



# **County Emergency Management Handbook**

*Updated January 2020*

## **A Team Effort**

A special thanks to the collaborative effort between the Emergency Management Association of Ohio and the Ohio Emergency Management Agency (Ohio EMA). The term “Synergy” is defined as the whole is greater than the sum of the individual parts. Together, a better document has been produced than either could have derived alone. We (collectively) are in the business of promoting public safety and emergency management principles in Ohio and thus have a very close relationship in the training and mentorship of emergency management personnel in Ohio.

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## Executive Overview

The purpose of this document is to provide information to a County Emergency Management Agency (EMA) Director (and others), describing the duties and roles of his/her job. We hope you will find this Handbook helpful, and that it improves your ability to coordinate the county's mitigation, preparedness, response, and recovery programs. The Emergency Management Agency (EMA) is not a replacement for the police, fire, ambulance, or other community emergency response groups, but rather a system for coordinating, supporting, and managing emergency response. Basically, each Emergency Management Agency in Ohio **coordinates and supports** local response and recovery in an emergency and works in pre-disaster times to prepare their community for disasters.

Most government offices are established and guided by laws. It is imperative that you, as the Emergency Management Director, understand how to find, read, and comprehend these laws. Misinformation exists that can only be dismissed if you go to the source versus word of mouth. As you go through the Handbook, you will see references to laws, guidance documents, or training, where applicable. The enabling statutes are found in the Ohio Revised Code (ORC), and are supplemented by rules found in the Ohio Administrative Code (OAC). Both of these resources can be found on the State of Ohio website: [www.ohio.gov](http://www.ohio.gov). We have cited the applicable statutes and rules where relevant.

According to Ohio Revised Code, each jurisdiction must have an emergency management program that consists of an Emergency Management Director who must pursue training, have an Emergency Operation Plan and an annual exercise of the plan. The importance of an emergency management program becomes apparent during disasters. When a disaster happens, it is too late to write comprehensive plans, train personnel, or establish complex emergency response systems.

No area in Ohio is immune from severe weather, acts of terrorism, or a hazardous materials spill incident. Emergency management is a team approach and it takes the involvement of the entire community to construct a comprehensive program. The emergency management program helps everyone in Ohio be prepared. It improves everyone's protection when disasters strike by ensuring that all emergency response groups know which jobs they are expected to fulfill. The investments that are made now, to strengthen our emergency management capability, will be repaid many times over.

Every Emergency Management Director should understand the four phases of emergency management (mitigation, preparedness, response, and recovery) and be prepared to explain his or her agency's role and responsibilities during each phase. All of these are detailed in depth through FEMA Independent Study Courses IS-230 Fundamentals of Emergency Management. Additionally, all those in the emergency management field should attend the "Introduction to Emergency Management" course as quickly in your career as possible, as it lays an excellent foundation on which to grow.

There is no substitute for experience, and mentoring is truly a must in emergency management. If you have questions, please contact one of the following: a neighboring county director, your Regional Disaster Services Supervisor, or a member of the Executive Group of the Emergency Management Association of Ohio (EMAO). The beginning of a disaster is not the time to start asking questions.

## Scope/Purpose

To provide EMA Directors with sufficient reference and source material to coordinate, develop, and manage a successful program of emergency management in a county.

## Phases of Emergency Management

Starting with World War II, emergency management focused primarily on preparedness. But, being prepared is only one of four phases of comprehensive emergency management. A community also has many opportunities to deal with emergencies before they strike, and a responsibility to aid in recovery after a disaster. The four phases are:

1. Mitigation
2. Preparedness
3. Response
4. Recovery

The four phases of comprehensive emergency management appear in a circular relationship to each other. Each phase links to the others. Activities in one phase may overlap those in the previous. Preparedness moves swiftly into response when disaster strikes. Response yields to recovery at different times, depending on the extent and type of damage. Similarly, recovery should help trigger mitigation, motivating attempts to prevent or reduce the potential for a future disaster. The disaster phases have no beginning or end, so recognition of a threat can motivate mitigation efforts, as well as an actual incident. A fifth phase not normally discussed in emergency management is prevention. Prevention is a creation from the emergency of the homeland security endeavor. Often seen as a law enforcement function, prevention is normally excluded from the phases of emergency management, thus four phases.

**Mitigation** includes activities that eliminate or reduce the chance of occurrence or the effects of a disaster. FEMA pre-disaster mitigation programs have shown that communities can do a lot to prevent major emergencies or disasters from affecting them negatively. If communities cannot prevent disasters, they can at least reduce the damaging impact. Examples of mitigation measures include:

1. Requiring roof reinforcements to reduce damage from strong winds.
2. Preventing new construction in floodplains or elevating existing structures to reduce the chance of flood damage.

**Preparedness** is planning how to respond when an emergency or disaster occurs, and working to marshal the resources to respond effectively. These activities help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent or hits. To respond properly, a jurisdiction must have a plan for response, trained personnel to respond, and necessary resources with which to respond. Often this is referred to as PTE or plans, training, and exercise. Based on the plans, we conduct training. We then exercise based upon the plans and training to find deficiencies and again update the plan, at which point the preparedness cycle starts over again.

**Response** covers the period during and immediately following a disaster. During this phase, public officials provide emergency assistance to victims of the event and try to reduce the likelihood of further damage. Your local fire department, police department, rescue squads, and emergency medical service (EMS) units are primary responders.

**Recovery** continues until all systems return to normal or near-normal operation. Short-term recovery restores vital life-support systems to minimum operating conditions. Long-term recovery may go on for months—even years—until the entire disaster area returns to its previous condition or undergoes improvement with new features that are less disaster-prone. For example, a town can relocate portions of its flood-prone community and turn the area into open space or parkland. This illustrates how recovery can provide opportunities to mitigate future disasters.

**Prevention** means actions taken to avoid an incident or to intervene to stop an incident from occurring. It involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as:

- Deterrence operations
- Heightened inspections
- Improved surveillance
- Interconnections of health and disease prevention among people, domestic animals, and wildlife

## **Laws and Authorities**

As stated in the introduction, it is imperative that emergency management directors understand the laws, rules and policies that guide government. We are not recommending that we practice or interpret law, but we do recommend you know where the statutes and rules that govern emergency management are and that you have a general understanding of them. You should involve the County Prosecuting Attorney's Office and potentially the Ohio EMA legal counsel in discussions about the operation of applicable statutes and rules.

It is important to have a good understanding of your own county government and how that relates to your role as emergency management agency director. Oftentimes, casual discussion leads to the perpetuation of faulty information about the statutes or rules. A perfect example of this situation is a term commonly known as "home rule". Home rule is described in the Ohio Constitution as a means of establishing how government works. An excellent resource for information about county government is the County Commissioners Association of Ohio Handbook. It can be found online at: [CCAO website under resources/manuals-and-handbook/county-commissioners-handbook](http://ccao.org/resources/manuals-and-handbook/county-commissioners-handbook).

Let us first start with identifying the statutes and rules that are applicable to emergency management. The Ohio General Assembly creates laws – the statutes in the Ohio Revised Code. The departments and agencies charged by statute with carrying the law out often have the authority to adopt rules which supplement those statutes with additional information or provide clarifying information. These rules are referred to as the Ohio Administrative Code.

In the event there is disagreement in the interpretation of a statute, county officials may request an opinion of the Ohio Attorney General. Such opinions are often followed by revisions to the ORC or by the adoption of a new rule. An example often cited is AG Opinion 87-099 that discusses who has the right to cause certain evacuations.

Federal statutes and regulations are similarly established. Statutes are found in the United States Code (USC) and the supplemental regulations are found in the Code of Federal Regulations (CFR). Agencies also adopt other policies, procedures, guidebooks that are likewise authoritative. An example is Office of Management and Budget (OMB) Circular A-133 – applicable to the expenditure of and accounting for grant funds.

## **Establishment of Emergency Management**

In Ohio, three methods exist for the establishment of emergency management at the local level. These three methods are:

**ORC Section 5502.26 Countywide Emergency Management Agency** – Requires the county to have an executive committee comprised of elected officials identified in that section. A countywide advisory group comprised of a representative from each participating political subdivision appoints the members of the executive committee who are responsible for implementing emergency management in the county. Member entities are identified in the section. An agreement is required and is often accompanied by



resolutions from all political subdivisions entering into the agreement. An example of this resolution can be found in Appendix A. By-laws may be created for the management of the executive committee over the countywide EMA. An example of By-laws can be found in Appendix B, and it should be noted that By-Laws are NOT a requirement. Jurisdictions that are not part of the countywide agreement must establish emergency management in accordance with ORC 5502.271.

**ORC Section 5502.27 Regional Authority for Emergency Management** – This can be established by two or more counties with an executive board comprised of elected officials from all counties involved. There are currently no regional emergency management authorities in Ohio.

**ORC Section 5502.271 Program for Emergency Management** – This is a county office under the Chief Executive of the county. A county can establish such an agency by resolution. An example can be found in Appendix C. OAC 4501:3-3-01 provides that jurisdictions established under ORC Section 5502.271 may provide emergency management services to political subdivisions within the county by entering into a contract. An example of this contract can be found in Appendix D. The ORC Section 5502.271 agency can charge for the service, but there would be no representation for the contracting organization, as would be if the EMA were run via 5502.26. The contract could stipulate that representation would exist and could deviate from the requirements stated in ORC 5502.26.

## Other General EMA Laws

You should read and become familiar with all statutes and rules that may come into play in your work as emergency management director. We have provided some of the highlights in this handbook, but that will not substitute for your comprehensive review. Your understanding of these laws is crucial to your ability to explain them to other local officials.

**ORC 5502.28 Cooperation with Governor and Executive Director** – “(A) In carrying out sections 5502.21 to 5502.51 of the Revised Code, the governor shall utilize the services, equipment, supplies, and facilities of existing agencies of the state and of political subdivisions to the maximum extent practicable, and the officers and personnel of all such agencies shall cooperate with and extend such services, equipment, supplies, and facilities to the governor and to the executive director of the emergency management agency upon request.

(B) Every agency for emergency management established pursuant to sections 5502.21 to 5502.51 of the Revised Code and every political subdivision that has established a program for emergency management under section 5502.271 of the Revised Code, and the officers thereof, shall execute and enforce any emergency management orders and rules issued or adopted by the director of public safety.”

**OAC 4501:3-2 State Organization** – “(C) Each emergency management agency, established in accordance with sections 5502.26, 5502.27, or 5502.271 of the Revised Code and these rules, shall carry out the directions, orders, regulations, rules, and procedures promulgated by the

executive director for emergency management, not inconsistent with the laws of this state, these rules, and applicable federal laws and regulations. Reports, as are called for at the time and in the forms established by the executive director for emergency management, shall be submitted.

(D) The officers and personnel of all departments, offices, and agencies of political subdivisions shall cooperate in emergency management and emergency preparedness with their respective emergency management officials and agencies and shall extend their services and facilities to such emergency management officials and agencies upon request, insofar as possible, without withdrawing from the political subdivisions the minimum services and facilities needed by that political subdivision.”

**ORC 5502.30 Immunity from Liability** – “In good faith carrying out, complying with, or attempting to comply with any state or federal law or any arrangement, agreement, or compact for mutual aid and assistance, or any order issued by federal or state military authorities relating to emergency management, is not liable for any injury to or death of persons or damage to property as the result thereof during training periods, test periods, practice periods, or other emergency management operations, or false alerts, as well as during any hazard, actual or imminent, and subsequent to the same except in cases of willful misconduct.”

To assist in understanding and ensuring you are not placing undo risk upon your employer, you should have a relationship with the Prosecuting Attorney’s Office to help steer you in the correct direction.

**ORC 2744 Political Subdivision Tort Liability** – This is important to all county officials. You should review it with your Prosecuting Attorney’s Office, county commissioners, and county risk manager!

**ORC 128.06 Planning Committee and Technical Advisory Committee** – County EMA Directors are on the Technical Advisory Committee for 9-1-1.

Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121, and following discussed below in Disaster Recovery.

## **Local Government**

Prior to reading this section, it should be noted that government structures in Ohio have many nuances. This section contains generalizations and to fully understand your local government, you should take the time to study and learn. Counties may choose one of three forms of government: the general statutory law, the alternative statutory law, or charter. The alternative and charter forms must be adopted by the voters. Under the general form, there are many elected executive officers, and no chief executive officer. Counties under this form do not possess legislative authority - that is, they cannot adopt ordinances or laws as described below. They may perform only those acts and duties as prescribed by the ORC. The alternative plan is described in ORC 302 and, to date, no county in Ohio has adopted the alternative form. Under the charter form, authorized by Article X of the Constitution of Ohio, the county may assume the power and role of a charter municipality, including home rule and the right to choose any form of

government. Summit County and Cuyahoga County are the only Ohio counties to adopt a charter.

So, what is a charter? Municipalities (cities and villages) and counties are eligible to establish charter forms of government. By adopting a charter, the entity may set up a system of government that differs from the statutory plans. It may provide for the officers and procedures for all governmental functions. Non-charter entities must comply with all state laws concerning matters of procedural local self-government. Matters of substantive local self-government for municipalities are not controlled by state laws, whether or not the municipality has adopted a charter. In plain English, a county that adopts a charter and wishes to have a chief executive versus three commissioners and calls the person the “Grand-Poobah” is able to do so. Another great example is Cuyahoga County no longer having an elected Sheriff, Engineer, Coroner, Treasurer, nor do they have three county commissioners as a result of their recently passed charter. Additionally, if a city decides it is going to go with one of the standard forms of government described by the ORC, it must follow how that system works, but is still able to enact ordinances that are self-governance in nature.

Counties under the “general form” do not possess home rule authority. That is to say, county officials may act only when and as specifically authorized by state law. Many of the following paragraphs are from the CCAO Handbook. An 1857 Supreme Court case established a general theory of the status of counties, which is still relevant today. The court stated: "Counties are local subdivisions of a state, created by the sovereign power of the state, of its own will, without the particular solicitation, consent, or concurrent action of the people who inhabit them...With scarcely an exception, all powers and functions of the county organization have a direct and exclusive reference to the general policy of the state, and are, in fact, but a branch of the general administration of that policy." (*Hamilton County v Mighels, OS 109*).

Contrast these statements by the courts defining the basic nature of a county with Article XVIII, Section 3, of the Ohio Constitution, the Municipal Home Rule Amendment of 1912: "Municipalities shall have authority to exercise all powers of local self-government and to adopt and enforce within their limits such police, sanitary and other similar regulations, as are not in conflict with general laws." Townships even have the ability to perform limited home rule through ORC 504.

While the concept of municipal home rule is complex and has been defined over the years by a myriad of court rulings, the distinction is clear. Counties, with the exception of Summit and Cuyahoga, not possessing home rule or powers of local self-government, may perform only those governmental functions specifically authorized by state law and in the manner specified in law.

If the ORC is silent on the subject, counties under general form do not possess the authority to act. Municipalities, on the other hand, are generally free to act in areas where counties may not. The Home Rule Amendment to the Ohio Constitution grants municipalities almost unlimited authority to exercise powers of local self-government. In addition, municipalities may enact police, sanitary, or similar regulations if they do not conflict with general laws of the state. The courts have interpreted the constitutional provision "as are not in conflict with general laws" as

applying only to "police, sanitary and other similar regulations," and not to "powers of local self-government." The adoption of a municipal charter is not required in order to obtain home rule powers because municipal home rule is a direct constitutional grant of power. For example, county commissioners are without authority to license and control cats, as they do dogs, because the ORC is silent on the subject. Municipalities, however, are free to enact an ordinance requiring licensing of cats.

In order to become a municipality (village or city), the jurisdiction must incorporate. This is defined in the ORC and Ohio Constitution. Groupings of houses can exist and collectively have a name without actually possessing the authority of a village or a city. Once the grouping has incorporated, it will either be a village or a city. The decision is based on population as a village has less than 5,000 people and a city has more than 5,000. Those municipalities that do not choose a charter form of government must pick between one of three "standard" forms of government (commission plan, city manager plan, and federal plan) described in ORC 705.

Note: Discussions below are generalizations on these plans and should not be viewed as laws. Again, if need more definitive information read the information yourself and then ask questions to those that can provide answers.

**Commission Plan** – This plan calls for elected commissioners. The number of commissioners is dependent upon population. The commission performs both legislative and administrative duties in separate sessions. A clerk, treasurer, auditor, and solicitor (or city director of law) are appointed by the commissioners. The positions of clerk and treasurer may be combined. (Ohio Revised Code Section 705.41)

**City Manager Plan** – This plan calls for an elected council dependent on size of the population. The council is the legislative body, and it appoints the manager, who is the chief administrative officer. It may appoint a civil service commission and all boards or commissions, and it must approve all appointments made by the manager. The council member elected chairman shall perform all judicial functions. A clerk, treasurer, auditor, and solicitor (city director of law) are appointed. The positions of clerk and treasurer, or clerk and auditor may be combined. (Ohio Revised Code Section 705.51)

**Federal Plan** – This plan calls for an elected mayor and council, again pending the size of the population, to govern the size of the council. The mayor may veto council legislation. A two-thirds majority is needed to override such veto. The executive power is held by the mayor and the department heads appointed by the mayor. The directors of public service and public safety are appointed. (Ohio Revised Code Section 705.71)

This is all great information, but what does it mean? It means that if you open your EOC to perform policy level decisions, such as rationing, the county commissioners may not be the elected officials to do the job. Another example is that an elected mayor has certain authorities as "conservator of peace." Thus, you must know how municipalities are established to understand who has that specific authority. We **must** understand who has the authority to take certain actions. A listing of many of these authorities is located in Appendix F.

## Who Can Declare, What Can You Declare, and What Does it Do?

A declaration of emergency is a resolution that is made by a political subdivision's elected officials which describe the actions being taken to respond to the disaster. Even without specific authority to make a declaration of emergency, a declaration can be made by any political subdivision, just like any other resolution. This resolution can be passed without normal notification of the media, through an emergency session, as described in ORC 121.22 (again, a generalization, please discuss with your prosecutor). The State of Ohio begins taking emergency response actions as soon as the governor verbally declares an emergency following a disaster. The formally executed document is then prepared for his/her signature.

No set of rules describe when a political subdivision should declare or outline minimum criteria for a declaration. A declaration should be made when a disaster has reached a level where additional resources will be needed. Some topics found in the ORC that relate to declarations at the local level are that of competitive bidding, EMA Workers, use of the Intra-State Mutual Aid Compact (and Emergency Management Assistance Compact with the Governor's Declaration), and the removal of snow, ice, and/or debris.

**ORC 307.86 Competitive Bidding Required Exceptions (County)** – “(A) The board of county commissioners, by a unanimous vote of its members, makes a determination that a real and present emergency exists, and that determination and the reasons for it are entered in the minutes of the proceedings of the board, when either of the following applies:

- (1) The estimated cost is less than one hundred thousand dollars.
- (2) There is actual physical disaster to structures, radio communications equipment, or computers.”

**ORC 505.08 – Emergency Contracts (Townships)** – “After adopting, by a unanimous vote, a resolution declaring a real and present emergency in connection with the administration of township services or the execution of duties assigned by law to any officer of a township, the board of township trustees may, by resolution, enter into a contract, without bidding or advertising, for the purchase of services, materials, equipment, or supplies needed to meet the emergency, if the estimated cost of the contract is less than fifty thousand dollars.”

**ORC 505.82 - Emergency Resolutions (Townships)** – “(A) If a board of township trustees by a unanimous vote or, in the event of the unavoidable absence of one trustee, by an affirmative vote of two trustees adopts a resolution declaring that an emergency exists that threatens life or property within the unincorporated territory of the township or that such an emergency is imminent, the board may exercise the powers described in divisions (A)(1) and (2) and (B) of this section during the emergency for a period of time not exceeding six months following the adoption of the resolution. The resolution shall state the specific time period for which the emergency powers are in effect.

- (1) If an owner of an undedicated road or stream bank in the unincorporated territory of the township has not provided for the removal of snow, ice, debris, or other obstructions from the road or bank, the board may provide for that removal. Prior to providing for the removal, the board shall give, or make a good faith attempt to give, oral notice to the owner or owners of the

road or bank of the board's intent to clear the road or bank and to impose a service charge for doing so. The board shall establish just and equitable service charges for the removal to be paid, except as provided in division (B) of this section, by the owners of the road or bank.

The board shall keep a record of the costs incurred by the township in removing snow, ice, debris, or other obstructions from the road or bank. The service charges shall be based on these costs and shall be in an amount sufficient to recover these costs. If there is more than one owner of the road or bank, the board, except as provided in division (B) of this section, shall allocate the service charges among the owners on an equitable basis. The board shall notify, in writing, each owner of the road or bank of the amount of the service charges and shall certify the charges to the county auditor. The service charges shall constitute a lien upon the property. The auditor shall place the service charges on a special duplicate to be collected as other taxes and returned to the township general fund.

(2) The board may contract for the immediate acquisition, replacement, or repair of equipment needed for the emergency situation, without following the competitive bidding requirements of section 5549.21 or any other section of the Revised Code.

(B) In lieu of collecting service charges from owners for the removal of snow or ice from an undedicated road by the board of township trustees as provided in division (A)(1) of this section, the board may enter into a contract with a developer whereby the developer agrees to pay the service charges for the snow and ice removal instead of the owners.”

**ORC 735.051 Emergency Conditions Obviate Formal Bidding and Advertising for Contracts (Cities and Villages)** – “In the case of a real and present emergency arising in connection with the operation and maintenance of the department of public service, including all municipally owned utilities, the department of public safety, or any other department, division, commission, bureau, or board of the municipality, the legislative authority of the municipality, may by a two-thirds vote of all the members elected thereto, authorize the director of public service, director of public safety, city manager, board of public affairs, or other duly authorized contracting officer, commission, board, or authority, to enter into a contract for work to be done, or for the purchase of supplies or materials without formal bidding and advertising.”

**ORC 5502.41 Intrastate Mutual Aid Compact** – “(B) There is hereby created the intrastate mutual aid program to be known as “the intrastate mutual aid compact” to complement existing mutual aid agreements in the event of a disaster that results in a formal declaration of emergency by a participating political subdivision.”

**ORC Sections 4123.031-.037** – Sections that complement ORC Section 5502.30; provide eligibility for workers' compensation benefits if the conditions are met.

**OAC 4123-17-34 (EMA “Volunteer”/Workers)** – Sites Appendix A. In that appendix it states:

“Note: the bureau shall assign claims for emergency management workers occurring, due to a disaster or an emergency, as provided under sections 4123.031 to 4123.037 of the Revised Code to the risk of the public employer taxing district that administered the loyalty oath. The bureau

shall charge all of the costs of such claims to the surplus fund. There is no payroll to be reported or premium charged for this coverage.”

The Governor can declare an “energy emergency” in 4935.03 that allows the PUCO to either force the sale, limits of consumption, or restrict use of energy in Ohio. Additionally, the PUCO in this type of emergency can mobilize emergency management, National Guard, law enforcement, or emergency medical services to protect the public health and safety and prevent unnecessary or avoidable damage to property.

A declaration of emergency may signal that a political subdivision has utilized all of its available resources in responding to a disaster and needs additional help. In the event, if the state determines that additional resources are required to respond to a disaster, it may seek a federal declaration through the Stafford Act. The federal declaration, if granted, would make federal disaster grant assistance available to impacted counties. The state does not require a local declaration for a county to be included in the request for a federal declaration; however, having the underlying county declarations provides a good foundation for a request for additional resources or the disaster assistance grant programs. In the event a county is reluctant or unwilling to make a declaration of emergency, the county emergency management director should discuss the circumstances with representatives of Ohio EMA.

## Example – Local Emergency Proclamation

RESOLUTION NO. \_\_\_\_\_

IN THE MATTER OF DECLARING A STATE OF EMERGENCY IN **JURISDICTION** DUE TO

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WHEREAS: \_\_\_\_\_ **Jurisdiction**, Ohio has been or is immediately threatened by a  
\_\_\_\_\_, and;

WHEREAS: \_\_\_\_\_,  
(Include Date, Time, Situation Assessment and Duration of Hazard, if known)

NOW THEREFORE BE IT RESOLVED: That the **Governing Body of the Jurisdiction**, declare that a state of emergency exists in the **Jurisdiction** and that we hereby invoke (We suggest that anything being “invoked” be mentioned specifically if possible. Then, any local ordinances that are applicable should be mentioned.) and declare those portions of the Ohio Revised Code, which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effort in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of **Jurisdiction**, and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Sections 5502.21 – 5502.99 of the Ohio Revised Code.

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

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

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

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

\_\_\_\_\_  
Elected Officials



## Duties of Emergency Management

The Emergency Management Director's role is one of coordination (versus that of first responder), and by addressing the phases of emergency management; he/she can effectively manage a comprehensive emergency management program. However, an effective Emergency Manager can take a proactive roll and has the authority to start the coordination process very early such as bringing together response chiefs and elected officials prior to a dam breach, sounding alarms prior to an actual tornado touchdown, or evacuation of residents prior to a wrecked tanker releases its contents. As stated below, we are tasked with those activities and measures designed or undertaken to minimize the effects upon the civilian population, caused or that would be caused by any hazard. County emergency management directors, like other government officials, carry out duties assigned by law.

The duties and responsibilities of a county emergency management director can be found in the definition of emergency management. In ORC 5502.21 Definitions – "(G) "Emergency management" includes all emergency preparedness and civil defense activities and measures, whether or not mentioned or described in sections 5502.21 to 5502.51 of the Revised Code, that are designed or undertaken to minimize the effects upon the civilian population caused, or that could be caused, by any hazard and that are necessary to address mitigation, emergency preparedness, response, and recovery." You'll notice that this list is long and you're likely wondering how you can do all of those things. That's the nice part of being a coordinator – you're responsible for identifying and bringing together the local officials who are experts in the various disciplines. Coordination can be had by preparing and maintaining a current emergency operations plan.

Subsection "(H) "Emergency preparedness" further identifies the duties of emergency managers and states "an integral part of emergency management that includes those activities and measures designed or undertaken in preparation for any hazard, including, but not limited to, natural disasters and hazards involving hazardous materials or radiological materials, and that will enhance the probability for preservation of life, property, and the environment. "Emergency preparedness" includes, without limitation:

- (1) The establishment of appropriate agencies and organizations;
- (2) The development of necessary plans and standard operating procedures for mitigation, preparation, response, and recovery purposes, including, without limitation, the development of supporting agreements and memorandums of understanding;
- (3) Hazard identification;
- (4) Capability assessment;
- (5) The recruitment, retention, and training of personnel;
- (6) The development, printing, and distribution of emergency public information, education, and training materials and programs;
- (7) The necessary conduct of research;
- (8) The development of resource inventories;
- (9) The procurement and stockpiling of equipment, food, water, medical supplies, and any other supplies necessary for survival, and for the public health, safety, and welfare;
- (10) The development and construction of public shelter facilities and shelter spaces;

- (11) The development and construction of emergency operations centers for the conduct and support of coordination, direction, and control activities;
- (12) When appropriate and considered necessary, the nonmilitary evacuation or temporary relocation of the civilian population.”

It is interesting to note that in the definition provided in 5502.21 (G) “civil defense activities” are mentioned harking back to a different time, but in reality, this is still a very applicable concept in the current times of terrorism prevention.

“(D) “Civil defense” is an integral part of emergency management that includes all those activities and measures designed or undertaken to minimize the effects upon the civilian population caused or that would be caused by any hazard and to effect emergency repairs to, or the emergency restoration of, vital equipment, resources, supplies, utilities, and facilities necessary for survival and for the public health, safety, and welfare that would be damaged or destroyed by any hazard. “Civil defense” includes, but is not limited to:

- (1) Those measures to be taken during a hazard, including all of the following:
  - (a) The enforcement of those passive defense regulations necessary for the protection of the civilian population and prescribed by duly established military or civil authorities;
  - (b) The evacuation of personnel to shelter areas;
  - (c) The control of traffic and panic situations;
  - (d) The control and use of emergency communications, lighting, and warning equipment and systems.
- (2) Those measures to be taken after a hazard has occurred, including all of the following:
  - (a) Activities necessary for firefighting, rescue, emergency, medical, health, and sanitation services;
  - (b) Monitoring for secondary hazards that could be caused from the initiating event;
  - (c) Damage assessment and disaster analysis operations;
  - (d) Coordination of disaster assistance programs;
  - (e) Monitoring for effects from weapons;
  - (f) Unexploded bomb reconnaissance;
  - (g) Essential debris clearance;
  - (h) Decontamination operations;
  - (i) Documentation of operations and financial expenses;
  - (j) Resource control;
  - (k) Any other activities that may be necessary for survival and the overall health, safety, and welfare of the civilian population.”

Would you have believed all of these were in law? And, you may have additional responsibilities assigned to you by your county or board officials.

**Herein lies the crux of being an EMA director...** A good EM director builds relationships that enable these complex issues to be solved. You can bet it is not by showing up to a scene and telling the bomb squad how to do their job or arriving and announcing that you are in charge.

Every good director will tell that intelligence and knowledge only goes so far; your personal skills are what complete the task

## **Funding**

General funding of local EMAs is often derived from how they are established.

1. An ORC5502.26 EMA generally receives contributions from all jurisdictions within the county. There are several methods, with the most common being an amount per person, an amount per jurisdiction or a percentage for each jurisdiction, to cover the budget based on their population versus the total.
2. An ORC5502.27 EMA for the most part does the same, but from more than one county.
3. An ORC 5502.271 EMA is generally funded completely from the jurisdiction that the EMA reports to. Thus, a county established as a .271 EMA is generally funded completely by the county commissioners. As stated earlier, if a 271 EMA is performing emergency management for other jurisdictions, according to OAC 4501, a contract must be in place. The contract could include monetary provisions. Funding structures vary across the state, but the net outcome should be a properly funded and functioning EMA with the support (does not have to be monetary) from all jurisdictions.

Another item that often confounds is the different fiscal calendar years. Counties generally operate by calendar year, January 1 to December 31. The state runs from July 1 to June 30. To ensure a complete state of confusion, the federal government's calendar is October 1 to September 30. As you progress through your career, you can bet at least once you will experience a problem due to these differences.

**ORC 5502.31 Appropriations for Expenses** – “Each political subdivision may make appropriations for the payment of the expenses of its local activities for emergency management incurred by an agency established pursuant to section 5502.271 of the Revised Code or chargeable to that political subdivision by agreement in any county wherein a countywide agency for emergency management has been established pursuant to section 5502.26 of the Revised Code or a regional authority has been established pursuant to section 5502.27 of the Revised Code.”

**OAC 4501:3-4-01 Emergency Management Funding** – “(A) The executive director of the Ohio emergency management agency shall cooperate with local emergency management agencies in the receipt and disbursement of federal grants, pursuant to the terms and conditions thereof. The executive director of the Ohio emergency management agency shall provide reimbursement of allowable emergency management expenditures to local emergency management agencies which are eligible to receive federal funds in support of local emergency management activities.

(B) The executive director of the Ohio emergency management agency shall annually publish the methodology by which available federal and state funds in support of local emergency management agencies may be distributed to the participating, eligible local emergency management agencies.

(C) Each local emergency management agency receiving federal or state funds shall submit its annual certified budget to the executive director of the Ohio emergency management agency as requested.”

### **Emergency Management Performance Grant (EMPG)**

The federally funded EMPG program is administered by Ohio EMA, programmatically the Grants Branch, and financially through the Preparedness Grants Branch. EMPG is managed like the Homeland Security Grants. The program requires counties to pay 100 percent of the expenses to support and enhance the emergency management program with the availability of up to 50 percent reimbursement of eligible expenses by the federal government, through Ohio EMA.

Most expenses incurred by an Emergency Management Agency will meet the criteria as a match. Examples are listed below (because this information changes from time to time, you must keep in mind these are examples and you are urged to check the most current information; when in doubt ask):

- Salaries
- General expenses
- Phone, both land and cell, for EMA use only
- Internet and cable fees for EMA use only
- Travel expenses
- Communications cost

The rule for match is that the agency must pay through its normal accounting procedures with non-federal funds designated for EMA purposes. LEPC funds can be used as the match, if the EMA has a contract or resolution with the LEPC, to provide services for the LEPC (administrative, accounting, salaries). Proof of payment requires a copy of invoice and proof of payment, such as a copy of the payment check. Ohio EMA has recommended the use of the county auditor’s expenditure detail sheet as a comprehensive proof of payment source. Some other forms of proof of payment may be used, but you must get approval from OEMA before using this method.

Proper documentation is required to assure full and timely reimbursement of items claimed on your cash request. In addition to proof of cost and proof of payment documentation, agendas for meetings, sign-in sheets and/or other items may be required for specialized costs like food and travel. Additionally, proper procurement following local, state, and federal (2 CFR 200) whichever is the most restrictive is essential.

You will receive a payment of 50% of the approved (processed by OEMA) expenditures you submitted. Once you receive the EMPG reimbursement, the amount (not the items submitted) of your funds equal to the reimbursement, are available to be used again for reimbursement. Another way of restating this often-confusing issue is the funds you receive as reimbursement are no longer federal funds, but are now your funds. Ohio EMA has examples of how budget worksheets and requests for cash are to be completed, as well as all information pertaining to administering the grant, easily accessible on the Ohio EMA website. This information can be found at: [https://ema.ohio.gov/PreparednessGrants\\_2015EMPG.aspx](https://ema.ohio.gov/PreparednessGrants_2015EMPG.aspx)

## Homeland Security Grants

The Department of Homeland Security (DHS) awards grants to states, urban areas, and transportation authorities via programs to bolster the nation's ability to prevent, respond to and recover from terrorist attacks, major disasters and other emergencies. This includes the department's two largest grant programs: the Homeland Security Grant Program (HSGP), and multiple infrastructure protection programs. Much information can be found at the Ohio EMA website for the grants branch at: [https://ema.ohio.gov/PreparednessGrants\\_HSGP.aspx](https://ema.ohio.gov/PreparednessGrants_HSGP.aspx).

The site has portals into almost every program that the local EMA will contact.

Ohio EMA administers several of the Preparedness Grants, including the HSGP cluster, which includes the State Homeland Security Grant Program (SHSP), Urban Areas Security Initiative (UASI).

Ohio EMA has been designated as the State's Administering Agent for the Homeland Security Grants (as with many other grants). As such, Ohio EMA is charged with administering the grant and ensuring the money is spent in accordance with federal law, regulations, guidance and the appropriate circulars, as well as making sure all reporting requirements (many set by Congress) are met. Specific items are 2 CFR Part 225 (formerly OMB A-87), which outlines principles and standards to provide a uniform approach in determining allowable costs for federal grants, contracts and agreements. 44 CFR Part 13 is another document that outlines Uniform Administrative Requirements for Grants and Cooperative Agreements to state and local governments, which includes procurement and contracting requirements for use of federal money. OMB circular 133 outlines audit requirements of federal money and is particularly important in terms of the Single Audit Act, which requires a specific audit of federal monies in excess of \$500,000, regardless of program. The total federal monies received by many county governments meets this threshold and are required to complete a single audit each year. More information on many of these guidance documents can be found at: [www.whitehouse.gov/omb/circulars](http://www.whitehouse.gov/omb/circulars).

The Homeland Security Grants run on the federal fiscal year, which typically sees the release of grants around October of each year. However, each grant program has its differences as far as performance period and release dates. The grants branch at Ohio EMA will work closely with counties to announce pending release dates and deadlines for each grant.

The Biannual Strategy Implementation Report (BSIR), due in January and July of each year, is the means by which grantees and sub-grantees provide required updated strategy implementation information on how their planned and actual grant expenditures align with the goals and objectives of the identified Homeland Security Strategy. Ohio EMA's Preparedness Grant Branch assists local EMA in this process, as it often requires a password reset and refresher on the online tool.

## **State Emergency Response Commission Funding/ Local Emergency Planning Committee**

Every county in Ohio is required to have a Local Emergency Planning Committee (LEPC) that is to plan, train, and exercise for the response to hazardous materials events, and provide the chemical “Right-to-Know” program in Ohio. Many LEPCs are co-located or contracted to local EMA offices, due to the similar functions of performance. A handbook for LEPC members is an excellent discussion of the role of LEPCs and can be found on the State Emergency Response Commission (SERC) website (below) and is labeled the “LEPC Membership Handbook”. The LEPCs report to the SERC, which is a board comprised of both private and public members (also at the state and local level). The SERC annually distributes the grant application package in December. Completed applications from the LEPC and fire departments are due February 1st. Grants are typically distributed to the LEPC in August. Funds are distributed annually to LEPC based on a formula established by the SERC Resolution. Currently, LEPC receives 75%, SERC receives 20%, and fire departments submitted along with the LEPC’s grant application receive 5% of total fees received. Recent changes to the funding include a county auditor’s signature to verify the funding is used according to grant guidelines.

The SERC grant, and other funds secured by the LEPC, will be sent to the county treasurer. The county auditor will establish a special emergency planning fund for the LEPC in accordance with the Ohio Revised Code. This fund will be “administered by the Committee only for purposes of carrying out the powers and duties of the LEPC under ORC Section 3750.03 and rules adopted and orders issued under it.” (ORC Section 3750.03(F)). There are spending limitations set forth in ORC Chapter 3750. All grant funds are subject to periodic audits by Ohio EPA. At the end of the state fiscal year, an LEPC fiscal report is due to Ohio EPA generally around mid-July. The documents that guide the LEPC are found on the EPA website at:  
<http://epa.ohio.gov/dapc/serc/invforms>

The site can be found by navigating the Ohio Environmental Protection Agency (EPA) website to the Air Pollution Control portal. The main fiscal document is the “Grant Application Handbook.”

SERC funds (NOT HMEP, which is discussed later) that are distributed to the LEPC are not considered federal grants, and thus, are capable of being used as a local match, provided all other grant guidelines are maintained. The funding for LEPCs through SERC is paid by the companies that house certain hazardous materials in various quantities. Many LEPCs contract, or via resolution, work with EMAs to perform the tasks required by LEPCs. Again, the various requirements and pros/cons of each setup can be found in the “Grant Application Handbook”.

## **Public Utilities Commission of Ohio (PUCO) Hazardous Materials Training Grant**

This grant is available for public safety and emergency services personnel for training on proper techniques for response to hazardous materials spills and releases. Political subdivisions (which include the LEPC) are given first priority. The grant is not limited to EMAs or LEPCs for submission. These are reimbursement grants, which means the costs are incurred by the jurisdiction up front, with a repayment at a later date of allowable expenses. Having any fiscal match is looked on favorably by the review committee, but is not required. The grant is reviewed twice a year, but applications can be submitted anytime throughout the year.

PUCO Grant Website:

<https://www.puco.ohio.gov/puco/index.cfm/industry-information/industry-topics/hazardous-materials-training-planning-grants-program/>

Contact:

PUCO Hazardous Materials Grants Coordinator Public Utilities Commission of Ohio

Email: [HazMatGrants@puco.ohio.gov](mailto:HazMatGrants@puco.ohio.gov)

Phone: (614) 644-6298

## **Hazardous Materials Emergency Preparedness Grant (U.S.DOT/HMEP)**

The U.S. Department of Transportation provides planning and training grants. The grant is called the Hazardous Materials Emergency Preparedness Grant and is referred to as the HMEP Grant. In Ohio, the funds are awarded to Ohio EMA, who acts as the grant administrator for the SERC. The grant is a federal reimbursement grant with a 20% match requirement. It is distributed annually based on the federal fiscal year. For more information, contact the Ohio EMA Preparedness Grants Branch.

The HMEP grant program is carefully crafted to build upon existing programs and relationships. It increases the emphasis on transportation in ongoing efforts. The HMEP grant program was designed to support the framework and working relationships established within the National Response System and the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986 (Title III). The emphasis of the HMEP is to increase planning and training in hazardous materials.

The planning grants are to be used for: developing, improving, and implementing emergency plans under Title III; conducting commodity flow studies; and determining the need for regional hazardous material response. Training grants are to be used for training public sector employees to respond safely and efficiently to accidents and incidents involving the transportation of hazardous materials.

The grant is administered and applied for by the LEPC. Thus, a local EMA may or may not have anything to do with this grant pending the relationship with the LEPC. If the EMA has access to this grant, it is advisable that they seriously consider HMEP as it has a 20% match and EMPG has a 50% match (30% savings!).

## Planning

Section 5502.2 of the Ohio Revised Code (ORC) stipulates that local emergency management agencies develop and maintain an Emergency Operations Plan (EOP). This all-hazards plan should be developed in coordination with participation from all agencies, boards, and divisions having emergency management functions within the political subdivision. These emergency management functions span across all five mission areas: prevention, protection, mitigation, response, and recovery. The EOP will identify and document how emergency management actions will be addressed within the jurisdiction and identify the agencies responsible for those actions. Experience has proven that having a plan in place and establishing relationships with agencies in the jurisdiction, prior to an incident occurring, will save time, resources, and lives.

Ohio Administrative Code 4501:3-6-01 requires each local emergency management agency to maintain its EOP by reviewing and updating it annually. This rule also requires authorization of the EOP by the chief executive officer and states the plan shall be consistent with published federal and state guidance. Ohio has adopted the incident management constructs described in the national Incident Management System (NIMS) through ORC Section 5502.28, and the National Response Framework (NRF). These two documents provide details of a response system for addressing an all-hazards approach to emergency and disaster management. As a result, EOPs shall adhere to NIMS guidelines along with FEMA's [Comprehensive Preparedness Guide \(CPG\) 101 Developing and Maintaining Emergency Operations Plans](#), which helps to navigate the planning process. In addition, Ohio EMA created a condensed version of CPG 101, referred to as [Plan Development and Review Guidance for Local Emergency Operations Plans \(PDRG\)](#), which highlights the planning process, recommended EOP formats, and key components. The second chapter of the PDRG is made up of a checklist (PDRC) which incorporates previous planning elements integrated with FEMA's Core Capabilities. The PDRC can be utilized to help counties identify gaps across the mission areas. It is not recommended to copy and paste all of the elements from the PDRC into the EOP if the jurisdiction is not capable of addressing those elements.

Federal and state guidance materials outline three common EOP formats:

1. Functional/Traditional
2. Emergency Support Function (ESF) format
3. Hazard/Agency Department focused

Generally, the Functional Annex format works well for local jurisdictions, while larger jurisdictions along with state and federal levels of government organize their plans using the ESF format. It is important to note that Ohio EMA does not require local governments to utilize a specific format, it is recommended that local jurisdictions choose a format that will be most effective for and applicable to their jurisdiction. While core capabilities should be included into an EOP, it is also not recommended that counties re-organize their plans by core capabilities.

The EOP is a legal document making it crucial to avoid planning in a bubble and to coordinate with all of the whole community partners. It is recommended to seek promulgation by elected officials when major updates or additions are included, when there is a change in elected



officials, and every several years for maintenance. In addition to obtaining promulgation, some counties seek written approval from all participating agencies to certify their capabilities identified in the plan are their responsibility in statute, rule, ordinance, or other authority.

**ORC 5502.36 Judicial Notice** – “All courts shall take judicial notice of plans, ordinances, resolutions, rules, or orders adopted pursuant to sections 5502.21 to 5502.51 of the Revised Code. Such a plan, ordinance, resolution, rule, or order may be read in evidence, at any time, from a copy thereof, if there is contained on the same page or in the same publication in which the copy is contained a printed certificate of the secretary of state or of the clerk of the political subdivision that the copy is a correct transcript of the text of the original.”

Follow up with your local legal counsel to address any legality concerns.

The EOP is a part of a system of plans that are maintained by the jurisdiction. Specific guidance, such as standard operating procedures or tactical plans can be housed at specific agencies while forms, checklists, and detailed maps are maintained in a resource manual. The EOP should reference these additional documents where applicable.

The Ohio Revised Code does not have the same requirements for EOPs as it does for LEPC Hazardous Materials plans. The LEPC plans are covered by ORC 3750. The LEPC Hazmat Plan may be a standalone document, or may be incorporated into the EOP developed as a part of the all hazards program. Information regarding the LEPC plans can be found in the [Ohio Hazardous Materials Planning and Exercise Guidance Booklet](#) on the Ohio EPA SERC website. Other examples of plans that do not have to be incorporated into the EOP, but should be referenced or included as an Annex/Appendix, include but are not limited to:

- Mitigation Plan (Separate)
- Continuity of Operations Plan (COOP) (Separate)
- Debris Management (Annex)
- Donations Management (Annex)
- Mass Fatality (Annex)
- Terrorism (Annex)

Emergency Planning assistance is available from neighboring counties through mentoring and from the state, in the form of technical guidance, plan models, and training courses. The Ohio EMA website has several links under the [Planning, Training, & Exercise Branch](#). There are also several planning courses offered throughout the year, which can be found on the Department of [Public Safety's Training Campus](#) and other partners including:

- G235 Emergency Planning
- OH101 Developing and Maintaining Local Emergency Operations Plans
- [Rural Domestic Preparedness Consortium/ National Domestic Preparedness Consortium](#)
- Many other specific courses defined for needs (such as Cyber, Mitigation, Debris Management)

While planning does not have to start from scratch, keep in mind if utilizing materials provided by surrounding partners that the document is thoroughly reviewed and all referenced material is applicable to your jurisdiction.

Plans and planning ARE NOT limited to the EOP. Many different types of plans are developed, and in some cases, may be incorporated into the EOP as an Annex, Appendix, or Tab. However, each program may decide to make them independent stand-alone plans.

Some of the plans may include, but are not limited to, and will always be a fluid requirement:

- Emergency Operations Plan
- Communications Plan
- Mitigation Plan
- Continuity of Operations
- Hazardous Materials Plan (LEPC)
- Recovery
- Terrorism
- Strategic
- Debris Management
- Donations Management
- Other hazard specific plans, for special events or activities, that require formal planning activities

## **Training**

While this section identifies the required training for each director, all county emergency management directors are encouraged to complete the Professional Development Series, the Advanced Professional Development Series, and reach accreditation. Training and education never stop. We need to challenge ourselves to take at least one continuing education course annually, over and above the “Director’s Conferences” updates to keep us current with industry practices and standards. There are numerous colleges and universities in Ohio that offer associate and baccalaureate degrees on campus and online for continuing education opportunities.

### **County Director Training Requirements**

Sections 5502.26, 5502.27, and 5502.271 of the Ohio Revised Code require each director of an Emergency Management Agency for a political subdivision, to pursue a professional development program in accordance with rules developed under section 5502.25 of the Revised Code and 4501:3-5-01 of the Administrative Code.

Upon assuming the position of Director of Emergency Management for a political subdivision, the individual shall complete, or have completed, the required courses within a three-year period from the date of appointment. Courses can be taken either at FEMA’S Emergency Management Institute in Emmitsburg, Maryland, or a state-sponsored course or an equivalent course taught at an accredited university.

The following required courses for emergency management are:

1. Introduction to Emergency Management (IS-230.d)
2. Emergency Planning (IS-235.c)
3. An Introduction to Exercises (IS-120)
4. Recovery from Disaster: Role of Local Government (G270.4)
5. A minimum of two refresher or continuing education courses, annually, as may be necessitated by changes to law or programs administered by the executive director for emergency management.

(B) The Ohio EMA shall conduct a minimum of two seminars each year to update local emergency management agency directors on changes to or new topics in emergency management. Each local emergency management agency director shall attend both of these seminars each year. Absences from these two update seminars will be considered on a case-by-case basis by the executive director for emergency management. These courses are taught at the Emergency Management Institute (EMI) in Emmitsburg, Maryland. Also, as an extension of the Emergency Management Institute, state-sponsored courses or an equivalent course taught at accredited universities and the Ohio EMA. To further assist county directors with meeting these requirements, the courses are also available on-line as an independent study. Follow the link for information: <http://training.fema.gov/>.

### **Professional Development Series (PDS)**

The Professional Development Series, for persons seeking to continue their education, includes seven Emergency Management Institute independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Many students build on this foundation to develop their careers. After successfully completing all required PDS courses through the Independent Study program, a PDS certificate is automatically issued via US Postal Service to the mailing address provided on your last exam submission. The first three are accomplished via the ORC requirements; the remaining four are available following the link: <http://training.fema.gov/PDS:>

1. Leadership and Influence (IS-240.b)
2. Decision Making and Problem Solving (IS-241.b)
3. Effective Communication (IS-242.b)
4. Developing and Managing Volunteers (IS-244.b)

## Advanced Professional Series (APS)

The Advanced Professional Series was designed to motivate and challenge students to continue their education. These are classroom courses that build management and coordination skills. You must complete five required and an additional five elective classes for a certificate of completion. Find more information at <http://training.fema.gov/emiweb/APS>.

### Required Courses:

G775 – EOC Management and Operations, or IS775 EOC Management and Operations  
G191 – Incident Command System/Emergency Operations Center Interface, or E/L449 ICS Train the Trainer\*  
G557 – Rapid Assessment Workshop,  
G205 – Recovery from Disaster, the Local Government Role, or E210 Recovery from Disaster, the Local Government Role\*  
G393 – Mitigation for Emergency Managers or G318 – Mitigation Planning for Local Governments, either Mitigation course will satisfy the APS requirements

### Elective Courses:

G288 – Local Volunteer and Donations Management  
G364 – Multi-Hazard Emergency Planning for Schools, or L363 Multi-Hazard Planning for Higher Education\*  
IS703.a or IS703 – NIMS Resource Management, (Independent Study)  
E/G202 – Debris Management Planning for State, Local and Tribal Officials\*  
G386 – Mass Fatalities  
G361 – Flood Fight Operations  
IEMC – One of the IEMC courses E900\*  
G108 – Community Mass Care and Emergency Assistance  
G358 – Evacuation and Re-entry Planning  
G290 – Basic Public Information Officers, or E388 Advanced Public Information Officer\* or E/L952 All Hazards Public Information Officer\*  
G271 – Hazardous Weather and Flood Preparedness, or IS271 - Anticipating Hazardous Weather and Community Risk, (Independent Study)  
G272 – Warning Coordination  
E/L/K 146 – Homeland Security Exercise and Evaluation Program (HSEEP)  
G235 – Emergency Planning  
E/L/G 0141 – Instructional Presentation and Evaluation Skills

*\*All substitute E or L courses are subject to the Approval of the State Training Officer.*

## **Ohio Certified Emergency Managers and International Association Emergency Managers (IAEM) Certified Emergency Managers ® Programs**

Persons who wish to further their education to the highest levels of certification must successfully demonstrate completion of the following (Continuing Education Unit (CEU) equals 10 classroom hours **and** trainings must be received in the past ten years):

### **State Level Accreditation**

1. High School diploma or GED and 30 CEUs in emergency management subjects, **or**
2. Associates Degree in any field and 10 CEUs in emergency management subjects, **or**
3. Bachelor's Degree or higher in any field and five CEUs in emergency management subjects, **or**
4. Associate Degree or higher in Emergency Management or related field.

### **National Level Accreditation**

1. Bachelor's Degree, **and**
2. 100 classroom hours in disaster/emergency management training, **and**
3. 100 hours of general management training with a maximum of 25 percent (25 hours) in any one topic/subject.

Course work applied to the 200 hours requirement **cannot** be applied to or come from the college degree requirement for CEM and must have been completed within the last 10 years.

Documents used for Certified Emergency Manager (CEM) verification must show; date of completion, title of training, and number of classroom hours. Each submission must also be accompanied by a syllabus, catalog description of the course, or a written description of the training content, as well as accompanied by either; a college or FEMA transcript, class roster, or some other documentation from an institution.

## **National Domestic Preparedness Consortium**

The National Domestic Preparedness Consortium (NDPC) is a professional alliance sponsored through the Department of Homeland Security/FEMA National Preparedness Directorate. The NDPC is a partnership of several nationally recognized organizations, whose membership is based on the urgent need to address the counter-terrorism preparedness needs of the nation's emergency first responders, within the context of all hazards, including chemical, biological, radiological, and explosive weapons of mass destruction (WMD) hazards.

Members include:

- Center for Domestic Preparedness (**CDP**) in Aniston, AL – <https://cdp.dhs.gov/>
- The Energetic Materials Research and Testing Center (**EMRTC**), a division of the New Mexico Institute of Mining and Technology (New Mexico Tech) in Socorro, NM – <http://www.emrtc.nmt.edu/training/>
- The National Center for BioMedical Research and Training (**NCBRT**), at Louisiana State University (LSU) in Baton Rouge, LA – <http://www.ncbrt.lsu.edu/Website>
- The National Emergency Response and Rescue Training Center (**NERRTC**) at Texas A&M University in College Station, TX – <http://teexweb.tamu.edu/ogt/>
- National Nuclear Security Administration/CTOS-Center for Radiological/Nuclear Training (**NNSA/CTOS**) in North Las Vegas, NV – <http://www.ctosnnsa.org/>
- National Center for Emergency Response in Surface (**NCERST**) in Pueblo, CO – <http://www.aar.com/>
- National Disaster Preparedness Training Center at the University of Hawaii (**NDPTC**) in Manoa, Hawaii – <http://ndptc.hawaii.edu/index.php>

Training is provided free to all first responders in the state of Ohio, along with travel, lodging and meals who attend the courses at CDP, New Mexico Tech, LSU, Texas A&M (TEEX), and NTS (Nevada). If you would like to attend any of the training, please go to the website <http://www.ndpc.us> and download the application and send it to the Training Department at Ohio EMA. You can fax or e-mail the application. The fax number is: (614) 799-3654, or contact the Ohio EMA Training Supervisor at (614) 799-3677.

### **National Domestic Preparedness Consortium**

Each of the institutions' focus is on developing and delivering products and services according to their institutional base of expertise. Under this arrangement, the consortium has achieved remarkable results in the nation's unified effort to bring all levels of government, business, and the emergency response community to new degrees of preparedness. Together, these members collectively assist in preventing, responding to, and recovering from incidents of national significance.

The consortium's strategic coordination and planning activities are led by a chairperson, who is assisted by one principal from each member institution. The chairperson position rotates between member organizations on a biannual basis. Each institution also provides a working group that coordinates and integrates the operations of the consortium.

## Exercise

Ohio Revised Code (ORC) 5502.26, .27, and .271 requires the establishment of a program for emergency management that includes the preparation and conduct of an annual exercise of the county's all-hazards emergency operations plan. In accordance with this requirement, all agencies, boards, and divisions having emergency management functions within the political subdivision shall cooperate in the development of the all-hazards emergency operations plan and shall cooperate in the preparation and conduct of the annual exercise.

The primary emergency management exercise programs in the state of Ohio include the following:

- **Emergency Management Performance Grant (EMPG)** – EMPG awards assist state and local governments to sustain and enhance all-hazards emergency management capabilities. EMPG funds may be used to design, develop, conduct, and evaluate emergency management related exercises, meaning the full spectrum of hazards facing the county/state (e.g., floods, tornados, acts of terrorism, agricultural, technological, etc.). All EMPG funded exercises must be coordinated with OEMA to ensure compliance with applicable grant and programmatic guidance.
- **Homeland Security Grant Exercise Program (HSGP)** – Administered and managed by OEMA. This program typically is funded through federal funds from DHS. Exercise funds are allocated on an annual basis in accordance with applicable federal grant guidance. Exercise hazards must either be terrorism or a natural, technological, or agricultural incident that is catastrophic in nature. All HSGP funded exercises must be coordinated with OEMA to ensure compliance with applicable grant and programmatic guidance.
- **Radiological Emergency Preparedness (REP) Program** – FEMA established the Radiological Emergency Preparedness (REP) Program to ensure the health and safety of citizens living around commercial nuclear power plants and that they would be adequately protected in the event of a nuclear power plant accident; and to inform and educate the public about radiological emergency preparedness. There are three (3) nuclear power plants that are either in or impact the state of Ohio (Davis-Besse Nuclear Power Station in Oak Harbor, OH; Perry Nuclear Power Plant in Perry, OH; and Beaver Valley Nuclear Power Plant in Shippingport, PA). OEMA has a radiological branch that has the capability to respond to radiological emergencies on a 24-hour basis, conducts nuclear power plant and transportation accident response training, and supports the Utility Radiological Safety Board of Ohio (URSB).
- **State Emergency Response Commission (SERC)** – Per divisions (A) (12) and (C) of section 3750.04 of the ORC, each local emergency planning committee (LEPC) must conduct an annual exercise of their chemical emergency response and preparedness plan. The exercise must be conducted during the State Fiscal Year (SFY), which runs from July 1-June 30. Exercises are conducted under a four-year cycle. Oversight for SERC exercises is administratively handled by the OEMA field liaison that is assigned to each

respective county. All SERC exercises must be coordinated with OEMA to ensure compliance with applicable SERC guidance. The “Ohio Hazardous Materials Exercise & Evaluation Manual” on the Ohio EPA SERC website is the guiding document: <http://epa.ohio.gov/dapc/serc/documents.aspx>.

- **State Homeland Security Program (SHSP)** – As part of the HSGP, local SHSP funds may be utilized to fund exercises that are either an act of terrorism or a natural, technological, or agricultural incident that is catastrophic in nature. As with the HSGP, SHSP funding is provided through federal funds from DHS. Grant funds are allocated on an annual basis in accordance with applicable state and federal grant guidance. All SHSP funded exercises must be coordinated with OEMA to ensure compliance with applicable grant and programmatic guidance.
- **Urban Area Security Initiative (UASI)** – The UASI program focuses on enhancing regional preparedness in major metropolitan areas. The UASI program directly supports the National Priority on expanding regional collaboration in the National Preparedness Guidelines and is intended to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response, and recovery. As of this writing, there are two UASI cities in Ohio (Cincinnati and Cleveland). As with the HSGP and SHSP grants, UASI funds may be utilized to fund exercises that are either an act of terrorism or a natural, technological, or agricultural incident that is catastrophic in nature. UASI funding is provided through federal funds from DHS. Exercise funds are allocated on an annual basis in accordance with applicable federal grant guidance. All UASI funded exercises must be coordinated with OEMA to ensure compliance with applicable grant and programmatic guidance.

In addition to the aforementioned exercise programs, exercise requirements also exist for other entities, including airports under Federal Aviation Administration (FAA) requirements; hospitals under accreditation standards and requirements; local school districts; and public health under various grants from the Centers for Disease Control and Prevention (CDC) and Health and Human Services (HHS).

While there currently are a plethora of exercise programs in existence, OEMA is putting forth considerable effort in the development of a single exercise program for the exercises that are administered, managed, and coordinated by OEMA. In doing so, this will ultimately reduce the number of exercises required for county EMAs.

OEMA offers exercise training courses on a regular basis for exercise design and development, exercise evaluation, and specialized courses such as the Homeland Security Exercise and Evaluation Program (HSEEP) Training Course. OEMA is also the conduit for the Master Exercise Practitioner Program (MEPP) that is administered by FEMA.



There are several websites that contain exercise information that you may find of interest. Some of those websites include:

- FEMA/EMI Independent Study Courses: <http://training.fema.gov/IS/>
- FEMA MEPP Information: <http://training.fema.gov/mepp/>
- FEMA Website: <https://fema.gov/hseep/>
- Lessons Learned Information Sharing: <https://www.llis.dhs.gov>
- OEMA Training Website: <http://ema.state.oh.us/training/>

Questions regarding exercises should be directed to the OEMA Exercise Program Manager at (614) 799-3652.

## **MACS/Emergency Operations Centers**

A Multiagency Coordination System (MAC) is not simply a physical location or facility. Rather, a MAC is a system that:

- Defines business practices, standard operating procedures, and protocols by which participating agencies will coordinate their interactions.
- Provides support, coordination, and assistance with policy-level decisions to the ICS structure managing an incident.

The two most commonly used elements of the MAC system are emergency operations centers (EOCs) and MAC groups. In Ohio, we typically use the term “EOC” rather than “MAC group.” Again, in Ohio, a MAC system consists of facilities such as a county EOC, Jurisdictional EOC, Departmental EOC, and Dispatch Centers. The EOC is the central location from which all off-scene activities are coordinated. Senior elected and appointed officials are located at the EOC, as well as personnel supporting critical functions, such as operations, planning, logistics, and finance and administration. The key function of EOC personnel is to ensure that those who are located at the scene have the resources (i.e., personnel, tools, and equipment) they need for the response. In large emergencies and disasters, the EOC also acts as a liaison between local responders and the state. EOCs are used in various ways at all levels of government and within private industry to provide coordination, direction, and control during emergencies. EOC facilities can be used to house area command and multiagency activities, as determined by agency or jurisdiction policy.

There is no standard method for organizing an EOC (or MAC group). Most coordination centers are organized based on:

- Incident Command System Positions
- Management Functions
- Emergency Support Functions

Inside the EOC, the following are MAC systems functions:

- **Situation Assessment:** Collection, processing, and display of all information needed, including consolidating agency/jurisdiction situation reports, obtaining supplemental information, as well as preparing maps and status boards.
- **Incident Priority Determination:** Establishing the priorities among ongoing incidents within the defined area of responsibility is another component of the MAC system. Typically, a process or procedure is established to coordinate on-scene responders to prioritize the incident demands for critical resources.
- **Critical Resource Acquisition and Allocation:** Managing scarce resources in line with incident priorities. Resource management includes identifying and acquiring needed resources, in addition to allocating existing or known resources.
- **Support Relevant Incident Management Policies and Interagency Activities:** Coordinating, supporting, and assisting with policy-level decisions and interagency activities relevant to incident management activities, policies, priorities, and strategies.
- **Coordination with Other MAC Systems:** Establishing systems to communicate and coordinate with other MAC systems at the same level, the level above, and the level below.
- **Coordination with Elected and Appointed Officials:** Keeping elected and appointed officials at all levels of government informed. Maintaining the awareness and support of elected and appointed officials of jurisdictions within the affected area is extremely important, as scarce resources may need to move from one agency's or jurisdiction's incident(s) to another of higher priority.
- **Support Maintenance of a Common Operational Picture:** By serving as a centralized source for collecting and analyzing information, personnel implementing the multiagency coordination procedures may provide summary information on incidents within their area of responsibility and provide agency/jurisdictional contacts for media and other interested agencies.

The components of the EOC may be activated when an emergency situation threatens, significantly impacts, or involves multiple agencies and/or political subdivisions; or when pre-established threat levels are reached. No requirements exist on who can open, when you open, or how you open an EOC. It is up to the jurisdiction on how your EOC functions. Very little is mentioned in state law on MACS or EOCs. The only real mention for locals is ORC 5502.21 H (11) the development and construction of emergency operations centers for the conduct and support of coordination, direction, and control activities.

Course that discuss MACS/EOC include:

- ICS-400 on MACS
- Ohio EMA Field Ops instructs a course on EOCs that instructs the “traditional” way of operating an EOC
- IS-701, NIMS Multiagency Coordination System (MACS) Course
- IS-775, EOC Management and Operations
- G777, EOC Management and Operations
- G191, Incident Command System/Emergency Operations Center Interface
- E974, Incident Management Team/Emergency Operations Center Interface

## Resource Management

Resource Management as defined by FEMA is a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management includes mutual aid and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Ensuring agreements such as mutual aid agreements and memorandums of understanding are in place allows for all involved to understand the resources that are available and identify gaps in resources for planning purposes. ORC 5502.29 discusses political subdivisions developing mutual aid agreements (Example MOU in Appendix E).

According to FEMA, there are 9 steps for effective resource management:

1. Certifying and Credentialing Personnel
2. Inventorying Resources
3. Identifying Resource Requirements
4. Ordering and Acquiring Resources
5. Mobilizing Resources
6. Tracking and Reporting Resources
7. Demobilizations
8. Recovering Resources
9. Reimbursement

Resources include personnel, teams, facilities, equipment and supplies. The underlying resource management concepts in the context of NIMS are:

1. Providing a uniform method of identifying, acquiring, allocating and tracking resources
2. Ensuring efficient mobilization and an initial dispatch-to-demobilization record of the utilization of each resource through a standardized resource classification system. Standardized classification of resources provides a common language for resource identification and procurement regardless of source.
3. Effectively incorporating mutual aid donations, enabled by the standard classification of kinds and types of resources to support the incident management organization
4. NIMS method of resource typing can be found online at the NIMS Resource Center under resource management: [www.fema.gov/emergency/nims](http://www.fema.gov/emergency/nims)

Many resources are purchased with grant funds and must be maintained, utilized, disposed of, or sold according to the grant program under which they were purchased. Resources purchased for regional use must be available for use within the defined region. Check with EMA's in your region to determine what resources may be available for your use that are housed in other counties.

Use of equipment in an emergency is generally a reimbursable cost provided a federal disaster declaration that includes the Public Assistance Program is obtained. Consult FEMA's Public Assistance Policies Listing (9500 series) for eligibility details. It can be found on FEMA's website at: <http://www.fema.gov/government/grant/pa/9500toc.shtm>.

The program is discussed in the Recovery Section below. Additionally, the FEMA schedule of equipment rates can be found at: <http://www.fema.gov/government/grant/pa/eqrates.shtm>. It provides ideas of items to potentially include in your resource directory.

### **Intrastate Mutual Aid Compact**

Upon an emergency declaration by a local chief elected official, the emergency management director can request personnel and resources from other jurisdictions in Ohio through the Intrastate Mutual Aid Compact (IMAC). IMAC participants include all political subdivisions as partners in the statewide mutual aid system. IMAC can be found at ORC Section 5502.41. The county emergency management director will administer the IMAC program on behalf of her/his county with other county EMA directors in Ohio. It is important to note private and non-profit agencies and resources are not covered under this program.

### **Emergency Management Assistance Compact**

The Emergency Management Assistance Compact (EMAC) can be found in ORC Section 5502.40 and is the nationwide state to state mutual aid compact. Coordinated through Ohio EMA, EMAC resources may be deployed to and from any state or territory in the United States. EMAC resources may be accessed by emergency management directors through their conduit of obtaining other state-related resources. EMAC provides for portability of credentials, consideration of liability and workers compensation, as well as a reimbursement process. This program may be activated at the request of the Executive Director of Ohio EMA. It is important to note however; private and non-profit agencies and resources are more difficult to move from Ohio to another state.

### **Ohio Fire Chiefs' Association's Ohio Fire Service Emergency Response System (ERS)**

ERS provides local fire chiefs with easy access to large quantities of fire service resources (hazmat, water rescue, fire response resources, emergency medical services, incident management assistance, etc.) that may be needed to respond to a major fire or natural or man-made disaster. This system provides for rapid activation and response of fire service resources in quantities beyond the means of a single fire department and local mutual aid. The ERS will be activated by local incident commander(s) through a central dispatch point. The response will be coordinated by one or more of eight regional system coordinators, who will interact and coordinate with county system coordinators in their region. County and regional coordinators will gather and analyze information on available resources, type resources in accordance with NIMS resource typing guidelines, and input the data into a central database. Regional and county coordinators will also train personnel regarding the use of, and participation in, the ERS. EMA directors are to be notified by the ERS when resources in their county are deployed outside their county.

## **Ohio's Law Enforcement Response Plan (LERP)**

LERP is a tool for local law enforcement agencies to acquire large quantities of law enforcement resources in response to a domestic terrorist attack, a major disaster, or other emergencies. When the LERP is activated, a LEADS resource request alert is sent to appropriate agencies. The LERP system can only be activated through a Sheriff's request (under ORC 311.07) or through a Chief's request under the Intrastate Mutual Aid Compact (ORC 5502.41). The Colonel of the Ohio State Highway Patrol can also activate the LERP. A web-based database for the collection of 104 pre-defined law enforcement resources is a part of the LERP system. System resources are divided into seven major categories: Personnel, Standard Vehicles, Specialized Vehicles, Aircraft, Specialized Teams, Watercraft, and Equipment.

Training available for Resource Management includes:

- IS-703 Resource Management
- IS-26 Guide to PODS

### **Volunteer Management**

The use of volunteers brings with it the potential of liability and the use should be discussed with local officials, including the prosecuting attorney. It is best to discuss these matters before a disaster so that emergency management officials have one less issue to deal with when disasters occur. There are several variations of volunteers and laws that cover these volunteers.

First is the volunteer that has a long-term association with the EMA. These volunteers are often called "EMA Volunteers" and have liability coverage under ORC 5502.30. These "EMA Volunteers" can also be eligible to receive worker's compensation benefits through ORC Sections 5502.30 and 4123.031-.037 once administered the "oath" in ORC 5502.34. A list of the names of "EMA Volunteers" should be kept and maintained with the risk management staff for the county to maintain worker's compensation coverage. OAC 4123-17-34 provides that "BWC shall assign claims for emergency management workers to the risk of the public employer taxing district that administered the loyalty oath. BWC shall charge all costs of the claims to the surplus fund. There is no payroll to be reported or premium charges for this coverage." The only prerequisites for this benefit are that the volunteer (emergency management worker) is duly registered with the agency and that the volunteer (emergency management worker) has taken the loyalty oath set forth in ORC section 5502.34.

However, the OAC sites an appendix that states:

"Note: the bureau shall assign claims for emergency management workers occurring due to a disaster or an emergency as provided under sections 4123.031 to 4123.037 of the Revised Code to the risk of the public employer taxing district that administered the loyalty oath. The bureau shall charge all of the costs of such claims to the surplus fund. There is no payroll to be reported or premium charged for this coverage."

By reading this, the coverage is only allowed in a disaster and there is no coverage during exercises or normal operations. (Note: this may change in the near future as Ohio EMA is working the issue!) Another means of workers' compensation coverage should be identified. If you have "all your ducks in a row" and the accident occurs during a disaster, the BWC will pay the case but will "assign claims for emergency management workers to the risk of the public employer taxing district that administered the loyalty oath" that may increase your rates. Another good resource regarding this subject is the October 25<sup>th</sup>, 2007 BWC adjudicating hearing for claim #06-880060 from Hamilton County. The case is listed on the EMAO website <http://www.emaohio.org/> in "Legal files."

The next version of volunteer is one that does not have a relationship with EMA, but has registered with the Ohio Community Service Council (Ohio EMA and ODH have assumed the role the Ohio Community Service Council held, but are awaiting the changes in law). In ORC 121.404, the volunteer also has liability coverage, and much of the information pertaining to the volunteer is not a public record as identified by ORC 149.43. Some counties have elected to make these individuals "EMA Volunteers." Caution is urged when dealing with volunteers in liability and worker's compensation coverage as stated previously.

Another volunteer related activity is that of a volunteer reception center (VRC). A VRC is a location where individuals can show up and be assigned tasks that need to be performed, often coordinated by the EOC. The volunteers can be affiliated with the Ohio Community Service Council via pre-registration, or completely unaffiliated. Many VRC's are operated to register the unaffiliated volunteers to comply with ORC 121.404. It has been discussed making these individuals "EMA Volunteers," and would provide worker's compensation coverage. Caution should again be heeded here, as this must occur under ORC Section 5502.30, and should be discussed with elected officials, the Prosecuting Attorney's Office, and risk management staff since BWC claims could end up costing the county.

Training available for Volunteer Management includes:

- IS-244 Developing and Managing Volunteers

## **Donations Management**

The development of a donation management plan is essential in emergency management. During emergencies, unplanned deliveries of donated goods and services to a disaster site can jam distribution channels, overwhelm volunteer agencies, and hamper life-saving operations. Donations management can easily turn into "debris management" when unwanted goods or trash arrive, and, even worse, can turn into a "hazmat response" if "donations" contain Freon. Careful planning for the coordination of donations will reduce or eliminate problems associated with this issue. A plan can designate the donations management coordinator and the facilities to manage the distribution system. A good donation management plan establishes the procedures and criteria for accepting, coordinating, and delivering donated goods and services.

For more information on state laws governing donated goods during an emergency response, please see ORC 5502.32-Acceptance of private offers of assistance for purposes of emergency management.

Training available for Donation Management includes:

- G288 Donations Management Workshop

## **Public Information (Media and Open Government)**

Just as every county must have an EOP, an EOC and a designated EMA director, so too must the county have a public information program and an identified Public Information Officer (PIO). The function of a PIO is to collect, verify and disseminate information to the public through effective communication with the media, which will enable people to make decisions and take actions to save lives, reduce injury and harm, and to protect their property. Public information can be used to call people to action, to educate and inform, to encourage change in behavior or attitudes, and to create a positive image of emergency management.

Although the assumption may exist that the County EMA Director should also serve as the Public Information Officer, the reality is that during an emergency, the director will have too many duties and responsibilities to effectively serve in both capacities. Therefore, it is imperative that the county designates a PIO who can deal with the media while the EMA Director is dealing with the emergency.

When seeking an individual to serve as the PIO, some of the qualities or attributes that person should exhibit include:

- Thorough knowledge of education, response and recovery programs
- Have the trust of the responders and government leaders to speak on their behalf
- Availability to respond to an emergency on a 24/7 basis
- Knowledge of media relations, journalism, and public speaking
- Knowledge of emergency public information techniques and procedures

An ideal PIO may be found within existing county networks, offices or agencies. For example, many hospitals have designated PIOs, as do many local fire or law enforcement agencies. PIOs may be recruited from local businesses or the Chamber of Commerce. The EMA Director can also recruit PIO assistance from retired public relations specialists, former reporters or even teachers and principals who reside in the county.

During times of non-emergency, the EMA Director and the PIO should work together to develop various awareness and education campaigns, deliver presentations and speeches to local civic and volunteer groups. Finally, the PIO should consider developing a website and a wide range of other public awareness information tools.

## Dealing with the Media

The media is a very powerful and important resource; no other resource in a county has the ability to disseminate critical, possibly life-saving information with the speed and efficiency as the news media.

During a disaster event, the news media will demand, and should be given information as quickly as possible. This will be the primary duty of your designated PIO. Close attention to the needs of the news media during a disaster will lead to much better media relations during “non-emergency” times. It is far more likely your local news media will devote time and space to a soft or feature story on you or your agency, or local emergency management programs if you have been responsive and sensitive to the media’s requirements during a disaster situation.

A few guidelines when you talk with the news media:

- Never lie
- Never talk about programs or policies you do not know about
- Never speculate
- Use the present tense and keep your answers direct, short and to the point
- Say something positive in every answer
- Use the name of your EMA in every answer
- You can say you do not know, but never say “no comment”
- Never go off the record
- Never get angry
- Never argue
- Always assume you are being recorded

Know your subject matter and know what you want to say. Anticipate questions and your responses to them. Individuals who will serve as the PIO should consider taking the Basic Public Information Course available from the Ohio EMA.

Training available for public information communication includes:

- G290 – Basic Public Information Officers
- IS-250 – Emergency Support Function 15 (ESF 15) External Affairs: A New Approach to Emergency Communication and Information Distribution
- IS-702.a – National Incident Management System (NIMS) Public Information Systems
- IS-704 – NIMS Communications and Information Management



## Open Government

In government, we have to abide by different rules than if working in business. Nearly everything we do in government is open to the public, with the exception of LEPC (ORC 3750.02 or ORC 3750.10), Homeland Security records (ORC 149.433), and volunteer records (ORC 121.404). “Sunshine Law” handbooks are available and the current version is available on the Attorney General’s website:

<http://www.ohioattorneygeneral.gov/files/Publications/Publications-for-Legal/Sunshine-Laws/Sunshine-Laws-Manual.aspx>.

**ORC 149.43 Availability of Public Records for Copying and Inspection** – The law that covers open records.

**ORC 121.22 Public Meeting Exceptions** – “(F) Every public body, by rule, shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings. A public body shall not hold a special meeting unless it gives at least twenty-four hours advance notice to the news media who have requested notification, except in the event of an emergency requiring immediate official action. In the event of an emergency, the member or members calling the meeting shall notify the news media who have requested notification immediately of the time, place, and purpose of the meeting.”

**ORC 5502.33 Political Activity Prohibited** – The title says it all. It should also be noted that in the statutes establishing emergency management (.26, .27, and .271), the EMA Director cannot be an elected official.

Any issue related to open meetings, public records and records retention should be directed to county prosecuting attorneys. Every political subdivision and the state interpret the applicable statutes and rules somewhat differently.

## **Disaster Recovery**

Recovery is a multistage process that is divided into two areas: short and long-term. Short-term recovery includes the immediate needs of the community. For example: utilities, opening of roadways, temporary housing locations, debris dumping locations, and restoration of other critical infrastructure. Long-term recovery targets the economics of the community. This is a slow process that may take years, but the critical part of this process is not to make the same mistakes twice. As an example, non-conforming uses in local zoning can now be addressed. Also, for example, the public utility or critical infrastructure that is in the wrong location can be rebuilt where it will not be affected a second time. Do not make the same mistakes twice. This is the time to be very active with your local economic development, planning departments, and community leaders in your county. By developing a disaster resistant community, you also build a disaster resistant economy following a disaster.

Disaster assistance may be made available through the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390. This law establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available from the FEMA, and identifies the conditions for obtaining that assistance. FEMA, under DHS, is tasked with coordinating response and recovery activities.

42 U.S.C. § 5121 et seq. provides the legal authority for these response and recovery activities. 44 Code of Federal Regulations (CFR) section 206 specifically identifies the following disaster assistance programs and applicable definitions, intent, criteria, scope, policies and procedures for the FEMA Individual Assistance (IA) Program, Public Assistance (PA) Program, and the Hazard Mitigation pre and post-disaster programs. 2 CFR 200 provides the administrative guidance for federal grants, cooperative agreements and sub awards to state, local and tribal governments.

Primary areas of disaster assistance addressed in the Stafford Act are: IA, PA and Hazard Mitigation. IA addresses losses and damages that impact the private sector; PA focuses on response and recovery costs incurred by governmental entities; and Mitigation focuses on pre and post-disaster activities, which lessen or eliminate future damage.

The U.S. Small Business Administration (SBA) is a key partner in IA recovery with its home/personal property/business disaster loan program. SBA is unique because it has its own authorities, separate from the Stafford Act. SBA has different regulations and loan programs that may be available with or without a Presidential declaration, which includes IA. Please note that although SBA is not cited in the Stafford Act, this program is automatically made available if there is a Presidential declaration that includes IA.

## Damage Assessment

Damage assessment is a systematic process used to determine the impact (who and what was affected) and magnitude (what were the consequences) of an event. Individual Assistance (**IA**) Preliminary Damage Assessment (**PDA**) is the assessment of the private sector (primary homes and businesses). IA addresses the “people problems.” The public sector assessment, such as state and local government and certain private non-profit organizations, is referred to as the Public Assistance (**PA**) PDA. The IA and PA terms are applied because they reflect the titles of the applicable federal assistance programs.

While all event-related information is relevant, keep in mind this is an assessment of costs (PA) and degrees of damage (IA) relative to the event, not situational assessment or the Common Operating Picture of the response activities.

The Damage Assessment Annex of the county EOP should describe the process of conducting damage assessment. Speed, accuracy and detail are important in order to obtain the maximum amount of information in a short period of time. Therefore, the procedure to collect and properly analyze damage information should be established before a disaster occurs. The identification and training of personnel tasked with damage assessment is critical to this process. The Disaster Recovery Branch (DRB) (614-799-3665) has responsibility for addressing damage assessment training at Ohio EMA and offers a 2.5-hour Damage Assessment Course (OH605).

### **Local Damage Assessment/Channeling of Results**

Ohio EMA would like to see an Event Overview Report Form no later than 12 hours after the start of the event. This form only requires basic information related to the situation in your county.

The more detailed damage assessment begins at the local level and can be gathered by either local officials of the affected communities (i.e. townships, cities, county offices), or your county EMA organized Damage Assessment Teams (if developed). Remember to also contact schools and universities (private and public), authorities and special districts, such as airports or watershed conservancy districts, and certain private non-profit organizations. These local assessments of IA and PA damages are reported to the county EMA/EOC. While information regarding both IA and PA are a high priority, **the IA assessment should have the most urgency.**

The more detailed Damage and Needs Assessment Form should be provided to DRB within 36 hours after the start of an event. This form captures both the IA and PA assessments conducted by local officials and/or the EMA damage assessment team.

Once local assessments are gathered, the EMA office will forward the data to the Ohio EMA Watch Office at [emawatch@dps.ohio.gov](mailto:emawatch@dps.ohio.gov)

## **State Damage Assessment**

Ohio EMA/DRB will evaluate the IA and PA assessment information you submit. If needed, members of DRB and/or a field liaison may be deployed to your county to assist with verification of assessment information.

## **Federal Damage Assessment**

Once the local and state assessment information is finalized, the Governor's office and Ohio EMA will formally request a Joint PDA with FEMA and the SBA if warranted by the severity of the event.

Scheduling of the Joint PDA will more than likely occur on short notice with the dates and times decided by FEMA and the State. FEMA is the lead for the Joint IA and PA PDA Teams.

The Joint IA PDA team consists of FEMA/SBA/State and local partners. An IA PDA team will be deployed to a county to verify local reports and provide a current assessment of private sector impact. The number of teams deployed, and the number of counties surveyed will be based on the magnitude of the event. Each team will meet with the county EMA representative and/or lead local official(s) at a predetermined location (usually the county EOC) prior to proceeding on a LOCAL REPRESENTATIVE LED tour of the impacted area(s) in the county. It is imperative that the local partner assigned to escort the PDA team have considerable knowledge of the damaged areas. The route should be preplanned to allow inspection of major damage, with as little wasted time as possible.

In the event damages do not meet FEMA's criteria for a major disaster declaration, the state may seek an SBA agency-only declaration from the Small Business Administration. This declaration authorizes SBA to make its disaster loan program available to homeowners, renters and businesses to cover uninsured property losses. The minimum criteria of 25 or more, homes and/or businesses, having at least 40 percent uninsured damages, must be met to receive this declaration.

*The 40 percent uninsured damages for an SBA declaration generally equals the impact that meets the (FEMA) criteria for being classified as 25 homes or businesses with major damages and/or destroyed properties. Major or destroyed properties are classifications used in damage assessment and are covered in depth in those courses held at Ohio EMA.*

To receive an SBA agency-only declaration, the Governor must make a written request to SBA, with supporting PDA information, certifying that the SBA criteria has been met. At such time, SBA will schedule a survey of damages with state and local partners.

The Joint FEMA/State PA Team(s) will deploy in a fashion similar to the IA Team(s). However, the PA Team will oversee a meeting with representatives of the impacted public and private non-profit organizations. The meeting will entail one-on-one interviews between a PDA team representative and representative(s) of each attending entity. Each entity should bring copies of their most current damage assessment forms and summary documents for delivery to, and discussion with their team interviewer.

Ohio EMA and FEMA will staff the team based on the number of anticipated entities that will attend. The local EMA office will need to inform each affected entity to be sure they know what and who to bring to the meeting. To make the best use of time, county EMA offices may want to consider staggering meeting attendance. This means having half the entities arrive for one session, and the other half at a second session. The time between sessions, and number of PDA team members needed, should be discussed with the Ohio EMA PA PDA Managers, typically the State PA Officer, prior to the meeting.

Following the meeting, the team **may** visit sites where there is significant damage to critical public facilities (waste/water treatment plants, utility systems, fire/police/municipal/hospital buildings, etc). Be mindful, a PA PDA Team is typically tasked with surveying two counties a day, so post-meeting time for site visits will be limited.

*\*See the reference section below for preparation and execution details*

### **Results of the Joint PDA**

Results of the Joint PDA may or may not lead to the Governor requesting assistance from FEMA or the SBA.

### **Summary**

You and your staff are not alone. DRB staff members are ready and able to provide you and your staff with technical support for this function, both day-to-day, and in the aftermath of an event. As mentioned, DRB offers one-day (G605), 2.5 hours (OH605) and 2.0 hours (IA605) versions of the Damage Assessment Course.

IA questions may be directed to the State IA Officer (614) 889-7177, State IA Specialist (614) 799-3671, or the DRB Branch Chief at (614) 799-3667.

PA questions may be directed to the general line (614) 799-3665, the State PA Officer (614) 799-3667, Deputy PA Officer, (614) 799-3668 or the DRB Branch Chief at (614) 799-3669.

### **Reference Section**

The Recovery Page on the Ohio EMA website, [www.ema.ohio.gov](http://www.ema.ohio.gov), provides the tools necessary to conduct and document an assessment of damages and costs that result from an event, as well as programmatic and debris management information and links to other relevant locations. Ohio EMA DRB web pages and brief explanations of each follow:

1. Recovery Page: [www.ema.ohio.gov/RecoveryBranch.aspx](http://www.ema.ohio.gov/RecoveryBranch.aspx)  
The main page offers a general overview of DRB responsibilities, duties and services. Links at the left side of the page go to the Assistance Toolbox, Disaster Sequence (Federal Declaration Process), Debris Management, Public and Individual Assistance pages.
2. Assistance Toolbox: [www.ema.ohio.gov/Recovery\\_DAToolbox.aspx](http://www.ema.ohio.gov/Recovery_DAToolbox.aspx)

Explanation of Toolbox proper and listing of Tabs and Fillable Damage Assessment Forms. The Toolbox provides DRB Contact information, Disaster Summary of Events (Tab A), Damage Assessment (Tab B), Individual Assistance (Tab C), State Disaster Housing Strategy (Tab D), PA PDA and PA Applicants Briefing checklist (Tab E), Hazard Mitigation Overview (Tab F), and Terms and Acronyms (Tab G).

3. Debris Management: [www.ema.ohio.gov/Recovery\\_DebrisInfo.aspx](http://www.ema.ohio.gov/Recovery_DebrisInfo.aspx)  
This section includes a current version of the Debris Fact Sheet for Local Officials, a copy of the Sample Local Debris Management Plan, a link to FEMA's Debris Management pages and a copy of FEMA's Debris Removal Operations Strategy, 2007-2.
4. Public Assistance Grant Program: [www.ema.ohio.gov/Recovery\\_PAGrantProgram.aspx](http://www.ema.ohio.gov/Recovery_PAGrantProgram.aspx)  
This page provides an overview of PA and access to the PA Handbook, program forms and FEMA PA websites. This is a one-stop-shop for documents, tools and links needed to understand and administer PA.
5. Individual Assistance: [www.ema.ohio.gov/Recovery\\_IA.aspx](http://www.ema.ohio.gov/Recovery_IA.aspx)  
This page provides an overview of the State IA Program (currently unavailable) and links to the (IA) Preliminary Damage Assessment Field Guide, SBA and National Flood Insurance websites.

**NOTE:** *The IA PDA Field Guide is a MUST user tool for understanding the specifics of determining the category of damage to a residential structure. No (local) IA Damage Assessor should deploy to the field without one!*

## **Debris Management**

Numerous hazards have the ability to generate significant amounts of various types of debris. Debris deposited on public and private lands can disrupt local government emergency operations and bring day-to-day business to a standstill. Removing, reducing and disposing of event-generated debris must be a high priority for decision makers at all levels of government.

Issues related to debris management include: pre-event forecasting of and post-event estimating of quantities of debris, identification of local agencies responsible for debris management, capabilities of in-house resources, volume reduction techniques and recycling. Another issue is compliance with applicable contracting procedures and methods. **County and local officials should be reminded that an emergency declaration at a given level of government (local/county, state, federal) does not necessarily authorize a waiver of day-to-day contracting requirements and procedures.** Disposal issues include identification of available temporary and permanent disposal sites and partnering with the local Solid Waste Management District and the local Ohio Environmental Protection Agency (Ohio EPA) District Office. Applicable historic and environmental laws must also be considered. A Debris Management Plan is the tool necessary to ensure an effective and timely response with orderly recovery so that operations can be addressed in an organized, efficient and cost-effective manner.

Development of a pre-event Debris Management Plan which defines the roles of critical agencies, personnel needed to execute debris clearance, removal and disposal activities, resource activations and contracting procedures, is a resource that should be considered by all jurisdictions within a county. A Debris Management Plan should actively cover the county and be supported by local jurisdictional plans (municipalities, cities, townships). The more “locally” focused the plan, the better, since the majority of decisions and expenditures on this subject are undertaken by officials of those local jurisdictions that are affected by an event.

The Ohio EMA, FEMA, and Ohio EPA, among other sources, have a wealth of relevant information available on their websites for local officials to use for planning, response, recovery and mitigation purposes related to debris management. The following is an overview of the most comprehensive and complete tool on this subject, the Debris Fact Sheet:

### **Debris Fact Sheet for Local Officials**

This document is the one-stop shop for any official with a role or responsibility for debris management related activities. The Debris Fact Sheet includes sections or pages in the following order from the front page: Overview, Contact List, Management Options Chart, Debris Management Site Information, Ohio EPA Resources, and Contracting and FEMA Eligibility. The Fact Sheet also includes several web addresses.

The Fact Sheet and related information, to include the Sample Local Plan, may be accessed from the Debris Management page of the Recovery Branch section of the Ohio EMA website at: [www.ema.ohio.gov/Recovery\\_DebrisInfo.aspx](http://www.ema.ohio.gov/Recovery_DebrisInfo.aspx).

The fact sheet may be accessed directly at [www.ema.ohio.gov/Documents/DRB/debris\\_fact\\_sheet.pdf](http://www.ema.ohio.gov/Documents/DRB/debris_fact_sheet.pdf). Further policies and guidance can be found at FEMA’s website at <http://www.fema.gov/government/grant/pa/demagde.shtm> (FEMA 325 Debris Management Guide).

For additional information, please call Ohio EPA, Division of Solid and Infectious Waste Management at (614) 644-2621 or Ohio EMA, Disaster Recovery Branch at (614) 799-3665.

## **Mitigation**

“Mitigation is an attitude that takes time and long-term educational work to develop locally,” – Buck Adams. Partner with your other local and state agencies and departments that have similar interests such as:

- Parks
- Planning Services
- Soil and Water
- Local Agricultural Society
- Conservation organizations/Land Conservancy groups
- Ohio State Extension Service

- Ohio Department of Natural Resources (ODNR)
- Ohio EMA

Mitigation is any sustained action to reduce or eliminate long-term risk to people and property from natural hazards and their effects. The mission of the Ohio EMA Mitigation Branch is to integrate mitigation principles in a variety of ways to make Ohio communities more sustainable and resilient to natural hazards. The Mitigation Branch accomplishes this mission by maintaining *The State of Ohio Hazard Mitigation Plan*, supporting local mitigation planning efforts, and administering the FEMA Hazard Mitigation Assistance (HMA) grant programs in Ohio.

## **Mitigation Planning**

A mitigation plan represents a jurisdiction’s commitment to reduce risks from natural hazards and serves as a guide for decision makers as they commit resources to reducing the effects of natural hazards. The process of developing a mitigation plan is very similar to other planning processes that your community may have undertaken. The specific content that must be included in state and local mitigation plans is found in 44 CFR 201. In general, the mitigation planning process involves:

- Identifying the hazards that have historically occurred or could occur in your community
- Identifying people, property and assets that are vulnerable to damage from those hazards and estimating potential losses
- Developing strategies and actions that your community can implement to reduce the known risk
- Implementing and maintaining the plan

**Communities must have a FEMA approved and locally adopted natural hazard mitigation plan in order to apply for and receive Hazard Mitigation Assistance (HMA) project grant funds.** Local mitigation plans must be updated and approved by FEMA every five years.

The Mitigation Branch provides technical assistance to communities that are developing natural hazard mitigation plans. The Mitigation Branch also reviews draft local natural hazard mitigation plans for compliance with 44 CFR 201.6, and submits them to FEMA for final review and approval.

## **Mitigation Projects and Actions**

A community’s mitigation plan should include a wide range of mitigation projects and actions that will reduce risk. Examples of mitigation projects include: the acquisition, elevation, or relocation of repetitively flooded structures; flood proofing non-residential or historic structures; safe room construction; and storm water projects. The most common source of funds for mitigation projects are FEMA’s HMA programs, but many mitigation projects are funded locally, or with other funding sources.

The Ohio EMA, Mitigation Branch administers HMA programs in Ohio. The three HMA grant programs include: The Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and the Pre-Disaster Mitigation (PDM) program. The HMGP is made available only



after a Presidential disaster declaration; the other two mitigation grant programs have annual application cycles. In general, any proposed mitigation activity must be cost-effective, technically feasible, and meet environmental and historic preservation requirements. Communities must also be participating in, and in good standing with, the National Flood Insurance Program (NFIP). Ohio EMA Mitigation Branch staff are available to provide technical assistance on project development and implementation.

There are many mitigation actions that a community can implement that do not require grant funding, but can dramatically reduce your community's risk. Examples of mitigation actions include: adopting local flood damage reduction regulations that exceed minimum NFIP criteria; adopting local building, zoning, and or storm water regulations; educating citizens about natural hazard risk and mitigation; and incorporating local mitigation plan information into other local planning processes. Ensuring that mitigation concepts are incorporated into future development decisions by adopting and enforcing land use regulations is the most effective form of mitigation.

## **Mitigation Regulations**

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended, 42 U.S.C. 5121 et seq., and Related Authorities, commonly referenced sections include:
  - 203, Pre-Disaster Hazard Mitigation
  - 312, Duplication of Benefits
  - 322, Mitigation Planning
  - 404, Hazard Mitigation
- The National Flood Insurance Act of 1968, as amended, and The Flood Disaster Protection Act of 1973, as amended, 42 U.S.C 4001 et seq.
- Title 44 of the Code of Federal Regulations, commonly referenced Parts include:
  - 59 and 60, General Provisions and Criteria for Land Management and Use
  - 78, Flood Mitigation Assistance
  - 79, Flood Mitigation Grants
  - 80, Property Acquisition and Relocation for Open Space
  - 201, Mitigation Planning
  - 206, Federal Disaster Assistance, Subparts M and N
- Title 2 of the Code of Federal Regulations, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

## **Additional Mitigation Resources**

- Ohio EMA Mitigation Branch Website: <https://sharpp.dps.ohio.gov/ohiosharpp/>
- *Hazard Mitigation Assistance Guidance*
- FEMA 317, *Property Acquisition Handbook for Local Communities*
- FEMA 320, *Taking Shelter from the Storm: Building a Saferoom for your Home or Small Business*
- FEMA 361, *Design and Construction Guidance for Community Saferooms*
- *FEMA 386-1 thru 386-9, Mitigation Planning How-To Guides*
- FEMA, *Local Multi-Hazard Mitigation Planning Guidance*

## **Mitigation Classes Recommended**

### **Ohio EMA**

G318

### **EMI**

E273 Managing Floodplain Development Through the National Flood Insurance Program

E276 Benefit-Cost Analysis: Entry-Level Training

E278 National Flood Insurance Program/Community Rating System (NFIP/CRS)

E313 Basic HAZUS-MH

### **ODNR**

Statewide Floodplain Management Conference (Usually in August every year - contact the ODNR Floodplain Management Program for details)

## **Continuity of Operations Planning**

The primary purpose of a Continuity of Operations (COOP) Plan is to ensure that each government agency is prepared to continue essential services for the residents during any disruption of normal operations. The theories of COOP can also be applied to the private sector. During a disruption, the EMA will be expected to assist in allocating resources. As such, it will be necessary for each department to know their needs for alternate location, space, equipment/supplies and personnel. Getting each agency to identify these resources prior to a disruption, will decrease the demand on the EMA during an incident. By limiting or eliminating disruptions to essential services within a county, a COOP plan should also, at a minimum, do the following:

- Reduce loss of life and property during a disaster
- Protect vital records, facilities and equipment from damage(s) resulting from disasters
- Ensure an efficient and timely recovery
- Ensure uninterrupted command, control and leadership of the county
- Reduce the stress and confusion for personnel of affected entities after a disaster

## **Where to Start?**

The prospect of creating a Continuity of Operations Plan can seem daunting. An excellent place to start is with your governing body. If your EMA office is organized in accordance with ORC 5502.26 or ORC 5502.271, present the idea of a COOP plan to your executive board or county commissioners, respectively. Once you have "buy-in" from these officials, you can then work on the hardest part of continuity of operations: getting "buy-in" from individual county departments and agencies. In times of relative calm, it is often very difficult to get agencies, outside of public safety, to plan for disasters. An essential element in getting participation is to develop the COOP for the EMA first. This will not only provide a template that each department can use, but will also assure the EMA's expertise on the plan and planning process.

The best way to approach agencies participating in the COOP, is to first contact the department head of each agency and get them to buy-in on the plan. Generally, department heads are very knowledgeable about what their essential services are, what they would need during a disruption, and it is easier to explain to them the possible effects of the disruption. Key elements to identify, when trying to get participation, should include how their department can benefit from a COOP. Provide some examples such as a "go-kit," a USB file containing critical documents, and an alternate location. This helps the agency to be able to connect with the COOP and identify its overall objectives. In addition, explain to them the possible detrimental effects that would happen if they do not prepare and plan for a disruption of daily operations. One of the most important elements in getting participation is to provide your knowledge and services throughout the construction of their COOP. Do not write the COOP for them, because this will cause them to not be familiar with the plan, but rather, help them and stay with them throughout the planning process. Their ability to be sufficient during a disruption will decrease their need for you during an incident.

The following plans can aid a director in starting his or her own COOP plan:

- Walla Walla County, Washington Continuity of Operations Plan
- Guernsey County, Ohio Continuity of Operations Plan
- Fairfax County, Virginia Continuity of Operations Plan
- Delaware County, Ohio Continuity of Operations Plan

**Authorities:** State authorities should also be mentioned. Some ORC sections to include are:

- 161.01 Emergency interim government definitions
- 161.05 Succession in political subdivisions
- 161.06 Interim successors by officers of political subdivisions
- 161.07 Powers of emergency interim successors
- 161.08 Limiting successions
- 161.09 Postponing elections
- 305.03 Absence of county officers – office deemed vacant
- 307.01 County buildings, offices, equipment
- 307.02 Methods for providing county facilities
- 307.86 Competitive bidding required
- 315.13 Emergency repairs – county engineer's emergency repair fund

505.08 Emergency contracts  
735.051 Emergency conditions obviate formal bidding and advertising for contracts  
2917.13 Misconduct at emergency  
5502.21 Emergency management definitions  
5502.24 Designation of temporary seats of state and local government in event of emergency  
5502.42 Civil defense certificate of necessity – application  
5502.43 Notice and hearing prior to issuance of certificate – revocation or modification  
5502.44 Distribution of certificate  
5502.45 Appeal  
5502.46 Revocation due to fraud – taxes and penalties  
5502.51 Rules and standards for issuance of certificates

### **Additional Questions and Educational Resources**

**Training-Education:** Emergency Management Institute –FEMA Independent Study Program Courses

- IS-546.a – Continuity of Operations Awareness Course  
<http://training.fema.gov/EMIWeb/IS/is546a.asp>
- IS-547.a – Introduction to Continuity of Operations  
<http://training.fema.gov/EMIWeb/IS/is547a.asp>
- IS-520 – Introduction to Continuity of Operations Planning for Pandemic Influenzas  
<http://training.fema.gov/EMIWeb/IS/is520.asp>
- IS-546. – Continuirty of Operations Awareness Course  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-546.a>
- IS-547.a – Introduction to Continuity of Operations  
<https://training.fema.gov/is/courseoverview.aspx?code=IS-547.a>

### **Reference Documents:**

1. Continuity Resources and Technical Assistance – <https://www.fema.gov/policy-plans-evaluations>
2. Continuity Resource Toolkit – <https://www.fema.gov/continuity-resource-toolkit>
3. Continuity Guidance Circular – <https://www.fema.gov/continuity-guidance-circular-cgc>
4. Federal Preparedness Circular Continuity of Operations (COOP) Pandemic Influenza Guidance –  
[http://www.fema.gov/pdf/government/coop/coop\\_influenza.pdf](http://www.fema.gov/pdf/government/coop/coop_influenza.pdf)

## National Incident Management System

The National Incident Management System (NIMS) provides a consistent nationwide framework and approach to enable governments at all levels (federal, state, tribal, and local), the private sector, and nongovernmental organizations (NGOs) to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of the incident's cause, size, location, or complexity. Consistent application of NIMS lays the groundwork for efficient and effective responses, from a single agency fire response, to a multiagency, multijurisdictional natural disaster, or terrorism response. Departments and jurisdictions that have integrated NIMS into their planning and incident management structure can arrive at an incident with little notice and still understand the procedures and protocols governing the response, as well as the expectations for equipment and personnel.

Major components comprise the NIMS framework:

**Resource Management** describes standard mechanisms to systematically manage resources, including personnel, equipment, supplies, teams, and facilities, both before and during incidents in order to allow organizations to more effectively share resources when needed.

**Command and Coordination** describes leadership roles, processes, and recommended organizational structures for incident management at the operational and incident support levels and explains how these structures interact to manage incidents effectively and efficiently

**Communications and Information Management** describes systems and methods that help to ensure that incident personnel and other decision makers have the means and information they need to make and communicate decisions.

### **Applicability and Scope**

NIMS is applicable to all stakeholders with incident management and support responsibilities. The audience for NIMS includes emergency responders and other emergency management personnel, NGOs (e.g., faith-based and community-based groups), the private sector, and elected and appointed officials responsible for making decisions regarding incidents. All incident management efforts, regardless of the incident or location, should fully incorporate people with disabilities and other people who have access and functional needs. The scope of NIMS includes all incidents, regardless of size, complexity, or scope, and planned events (e.g., sporting events). Table 1 describes the utility of NIMS as incident management doctrine:

#### **NIMS Guiding Principles:**

Incident management priorities include saving lives, stabilizing the incident, and protecting property and the environment. To achieve these priorities, incident personnel apply and implement NIMS components in accordance with the principles of flexibility, standardization, and unity of effort. Flexibility NIMS components are adaptable to any situation, from planned special events to routine local incidents to

incidents involving interstate mutual aid or Federal assistance. Some incidents need multiagency, multijurisdictional, and/or multidisciplinary coordination. Flexibility allows NIMS to be scalable and, therefore, applicable for incidents that vary widely in terms of hazard, geography, demographics, climate, cultural, and organizational authorities.

**Standardization:**

Standardization is essential to interoperability among multiple organizations in incident response. NIMS defines standard organizational structures that improve integration and connectivity among jurisdictions and organizations. NIMS defines standard practices that allow incident personnel to work together effectively and foster cohesion among the various organizations involved. NIMS also includes common terminology, which enables effective communication.

**Unity of Effort:**

Unity of effort means coordinating activities among various organizations to achieve common objectives. Unity of effort enables organizations with specific jurisdictional responsibilities to support each other while maintaining their own authorities.

Ohio Revised Code 5502.28(c) states: “The national incident management system (NIMS) is hereby adopted as the standard procedure for incident management in this state. All departments, agencies, and political subdivisions, within the state, shall utilize the system for incident management.” All jurisdictions and departments in Ohio, regardless of size, are expected to recognize NIMS as the model for preparedness and incident management, and to participate in related planning, training, and exercises.

In addition, Homeland Security Presidential Directive 8 (HSPD-8) requires that federal agencies tie federal preparedness funding eligibility directly to progress on NIMS implementation. Inability to demonstrate compliance with required NIMS implementation activities will affect federal preparedness funding eligibility at all levels; state, county, local jurisdiction or department. Those receiving, or planning to receive, federal preparedness funding from any federal sources should examine the applicable grant guidance to determine eligibility requirements.

NIMS implementation requirements have encompassed training and exercise, mutual aid, emergency operations plans, and standard operation procedures, as well as the institutionalization of ICS, credentialing and resource typing, and the use of common terminology across response disciplines. All jurisdictions will be required to meet NIMS implementation requirements as a condition of receiving federal preparedness funding assistance.

NIMS compliance is a term used to describe progress being made by an agency or a jurisdiction to address the NIMS implementation objectives. Yearly updates are published with additional requirements for a given year. Each federal fiscal year since 2005, the National Integration Center, a department within FEMA, has published implementation requirements and guidelines for federal, state, local and tribal entities and jurisdictions. There are implementation activities relating to each of the NIMS components. A director should develop a way to track NIMS compliance as personnel in the county change. Past years’ NIMS requirements do not expire.

## **NIMSCAST**

Ohio recognizes NIMSCAST (NIMS Compliance Assistance Support Tool) as the mechanism for tracking and reporting NIMS implementation progress. The system is a password protected web-based system. Every jurisdiction in Ohio, with a population over 5,000, has already been provided an account in the NIMSCAST, and permissions have been set up for a NIMSCAST administrator or multiple administrators for each account. In addition, the six major cities in Ohio have established sub-accounts, specifically for the disciplines of law enforcement, fire, and public health.

The purpose of NIMSCAST is to report the progress of NIMS implementation by the jurisdiction (or agency in the case of state agencies). A jurisdiction should consider all applicable departments and disciplines (i.e. – having a role in emergency and/or disaster response and recovery) in answering the NIMS metrics questions.

New county EMA directors or new staff members who will require access to NIMSCAST should contact the Ohio EMA Grants Branch for assistance. Because the account system in NIMSCAST is hierarchical, county EMA offices may be contacted by a local jurisdiction for assistance with setting up administrator permissions. Again, directors or their staff members, who are not yet familiar with the system, should contact Ohio EMA Grants Branch.

### **NIMS Implementation Resources**

There is an extensive amount of literature and guidance relating to NIMS, as a whole, and its various components. For federal-level guidance, resources, and useful links, we suggest you visit <https://training.fema.gov/emiweb/is/icsresource/> and save it as a “favorite” in your internet addresses. This FEMA ICS Resource Center is well-organized and easy to navigate.

On the state-level, you will find current Ohio-specific guidance, fact sheets, and other material of interest at <http://ema.ohio.gov/NimsGuidance.aspx>. In addition, you should not hesitate to take advantage of your Field Liaison, who can put you in touch with the Ohio EMA staff dealing specifically with NIMS implementation issues and/or NIMSCAST access.

## Suggested Organization of a County File System

The key to running an effective EMA is efficient management skills. Listed below, is a suggested format for your office filing system. (List is not inclusive.)

<b>Acronyms Folder</b> EMA LEPC Homeland Security	<b>Administrative Folder</b> Oath Cards Staffing Patterns Job Descriptions Forms/Files	<b>Communications Folder</b> Radio Templates Amateur Radio FCC Licenses Call Signs and Frequencies
<b>Correspondence Folder</b> Inter-agency Intra-agency	<b>Disaster Recovery Folder</b> Damage Assessment Forms Damage Assessment Guidance PA and IA Guidance Debris Management Guide	<b>EOC Folder</b> SOPs Phone Contacts Agreements
<b>Public Information Folder</b> EAS Information PIO Contacts Local Media Contacts	<b>Equipment Folder</b> Hand Receipts Inventory Lists	<b>Exercise Folder</b> Past Exercise Reports 4-Yr Work Plan 90 Day Notice Forms
<b>Financial Folder</b> Budget Expenditures Audit Reports Expense Accounts/Requests	<b>Individual File Folders for Activities</b> Meetings Conferences Special Activities	<b>Incident Folder</b> Incident Report Form Historical Disasters Incident Response Checklist
<b>Legal Folder</b> EMA Creation Agreement EMA By-Laws ORC & OAC portions AG Opinions Mutual Aid Agreements Open Meeting Records	<b>LEPC</b> Constitution and By-Laws Membership Fiscal Reports Minutes Documents/Memos Enforcements SERC Exercise/Plan Report HMEP Grant	<b>Grants</b> Guidance EMPG (By Year) SHSG (By Year) Citizen Corps (By Year) Equipment List Equipment Turnover Sheets Other Grants (By Year)
<b>Resources</b> Listing Agreements	<b>Training</b> Catalogs/Schedules Application Forms Certificates Status Forms	<b>Volunteer Assets</b> Points of Contact Agreements



## **Emergency Management Association of Ohio**

The Emergency Management Association of Ohio (EMAO) is a statewide organization comprised of county emergency management directors and associate members. Membership is supported by a yearly dues structure. The association is governed by by-laws and the officers are elected for a one-year term. The Board of Officers consists of the following:

- President
- President-Elect
- Vice President
- Past President
- Treasurer
- Secretary
- 7 Sector Representatives
- College/University Representative
- Affiliate Representative

Day-to-day operations of the EMAO are accomplished by an Executive Director. The Executive Director also serves as a direct contact to legislators at the state and federal level. The EMAO Executive Director, Past President, President, and President Elect conduct a monthly teleconference with the Ohio EMA Executive Director and upper management to discuss issues of mutual concern. Every year, EMAO holds an Emergency Management Fundamentals Course to provide education to new emergency management leaders in the state. The EMAO website contains information including important links, sharing of plans/other information, and a discussion board. The website can be found at: <http://www.emaohio.org/>.

The EMAO holds a minimum of three meetings each year. The EMAO Spring Conference is in conjunction with our EMAO Vendor Show, the EMAO Fall Conference serves as an annual business meeting and the EMAO Winter Conference is a two-day conference that is full of education for EMA professionals at all levels.

There are several working committees within EMAO:

- Affiliate Committee
- Awards Committee
- College/University Committee
- Constitution and By-Laws Committee
- Education Committee
- Finance Committee
- Legislative Committee
- Membership Committee
- Nominating Committee
- Strategic Planning Committee

In addition to the meetings of the EMAO, the county EMAs are divided into seven regional sectors. Those sectors are Central, Northcentral, Northeast, Northwest, Southeast, Southwest, and West. Generally, each sector meets every other month or quarterly during the year.

Discussions focus upon local emergency management issues, such as new funding sources, successful programs around Ohio, equipment purchases, and current topics relating to public safety.

Overall, the EMAO and the regional association offers a forum for the exchange of ideas, sharing of lessons learned, and an opportunity for directors to discuss complex issues facing emergency management. EMAO helps to provide a more coordinated consistent approach towards providing information and solving emergency management challenges.

## **Ohio Emergency Management Agency**

Ohio EMA, a division of the Department of Public Safety, consists of an Executive Section and program branches. Refer to <http://ema.ohio.gov/> for more detailed information.

### **Executive Section**

**The Executive Director** advises the Director of Public Safety and the Governor of Ohio on emergency management, response and recovery actions and issues. The Executive Director is established through Ohio Revised Code (ORC) Chapter 5502. As outlined by ORC, the director shall:

“...coordinate all activities of all agencies for emergency management within the state, shall maintain liaison with similar agencies of other states and of the federal government, shall cooperate with those agencies subject to the approval of the governor, and shall develop a statewide emergency operations plan that shall meet any applicable federal requirements for such plans.”

Additionally, ORC requires the Executive Director to:

“...have such additional authority, duties, and responsibilities as are prescribed by the governor and the director or provided by law in all matters relating to emergency management that may be reflected in other sections of the Revised Code. The executive director shall advise the governor and director on matters pertaining to emergency management on a regular basis.”

On a day-to-day basis, the Executive Director conducts the daily administration and management of the agency, and coordinating with federal, state and county emergency management agencies on policy and operational issues, and response to disaster needs.

The Executive Director chairs the Utility Radiological Safety Board, co-chairs the State Emergency Response Commission and is a member of the Ohio Statewide Interoperability Executive Committee. The Executive Director serves by appointment as the Governor’s authorized representative for purposes of federal grant programs and disaster assistance and is an active member of the State of Ohio Homeland Security Advisory Committee.

Ohio benefits from the executive director's participation in the National Emergency Management Association's executive committee to include forthcoming presidency.

The Executive Director has an executive staff consisting of an Assistant Director, three administrative officers, and an executive secretary. The Assistant Director provides oversight of Administrative Officers who direct various branches of the agency. Additionally, the Director has a public affairs officer and is supported by legislative and legal staff of the Department of Public Safety.

**Ohio EMA's Administrative Officers** are each responsible for a set of programmatic responsibilities of Ohio EMA. They consist of the following:

### **Preparedness**

The administrative officer of preparedness directly oversees the efforts of Planning, Training and Exercise (PTE), Logistics, Radiological, and Public Affairs branches.

- **Planning, Training and Exercise** is responsible for overall state-level response planning, including continual improvement of Ohio's Emergency Operations Plan (EOP), and the coordination of local and state plans. The branch utilizes an all-hazards approach that encompasses natural disasters and human-caused disasters, ranging from hazardous materials accidents, to deliberate acts of terrorism.

Some activities that they are commonly involved with include:

- Updating and coordinating the State EOP
- Working with federal and local organizations on the following Citizen Corps programs:
  - Community Emergency Response Teams (CERT)
  - Neighborhood Watch Program (NWP – USA on Watch)
  - Volunteers in Police Service (VIPS)
  - Medical Reserve Corps (MRC)
  - Fire Corps (FC)
- Conducting reviews of the 88-county emergency preparedness plans on a four-year cycle with a focus on providing guidance for improving county-to-county and county-to-state interface.
- Facilitating After-Action-Reviews of drills and exercises.
- Development and delivery of an annual training program and conduct of central and outreach courses. Training includes; curriculum design and revision; coordination of instructors; management of training records data; and special presentations.
- Readiness “exercises” include evaluation of local exercises, and design, conduct, and evaluation of state-level hazardous materials, nuclear power, and natural hazard (flood, winter storm), and technological (e.g., WMD) exercises.

- **Logistics** includes the coordinating and facilitating Ohio's participation in the following interstate and intrastate mutual aid agreements:
  - The Emergency Management Assistance Compact (EMAC)
  - The Intrastate Mutual Aid Compact (IMAC)
  
- **The Radiological Branch to include Radiological Instrumentation, Maintenance and Calibration (RIM&C) Section**, in concert with the Emergency Preparedness Zone (EPZ) counties is responsible for emergency preparedness within 50 miles of the nuclear power plants that affect Ohio citizens: Davis-Besse Nuclear Power Station, Perry Nuclear Power Plant, Beaver Valley Power Station, and FERMI. Emergency preparedness includes; planning, training, and exercising as well as ensuring responders have properly maintained equipment; conduct exercises of each plant on a biennial basis with federal evaluation; repair, calibrate and exchange approximately 38,000 radiological response instruments and dosimeters used by emergency services personnel in state agencies, Ohio counties, and other states, as contracted. The RI/M&C section also conducts training on radiological instrumentation and performs field monitoring during nuclear power plant exercises.
  
- **The Public Affairs Office**, who works directly for the Executive Director, is responsible for all official administration interactions with the news media, to include coordination of information relating to general emergency management news or topics requiring an institutional response.

## **Operations**

The administrative officer of operations directly oversees the efforts of Regional Operations, the State Emergency Operations Center and Ohio EMA's 24/7 Watch Office.

- **Regional Operations Branch** provides liaisons between the state and 88 local emergency management agencies during local and state level emergencies as well as serving as informational conduits on a day-to-day basis. The branch consists of five regional offices, geographically established in northwest (Findlay), northeast (Parma), southwest (West Chester), southeast (Jackson) and central (Columbus/EMA HQ) Ohio. A supervisor and emergency management specialist staff each regional office. The regional staff have a primary responsibility for assisting with county EOC/response readiness and the development and facilitation of the annual, SERC required Local Emergency Planning Committee exercises. The branch provides a support role to counties in other program areas of Ohio EMA.
  
- **The State Emergency Operations Center (State EOC)** is Ohio's central point of local incident support and coordination among state and federal agencies. The State EOC has a two-person staff that is responsible for the consistent and efficient function of the EOC. This includes developing and training operational software to state and local partners, training key support positions within the EOC structure and maintaining a comprehensive set of doctrine to include policies, operating procedures and assignment details for roles in the EOC.

- Ohio EMA's **24/7 Watch Office** is responsible for the maintaining and all-hazards level of awareness that allow for the proper posturing and activation of the State Emergency Operations Center (State EOC). It maintains contact information for federal, state, NGO and local partners and provides a real-time common operating picture for all local, state and federal partners. The Watch Office is a 24/7 answer point and for county emergency managers in response to incidents and has the ability to coordinate prescribed levels of resource support as needed. Watch is responsible for providing the Ohio EMA Executive Director and leadership with accurate, actionable information that allows for effective decision making in support of local incidents. Ohio EMA can be contacted any time by phone (614)-799-6500, by email at [emawatch@dps.ohio.gov](mailto:emawatch@dps.ohio.gov) or by hailing on available MARCS radio talk-groups.

### **Administration**

The administrative officer of administration directly oversees the efforts of Disaster Recovery, Mitigation and Preparedness Grants.

- The **Mitigation Branch** implements procedures to reduce the damages and resulting costs of damage caused by disasters, and minimize the impact on citizens, businesses, and properties. The Mitigation Branch maintains the state and local Mitigation Program, as well as the State Mitigation Plan. Its staff also ensures the implementation of the Hazard Mitigation Grant Program, the Flood Mitigation Assistance Program, and the Pre-Disaster Mitigation Program.
- The **Disaster Recovery Branch** coordinates and implements *specific* state and federal disaster assistance programs to aid state agencies, local governments and individuals in recovering from emergencies or disasters. The branch coordinates local government requests for *supplemental financial* assistance from the state following *applicable* local, state, or federally declared disasters. This branch also conducts damage assessment, *debris management* and disaster recovery assistance training for state, county and local government, *certain private-non-profits* and volunteer organizations.
- The **Preparedness Grants Branch** is responsible for administering all the anti-terrorism grants from FEMA and the Homeland Security programs. The Preparedness Grants Branch coordinates the grant program and monitors all spending/purchasing under the Homeland Security grants through the state database.

Additionally, Ohio EMA is supported by in-house program areas to include:

- **The Fiscal Branch** assists the other Ohio EMA branches and partners in meeting their goals by providing payments in all matters related to funding. The services include purchasing, payment, grant management, revenue and budgeting. Specifically, for grant management, the Fiscal Branch has responsibility for ensuring proper and complete use of available federal grants. Duties include: budgeting, grant applications, quarterly report creation, coordination with grant program administrators, review of county requests for reimbursement, and oversight of grant distributions and revenue draw-downs.
- **The Communications Branch** assists counties with the development of a communications and warning system in Ohio. They assist with local communications plan development. This branch develops and coordinates state warning and communications plans, and links communications and warning systems among the state EOC, county EOCs, other state agencies, state field units, and state field command centers. It also purchases, installs, and maintains the State of Ohio Rain/Snow Monitoring System (STORMS), gauges that provide real time data to the National Weather Service, local governments, and state EOC for flash flood warnings.

## Timeline of Requirements

Date	Functional Area
October 1, 2017	EMPG Performance period October 1, 2017 through June 30, 2019
October 1, 2018	LEPC SFY18 Compliance report Due
October 17, 2018	LEPC Plan Updates or no change letter w/resolution and checklist due to Ohio EMA (Regional Staff)
November 20, 2018	EMPG application Due to Ohio EMA
January 30, 2019	FY 2018 EMPG Quarterly Work Plan Updates and Reimbursement Requests Due
January 30, 2019	SHSP and HMEP Qtrly Reports Due 30th each Qtr. And cash reimbursement due
January 31, 2019	Annual Inventory Asset Sheet Due all grants back to 2010
January 31, 2019	BSIR reporting due - Actual deadline will be announced (est. end of January 2017)
February 1, 2019	LEPC Grant Application Due to Ohio EPA "Post Marked"
February 1, 2019	County EOP survey open
March 31, 2019	End of 2016 SHSP
April 10, 2019	SERC / Executive / Admin & Funding /Ops & Issues / Training & Education meeting day
April 15, 2019	Quarterly Reports Due for Pre Disaster Mitigation and HMAP grants
April 30, 2019	FY 2018 EMPG Quarterly Work Plan Updates and Reimbursement Requests Due
April 30 - May 1, 2019	Spring Directors' Conference Crowne Plaza, 600 Metro Place North, Dublin, OH 43017
Oct. -Jan. 2019	HMA grant application cycle opens. Application due TBD
May 30, 2019	LEPC "First Time Filer" Report Due to Ohio EPA
June 12, 2019	SERC / Executive / Admin & Funding /Ops & Issues / Training & Education meeting day
June 30, 2019	End of FY 2018 EMPG Performance Period. Quarterly Work Plan Updates and Reimbursement Requests Due.
June 30, 2019	End of exercise year(SFY 2019): LEPC must have exercise completed by this date
July 1, 2019	Starts year three (3) of the LEPC 4 yr exercise cycle - (July 1, 2017 through June 30, 2021)
July 1, 2019	LEPC SFY 19 Fiscal Report due to Ohio EPA
July 15, 2019	Quarterly Reports Due for Pre Disaster Mitigation and HMAP grants
July 30, 2019	SHSP and HMEP Qtrly Reports Due 30th each Qtr. And cash reimbursement due
July 31, 2019	LEPC SFY 19 Last day to submit Fiscal Report to Ohio EPA

August 14, 2019	SERC / Executive / Admin & Funding /Ops & Issues / Training & Education meeting day
September 30, 2019	HMEP End of a Performance Period Year One
October (TBD), 2019	Fall Directors Conference / SERC Fall meeting Location TBD
October 1, 2019	LEPC SFY 19 Compliance Report due to Ohio EPA
October 9, 2019	SERC / Executive / Admin & Funding /Ops & Issues / Training & Education meeting day
October 15, 2019	Quarterly Reports Due for Pre Disaster Mitigation and HMAP grants
October 17, 2019	LEPC Plan Updates or no change letter w/resolution and checklist due to Ohio EMA (Regional Staff)
October 30, 2019	SHSP and HMEP Qtrly Reports Due 30th each Qtr. And cash reimbursement due
December 11, 2019	SERC / Executive / Admin & Funding /Ops & Issues / Training & Education meeting day

### Records Retention

(NOTE: THIS IS AN EXAMPLE AND SHOULD SERVE ONLY AS GUIDANCE)

Schedule Number	Record Title and Description	Retention Period	Media Type
07-01	<b>Declared Disasters in the County</b> Damage Assessments forms Official correspondence within the county, state and federal governments and Declarations	Permanent	Paper/Microfilm
07-02	<b>Disaster Plan</b> For county includes Resource Manual, Emergency Operations Plan, Associated Emergency Plans (Mitigation Plan, Debris Management Plan, Fair Plan) and the Emergency Operations Standard Operating Procedures	Until updated or superseded	Paper
07-03	<b>Invoices from Townships</b> Department share of the apportionment	5 years	Paper/CD
07-04	<b>Local Emergency Planning Committee (LEPC) Grants</b> Notice of award and financial reports	After audited by SERC and/or Auditor of State	Paper
07-05	<b>LEPC Facility Files</b> Facility Identification form, Emergency and Hazardous Chemical Inventory Form and maps	7 years (per the Ohio EPA)	Paper/CD
07-06	<b>LEPC Compliance, Enforcement and Spill Reports</b>	Permanent	Paper



07-07	<b>Homeland Security Grants</b> Notice of award, budget worksheets, requests for cash, purchase orders, invoices, vouchers pay-ins and audits	3 years from the date of submission of the final expenditure report (date the State closes the grant) In cases where litigation, a claim or an audit is initiated. Prior to expiration of the 3 yr Period, records must be retained until completion of the action and resolution of the issues, or the end of the 3-year period, whichever is later.	Paper/CD/Microfilm
07-08	<b>Secure Homeland Security Records</b> Critical infrastructure data, policies, and secure messages	10 years	Paper/CD/Microfilm

## **APPENDIX A**

The [County Name] County Emergency Management is hereby authorized to coordinate emergency management activities within [County Name] County:

1. As provided in Section 5502.26 of the Ohio Revised Code, the chief executive officer of each political subdivision entering into this Agreement shall appoint a representative to the Countywide Advisory Group. The Countywide Advisory Group shall appoint a Countywide Executive Committee and shall advise the Countywide Executive Committee on matters pertaining to countywide emergency management. The EMA shall implement emergency management in XXXXX County through the Countywide Executive Committee in accordance with Section 5502.26 of the Revised Code and this Agreement.
  
2. Pursuant to previous Countywide EMA Agreement of 2002, the Countywide Advisory Group established membership to the Executive Committee. The Executive Committee shall consist of ten (10) members and shall be appointed as follows:
  - (1) One County Commissioner as selected by the Board of County Commissioners;
  - (2) One representative from the City of [City Name] and the City of [City Name];
  - (1) One member representing all of the villages. The Village representative shall be selected by a majority vote of the mayors or village councils;
  - (3) Three township trustees appointed by a majority vote of the [County Name] County Township Trustees Association from among the townships participating in this Agreement;

- (1) One Sheriff's Office Representative;
  - (1) One Fire Chief selected by a majority vote of the Fire Chief's Association of [County Name] County; and
  - (1) One Non-Voting Emergency Management Personnel.
3. The Executive Committee shall appoint a director/coordinator of Emergency Management. The director/coordinator shall be responsible for coordinating, organizing, administering, and operating the EMA pursuant to the duties imposed upon him/her by Sections 5502.21-5502.51 of the Ohio Revised Code, the agency's program, and subject to the direction and control of the Executive Committee. The director/coordinator shall serve at the pleasure of the Executive Committee. The director/coordinator shall pursue a professional development training program in accordance with rules adopted under section 5502.25 of the Revised Code. The director/coordinator of the EMA may be an official or employee of any political subdivision entering into the countywide agreement, except that the director/coordinator shall not be the chief executive of any such political subdivision. The director/coordinator of the EMA shall serve only in the function as appointed by the Executive Committee.
  4. The EMA shall establish a program for emergency management that: (1) Is in accordance with sections 5502.21 to 5502.51 of the Revised Code, rules adopted under those sections, local ordinances pertaining to emergency management, the "Robert T. Stafford Disaster Relief and Emergency Assistance Act," 88 Stat. 143, 42 U.S.C. 5121, et. seq., as amended, and all applicable rules and regulations adopted under that act; (2) Includes, without limitation, development of an all-hazards emergency operations plan that has been coordinated with all agencies, boards, and divisions having emergency management functions within the county; (3) Includes the preparation and conduct of an annual exercise of the county's all-hazards emergency operations plan; and (4) is applicable to all political subdivisions entering into the countywide agreement.
  5. The EMA shall be considered a separate county board and shall receive services in the same manner as other county agencies. All employees of EMA shall be employees of [County Name] County under the appointing authority of the Executive Committee.
  6. Each participating subdivision's share of the expenses of coordinating the emergency management activities within [County Name] County shall be paid into a separate distinct fund known as the "[County Name] County EMA Fund" by the participating political subdivisions and shall be apportioned on the following basis:
    - a. Each municipality, township, and village shall contribute funds annually at a rate of forty cents (\$0.40) per capita based upon the [County Name]

County Regional Planning Committee annual census estimates for the preceding year.

- b. The Board of County Commissioners shall contribute office space, utilities and twenty cents (\$0.20) per capita based upon the [County Name] County Regional Planning Committee annual census estimates from the preceding year.
7. Each Party agrees to pay into the [County Name] County EMA Fund, promptly upon invoice, the amount assessed against it for its allocated share of the budget needed for the operation of countywide emergency management, and for any services performed pursuant to this Agreement.
8. The director/coordinator of the EMA shall prepare a budget with the approval of the Executive Committee. The budget shall be appropriated by the [County Name] County Board of Commissioners. Funds shall be expended only with the approval of the Executive Committee under such resolutions, rules and regulations as it may provide regarding said budget. The resolutions, rules, and regulations shall be shared with the [County Name] County Auditor's Office.
9. Grants maintained by the [County Name] County EMA shall be applied, accepted, and expended only under the authority of the eligible applicant outlined in the applicable grant guidance/document.
10. The Parties to this Agreement agree to render mutual aid to the EMA and to each participating political subdivision through the interchange of personnel, equipment, and supplies as necessary to alleviate the effects of emergency situations.
11. This Agreement shall take effect when a majority of the municipal corporations and political subdivisions of [County Name] County have executed this Agreement. Any Party to this Agreement may terminate its participation in this Agreement upon not less than ninety (90)-days written notice to the countywide Executive Committee. Any outstanding financial obligations must be forwarded to EMA. Non-payment could result in collection of the funds through the [County Name] County Auditor by reducing that subdivisions annual settlement. This Agreement shall continue in full force and effect unless a majority of the municipal corporations and political subdivisions within [County Name] County cease to be Parties to this Agreement. Upon the occurrence of any of the above-mentioned conditions, and after the payment of the obligations set forth in Section 6, this Agreement shall terminate. Each Party is aware that withdrawing from this countywide agreement will obligate it to form and fund its own emergency management agency in compliance with Section 5502.271 of the Ohio Revised Code. The Parties enter into this Agreement for a continuing term, conditioned upon the annual authorization, reaffirmation, approval, and payment of each Party's proportionate share

## **APPENDIX B**

### **BY-LAWS**

#### **EMERGENCY MANAGEMENT FOR [County Name] COUNTY**

**20XX**

#### **MISSION STATEMENT**

Emergency Management for [County Name] County coordinates countywide emergency and disaster planning, education, warning, response and recovery to minimize the adverse impact on residents and property.

#### **EXECUTIVE COMMITTEE**

The Board of County Commissioners of [County Name] County and the Chief Executives of a majority of the political subdivisions of [County Name] County have entered into a written agreement establishing a countywide Emergency Management Agency to be known as the [County Name] County Emergency Management Agency (EMA) as set forth in chapter 5502.26 of the Ohio Revised Code.

The coordination of emergency management activities within [County Name] County, including measures and actions designated or undertaken to minimize the effects upon the population caused or which could be caused by natural, technological or man-made incidents, emergency, disasters, or enemy attack, is paramount to all of the local governments of the county.

The EMA being hereby established shall perform the service of coordinating the emergency management activities of [County Name] County and political subdivisions, which have entered into a countywide agreement.

#### **MEMBERSHIP**

As provided in the [County Name] countywide agreement and section 5502.26 of the Ohio Revised Code, the Chief Executive of each political subdivision, which enters into the agreement, shall select a representative to serve on a countywide advisory group for the purpose of appointing an Executive Committee.

The Executive Committee shall consist of ten (10) members and alternates if desired by the primary representative:

- One (1) County Commissioners;
- Two (2) One representative from the City of [City Name] and the City of [City Name];
- One (1) Member representing all of the villages;
- Three (3) Township Trustees;

- One (1) Sheriff's Office representative
- One (1) Firefighter
- One (1) Emergency Management personnel (non-voting)

**VOTING RIGHTS**

Each principal member or alternate as set forth above (except the emergency management personnel), whom is in attendance at any official meeting shall have one vote on any issue requiring a vote at the meeting.

A quorum (5 voting members) must be present before the meeting can be called to order.

**ELECTED OFFICERS**

- Section 1. **Elections:** The Executive Committee shall elect a chair and vice-chair at the first meeting of each calendar year.
- Section 2. **Qualifications:** Any member of the Executive Committee (exception of Emergency Management personnel or County Commissioner), including designated alternates, may be chair or vice-chair.
- Section 3. **Term of Office:** The term of office for the chair and vice-chair shall be one (1) year based on the calendar year.
- Section 4. **Vacancies:** If a vacancy occurs in the office of chair, the vice-chair shall assume the office of the chair until the next regular election. If a vacancy occurs in the office of vice-chair, the Executive Committee shall elect a vice-chairperson to serve the remainder of the term. If both the chair and vice-chair are absent or temporarily unable to perform their duties, the Executive Committee shall elect a "chair pro tempore".

**DUTIES OF ELECTED OFFICERS**

- Section 1. **Chair:** The chairperson shall preside at all meetings of the Executive Committee and shall perform all duties commonly associated with that office. The chair shall be an ex-officio member of all community subcommittees.
- Section 2. **Vice-chair:** In the absence of the chair, the vice-chair shall perform all the duties of the chair.

**REMOVAL OF ELECTED OFFICERS**

An elected officer may be removed from office by a two-thirds (2/3) affirmative vote of all voting members of the Executive Committee. When such action is anticipated, the committee members shall be notified in writing at least ten calendar days prior to the meeting where such

action is planned. Before such proceedings become final, the challenged officer shall be entitled to the legal rights and privileges available to citizens of the United States.

## **SUB-COMMITTEES**

Section 1.           **Ad Hoc Committees:** The Executive Committee may appoint ad hoc committees for limited assignments. The assigned task of the committee and the length of time required to complete the task shall be stated at the time the committee is created. Members and chair will be appointed by the Executive Committee.

Section 2.           **Committee Meeting:** All meetings shall be public except where Section 121.22 (Sunshine Law) of the Ohio Revised Code permits. Committee meetings will be called by the committee chair and must have a majority of the appointed members present to conduct business.

## **MEETINGS**

In accordance with the Sunshine Law, all meetings, regular, other and emergency, shall be open to the public. Notice to the public shall be completed by placing meeting notices in written format to the [County Name] County point of contact that performs this function. The chair and/or agency director may call an executive session as set forth in section 121.22 of the Ohio Revised Code.

Section 1.           **Regular Meetings:** The Executive Committee shall set the dates, time, and one (1) location of all regular meetings annually.

Section 2.           **Other Meetings:** The chair of the Executive Committee may call a meeting with at least three (3) working days prior notice.

Section 3.           **Emergency Meetings:** (For issues demanding immediate attention) The Chair of the Executive Committee and/or the director of the agency may call an emergency meeting of the Executive Committee at anytime, without prior notice.

## **RULES OF ORDER**

All deliberations of the Executive Committee shall be governed by the Constitution of the United States, the Constitution of the State of Ohio, the Ohio Revised Code, duly enacted resolutions of the Executive Committee, and in those areas of parliamentary procedure not specifically set forth by the foregoing documents, by the latest edition of Roberts' Rules of Order.

**FISCAL YEAR**

The fiscal year of the EMA shall be the calendar year.

**DIRECTOR**

- Section 1. **Appointment:** The Executive Committee shall appoint the director of the emergency management agency.
- Section 2. **Duties:** The director shall be responsible for coordinating, organizing, administering, and operating the EMA pursuant to the duties imposed by the county-wide agreement, Chapter 5502.26 of the Ohio Revised Code, and by the Executive Committee.
- Section 3. **Dismissal:** The director shall serve at the pleasure of the Executive Committee and may be removed by a majority vote of all voting members of the Executive Committee.

**AMENDMENTS**

The by-laws may be amended by a two-thirds (2/3) affirmative vote of all voting members of the Executive Committee. When such action is anticipated, notice of the proposed action and a copy of the amendment(s) being considered shall have been circulated to all members at least ten (10) days in advance of the said meeting.

**EFFECTIVE DATE**

These by-laws shall take effect upon approval by the Executive Committee.

NOW THEREFORE: The Executive Committee of the [County Name] County EMA adopts these by-laws upon the motion by: \_\_\_\_\_; seconded by: \_\_\_\_\_; at its meeting of XXXX XX, 20XX.

## **APPENDIX C**

### **A RESOLUTION AUTHORIZING THE FORMATION OF THE [County Name] COUNTY EMERGENCY MANAGEMENT AGENCY**

WHEREAS, there is an existing and increasing possibility of the occurrence of a natural or manmade disaster or destruction resulting from enemy attack, sabotage, or other hostile action, and it is necessary to insure that preparation of this County will be adequate to deal with such disasters and generally to provide for the common defense, and to protect the public peace, health, safety and general welfare, and to preserve the lives and property of the people of the county; and

WHEREAS, the present state of technology has created civil defense problems substantially beyond the scope of any local emergency management agency within the county in that the effects of enemy action against civilian population would create county problems rather than community problems; and

WHEREAS, the coordination of emergency management activities with the area of [County Name] County is of paramount importance to all of the local emergency management organizations wherein: and

WHEREAS, the County of [County Name] desires to effect such necessary resolution, in the manner provided by law, Ohio Revised Code, Section 5502.271; and

WHEREAS, in accordance with regulations, issued by the Governor of the State of Ohio, and Ohio Revised Code, Section 5502.271, a legal basis exists for the establishment of a county emergency management agency, with the power to coordinate and unify the emergency management activities of the county thereof; and

WHEREAS, it is further declared to be the purpose of this Resolution and the policy of the County of [County Name] that all emergency management functions of the county be coordinated to the maximum extent with comparable functions of the State of Ohio and of the Federal government, including their various departments and agencies, and other states and localities, and of private agencies of every type, to the end that the most effective preparation and use can be made of the county's manpower, resources and facilities for dealing with any disaster or emergency that may occur; and

WHEREAS, it is hereby found and declared to be necessary to create an organization to be known as the [County Name] County Emergency Management Agency; to confer upon the Board of County Commissioners and the Director of the Emergency Management Agency certain emergency powers provided herein; and to provide for the rendering of cooperation and mutual aid, if necessary, to surrounding and contiguous political subdivisions of the state of Ohio and adjoining states.



NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, [County Name] COUNTY, OHIO:

SECTION 1. That an organization to be known as the [County Name] County Emergency Management Agency be formed to perform the services of coordinating the emergency management activities of the County of [County Name].

SECTION 2. The [County Name] County Emergency Management Agency, hereby authorized to render the services of coordinating the emergency management activities of the county, consistent with State statutes and such regulation as have been or shall be promulgated by the Governor of the State, the provisions of this Resolution as hereinafter set forth, and the power of the Board of County Commissioners to authorize, in coordinating such emergency management activities within [County Name] County.

SECTION 3. The Board of County Commissioners shall employ, by suitable contract, or appoint, if a volunteer, a Director whose duties shall be such as are prescribed by Ohio Revised Code, Section 5502.21 - Section 5502.51, and further prescribed herein and who shall hold office in accordance with the provisions of said contract, or if a volunteer, during the pleasure of the Board of County Commissioners. The Director may, with the prior consent of the County Commissioners, employ such technical, clerical, stenographic, and other personnel as deemed necessary and fix their compensation when they are to be compensated. The salary of the Director and the salaries of other paid personnel shall be paid from the “[County Name] County Emergency Management Fund.” The Director shall have such additional authority, duties and responsibilities as are authorized by this agreement or as may from time to time be established by the Board of County Commissioners.

SECTION 4. The Director shall prepare a budget for each year, under such rules and regulation as may be prescribed. Such rules and regulations shall include provisions for a hearing from the Board of County Commissioners, and for adjustments to be made to such budget. The funds provided for in said budget and all other funds received from whatever source, or by whatever means, for emergency management by the [County Name] County Emergency Management Agency shall be paid to the Treasurer of [County Name] County into a special fund and shall be known as the “Emergency Management Fund.”

SECTION 5. The Board of County Commissioners shall have general direction of the [County Name] County Emergency Management Agency and shall be responsible for the carrying out of the provision of this resolution through the Emergency Management Director. In performing duties pursuant to this agreement, the Board of County Commissioners is authorized to cooperate with other political subdivisions, with the State of Ohio, with other states, and the Federal government through appropriate channels, and with private agencies in all matters pertaining to emergency management activities of the County, State, and Nation.

SECTION 6. The Director shall have the power, with consent of the Board of County Commissioners, during time of disaster or emergency, to enter into contracts and incur obligations necessary to alleviate and minimize the effects of such disaster or emergency, protect the lives and safety of persons and property and to provide emergency assistance to the victims of such disaster.

SECTION 7. This resolution maybe amended or altered at any time by the Board of County Commissioners.

For the reasons stated in the preamble hereto, which is hereby made a part hereof, this resolution is hereby declared to be in force from and after its passage by the Commissioner of [County Name] County.

**APPENDIX D**

**CONTRACT TO FURNISH EMERGENCY MANAGEMENT  
(Sections 5502.271 and 307.15 of the Ohio Revised Code)**

WHEREAS: Section 5502.271 of the Ohio Revised Code requires that any political subdivision that is not a part of a county-wide agreement established under Section 5502.26 (ORC), then, each political subdivision shall have an Emergency Management Agency, which section also requires the Chief Executive Officer of each political subdivision to appoint a Director of Emergency Management who shall develop an emergency operations plan and pursue a professional development training program, and;

WHEREAS: The [County Name] County Commissioners by virtue of Resolution (Commissioners' Journal \_\_\_\_\_, page \_\_\_\_\_) have established an Emergency Management Agency.

WHEREAS: The [County Name] County Emergency Management Agency has and will continue to fulfill the requirements of State and Federal laws and any such rules and regulations pertaining thereto regarding emergency management.

NOW BE IT RESOLVED THAT: The City (or Village) of City/Village Name does hereby desire to contract with the [County Name] County Commissioners, by virtue of Section 307.15 of the Ohio Revised Code, to obtain and receive the services of the [County Name] County Emergency Management Agency in performing all of the duties and requirements of Section 5502.271 (ORC), to wit: The County Name County Emergency Management Agency will develop an emergency operations plan which will encompass all political subdivisions of [County Name] County; shall pursue a professional development training program; and coordinate the emergency management activities of all the political subdivisions that execute this contract.

It is the desire of the Board of County Commissioners of [County Name] County to furnish the aforementioned services without cost to the City (or [Village of City]/[Village Name]), and do hereunto affix our signatures.

Date \_\_\_\_\_

Commissioners

\_\_\_\_\_  
County Commissioner

\_\_\_\_\_  
President, [County Name] County

\_\_\_\_\_  
County Commissioner

It is the desire of the City (or Village) of [City/Village Name] to enter into this contract and do so by resolution (or ordinance) # \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

RECORD OF RESOLUTION

Resolution No. \_\_\_\_\_

A RESOLUTION TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT FOR PARTICIPATION WITH [County Name] COUNTY IN THE [County Name] COUNTY EMERGENCY MANAGEMENT ORGANIZATION.

Whereas, it is deemed desirable for the City (or Village) of [City/Village Name] to participate with the County of [County Name], Ohio, in a county-wide emergency management program, and

Whereas, the County, by its commissioners have passed a resolution authorizing the formation of such a program,

Now therefore, be resolved by the Council of the City (or Village) of [City/Village Name], two-thirds of its members elected thereto concurring:

Section 1. That the Mayor of the City (or Village) of [City/Village Name] be and he is hereby authorized to enter into such contracts and agreements with the Commissioners of [County Name], and any of its political sub-divisions as are necessary to create a county-wide emergency management program and to cooperate and render mutual aid to the County of [County Name] and its political sub-divisions, and with the State of Ohio through its responsible officers.

Section 2. That this resolution shall take effect and be in force from and after the earliest period allowed by law.

Passed: \_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Clerk

Approved: \_\_\_\_\_  
Mayor



## **APPENDIX E**

**Memorandum of Understanding  
Between  
XXXX County Emergency Management Agency  
And  
YYYY Towing  
For  
Storage and Emergency Acquisition of Fuel Trailer**

This Memorandum of Understanding (MOU) establishes a partnership between XXXX County Emergency Management Agency (EMA) and YYYY Towing and Recovery, LTD (YY). Together these parties enter into this Memorandum of Understanding to mutually promote health and safety of XXXX County's first responder community in times of an emergency or disaster. Accordingly, XXXX County Emergency Management Agency and YYYY Towing, operating under this MOU agrees as follows:

### **1. Purpose and Scope**

XXXX County EMA and YY intend to assist XXXX County's community of first responders by storing and providing emergency access to XXXX County's Fuel Trailer as requested by the XXXX County Director of Emergency Management or XXXX County officials acting on behalf of the EMA Director (designee).

Each organization of this MOU is responsible for its own expenses related to this MOU. There will not be an exchange of funds between the parties for tasks associated with this MOU.

### **2. Responsibilities**

- A. Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

Name, Director  
XXXX County Emergency Management Agency  
Street  
City, Ohio Zip

Name, Owner  
YYYY Towing and Recovery, LTD  
Street  
City, Ohio Zip

- B. The organizations agree to the following tasks for this MOU:

1. XXXX County EMA retains ownership of the Fuel Trailer and its contents for use of first responders during large scale emergencies, events or disasters.
  - EMA will track asset annually through County procedures and reserves the right to periodically validate current inventory by sight upon request.
  - EMA will continue to provide insurance on the Fuel Trailer and contents.
  - If accidentally lost or stolen, YY shall contact the XXXX County EMA and Sheriff's office immediately.
  - If any equipment is intentionally damaged or destroyed, YY will contact the XXXX County EMA Director or designee immediately.
    - YY will be responsible for the \$2,500.00 deductible that the County carries insurance on, due to damage or loss caused by negligence of the custodian of the equipment.
    - EMA will be responsible for the deductible on the County carried insurance if damage to equipment was incurred during an incident or emergency use.
  - EMA will provide to YY all applicable documentation, such as insurance card, accident reports, trailer inventory, maintenance checklists, Standard Operating Procedures for hitching and towing trailer, etc.
  - Since XXXX County is the owner of the Fuel Trailer, it must be returned to the EMA for proper disposal or sale.
  
2. YY will house and provide emergency access to the Fuel Trailer and contents on a 24/7 status.
  - YY will conduct regular equipment tests on Fuel Trailer contents to ensure good working order, such as starting the generator and pump.
  - YY is NOT permitted to use the fuel Trailer or contents for any YY operations unless it is in conjunction with an EMA event and use has been authorized by the XXXX County EMA Director or designee. YY will, however be permitted to recycle the fuel as necessary to maintain the fuel trailer in good working condition.
  - YY will be responsible for routine maintenance and repairs. EMA will cover the costs associated to perform the maintenance and repair.
  - YY will be responsible for maintenance and repairs due to neglect or abuse with expectation of payment from EMA.
  
3. YY agrees to be on-call 24/7 to access the Fuel Trailer, provide transportation and operational support of the Fuel Trailer to incident sites.
  - YY will provide EMA any keys or combinations necessary to access the Fuel Trailer at any time. EMA will provide YY with any keys or combination needed to execute this MOU.

- Requests for equipment use can come from either the EMA or individual first response agencies.
  - If a request initiates from a first response agency other than EMA, YY will call EMA Director or designee as soon as feasible for situational awareness.
    - If ever the resource is requested simultaneously, the EMA/EOC will prioritize the asset's location(s).
4. EMA and YY agrees to notify one another of any requested changes to this MOU, the standard operating procedures or any other information effecting this agreement within five (5) business days.

**3. Terms of Understanding**

The terms of the MOU are for an indefinite period from the effective date of this agreement and until either organization terminates this MOU upon thirty (30) days written notice without penalties or liabilities.

**4. Hold Harmless**

Each party agree to be responsible for any personal injury or property damage caused by the negligent acts or negligent omissions by or through itself or it's agents, employees and contracted servants and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent omissions, and nothing in this MOU shall impute or transfer any such responsibility from one to the other.

**5. Authorization**

**YYYY Towing and Recovery, LTD**

**EMERGENCY MANGEMENT AGENCY:**

\_\_\_\_\_

\_\_\_\_\_/s/ Name\_\_\_\_\_

**Name, Owner**

**Name, Director  
XXXX County, Ohio**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**BOARD OF COMMISSIONERS:**

**APPROVED AS TO FORM:**

\_\_\_\_\_

\_\_\_\_\_/s/ Name\_\_\_\_\_

**Name, President of Board  
XXXX County, Ohio**

**Name, Prosecutor  
XXXX County, Ohio**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



## **APPENDIX F**

### **State Laws Associated with Emergency Management**

#### **Emergency Management**

- ORC 5502.21 Emergency management definitions.  
As used in sections 5502.21 to 5502.51 of the Revised Code
- 5502.26 Countywide emergency management agency.
- 5502.261 Appropriation from general fund for agency functions.
- 5502.27 Regional authority for emergency management.
- 5502.271 Program for emergency management.
- OAC 4501:3-6-01 Emergency operations plans and exercises.

#### **Board of Commissioners**

- 307.01 County buildings, offices, equipment.
- 307.05 Ambulance, emergency medical and non-emergency patient transport service organizations
- 307.08 Appropriation of lands.
- 307.15 Contracts with other governmental entities.
- 307.20 Powers over air navigation facilities.
- 307.29 County may lease to municipal corporation.
- 307.37 Adoption of county building code.
- 307.47 Relief for persons injured in automobiles commandeered by police officer.
- 307.63 Establishing countywide public safety communications system.
- 307.71 Adoption of curfew.
- 307.73 Contract for private construction of water and sewer lines.
- 307.77 Giving aid to units of government for water management.
- 307.85 Cooperation with other agencies in operating federal programs.
- 307.86 Competitive bidding required - exceptions.

#### **Prosecuting Attorney Office**

- 309.08 Powers and duties of prosecuting attorney - rewards for information as to drug-related offenses.
- 309.09 Legal adviser - additional legal counsel.

**Sheriff's Office**

311.04 Deputy sheriffs.

311.07 General powers and duties of sheriff.

**County Coroner**

313.06 Duties of coroner and deputies.

Effective Date: 10-01-1953

313.08 Coroner custodian of morgue - duties where decedent not identified.

**County Engineer's Office**

315.08 Duties of county engineer.

315.13 Emergency repairs - county engineer's emergency repair fund.

**County Recorder's Office**

317.08 Records to be kept by county recorder.

317.13 Duties of recorder.

**County Auditor's Office**

319.13 Money to be certified into treasury.

319.14 Account current with county treasurer.

319.16 Issuing and recording warrants.

319.38 Deductions from valuation for injured or destroyed property.

**County Treasurer's Office**

321.07 Content of accounts.

Effective Date: 09-01-1961

321.09 Daily statement to county auditor.

## **Townships**

- 505.08 Emergency contracts.
- 505.37 Fire protection services.
- 505.373 Adoption of fire code.
- 505.374 Fire code violations.
- 505.43 Police protection.
- 505.73 Model or standard building code.
- 505.74 Model or standard building code violations.
- 505.75 Township residential building code.
- 505.82 Emergency resolutions.
- 505.86 Removal, repair or securing of insecure, unsafe buildings or structures.
- 505.87 Abatement, control, or removal of vegetation, garbage, refuse, and other debris.
- 505.89 Curfew - violations.
- 509.01 Designation of police constables.
- 509.05 Powers and duties of police constables.

## **Municipal**

- 715.03 Powers by ordinance or resolution
- 715.05 Police and fire departments.
- 715.26 Regulating erection, inspection, and numbering of buildings.
- 715.261 Recovering total cost of correcting hazardous condition of building or abating nuisance.
- 715.37 Contagious diseases.
- 715.44 Power to abate nuisance and prevent injury.
- 715.49 Preservation of peace and protection of property - noise ordinance.
- 717.01 Powers of municipal corporations.
- 723.011 Control of sidewalks, curbs, and gutters.
- 723.54 Inspection of bridges.
- 731.01 Members of legislative authority.
- 731.05 Powers of legislative authority.
- 731.47 General powers.
- 733.03 General powers of mayor in cities - merger of certain departments.
- 733.24 Mayor of village - election - term - qualifications - powers - duties.
- 735.051 Emergency conditions obviate formal bidding and advertising for contracts.

735.273 Village administrator powers and duties.  
735.31 Street commissioner - appointment - qualifications.  
735.32 General duties.  
737.01 Director of public safety.  
737.02 General duties - records - contracts.  
737.03 Management of certain institutions - contracts and expenditures.  
737.05 Composition and control of police department.  
737.06 Chief of police.  
737.08 Composition and control of city fire department.  
737.09 Chief of fire department.  
737.10 Additional patrolmen and firemen in emergency situation.  
737.11 General duties of police and fire departments.  
737.18 General powers of village police officers.  
737.19 Powers and duties of village marshal.  
737.37 Power of legislative authority to regulate.

### **City Manager Plan**

705.55 Powers exercised by council.  
705.77 Executive power.  
705.82 Director of public service - duties.  
705.83 Director of public safety - duties.

### **General**

9.15 Burial or cremation of body at expense of township or municipal corporation.  
9.23 Disbursements by government entities definitions.  
As used in sections 9.23 to 9.239 of the Revised Code:  
9.231 Disbursements over \$25,000 - contract required - exceptions.

### **Fire**

*See also township, municipality*

### **Law**

*See also Sheriff, township, and municipality*

**AG OPINIONS CAN BE FOUND IN THE “LEGAL” FILE ON THE HOME PAGE ON THE EMAO WEBSITE AT: <http://www.emaohio.org/>**