, state or federal directives.

2. This plan shall be effective upon approval and signature of the President of the Ottawa County Board of Health.

3. All ERP changes must be approved by the Health Commissioner.

4. OCHD is represented on the Local Emergency Planning Committee (LEPC) and Homeland Security Advisory Committee. OCHD also

confers with OCEMA and other agencies on the Emergency Operations Plan (EOP) and the Radiological Emergency Response Plan (RERP).

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Community Identity and Characteristics

a. Ottawa County encompasses 255.1 square miles in Northwest Ohio along the southwestern edge of Lake Erie.

b. Ottawa County's identity is shaped by its geographic location as a northern national border along Lake Erie. Its location helps define the industries currently existing in the county. These industries include agriculture and natural resources, tourism, transportation, and energy.

2. Medical Facilities

a. Magruder Hospital (Port Clinton) has an in-patient capacity of 25 beds with the capability to treat and release up to 35 additional patients in the event of an emergency.

b. Fastrack Urgent Care (Port Clinton) provides non-critical treatment.

3. Population, Demographics, and Jurisdictions

a. Ottawa County's jurisdiction includes 12 townships, seven villages and one city, Port Clinton, which is the county seat. Put In Bay Township includes the islands of North Bass, Middle Bass, South Bass, Rattlesnake, Green, Ballast, Sugar, and Gibraltar. Catawba Island Township includes Mouse Island, while the Village of Marblehead includes Johnson Island. Ballast and Sugar Islands have fewer than five summertime residents. Mouse Island, Starve Island and Green Island are not inhabited.

b. The adjacent political jurisdictions surrounding Ottawa County are Lucas (NW), Wood (W), Sandusky (SW), and Erie (E & SE) counties in Ohio and Ontario, Canada to the north.

c. Although the official population of Ottawa County is 41,428 seasonal residents, boaters, transients and employees cause summer populations to approach 300,000.

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d. The OCHD and OCEMA coordinate identification of vulnerable populations. OCHD maintains a roster of special needs individuals that is updated quarterly. EMA maintains a list of facilities/institutions with special needs populations.

Population According to Township and Municipality			
Township	Population	Municipality	Population
Allen	3,504	Clay Center	276
Bay	1,458	Elmore	1,410
Benton	2,224	Genoa	2,336
Carroll	2,135	Marblehead	903
Catawba Island	3,599	Oak Harbor	2,759
Clay	2,722	Port Clinton	6,056
Danbury	4,264	Put-in-Bay	138
Erie	1,221	Rocky Ridge	417
Harris	1,608		
Portage	1,291		
Put-in-Bay	495		
Salem	2,612		

4. **Land Use**

a. The majority of Ottawa County's land use is cropland, pasture, forest, open water and wetlands. A relatively minor portion, 8.12%, is urban.

b. The three agricultural product categories for which Ottawa County ranks the highest in the state based on sales are vegetables harvest for sale at 10th, vegetables, melons, potatoes, and sweet potatoes at 12th, and rabbits and their pelts at 12th.

5. **Tourism**

a. The tourism industry is a significant portion of Ottawa County's economic base, accounting for 22.4% of salaried employment.

b. Outdoor recreation is a major leisure activity in Ottawa County and the region and each year tens of thousands travel here for activities such as boating, fishing, hunting, and bird watching. There are more fishing licenses sold in this area than any other

part of Ohio. There are 146 marinas in Ottawa County and 15,240 docks.

    c.   Another important aspect of the tourism industry is lodging amenities and occupancy. Ottawa County has 9 chain hotel properties representing 538 rooms, 32 private hotels/motels representing 1422 rooms, 30 Bed and Breakfasts representing 164 rooms, plus several hundred additional rooms available through cottages, cabins, condos, and rental houses. The total number of rooms is approximately 3000. In addition there are nearly 2000 campsites in the county.

B.   **Assumptions**

1. The County and its political subdivisions have capabilities, which, if effectively used in the event of an emergency or disaster occurrence affecting the area, will maximize preservation of life and property. These capabilities include manpower, equipment, supplies and skills of public and private agencies and groups; and knowledge of protection and survival actions possessed by the population.

2. 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 available through volunteer organizations, private enterprises, mutual aid agreements or state and federal resources.

3. The resources of the county are limited. When incidents do occur, resources from throughout the county will be utilized. In major incidents and those where the proper equipment and expertise required to deal with the incident are not available in the county, the county will require assistance from other sources.

4. Some emergency or disaster situations may occur after implementation of warning and other preparedness measures, but others may occur with little or no warning.

5. Ottawa County public health officials of are aware of the possible occurrence of an emergency or major disaster and their responsibilities in the execution of this plan, and will fulfill these responsibilities as needed.

6. Officials have conducted a Hazard Analysis and have identified hazards that could affect all or parts of Ottawa County and its residents. The information gathered during this process provided the basis for the development of Ottawa County's Emergency Operations Plan (EOP).

The following hazards that could affect all or parts of Ottawa County have been identified; flooding, severe winter storms, hailstorms/ thunderstorms, tornadoes, transportation hazards, fixed facilities, land subsidence, coastal erosion, drought/extreme heat, terrorism/weapons of mass destruction, civil disorder/workplace violence, wildfire, earthquake, epidemic/pandemic, and utility failure.

7. Ottawa County completed a countywide Natural Hazards Mitigation Plan in 2004.

8. Facilities/institutions with vulnerable populations maintain emergency plans and procedures to insure the protection, care and evacuation of their residents.

9. The American Red Cross identifies, activates and manages emergency shelters that accommodate the general population and individuals with special needs.

10. Unmet needs are addressed by EOC staff following ICS/NIMS protocols.

11. Many of the response activities in a specific situation could overlap those of another situation.

12. Additional assumptions are addressed in each functional annex that is relevant to the subject of the annex, appendix, attachment and/or SOG.

III. CONCEPT OF OPERATIONS

A. General

1. County government has the primary responsibility for emergency management activities.

2. The Ottawa County EOP is a countywide plan. Although each jurisdiction, including the health department, has guidance documents in place to deal with incidents as they occur, the Ottawa County EOP describes how those efforts will be coordinated on a countywide basis in   response to any emergency situation. The Ottawa County Health Department is a full partner in the countywide plan and will respond and work cooperatively in training, exercises and actual events to protect the public's health.

3. The EOP is based upon the concept that emergency functions for various groups involved in emergency management will generally

parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on peoples' basic capacities and use them in areas of greatest need.

4. When the emergency exceeds the local capability to respond, assistance will be requested from other counties, the State of Ohio and the federal government.

5. The Ottawa County EMA Director has the authority to activate the County EOP. The Health Commissioner or designee has the authority to activate the OCHD Emergency Response Basic Plan.

6. The Ottawa County Health Department is regulated by local, state, and federal laws. The Ottawa County District Board of Health appoints the Health Commissioner, who advises and assigns additional responsibilities to board employees.

7. Consistent with the Ottawa County EOP, the Health Commissioner has the responsibility to develop Suggested Operating Guidelines (SOGs) and/or checklists which detail how their assigned tasks will be performed to support implementing this plan.

8. It is the responsibility of the health department to protect the public health of the residents of Ottawa County during any disaster, natural or manmade, and assist the Ottawa County EMA in implementing the county's EOP. Through this plan, the health department will work in coordination with Ottawa County EMA under the Incident Command System (ICS). In the event that the disaster extends beyond Ottawa County boundaries, the local plan will coordinate under the ICS/NIMS with regional, state and federal authorities.

9. In keeping with the nationwide strategy of the Integrated Emergency Management System (IEMS), this plan is concerned with all types of emergency situations that may develop. It also accounts for activities before, during, and after emergency operations. Mental health services are available to all OCHD staff 24/7 including critical incident stress debriefing through the Ottawa County Employee Assistance Program (EAP).

10. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Resources that would normally be required for those

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functions may be redirected to accomplish the emergency tasks of other departments involved in emergency operations. Accordingly, the Health Commissioner or designee may activate the OCHD Continuity of Operations Plan (COOP) Maintenance of Essential Services SOG as part of an action plan for an exercise or real emergency event.

B. **Emergency Notifications and Communications**

1. The Ottawa County Emergency Management Agency or Ottawa County Sheriff's Dispatch will notify the Health Commissioner of an emergency during normal business hours at 419-734 -6800. After normal business hours, the Ottawa County Health Department's "Emergency Call List" will be utilized. The Call List identifies the designated on-call health department employee contact information (phone number(s), pager number, etc.) and the Health Commissioner contact information. The health department will update the OCHD "Emergency Call List" quarterly and FAX copies to the Sheriff's Dispatch Center and Ottawa County EMA.

2. Upon notification of an emergency event, the Health Commissioner or designee shall determine if the emergency warrants call up of the health department Public Health Emergency Preparedness (PHEP) Team. If so, the Health Commissioner or designee shall initiate the Ottawa County Emergency Communications SOG. The SOG includes pager numbers and cellular phone numbers for the Health Commissioner and all key health department supervisory/emergency response personnel.

3. Additional OCHD staff will be contacted as necessary utilizing the OCHD Call Tree. The OCHD Call Tree includes OCHD employees' home phone numbers and is updated and maintained by the Account Clerk. Each OCHD supervisor is provided a copy of the Call Tree list and is individually responsible to contact employees as needed.

4. All OCHD staff members are expected to be available for call-out by supervisory staff in an emergency.

5. Upon notification of an emergency, employees will report to the health department office or the identified alternate site for instruction.

   a. When responding to an emergency, employees must have their health department issued photo identification card with them.

b. All employees must use caution regarding their own safety. Employees shall not take unnecessary risks that could place them in danger.

c. Each staff member will be responsible for maintaining contact with his/her supervisor and/or the Emergency Operations Center (EOC)/OCHD Operations Center.

d. Each staff member will be responsible for documenting his/her activities, supplies used and supplies needed.

6. The Ottawa County Health Department has provided its MARCS SOG to the Ottawa County EMA which has all necessary MARCS radio communication protocols and radio settings. (See OCHD Emergency Response Plan Annex B - Emergency Communications)

C. Potential Hazards

The following hazards that could affect all or parts of Ottawa County have been identified; flooding, severe winter storms, hailstorms/thunderstorms, tornadoes, transportation hazards, fixed facilities, nuclear power plan accidents, land subsidence, coastal erosion, drought/extreme heat, terrorism/weapons of mass destruction, civil disorder/workplace violence, wildfire, earthquake, epidemic/pandemic, and utility failure.

D. Phases of Emergency Management

When a disaster strikes, government is the first line of official public responsibility for 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 is the process of eliminating or reducing the probability of occurrence of an emergency or disaster.

   a. Conduct Mass Prophylaxis, if warranted by the threat of disease.

   b. Perform necessary health inspections.

   c. Continue epidemic intelligence, investigation, prevention and detection of communicable diseases.

   d. Conduct public health protection awareness information/programs.

   e. The Ottawa County Regional Planning Commission developed an All-Natural Hazard Mitigation Plan in 2004.

2. Preparedness is the planning stage that insures the most effective, efficient response efforts to minimize damages and lay the ground work for response operations.

   a. Develop, exercise, evaluate and update the Ottawa County Health Department Emergency Response Plan, including related annexes, attachments and SOGs.

   b. In various emergency events as acts of bio-terrorism or Pandemic Flu, it is likely that public health will assume single incident command and control, or become part of an ICS/NIMS unified or area command structure. The Ottawa County Health Department Public Health Emergency Response Plans shall include mass prophylaxis and possible use of the Strategic National Stockpile, Pandemic Flu and Other Highly Contagious Respiratory Transmitted Disease, and Strategies to Limit (Disease) Transmission.

   c. Develop emergency procedures for supplemental private water supplies, waste disposal and sanitation requirements.

   d. Develop and maintain the OCHD Call Tree for emergency call-out of personnel.

   e. Preparedness activities relevant to functions identified in the annexes, appendices, attachments and SOGs will be appropriately listed.

   f. Develop mutual aid agreements between agencies, as appropriate.

   g. Identify agency succession of leadership.

   h. Provide appropriate training to personnel on disaster response, self-preservation techniques, the National Incident Management System (NIMS), and the incident command system (ICS) in disaster response.

   i. Ensure personnel within all agencies are trained and certified in safety and health practices, including the use of Personal Protective Equipment (PPE) for designated personnel.

   j. Verify communication equipment and procedures.

   k. Develop, and every three years update, the Ottawa County Public Health Hazard and Risk Assessment Plan.

3. Response provides emergency assistance for casualties, reduces the probability or extent of secondary damage and other measures that will enhance future recovery operations. Response is the first phase that occurs after the onset of a disaster.

   a. Activate emergency operation plans as warranted and verify proper notifications to key staff members and appropriate agencies.

   b. In a coordinated manner, participate in the development and distribution of public health protective alert, notification and information efforts.

   c. Assure response activities are thoroughly documented.

   d. Response activities relevant to functions identified in the annexes, appendices, attachments and SOGs will be appropriately listed.

4. Recovery is the process of returning all systems, both formal and informal, to normal. Recovery operations continue beyond the emergency period immediately following the disaster and can be short-term or long-term.

   a. Conduct/participate in hot wash documenting participant comments on what worked and what did not. Compile hot wash and event log information to create the After Action and Improvement Plans with time lines to implement needed improvements.

   b. Demobilize staff and supplies as appropriate and return facilities and equipment to pre-emergency state of readiness.

   c. Initiate financial reimbursement documentation and request process when such support may be available

   d. Prepare and/or review required reports on damage assessment and health/environmental impacts.

   e. Inspecting deactivated shelters for sanitation and vermin control

   f. Continuation of response activities as needed.

   g. Recovery activities relevant to functions identified in the annexes, appendices, attachments and SOGs will be appropriately listed.

E.   Mutual Aid, Assistance and Support

    1. The Ottawa County EOP and this plan are based on the concept that initial emergency management response will be by Ottawa County government.

    2. Local support agencies include but are not limited to:

        a. Ottawa County Emergency Management Agency
        b. Magruder Hospital
        c. Ottawa County Schools
        d. NW Ohio Local Health Departments
        e. American Red Cross

    3. Necessary assistance will be requested by executing in place mutual aid agreements with surrounding jurisdictions, counties and/or the state and federal government.   Existing mutual aid agreements are on file at the EMA Office.

    4. Ottawa County also participates in the Intrastate Mutual Aid Compact (IMAC), established by the State of Ohio in 2002, which complements existing mutual aid agreements. IMAC is a program that facilitates the volunteered sharing of resources throughout the State of Ohio during times of emergencies.   If a county has an emergency requiring specific equipment or expertise that is not available to them from normal sources, the equipment and expertise can be provided by another political entity to the county that is in need.

    5. When the emergency exceeds the local health department's capability to respond, assistance will be requested from the following:

        a. Ottawa County EMA (see this plan General Concept of
           Operations General Item c)
        b. Partner health districts through existing mutual aid agreements
        c. The Ohio Department of Health

IV.   KEY EMERGENCY RRESPONSE PERSONNEL ICS ASSIGNMENTS

Approximately 40 OCHD ICS Job Action Sheets are maintained in the OCHD ICS/NIMS SOG.

V.   DIRECTION and CONTROL

    A.   National Incident Management System

1. Homeland Security Presidential Directive HSPD-5 established a single, comprehensive National Incident Management System (NIMS). NIMS provides a consistent national approach for Federal, State and local governments to work effectively and efficiently together in response to incidents regardless of cause, size or complexity. NIMS also provides a set of standardized organizational structures, including the Incident Command System (ICS), multi-agency coordination systems, and public information systems, as well as requirements for processes, procedures and systems to improve interoperability among jurisdictions and disciplines in various areas.

2. Ottawa County Commissioners adopted NIMS by resolution on June 2, 2005. The county supports NIMS by requiring all personnel charged with emergency response duties to complete the NIMS courses required for each identified position. Ottawa County EMA serves as the Principal Coordinator for the overall jurisdiction-wide NIMS implementation.

3. Ottawa County and its political jurisdictions utilize the process, guides, protocols and procedures prescribed in NIMS. Services are coordinated utilizing ICS and the Unified Command System (UCS) for the command and management of emergency responses.

4. The Incident Command System (ICS) is used to manage emergency incidents as well as non-emergency events in Ottawa County. Incident Command has five major functional areas: Operations, Planning, Logistics, Finance and Administration. First responders in Ottawa County are trained on ICS and utilize individual departmental policies and procedures for the establishment, staffing and functioning of the ICS system.

B.   Ottawa County

1. The Ottawa County Board of Commissioners is responsible for the policy making, coordination, direction and control over all emergency management activities within Ottawa County.

2. The Ottawa County Commissioners or designee will assume direction and control of emergency activities from the Emergency Operations Center (EOC) located at 315 Madison Street, Annex Basement, Port Clinton, Ohio.

C.   Health Department

1. The Health Commissioner or designee is responsible for internal direction and control of the health department.

2. The Health Commissioner or designee will report to the county EOC upon its activation.

3. The Health Department, under ICS, will function as a component of the Ottawa County emergency response as required. Since the health department's jurisdiction extends over the entire county, it will respond to emergencies involving a single political subdivision as well as those involving the entire county.

4. The General OCHD ICS organization chart and job action sheets may be found in the OCHD ICS/NIMS Attachments. However, OCHD ICS structure and assignments may vary depending on the emergency.

5. An OCHD Operations Center may be established in the OCHD Board Room.

VI. EQUIPMENT and SYSTEMS MAINTENANCE/REPAIR

A. Routine

1. OCHD utilizes a wide variety of office equipment and communications systems. These equipment and systems from time to time will require basic maintenance which may include system updates, battery replacement/charging, toner cartridges, printer ink jet cartridges, etc.

2. Routine tasks such as battery replacement, cell phone charging, or toner ink jet cartridge replacement are the individual staff's responsibility.

3. The Clerical Supervisor maintains a supply of replacement batteries, toner and ink jet supplies for all office equipment. Clerical Supervisor and/or IT staff train new staff and are available to assist as needed with basic maintenance issues.

4. Annual preventative maintenance/update is performed on most electronics and computer systems by OCHD IT staff.

B. Non-routine

When office equipment or systems are found to be in disrepair or are non-functional the following represents the OCHD procedures for equipment/systems trouble shooting and repair:

1. Computers and computer network systems:
   Staff identifies problem → reports problem as discovered to

immediate supervisor → Immediate Supervisors reports to IT Staff who trouble shoots issue and repairs OR contacts outside contractors for assistance (IT staff maintains a list of those contacts).

2. Landline telephones, cell phones, MARCS Radios all other office equipment (copiers, FAX, etc.):
Staff Identifies problem → reports problem as discovered to immediate supervisor → Immediate Supervisor reports issue to Clerical Supervisor who trouble shoots issue and repairs or contacts outside contractors for assistance (staff maintains a list of those contacts).

3. Pagers:
Pagers are provided by and maintained by the Ottawa County EMA-Staff Identifies problem → reports problem as discovered to immediate supervisor → Immediate Supervisor reports issue to Administrative Secretary who contacts Ottawa County EMA to report problem and delivers pager to that office for trouble shooting/repair

VII. FINANCE

A. Purchases

1. During an emergency declared by the Health Commissioner, the Ottawa County Board of Health hereby authorizes the Business Manager or designee to review and approve, within the financial limits of available funds, all purchases of supplies and equipment needed to protect the public's health during the declared emergency.

2. The Business Manager or designee shall confer with the Health Commissioner regarding anticipated/requested supplies and equipment including fund balance/transfer issues.

B. Documentation/Tracking

1. During an emergency declared by the Health Commissioner, the Ottawa County Board of Health hereby authorizes the Business Manager or designee to initiate emergency operations cost and expense documentation/tracking.

2. The Business Manager or designee will assign a program code to the emergency event and distribute through either the regular OCHD Supervisors or, under ICS structure, to the Operations Chief.

3. Program codes and applicable activity codes shall be used on all OCHD personnel daily time sheets for payroll and tracking expenses.

4. The Business Manager or designee will also identify and track all emergency related supply and equipment costs.

VIII. TRAINING

A. Staff

1. Newly hired staff will be trained in ICS/NIMS in accordance with the established OCHD NIMS/ICS Training for Newly Hired Employees SOG.

2. All employees and credentialed volunteers will be provided training in accordance with Performance Indicators of the Centers for Disease Control (CDC).

B. Emergency Operations Competencies- PH Workers

1. All OCHD personnel have access to the OCHD Emergency Response Basic Plan.

2. All OCHD staff will complete the Federal Emergency Management Agency (FEMA) courses on the Incident Command Systems (ICS) and the National Incident Management System (NIMS) in accordance with the State of Ohio required ICS/NIMS training guidance to insure that appropriate OCHD staff will understand their role in the event of an emergency.

3. The general ICS plan, ICS job action sheets, and ICS organization chart have been previously detailed in this plan. For a biological event that requires a mass prophylaxis facility through a Point of Distribution (POD), an alternate ICS plan and action sheets are provided in the Biological Annex Strategic National Stockpile (SNS) Appendix. Just In Time Training (JITT) guidelines may be developed and used as needed. If developed, JITT guidelines will be maintained with their corresponding Job Assignment Sheet (JAS) as may be found in a yet to be developed plan, appendix, annex or section.

IX. CONTINUITY of OPERATIONS

A. Personnel

1. The possibility that emergency and disaster occurrences could result in disruption of health department governance functions necessitates that all levels of health governance and their departments develop and maintain measures to ensure continuity of health services governance. (See Continuity of Operations Plan/SOG)

    a. The line of succession for the Health Commissioner is as follows:
        1) Health Commissioner
        2) Director of Environmental Health
        3) Director of Nursing

    b. The line of succession for the Director of Nursing is as follows:
        1) Director of Nursing
        2) Home Care Coordinator

    c. The line of succession for the Director of Environmental Health is as follows:
        1) Director of Environmental Health
        2) Registered Sanitarian

    d. The line of succession for the Administrative Secretary is as follows:
        1) Administrative Secretary
        2) Clerical Supervisor

    e. The line of succession for the Epidemiologist is as follows:
        1) Epidemiologist
        2) Contra Epidemiologist
        3) Mutual Aid Agreement Regional Partner Epidemiologist

    f. The line of succession for the Business Manager is as follows:
        1) Business Manager
        2) Account Clerk

B.   Facilities

1. Upon receiving the emergency notification, Ottawa County Health Department personnel will assemble at the health department office Located at1856 E. Perry Street, Port Clinton, Ohio 43452.

    a. An OCHD Operations Center may be activated in the OCHD Board Room.

    b. The Health Commissioner will report to the Ottawa County EOC if it has been activated.

2. If the OCHD offices can not be utilized, the Health Commissioner will designate an alternate site.

    a. The Ottawa County EOC (courthouse annex basement) may be utilized temporarily.

    b. If the city of Port Clinton is inaccessible, health department personnel will assemble at a site designated by the Health Commissioner.