

RESOLUTION NO.: 75 -2020  
INTRODUCED BY: Mayor Roche and All of Council

A RESOLUTION ADOPTING THE CITY OF RICHMOND HEIGHTS  
EMERGENCY OPERATIONS PLAN.

WHEREAS, Ohio Revised Code ("O.R.C.") Section 5502.271 specifies that each political subdivisions shall establish a program for emergency management if the political subdivision has not entered into a written agreement establishing either a countywide emergency management agency under O.R.C. Section 5502.25 or a regional authority for emergency management under O.R.C. Section 5502.27;

WHEREAS, the County, by its Resolution No. 090868, as amended, approved and adopted the Cuyahoga County Emergency Operations Plan (EOP) and which this City adopted pursuant to Resolution No. 41-2011;

WHEREAS, the City have determined that in the interest of the public health, safety, and welfare, the City should develop its own Emergency Operations Plan and has done so for this Council's review and official adoption;

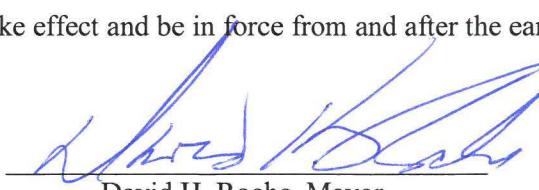
NOW, THEREFORE, Be It Resolved by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The City of Richmond Heights, Ohio, does hereby adopt the "City of Richmond Heights Emergency Operations Plan", dated August 1, 2020, which Plan is on file at the Office of the Mayor.

Section 2: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3: This Resolution shall take effect and be in force from and after the earliest period allowed by law.

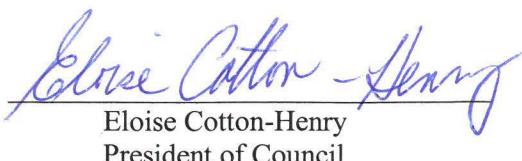
PASSED: August 11, 2020



David H. Roche, Mayor

APPROVED: August 11, 2020

ATTEST: Betsy Traben  
Betsy Traben  
Clerk of Council



Eloise Cotton-Henry  
President of Council

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

### City of Richmond Heights Emergency Operations Plan

1 August 2020

Version 1

#### **EMERGENCY OPERATIONS PLAN**

#### **LETTER OF PROMULGATION**

In the event of a natural or man-made disaster within the City of Richmond Heights, Ohio, City government must be prepared to implement plans and procedures to protect lives and property.

The purpose of this plan is to provide direction and guidance to City governmental departments and supporting agencies. It constitutes a directive to City departments to prepare for and execute assigned emergency tasks to ensure maximum survivability of the population and to minimize property damage in the event of a disaster. It is applicable to all elements of the City government and the private sector engaged in, or acting in support of emergency operations.

This plan is effective for planning purposes and for execution when the Mayor or designee makes an emergency declaration to the County

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

## The City of Richmond Heights

# Emergency Operations Plan

## **Record of Changes**

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

### **The City of Richmond Heights**

### **Emergency Operations Plan**

#### **Distribution List**

<b><u>Agency</u></b>	<b># of Copies</b>
Mayor	1
City Council	7
Law Director	1
City Clerk	1
Division of Fire	2
Police Department	2
Service Department	1
Building Department	1
Economic Development	1
Finance Department	1
Recreation Department	1
<b>Total</b>	<b>19</b>

# Emergency Operations Plan

## CITY OF RICHMOND HEIGHTS

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### GLOSSARY

**Anticipated Emergency:** Those conditions, which because of their nature, may require mobilization of emergency forces if conditions increase in severity.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

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

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan (IAP).

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

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

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Cities Readiness Initiative (CRI):** A program, funded by the Centers for Disease control and Prevention, to enhance the ability of cities to rapidly dispense life saving drugs to the entire population. The primary goal of CRI is to minimize loss of lives during a catastrophic public health event by dispensing drugs to 100% of the city's population within a 48 hour timeframe.

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## **CITY OF RICHMOND HEIGHTS**

**Emergency:** A situation arising with or without warning, causing or threatening death, injury or disruption to normal life for numbers of people in excess of those which can be dealt with by the public services operating under normal conditions, and which requires special mobilization and organization of those forces.

**Emergency Alert System (EAS):** A communications system that enables the President, federal, state and local officials to rapidly disseminate emergency information over commercial AM and FM radio bands as well as National Weather Service weather radios. This information is intended to reduce loss of life and property and to promote rapid recovery in the event of a natural disaster, a man-made disaster or an attack on the nation.

**Emergency Functions:** Include warning and communications services, relocation of persons from stricken areas, temporary restoration of utilities, transportation, welfare, engineering, search, rescue, health, law enforcement, fire fighting, and other activities necessary and incidental thereto.

**Emergency Management:** Mitigation, preparedness, response and recovery activities designed to minimize the effects on the population from an attack or peacetime disaster, to deal with the immediate emergency conditions which would be created, and to carry out emergency repairs to essential facilities that have been destroyed or damaged.

**Emergency Operations Center (EOC):** A central facility from which key officials can gather information, make decisions, and direct and coordinate response and recovery efforts. The Emergency Operations Center is located at the Police Department.

**Emergency Operating Forces:** Departments of local government that have the capability to respond to emergencies 24 hours a day. They include law enforcement, fire/rescue, and public works.

**Emergency Operations Plan (EOP):** Multi-hazard, functional plan that treats emergency management activities generally, with the unique aspects of individual disasters contained in hazard-specific annexes. It describes the emergency organization and the means of coordination with other entities. It assigns functional responsibilities and details tasks to be carried out as accurately as permitted by the situation.

**Emergency Procurement:** The need for the immediate purchase of materials, services or construction that cannot be met through normal procurement methods, the lack of which seriously threatens public health or safety, the preservation of property or the functioning of government.

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**Emergency Response Organization:** The functional organization of municipal employees and volunteers with the common theme of protecting life and property. This organization consists of individuals; both elected and appointed, and include the Emergency Services Coordinator, Emergency Services Staff and Emergency Support Services.

**Emergency Coordinator:** Currently is the Chief of Fire and is charged with the day to-day responsibility for emergency management programs and activities. The role of the Emergency Services Coordinator is to coordinate all aspects of a jurisdiction's mitigation, preparedness, and response and recovery capabilities. This individual's task is to use a variety of resources, techniques, and skills to reduce the probability and impact of extreme events--and, should a disaster occur, to bring about a quick restoration of the routine.

**Extremely Hazardous Substance:** Any of over 300 highly toxic chemicals on a list compiled by the Environmental Protection Agency, as defined in 40 Code of Federal Regulations (CFR), Part 355, Paragraph 355.20.

**Federal Emergency Management Agency (FEMA):** The central point of contact within the federal government for a wide range of emergency management activities, both in peacetime and wartime. Its roles include coordinating government activities, providing planning assistance, advising various agencies and delivering training.

**Flood Retarding Structure (FRS):** A dam or similar structure constructed on a river, creek, stream or wash that is normally dry and flows only after significant rainfall. The purpose of the FRS is to detain heavy flows and then release them downstream at a considerably reduced rate to protect downstream structures from flooding.

**Hazardous Materials:** Substances or materials, which because of their chemical, physical, or biological nature pose a potential risk to life, health, or property if they are released. Explosive substances, flammable or combustible substances, poison, and radioactive materials are all classified as hazardous materials.

**Homeland Security Presidential Directive 5 (HSPD 5):** Management of Domestic Incidents, February 28, 2003, is intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. In HSPD-5 the President designates the Secretary of Homeland Security as the Principal Federal Officer (PFO) for domestic incident management and empowers the Secretary to coordinate Federal resources used in response to or recovery from terrorist attacks, major disasters, or other emergencies in specific cases. The directive assigns specific responsibilities to the Attorney General, Secretary of Defense, Secretary of State, and the Assistants to the President for Homeland Security and National Security Affairs, and directs the heads of all Federal departments and

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agencies to provide their “full and prompt cooperation, resources, and support,” as appropriate and consistent with their own responsibilities for protecting national security, to the Secretary of Homeland Security, Attorney General, Secretary of Defense, and Secretary of State in the exercise of leadership responsibilities and missions assigned in HSPD-5. The directive also notes that it does not alter, or impede the ability to carry out, the authorities of Federal departments and agencies to perform their responsibilities under law.

**Homeland Security Presidential Directive 8 (HSPD 8):** National Preparedness, December 17, 2003. This directive establishes policies to strengthen the Glossary xii AUGUST 2007 preparedness of the United States to prevent and respond to threatened or actual domestic terrorist attacks, major disasters, and other emergencies by requiring a national domestic all-hazards preparedness goal, establishing mechanisms for improved delivery of Federal preparedness assistance to State and local governments, and outlines actions to strengthen preparedness capabilities of Federal, State, and local entities.

**Incident Action Plan:** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Commander (IC):** The individual who is responsible for management of the tactical field operations of all involved departments and supporting agencies/organizations at or near the scene of an emergency. The Incident Commander functions from the Command Post and reports directly to the EOC staff.

**Incident Command System (ICS):** A nationally recognized system of managing small to large-scale events through the systematic development of a complete, functional organization. The system uses common terminology; is modular in nature; and has a unified command structure, manageable span of control, consolidated action plans, comprehensive resource management and integrated communications.

**Incident Management System:** The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident. The incident management system is designed for emergency managers to direct and control emergencies ranging in size and complexity from limited to large-scale disasters. The system is flexible and expandable to allow for coordination among various agencies, jurisdictions and levels of government and yet it affixes overall responsibility, maintains effective span of control

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and addresses the functional areas of command, operations, plans, logistics, administration/finance and safety which are common to every incident.

**Incident of National Significance:** Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

**Joint Information Center (JIC):** A facility organized to coordinate all incident related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC. Glossary xiii AUGUST 2007

**Joint Field Office (JFO):** A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the Joint Operations Center, the FEMA Disaster Field Office, and the Joint Information Center within a single Federal facility.

**Joint Operations Center (JOC):** The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident. The JOC becomes a component of the JFO when the National Response Plan is activated.

**Lessons Learned Information Sharing (LLIS.GOV):** LLIS is a national network of lessons learned and best practices for emergency response providers and homeland security officials. Focusing on information sharing, the system seeks to improve preparedness nationwide by allowing local, state, and federal homeland security and response professionals to tap into a wealth of front-line expertise on the most effective planning, training, equipping, and operational practices for preventing, preparing for, responding to, and recovering from acts of terrorism.

**Limited Emergency:** An event which requires response of emergency forces over and above normal working functions, but which is manageable within local capability.

**Local Emergency:** The existence of conditions of disaster or of extreme peril to the safety of persons or property within the territorial limits of the City of Richmond Heights, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the City and which requires the combined efforts of other political entities.

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**Major Disaster:** Any natural catastrophe, or, regardless of cause, any fire, flood, or explosion, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to supplement the efforts of state and local governments and disaster relief organizations in alleviating damage, loss, and hardship.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, and Local governments to work effectively together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. It provides for interoperability and compatibility among Federal, State, and Local capabilities, and includes a core set of concepts, principles, terminology, and technologies covering the Incident Command System; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one unified, all discipline, and all-hazard approach to domestic incident management.

**Persons with Disabilities:** Those individuals who are visually or hearing impaired, physically disabled (e.g. cardiac condition, paralysis, arthritis), developmentally disabled (e.g. cerebral palsy, mental retardation, autism, epilepsy), mentally ill, or frail elderly.

**Principal Federal Officer (PFO):** The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for incidents of National Significance.

**Radioactive Material:** Material which emits radiation (subatomic particles or pure energy) in the process of stabilization.

**Response:** The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

**Standard Operating Guidelines (SOG):** Standard operating is a term used to imply a certain level of discretion in dealing with an emergency. Since emergency situations are unpredictable and flexibility is essential, SOGs reduce a need to identify exceptions.

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**Standard Operating Procedure (SOP):** Generally a checklist or set of instructions, having the force of a directive, which lends itself to a definite or standardized procedure without loss of effectiveness.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons or property in the state which are or are likely to be beyond the control of the services, personnel, equipment, or facilities of any single county, city or town, and which requires the combined efforts of the state and the political subdivision.

**Terrorism:** The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. (FBI definition)

**Terrorism Liaison Officer (TLO) Program:** The TLO program is an informative, trust developing program designed to create a network of law enforcement officers, fire department personnel, and private and public sector personnel with the common goal of collecting and sharing pertinent valuable information for front line personnel. The design is to connect law enforcement with fire agencies, the public and private sector through created secure lines of communications.

**Threshold Planning Quantity:** The minimum amount of an extremely hazardous substance that must be reported under the provisions of Section 302 of Public Law 99-499 (SARA, Title III).

**Unified Command (UC):** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Weapons of Mass Destruction (WMD):** Weapons of Mass Destruction are characterized in five major areas, which include chemical, biological, radiological, nuclear weapons and explosives (CBRNE). WMD is defined as any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of – (A) toxic or poisonous chemicals or their precursors; (B) a disease organism; (C) radiation or radioactivity, (D) nuclear device or weapon or (E) an explosive device.

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### **Weather - Related Definitions Issued by the National Weather Service:**

**WATCH:** Severe weather or flash flood WATCH means that conditions are such that a storm or flood of significant magnitude is likely to occur but its occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead-time so persons within the area alerted can take precautionary steps.

**WARNING:** Announcement that threatening conditions (thunderstorm, high winds, tornado, flooding, dam or levee failure) are occurring or are imminent, and are expected to have a harmful effect and pose a threat to life and/or property to those in the area alerted. Persons within the area must take immediate steps to protect themselves.

**SEVERE WEATHER STATEMENT:** A brief release used to provide specific information on observed severe weather and to convey imminent danger, to cancel all or part of a short-term WARNING, or to extend a WATCH for an hour or two.

**SHORT TERM FORECAST:** Commonly referred to as a NOWcast product, it is used to convey information regarding weather or hydrologic events that are expected to occur within the next few hours. NOWcasts eliminate the need for short-term applications of

**SPECIAL WEATHER STATEMENTS** and most **SEVERE WEATHER STATEMENTS**.

**SPECIAL WEATHER STATEMENT:** Only used to describe long-fused weather and hydrologic events, including an appropriate meteorological reasoning, and to clear counties from a WATCH.

**REDEFINING STATEMENT:** Issued after a tornado/severe thunderstorm watch. Areas affected are expressed in terms of sections with whole counties, large cities and well-known landmarks included.

**DOWNBURST:** A thunderstorm down rush of air with an affected outflow area. This down force rush of air can generate tornado-force winds, which can adversely affect aircraft performance and cause property damage.

**URBAN AND/OR SMALL STREAM FLOOD ADVISORY:** Notification that expected rainfall will cause ponding and/or significant but not life-threatening runoff conditions in low-lying, poorly drained areas such as roadways, washes, and/or small streams.

**URBAN AND/OR SMALL STREAM FLOOD WARNING:** Notification that expected rainfall will cause life-threatening runoff conditions in low-lying, poorly drained areas such as roadways, washes, and/or small streams.

**EXCESSIVE HEAT ADVISORY:** Issued when the temperature is forecast to be excessive but not life threatening. The advisory is based on temperature, humidity, sky coverage and duration of the conditions.

**EXCESSIVE HEAT WATCH:** Issued when conditions are likely to result in a life-threatening heat emergency within the next 24 to 48 hours.

**HIGH HEAT WARNING:** Issued when heat conditions are forecast to be life threatening. The warning is based on temperature, humidity, sky coverage and duration of the conditions.

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### **AUTHORITIES AND REFERENCES**

#### **1. Federal**

- a.** Public Law 81-920, and 44 Code of Federal Regulations (CFR) Part 205, Federal Disaster Assistance.
- b.** Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93-288.
- c.** National Security Decision Directive Number 259.
- d.** Superfund Amendments and Reauthorization Act of 1986 (SARA), Title III, Emergency Planning and Community Right-to-Know (Promulgated as Public Law 99-499).
- e.** 40 CFR Parts 300 and 355. Final Rule: Extremely Hazardous Substances List and Threshold Planning Notification Requirements (52 FR 13378 April 22, 1987).
- f.** Homeland Security Act of 2002.
- g.** Homeland Security Presidential Directive/HSPD 5, Management of Domestic Incidents.
- h.** Homeland Security Presidential Directive/HSPD 8, National Preparedness.
- i.** United States Department of Homeland Security (USDHS), National Incident Management System (NIMS).
- j.** United States Department of Homeland Security (USDHS), National Response Plan (NRP).
- k.** Presidential Directive 3. Homeland Security Advisory System, March 11, 2002.
- l.** Presidential Directives 39 (June 21, 1995) and 62 (directing primary terrorism investigative authority to U.S. Department of Justice/FBI, authority referenced in terrorism Annex).

# **Emergency Operations Plan**

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### **Annex “A”**

#### **EMERGENCY OPERATIONS PLAN**

##### **BASIC PLAN**

###### **I. MISSION**

To provide guidance and direction during emergency response to and expeditious recovery from a serious emergency or disaster situation that would cause hazardous conditions to life and property in the City of Richmond Heights, Ohio.

###### **II. PURPOSE**

The purpose of this plan is to provide effective emergency operations within the City of Richmond Heights, Ohio using the existing governmental organization and resources to the maximum extent possible. The City of Richmond Heights is responsible to its citizens for providing for their health, welfare, and safety in the event of a natural disaster, man-made incident, or national emergency, including the threat or occurrence of enemy attack.

This plan seeks to mitigate the effects of a hazard, prepare for measures that will preserve life and minimize damage, respond during emergencies and provide necessary assistance, and to establish a recovery system that will return the community to its normal state. This plan should be used in Conjunction with the Cuyahoga County EOP.

###### **III. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

The City of Richmond Heights, Ohio is located in Cuyahoga County. According to the United States Census Bureau, the city has a total area of 4.44 square miles, all of it land. As of the census of 2019, there were 10,342 people, 4,669 households in the city.

The City of Richmond Heights is exposed to many hazards, all of which have the potential for creating casualties, causing damage, and disrupting the community. Possible natural hazards include floods, fires, earthquakes and severe storms. There is also the threat of a war-related incident such as a nuclear, biochemical, or conventional attack. Other disaster situations could develop from a hazardous materials accident, conflagration, major transportation accident, terrorism, or civil disorder.

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1. The City of Richmond Heights is vulnerable to the adverse effects of natural, man-made or technological disasters and enemy attack, which may result in loss of life, property damage and social disruption.
2. Transportation of extremely hazardous substances and other toxic chemical materials through the City of Richmond Heights, as well as the storage and use of these substances within the City, provides a potential for disaster.
3. Localized flooding, due to severe thunderstorms provide a potential natural hazard in the City of Richmond Heights. Flooded road crossings and localized flooding are possible.
4. Windstorms, with wind speeds up to tornado strength (called downbursts), frequently occur in connection with severe thunderstorms. Straight-line winds also represent a significant hazard.
5. Commercial carrier accidents within the City of Richmond Heights provide a potential for hazardous materials accidents.
6. Urban fires, civil disturbances, and terrorism may also cause an emergency or disaster.
7. A nuclear attack on the United States could occur through accident, miscalculation, irrational act, unplanned escalation of a conventional war, or as a deliberate act.
8. Cuyahoga County could be subjected to the direct effects of a nuclear attack and/or receive the effects of radiation fallout from nuclear bursts in other areas.

### **B. Assumptions**

1. The City of Richmond Heights may be subjected to a variety of natural, man made or technological disasters in the future and has the primary responsibility for emergency actions within the City. The City of Richmond Heights will commit all available resources to save lives, minimize injury to persons and minimize damage to property and the environment.
2. In the event of a major disaster, it is likely that outside assistance would not be immediately available. Until additional assistance arrives, the City will initially carry out disaster response and short-term recovery operations on an independent basis.
3. Disasters may occur at any time with little or no warning. In some instances, increased readiness measures and warning may allow for actions to be taken in advance.
4. During events of National Significance the City of Richmond Heights will function and coordinate operational assistance activities with the Joint Field Office in accordance with Homeland Security Presidential Directive 8 (HSPD 8) and coordinate public information through an established Joint Information Center (JIC).

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5. In the event of an attack on the United States, the City of Cleveland Is a probable target and thus subject to direct weapons effects. The City of Richmond Heights may also be subject to radioactive fallout after such an attack. Following a nuclear attack, assistance from outside of the County will not be available during the immediate post-attack period, if at all.
6. Local government officials recognize their responsibilities for the safety and well being of the public and will assume their responsibilities in the implementation of this Emergency Operations Plan. Proper implementation of this plan will reduce or prevent disaster related losses. It must be understood that, due to the nature of some disasters, the City of Richmond Heights may not be physically capable of handling all requests for assistance for everyone immediately. Residents of the City need to be self-sufficient for the first 72 hours of any disaster.

### **IV. CONCEPT OF OPERATIONS**

#### **A. General**

1. The Mayor, as Safety Director is responsible by law for directing and controlling disaster operations. The City Emergency Management Coordinator (EMC) acts as chief advisor to the Mayor during disaster operations and is responsible for the direct conduct of activities necessary to the operation of the emergency preparedness program. City forces supplemented by volunteers (Cert/MiPOD) will conduct emergency operations.
2. City department heads are responsible for emergency functions as specified in this plan. The department heads will perform emergency activities closely related to those they perform routinely. The efforts that would normally be required for those functions will be expanded to accomplish the emergency functions needed in a large-scale emergency or disaster.
3. The Emergency Operations Center (EOC) will be activated when an emergency reaches such proportions that it requires a closely coordinated effort on the part of leading City officials. EOC operational needs will be provided by the Police Chief.
4. The City's safety and service departments will take the necessary actions to control emergency's occurring in its jurisdiction. When conditions of a local emergency or disaster are present or are imminent and a need for assistance can be anticipated, excluding mutual aid requests, requests for assistance will be made to the Cuyahoga County Department of Emergency Management. When the emergency exceeds the City's or County's capabilities to respond, assistance will be requested from the State by the County. The Federal Government will

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provide assistance to the State as needed relative to the nature and scale of the emergency.

5. The Mayor, or his/her designee will proclaim a local emergency, as Defined by Ohio Law, when an emergency situation is, or is likely to be, beyond the control of the City and the combined efforts of other political entities are considered essential for an effective response. When outside assistance is required from other political jurisdictions or from organized volunteer groups, it will be requested and used only as an adjunct to existing City services.

6. Automatic and mutual aid agreements will be implemented when effective response to the disaster is beyond the capabilities of City resources.

7. This plan covers both nuclear war and peacetime emergencies. The Basic Plan and Annex A provide guidance for handling all types of emergencies, while the remaining annexes deal with specific types of emergencies and related topics. This plan will be reviewed annually by the Emergency Coordinator and updated as required.

8. Training and exercising:

Training for City staff will be conducted, as needed, by the Emergency Coordinator.

Exercises to test all or parts of this plan should be conducted annually. These exercises will be conducted based upon ICS principles. Actual emergencies may substitute for an exercise. Orientation for new City employees will include safety and basic emergency services training.

### **B. Phases of Emergency Management.**

This plan follows the Federal Emergency Management Agency's (FEMA) INTEGRATED EMERGENCY MANAGEMENT SYSTEM (IEMS) and uses a functional and hazard specific approach that includes the appropriate emergency functions within each hazard annex. The plan accounts for activities before, after, and during emergency operations; and deals with the four major phases of emergency management, defined as follows:

**1. Mitigation:** Activities designed to prevent occurrence of an emergency, reduce vulnerability to a hazard, or lessen the severity of adverse impact upon the population. Mitigation efforts often take the form of risk analysis, education, engineering and enforcement.

**2. Preparedness:** Programs, systems or activities that exist prior to an emergency that enhance response and readiness. Planning, training and exercising (disaster drills) are examples of activities under this phase.

**3. Response:** Response actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property, and to enhance the effectiveness of recovery. This phase encompasses all aspects of the actual response during an emergency including warning, evacuation, rescue, direction and control, plus other similar operations.

# Emergency Operations Plan

## CITY OF RICHMOND HEIGHTS

**4. Recovery:** Recovery is both a short-term and a long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public by seeking restoration of vital services, such as food supply, temporary shelter and utilities. Recovery planning should include a review of ways to avoid future emergencies and to improve preparedness and response.

### C. Organization

1. All City employees are included in the City emergency organization. Departments will conduct operations under the control of their Respective department heads or supervisors, following the ICS.
2. Community Emergency Response Teams (CERT). MiPOD Group and volunteer organizations, duly registered with the City are authorized to augment the City emergency response organization.
3. Homeland Security Presidential Directive 5 (HSPD 5) directs the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and State, Local and Tribal governments to establish a National Response Plan (NRP) and a National Incident Management System (NIMS).
  - a. The City of Richmond Heights recognizes these policies and utilizes the NIMS as a basis for the ICS structure. The NIMS creates a standard incident management system that is scalable and modular, and can be used in incidents of any size/complexity. These functional areas include command, operations, planning, logistics and finance/administration. The NIMS incorporates the principles of Unified Command (UC), and Area Command, ensuring further coordination for incidents involving multiple jurisdictions or agencies and multiple events.
4. Homeland Security Presidential Directive 8 (HSPD 8) is a companion policy to HSPD 5, and will provide guidance and standards, through the NIMS Integration Center (NIC), for preparedness activities, to include training, exercising, employee certification, credentialing and national resource typing protocols.
5. Strategic multi-agency coordination and policy resolution will be accomplished when an Area Command is established to respond to a multi-jurisdictional event through the Cuyahoga County Emergency Operations Center (EOC) and among other municipal EOCs. Municipal EOCs will be informed of the current situation and resource status and receive guidance, in addition to their anticipated and identified future resource needs.
6. The National Incident Management System (NIMS), as approved by proclamation, will be utilized for the management of activities during emergencies.

# **Emergency Operations Plan**

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### **D. Tasks**

The following tasks apply to all major emergencies. Specific tasks for each hazard are assigned in the appropriate annexes.

1. Annexes to this plan have been prepared which outline the emergency functions performed by the City departments and agencies and addresses the various emergencies that might occur in the City of Richmond Heights.

**Those departments that are emergency-oriented in their normal operations will be involved in all emergencies and will be responsible for developing and maintaining their own emergency management standard operating procedures (SOPs). Other departments may be required to assist by furnishing personnel and/or logistics support.**

2. **The Mayor has primary authority and responsibility in an emergency to implement emergency powers of local government.**

- a. Making emergency policy decisions.
- b. Declaring levels of emergency when necessary.
- c. Implementing the emergency powers of local government which may include establishing curfews, blockades and limitations on utility usage.

3. **The City EMC, Police Chief, Fire Chief, Building Commissioner, Finance Director and Service Director will assist the Mayor and be responsible for the following functions:**

- a. Activating the Emergency Operations Plan and EOC if required
- b. Implementing the policies and decisions of the Mayor/Council.
- c. Implementing the appropriate incident command structure and assigning Command Staff members to Operations, Planning, Logistics, administration/Finance and Safety Sections, as needed.
- e. Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- f. Requesting outside assistance when necessary.
- g. Directing the activation of the Emergency Services Staff and the EOC when conditions warrant.
- h. Directing and controlling emergency operations.
- i. Disseminating emergency public information.
- j. Authorizing information to be released to the news media.
- k. Authorizing evacuation orders and making rules for ingress and egress to affected areas.
- l. Establishing guidelines for the preservation of vital City records.

# **Emergency Operations Plan**

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- m. Managing the recovery effort.
- n. Ensuring all departments are trained.
- o. Conducting an after action review of the situation, response and overall effectiveness.
- p. Serve as a Command Group for incidents.

### **4. Command Group Responsibilities**

The Command Group is responsible for overall management of the incident, to include the development and implementation of strategic decisions and approving and ordering the release of resources.

### **5. The Emergency Management Coordinator (Fire Chief or his/her designee) will:**

- a. Assist and act as an advisor to the EOC Chief. (Police Chief)
- b. Develop, coordinate and maintain the City of Richmond Heights Emergency Operations Plan.
- c. Periodically train and exercise emergency staff.
- d. Conduct ongoing hazard awareness and public education programs.
- e. Maintain a listing of resources available to respond to an emergency.
- f. Comply with State and County emergency plans and procedures.
- g. Help maintain the Emergency Operations Center (EOC) in a condition to permit activation with minimal notice.
- h. Coordinate requests for critical resources and mutual aid.
- i. Coordinate disaster assistance on behalf of the City and its citizens following the disaster, if State or Federal disaster relief funds are made available.

### **6. The Police Department will:**

- a. Maintain the Emergency Operations Center (EOC) in a condition to permit activation with minimal notice.
- a. Provide a representative for assignment to the EOC.
- b. Provide on-site direction and control of local emergencies.
- c. Receive and disseminate warning of imminent and actual hazardous conditions.
- d. Direct and maintain control over evacuation of persons from affected areas.
- e. Provide prompt and accurate information from field forces to the Emergency Staff.
- f. Provide security for vital government emergency facilities and essential private facilities.

# **Emergency Operations Plan**

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- g. Provide traffic control at emergency sites.
- h. Provide ingress and egress routes for emergency vehicles responding to the disaster.

### **7. The Division of Fire will:**

- a. Provide a representative for assignment to the EOC.
- b. Contain or extinguish fires.
- c. Conduct rescue operations including technical rescue.
- d. Assist the Police Department in traffic control if not engaged in fire fighting and medical emergencies.
- e. Provide emergency medical response.
- f. Provide hazardous materials response.
- g. Provide weapons of mass destruction response.
- h. Provide a representative to the Safety Section of the EOC.

### **8. The Public Works / Service Department will:**

- a. Provide a representative for assignment to the EOC.
- b. Provide current road information.
- c. Assist the Police Department in traffic and area control, perimeter security, and in rescue and evacuation missions.
- d. Perform emergency repair of roads.
- e. Provide support to rescue operations.
- f. Provide debris clearance and removal on City roads.
- g. Furnish and place road barricades.
- h. Provide lights for night operations.
- i. Provide potable water supplies..
- j. Provide support to rescue operations.

Act as Liaison with Utilities

### **9. Finance Department will:**

- a. Provide a representative for assignment to the Safety Section of the Emergency Services Staff at the EOC.
- b. Prepare to mobilize City resources of personnel.
- c. Establish emergency purchasing procedures.
- d. Be prepared to employ volunteer agencies and individuals.
- e. Maintain records of emergency-related expenditures.

### **10. Welfare Department:**

The City of Richmond Heights does not have a Welfare Department. In an emergency, this function will be coordinated through the Cuyahoga County

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Emergency Operations Center. Peacetime disasters may require the County EOC to perform the following actions:

- a. Serve as liaison to the Red Cross for emergency lodging, feeding, clothing and other services.
- b. Serve as liaison with other social services groups.
- c. Provide support for shelter managers.

### **11. Health Department:**

The City of Richmond Heights does not have a Health Department. In an emergency, this function will be coordinated through the County EOC and the County Board of Health.

## **E. Emergency Services Staff Responsibilities:**

Emergency Services Staff positions listed after each function indicates normal responsibility assignments.

### **1. Emergency Coordinator**

- a. Disseminate emergency public information when available.
- b. Receive and disseminate warning information to the public and to key City officials.
- c. Prepare and maintain supporting Standard Operating Procedures (SOPs) to this procedure.

### **2. Communications - Police Chief**

- a. Establish and maintain an Emergency Police and Fire Communications System.
- b. Inform all concerned agencies upon notification of an emergency and/or disaster.
- c. Coordinate the use of all public and private communications systems necessary during emergencies including EAS.
- d. Prepare and maintain supporting Standard Operating Procedures (SOPs) to this procedure.

### **3. Communications - Fire Chief**

- a. Assist in maintaining an Emergency Police and Fire Communications System.
- b. Inform all concerned agencies upon notification of an emergency and/or disaster.
- d. Assist with all emergency communications operations in the EOC, once activated.

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- e. Prepare and maintain supporting Standard Operating Guidelines (SOGs) to this procedure.

### **4. Recreation Director**

- a. Coordinate operations of Community Center, whether it is operated by the City, local volunteers, or organized disaster relief agencies.
- b. Coordinate special care requirements for sheltered groups, such as unaccompanied children, the aged and others.
- c. Establish and coordinate a congregate care program for natural disasters.
- d. Coordinate support with other City departments, relief agencies and volunteer groups.
- e. Prepare and maintain supporting Standard Operating Procedures (SOPs) to this procedure.

### **5. Radiological Protection - Fire Chief**

- a. Establish and maintain a radiological monitoring and reporting network.
- b. Under fallout conditions, provide City officials with information on fallout rates, fallout projections and allowable doses.
- c. Provide monitoring services and advice at the scene of accidents involving radioactive materials.

### **6. Evacuation - Fire Chief**

- a. Define responsibilities of City departments and private sector groups.
- b. Identify high hazard areas and number of potential evacuees (Division of Fire).
- c. Coordinate evacuation planning to include:
  - (1) movement control (Police);
  - (2) safety/health/medical requirements (Fire);
  - (3) fire inspection of shelters (Fire); and
  - (4) transportation needs (Community Services).

### **7. Fire/Rescue/HAZMAT/EMS/WMD - Fire Chief**

- a. Serve as the EOC Chief when the preponderance of the incident is on rescue, treatment/transport of the injured, hazardous materials incidents or fire suppression functions.
- b. Assess incident situation.
- c. Activate elements of the Emergency Operations Plan.
- d. Conduct initial briefing of the Command Staff and Operations Section.
- e. Approve and authorize implementation of the incident action plan.
- f. Determine information needs and inform Command Staff of personnel requirements.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

- g. Coordinate staff activity.
- h. As EOC Chief, authorize release of information to the news media.
- i. Coordinate search and rescue activities.
- j. Maintain a reserve pool of manpower and equipment for rescue purposes.
- k. Coordinate on-scene triage and treatment of the injured in cooperation with emergency transport companies.
- l. Approve demobilization plan.

### **8. Law Enforcement - Police Chief**

- a. Serve as the EOC Chief in when the preponderance of the incident is on law enforcement or police investigative functions.
- b. Assess incident situation.
- c. Activate elements of the Emergency Operations Plan.
- d. Conduct initial briefing of the Command Staff and Operations Section.
- e. Approve and authorize implementation of the incident action plan.
- f. Determine information needs and inform Command Staff of personnel requirements.
- g. Coordinate staff activities.
- h. Develop, conduct and manage information-related security plans and operations including safeguarding sensitive information;
- i. As EOC Chief, authorize release of information to news media.
- j. Approve plan for demobilization.

### **9. Incident Commander at the Scene**

#### **A. Fire Chief – Shift Officer**

- (1) Assume overall on-scene authority when the preponderance of the incident is on rescue, treatment and/or transport of injured, fire suppression functions, HAZMAT or WMD.
- (2) Coordinate triage, treatment, transport and other EMS activities immediately after the disaster strikes.
- (3) Supervise fire suppression activities.
- (4) Contain and coordinate cleanup of hazardous spills.
- (5) Inspect damaged area for fire hazards.
- (6) Supervise fire prevention activities.
- (7) Inspect shelters for fire hazards.

#### **b. Police Chief/Shift - Officers**

- (1) Assume overall on-scene authority when the preponderance of the incident is on law enforcement and/or police investigative functions.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

- (2) Supervise law enforcement activities.
- (3) Supervise traffic control activities.
- (4) Ensure crowd control.
- (5) Cordon and isolate damaged areas.
- (6) Ensure damage reconnaissance and reporting.
- (7) Ensure explosive ordnance reconnaissance.
- (8) Evacuate and secure disaster area.
- (9) Develop, conduct and manage information-related security plans and operations including safeguarding sensitive information.
- (10) Coordinate information and operational security matters with the public awareness activities of the PIO.

### **10. Health and Medical - Fire Chief**

- a. Coordinate planning efforts of hospitals and other health facilities with City planning requirements.
- b. Determine health facilities' capabilities to receive patients during emergencies.
- c. Develop emergency health and sanitation standards and procedures.

### **11. Emergency Public Information Communications and Public Affairs/Police Chief**

- a. Compile and prepare emergency information for the public in case of an emergency.
- b. Arrange for media representatives to receive regular briefings on the City's status during extended emergency situations.
- c. Secure printed and photographic documentation of the disaster situation.
- d. Handle unscheduled inquiries from the media and the public.
- e. Establish a well-defined media staging location.
- f. Establish a Joint Information Center (JIC) during an incident of national significance.

### **12. Damage Assessment-Planning and Development- Service Director and City Engineer**

- a. Establish a Damage Assessment Team from among City departments with assessment capabilities and functions.
- b. Train and provide Damage Assessment Team to the EOC.
- c. In cooperation with Building Inspectors, condemn unsafe structures.

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## **CITY OF RICHMOND HEIGHTS**

- d. Develop a system for reporting or compiling information on deaths, injuries and dollar damage to tax-supported facilities and private property.
- e. Assist in determining geographic extent of damaged area.

### **13. Service Director**

- a. Barricade hazardous areas.
- b. Assess damage to streets, bridges, traffic control devices, and other public works facilities.
- c. Ensure priority restoration of streets and roadways.
- d. Remove debris.
- e. Assess damage to City owned facilities.
- f. Direct temporary repair of essential facilities.
- g. Provide sand and dirt for emergency repairs.
- h. Provide emergency power sources as required.
- i. Coordinate private utilities recovery activities.
- j. Assess damage and identify recovery times for affected utility systems.

### **14. Finance Director**

- a. Establish emergency purchasing procedures and/or a disaster contingency fund.
- b. Maintain records of emergency-related expenditures for personnel, equipment and materials.
- c. Compile estimates of damage for use by the City officials in requesting disaster assistance.
- d. Manage disaster funding following a declared disaster.
- e. Evaluate the effects of damage on the City's economic index, tax base, bond ratings, insurance ratings, etc., for use in long range recovery planning.

### **15. Recreation Director – EMC**

- a. Identify facilities to accommodate mass feeding in emergency situations.
- b. Identify resources to obtain clothing and essential items for disaster victims.
- c. Secure sources of emergency food supplies.
- d. Assist in operation of shelter facilities, whether they are operated by City volunteers or organized disaster relief agencies.
- e. Assist in special care requirements for sheltered groups, such as unaccompanied children, the elderly, physically challenged and others.

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## **CITY OF RICHMOND HEIGHTS**

### **16. Transportation - Service Director**

- a. Identify local transportation resources and arrange for their use in emergencies.
- b. Coordinate the deployment of transportation equipment to City services requiring augmentation.
- c. Establish and maintain a reserve pool of drivers, maintenance personnel, parts and tools.
- d. Maintain records on use of privately owned transportation equipment and personnel for the purpose of possible reimbursement.

### **17. Legal - Law Director**

- a. Advise City officials on emergency powers of local government and necessary procedures for invocation of measures to:
  - (1) implement wage, price and rent controls;
  - (2) establish rationing of critical resources;
  - (3) implement evacuation procedures;
  - (4) establish curfews;
  - (5) restrict or deny access;
  - (6) specify routes of egress;
  - (7) limit or restrict use of water or utilities;
  - (8) secure use of any publicly or privately owned resource, with or without payment to the owner;
  - (9) and remove debris from publicly or privately owned land.
- b. Review and advise City officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- c. Prepare and/or recommend legislation to implement the emergency powers that may be required during an emergency.
- d. Advise City officials and City departments on record keeping requirements and other documentation necessary for the exercising of emergency powers.

### **18. Other Agencies**

Other department and agency heads not assigned specific functions in this plan will be prepared to make their resources available for emergency duty at the direction of the EOC Chief.

#### **a. Support**

- (1) Requests for assistance will be coordinated through the Cuyahoga County Emergency Management or the Cuyahoga County EOC, if activated.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

- (2) The American Red Cross, Greater Cleveland Chapter.
- (3) Cert Team, will
  - a. Provide care to disaster victims and displaced persons, to include shelter, feeding, clothing, limited medical care, registration, and inquiry.
  - b. Administer individual and family services for persons requiring support as a result of personal disaster.
  - c. Assist individuals and families in recovering from the disaster, to include case work services, furnishings, medical and nursing care, occupational supplies, and equipment.
  - d. Provide mental health assistance to disaster victims.
  - e. Conduct private sector damage assessments.
  - f. Feed emergency workers in the field.
  - g. Provide training for volunteer agencies.
- (4) The Salvation Army, will
  - a. Provide congregate care to disaster victims and displaced persons, to include shelter, feeding, clothing, limited medical care, registration, and inquiry.
  - b. Administer individual and family services for persons requiring support as a result of personal disaster.
  - c. Assist individuals and families in recovering from the disaster, to include case work services, furnishings, medical and nursing care, occupational supplies, and equipment.
  - d. Feed emergency workers in the field.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

### **EMERGENCY SUPPORT FUNCTIONS (ESFs)**

1. The National Response Plan (NRP), the State of Ohio Emergency Operations Plan and the Cuyahoga County Emergency Operations Plan (under revision) apply a functional approach to provide planning, support, resources, program implementation and emergency services that are most likely to be needed during incidents of major significance through activation of emergency support functions (ESFs).
2. Emergency Support Functions (ESFs) serve as an interagency coordination mechanism to provide assistance to State, local and tribal governments conducting emergency operations.
3. Emergency support functions are composed of primary and support agencies. Primary agencies have the ultimate responsibility for accomplishment of the tasks provided in the ESF based on authority, resources and capabilities. Support agencies are assigned based on resources and capabilities in a given functional area. ESFs are expected to support one another in carrying out their respective roles and responsibilities.
4. Primary and support agencies for each ESF will prepare internal operating procedures designed to accomplish the tasks designated by the ESF and each organization will be prepared to provide qualified representation in the Emergency Operations Center (EOC) on an as needed basis.
5. Not all incidents of major significance result in activation of ESFs. It is assumed that ESFs would not be activated if the emergency can be addressed by the responsible primary agency.
6. There are a total of 15 ESFs designated within the City of Richmond Heights Emergency Operations Plan.
7. The following annexes identify the ESF and the primary and support agencies pertinent to the each. Several ESFs incorporate multiple components, with primary agencies designated for each component to ensure seamless integration of and transition between preparedness, prevention, response, recovery, and mitigation activities.

# Emergency Operations Plan

## CITY OF RICHMOND HEIGHTS

### EMERGENCY SUPPORT FUNCTION (ESF) – 1

#### TRANSPORTATION SERVICES

PRIMARY AGENCY: Public Works / Service Department

SUPPORT AGENCIES: Safety Forces, Cuyahoga County

**1. INTRODUCTION:** This emergency support function of transportation services involves the direction and coordination, operations, and follow-through of transportation services during an emergency or disaster.

**2. PURPOSE:** The purpose is to provide local agency transportation service support including evacuation routing and road, highway, and road repair or clearance.

**3. CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained by the Public Works / Service Department. This function will be coordinated with and involve other support agencies and organizations.

**a. MITIGATION/PREPAREDNESS:**

- Plan and coordinate with support agencies and organizations;
- Maintain a current inventory of transportation resources;
- Establish policies, procedures, plans, and programs to effectively address transportation needs;
- Recruit, designate, and maintain a list of emergency personnel; and
- Participate in drills and exercises to evaluate transportation capabilities.

**b. RESPONSE/RECOVERY**

- Staff the EOC when notified by the Emergency Services Coordinator;
- Establish and maintain a working relationship with support agencies, transportation industries, and private transportation providers;
- Provide transportation resources, equipment, and vehicles, upon request;
- Channel transportation information for public release through the EOC and continue providing information and support upon re-entry; and
- Maintain records of expenditures and document resources utilized during recovery.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

### **EMERGENCY SUPPORT FUNCTION (ESF) – 2 COMMUNICATIONS**

PRIMARY AGENCY: Police and Fire Radio Communications

SUPPORT AGENCIES: Heights Hillcrest Communications Center; Cuyahoga County

1. **INTRODUCTION:** The emergency support function of communications involves direction, coordination, operations, and follow-through during an emergency or disaster.
2. **PURPOSE:** The purpose of this Emergency Support Function is to establish a framework for the provision and coordination of all communications support to other emergency support functions within the City emergency response team and agencies as required.
3. **CONCEPT OF OPERATIONS:** Emergency Support Function 2 plans, coordinates and assists in the communications support to City emergency response elements. This ESF will coordinate the communications assets (both equipment and services) available from City agencies, the telecommunications industry and other government entities.
  - a. **MITIGATION/PREPAREDNESS:**
    - Establish methods of communications for probable emergency situations including type of emergency, projected time, area to be affected, anticipate severity, forthcoming warnings, and actions necessary. A method of warning must be available for the public, including people with visual and hearing impairments and/or non-English speaking.
    - Ensure that primary and alternate communication systems are operational;
    - Facilitate communication systems for the affected emergency or disaster area;
    - Develop maintenance and protection arrangements for disabled communications equipment; and
    - Participate in drills and exercises to evaluate local communications and warning response capability.
  - b. **RESPONSE/RECOVERY:**
    - Verify information with proper officials;
    - Establish communication capability between and among the City EOC, agencies and organizations with ESF responsibilities and other jurisdictions, as necessary.
    - Coordinate communications with response operations, shelters, lodging, and food facilities;
    - Provide a system for designated officials to communicate with the public, including people with special needs, such as hearing impairments and non-English speaking;

# Emergency Operations Plan

## CITY OF RICHMOND HEIGHTS

- Continue coordinated communications to achieve rapid recovery and contact with the county EOC and other regional EOCs.
- Maintain records of expenditures and document resources utilized during the incident.

### EMERGENCY SUPPORT FUNCTION (ESF) – 3

#### PUBLIC WORKS AND ENGINEERING

PRIMARY AGENCY: Public Works / Service Department and Engineering

SUPPORT AGENCIES: Safety Forces

Public Utility Companies (First Energy, Dominion East Ohio, AT&T, Time Warner, Cleveland Division of Water, NEORSD)

1. **INTRODUCTION:** The emergency support function for Public Works and Engineering involves direction, coordination, operations, and follow-through during an emergency or disaster.
2. **PURPOSE:** The purpose is to provide public works, including engineering services and technical assistance; inspection, evaluation, repair, and maintenance of infrastructure; debris removal; solid waste disposal; and restoration of roads and bridges through coordination with appropriate agencies and/or the private sector.
3. **CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained by the Public Works / Service Department in coordination with other support agencies and organizations.
  - a. **MITIGATION / PREPAREDNESS:**
    - Establish liaison with support agencies, organizations, and the private sector to ensure responsiveness.
    - Develop and maintain an inventory of equipment, supplies, and suppliers to sustain emergency operations.
    - Recruit, train, and designate public works and engineering personnel to serve in the EOC.
    - Participate in drills and exercises to evaluate public works and engineering response capability.
  - b. **RESPONSE / RECOVERY:**
    - Alert emergency personnel of the situation and obtain necessary resources such as debris clearing and road closure operations.
    - Establish response operations and support personnel working in the EOC.
    - Maintain coordination and support among applicable agencies and organizations and the private sector.
    - Prioritize service restoration for emergencies.
    - Channel all pertinent emergency information through the EOC.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

- Assist in evaluating losses, assess damage to buildings and infrastructure, recommend measures for conservation of resources, and respond to needs on a priority basis.
- Conduct restoration and maintenance operations until completion of repair services.
- Maintain records of expenditures and document resources utilized during recovery.

# Emergency Operations Plan

## CITY OF RICHMOND HEIGHTS

### EMERGENCY SUPPORT FUNCTION (ESF) – 4

#### FIRE SERVICES

PRIMARY AGENCY: Division of Fire

SUPPORT AGENCIES: Police Department/Cuyahoga County/Ohio Fire Chiefs' State Response Plan/Public Works / Service Department

1. **INTRODUCTION:** The emergency support function of fire services involves direction and coordination, operations, and follow-through during an emergency or disaster.
2. **PURPOSE:** The purpose is to provide fire service support including personnel, equipment, and supplies to detect and suppress rural and urban fires.
3. **CONCEPT OF OPERATIONS:** Standard Operating Guidelines (SOGs) will be developed and maintained by the Division of Fire. This function will be coordinated with and involve other support agencies and organizations. The primary responsibility for fire services rests with the Division of Fire in the jurisdiction where the fire emergency/disaster occurs.
  - a. **Mitigation/Preparedness**
    - Keep abreast of fire and weather forecasting information and maintain a state of readiness;
    - Implement efficient and effective agreements with other fire first response agencies;
    - Establish reliable communications and incident command systems between support agencies, for an emergency site and EOC;
    - Recruit, train, and designate fire service personnel to serve in the Emergency Operation Center; and
    - Participate in drills and exercises to evaluate fire service response capability.
  - b. **Response/Recovery**
    - Maintain a list of current fire service agencies and resource capabilities;
    - Coordinate fire services support among and between EOC, functional support agencies, organizations, and other Emergency Operation Centers;
    - Obtain, maintain, and provide fire situation and damage assessment information;
    - Channel fire services information for public release through the EOC;
    - Conduct fire fighting operations;
    - Provide technical assistance and advice in the event of fires that involve hazardous materials;
    - Continue fire service operations through re-entry; and
    - Maintain records of expenditures and document resources utilized during recovery.

# Emergency Operations Plan

## CITY OF RICHMOND HEIGHTS

### EMERGENCY SUPPORT FUNCTION (ESF) – 5

#### INFORMATION AND PLANNING

PRIMARY AGENCY Emergency Management Coordinator

SUPPORT AGENCIES: Safety Forces

All City Departments

- 1. INTRODUCTION:** The emergency support function of information and planning involves the overall direction and coordination, operations, and follow-through during an emergency or disaster.
- 2. PURPOSE:** The purpose of information and planning is to coordinate the City's overall emergency response of local resources by collection, analysis, and dissemination of information and development of plans.
- 3. CONCEPT OF OPERATIONS:** The City of Richmond Heights Emergency Services Manager (Fire Chief) maintains the Emergency Operations Plan that serves as a guide for most emergencies. When the City EOP is activated, this function will be coordinated with and involve other support agencies and organizations.
  - a. Mitigation/Preparedness**
    - Identify hazards and capacities for response in the City.
    - Develop and maintain the Emergency Operations Plan (EOP), in conjunction with agencies and organizations with primary ESF responsibilities.
    - Distribute the EOP and accompanying major revisions.
    - Coordinate and secure standard operating procedures (SOPs) and/or standard operating guidelines (SOGs) from agencies and organizations with primary responsibilities for emergency support functions.
    - Review the Cuyahoga County Emergency Operations Plan.
    - Assist the Police Chief with maintaining the EOC.
    - Assist the Police Chief with coordinating communication resources with other agencies and organizations (e.g., County EMA, EAS local primary stations, and amateur radio) to establish an emergency warning system.
    - Identify resources and equipment to support agencies and organizations with ESF responsibilities (e.g., mobile command posts, critical facilities).
    - Conduct drills and exercises to evaluate information and planning capability.
  - b. Response/Recovery**
    - Activate and obtain resources for the EOC.
    - Notify appropriate agencies and organizations with ESF responsibilities about EOC activation and necessary response.
    - Coordinate emergency warning and communication with appropriate local, state, and volunteer agencies and organizations.

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- Provide information on plans for evacuation during potential threats or imminent situations, under the direction of the local government and in coordination with other agencies and organizations.
- Coordinate needs and damage assessment of affected areas for dissemination to appropriate agencies and organizations.
- Prepare timely situation reports for the county EOC, city/town EOCs, public information, and other appropriate personnel.
- Prepare the incident action plan (IAP) for the next operational period.
- Secure and disseminate necessary information in support of other emergency support functions.
- Provide weather forecasts for the next operational period and alerts of significant weather events affecting the current operational period.
- Establish a closing (demobilization) date for EOC.
- Maintain records of expenditures and document resources utilized during recovery.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

### **EMERGENCY SUPPORT FUNCTION (ESF) – 6**

#### **MASS CARE AND SHELTER**

PRIMARY AGENCY: Division of Fire

SUPPORT AGENCIES: Community Center

Police Department/American Red Cross

- 1. INTRODUCTION:** This emergency support function outlines the concept of operations, responsibility, direction and control necessary for the performance of the emergency shelter and temporary housing function during an emergency.
- 2. PURPOSE:** The purpose is to provide mass care and shelter services through coordinated efforts involving sheltering, feeding, and first aid in time of emergency or disaster.
- 3. CONCEPT OF OPERATIONS:** This function will be coordinated with and involve other support agencies and organizations to ensure operational readiness in time of emergency. The emergency mass care and shelter function is the primary responsibility of the Greater Cleveland Chapter of the American Red Cross.
  - a. MITIGATION/PREPAREDNESS**
    - Coordinate Memoranda of Understanding (MOUs) with appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families;
    - Maintain, through the Greater Cleveland Chapter of the American Red Cross, shelter locations with all relevant information (e.g., location, capacity, health inspection status, accessibility level, pet space, contact persons' telephone and pager numbers).
    - Assist in securing shelter and feeding agreements, emergency housing and food supplies.
    - Establish a communication system among the EOC and shelters;
    - Participate in drills and exercises to evaluate mass care and shelter response capability.
  - b. RESPONSE/RECOVERY**
    - Support opening and operating American Red Cross shelters;
    - Assist with staffing support for American Red Cross shelters, Service Centers and Local Assistance Center (LAC), upon request;
    - Ensure evacuation and care of recipients and arranging for re-entry; and
    - Maintain records of expenditures and document resources utilized during recovery.

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

### **EMERGENCY SUPPORT FUNCTION (ESF) – 7**

#### **RESOURCE MANAGEMENT**

PRIMARY AGENCY: Finance Department

SUPPORT AGENCIES: All City Departments

**1. INTRODUCTION:** The emergency support function for the Finance Dept. involves direction, coordination, operations, and follow-through during an emergency or disaster.

**2. PURPOSE:** To establish responsibilities, policies and procedures for requesting, coordinating, and obtaining emergency resources.

**3. CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained by the Finance Department for emergency procurement during disasters. This function will be coordinated with and involve other support agencies and organizations.

#### **a. MITIGATION/PREPAREDNESS**

- Coordinate with all applicable agencies and organizations to prepare for an emergency or disaster;
- Identify available and needed resources and/or personnel that may be necessary;
- Establish uniform procedures and train personnel on procurement and documenting expenditures, such as supplies and equipment;
- Develop Memoranda of Understanding (MOUs) with other jurisdictions and agencies for provision of necessary goods and/or services, personnel, and staging areas required during a disaster; and
- Participate in drills and exercises to evaluate resource support response capability.

#### **b. RESPONSE/RECOVERY**

- Alert resource support agencies regarding a potential emergency or disaster;
- Implement resource inventory, record keeping and control system to include storage, donated goods, maintenance, and replacement of resources;
- Request logistical assistance from supporting agencies and mutual-aid partners;
- Document and request additional needed resources, personnel and staging area support necessary to accomplish re-entry.
- Maintain records of expenditures and document resources utilized during the incident.

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## **CITY OF RICHMOND HEIGHTS**

### **EMERGENCY SUPPORT FUNCTION (ESF) – 8**

#### **HEALTH AND MEDICAL**

PRIMARY AGENCY: Division of Fire

SUPPORT AGENCIES: Police Department

Cuyahoga County EMA/Cuyahoga County Board of Health/MiPOD

- 1. INTRODUCTION:** This emergency support function outlines the concept of operations, responsibility, directions and control necessary for the health and medical services function before, during and after an emergency or disaster.
- 2. PURPOSE:** The purpose is to provide health and medical services, including emergency medical services; disease, epidemic and vector control; immunizations; food, water, and environmental hazard surveillance; health and safety inspections; dental assistance; crisis counseling; and public information.
- 3. CONCEPT OF OPERATIONS:** Standard Operating Guidelines (SOGs) will be developed and maintained with the Cuyahoga County Board of Health. This function will be coordinated with and involve other support agencies and organizations. The emergency health and medical function is the primary responsibility of Cuyahoga County and the Cuyahoga County Board of Health. The City of Richmond Heights participates in the Mass Inoculation and Point of Dispensing (MiPOD) and assists in implementation of mass vaccination and/or mass dispensing as needed or required by the Public Health Department.

#### **a. MITIGATION/PREPAREDNESS**

- Coordinate memoranda of understanding (MOUs) with all appropriate agencies and organizations for the provision of services to or on behalf of affected individuals and families;
- Plan for the continuity of health and medical services, in conjunction with the American Red Cross, MiPOD, Cuyahoga County and others;
- Maintain a coordinated approach with state public health; and
- Participate in drills and exercises to evaluate health and medical services response capability.

#### **b. RESPONSE/RECOVERY**

- Support the American Red Cross with health and medical services during shelter operations, as requested upon opening;
- Assist community agencies and organizations, and the private sector with issues affecting people who have special needs;
- Provide informational support to emergency medical services.
- Coordinate with the medical examiner, who has responsibility for mortuary services and identification of the deceased, upon request;
- Channel all relevant health and medical information for public release through Cuyahoga County Department of Emergency Management and the Ohio Department of Health;

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- Continue service assistance throughout re-entry and until all health and medical issues are resolved;
- Maintain records of expenditures and document resources utilized during recovery.

### **EMERGENCY SUPPORT FUNCTION (ESF) – 9**

#### **SEARCH AND RESCUE – Not missing persons**

PRIMARY AGENCY: Division of Fire

SUPPORT AGENCIES: Police Department/Public Works / Service Department

**1. INTRODUCTION:** The Search and Rescue Emergency Support Function (ESF) involves the overall direction and coordination, operations and recovery for search and rescue operations, including urban search and rescue, during an emergency or disaster.

**2. PURPOSE:** To provide search and rescue services including location of individuals reported missing or in jeopardy, extrication of persons trapped, provision of medical assistance, and retrieval of persons or property.

**3. CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained by the Division of Fire, which has primary functional responsibility for this ESF. All City Departments will support the search and rescue efforts through coordination and logistical support when needed.

**a. MITIGATION/PREPAREDNESS**

- Establish and maintain uniform search and rescue procedures;
- Enter into Memoranda of Understanding (MOUs) for additional assistance and/or logistical support;
- Conduct and/or support community education programs on survival;
- Establish a record keeping system; and
- Participate in drills and exercises to evaluate search and rescue response capability.

**b. RESPONSE/RECOVERY**

- Monitor response efforts;
- Support requests from other community agencies and/or jurisdictions; and
- Maintain records of expenditures and document resources utilized during recovery.

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### **EMERGENCY SUPPORT FUNCTION (ESF) – 10**

#### **HAZARDOUS MATERIALS**

PRIMARY AGENCY: Division of Fire

SUPPORT AGENCIES: Police Department

Public Works / Service Department/Cuyahoga County

**1. INTRODUCTION:** The emergency support function of hazardous materials involves direction and coordination, operations, and follow-through during an emergency or disaster.

**2. PURPOSE:** To establish responsibilities, policies and procedures for a coordinated response by public and private agencies to minimize the adverse effects of hazardous materials on man and the environment resulting from an uncontrolled release of, or exposure to, such chemicals.

Hazardous materials pose a potential threat to the City at both fixed facilities and during transport.

**3. CONCEPT OF OPERATIONS:** Standard Operating Guidelines (SOGs) will be developed and maintained by the Division of Fire, which has primary functional responsibility for this ESF. This function will be coordinated with and involve their support agencies and organizations.

The legal duty for reporting, containing, and clean up of a hazardous materials incident, including all costs is the responsibility of the party responsible for the material prior to the incident.

**a. Mitigation/Preparedness**

- Prepare a facility profile and inventory of potential hazardous materials.
- Identify potential contacts and resources in order to conduct a community vulnerability analysis to determine potential hazardous material threats and on-site inspections;
- Plan for response to hazardous material incidents and coordinate with other first responders;
- Develop procedures for identification, communications, warning, public information, evacuation, control, and clean-up of hazardous materials;
- Obtain training for response personnel available through Ohio State Fire Marshall and Division of Emergency Management, manufacturers, and shippers of hazardous materials; and
- Participate in drills and exercises to evaluate mass care and shelter response capability.

**b. Response/Recovery**

- Notify Hillcrest Technical Rescue Team and Southeast Hazmat Team to respond, if required.
- Establish a command post at a safe distance near the scene or staff the EOC, if the situation becomes excessive;

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- Provide further information on the situation to Cuyahoga Emergency Management and convey warnings for dissemination to the public;
- Request assistance for emergency health and medical, as well as mass care, if the situation warrants;
- Ensure availability of expertise and equipment to manage the incident; utilize proper procedures for containment and cleanup to prevent additional dangers;
- Support response teams, owner, shipper, state, and/or federal environmental personnel during cleanup;
- Establish area security and prohibit all unauthorized personnel from entering the containment area;
- Terminate cleanup operations after dangerous situation subsides; and
- Maintain records of expenditures and document resources utilized during recovery.

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### EMERGENCY SUPPORT FUNCTION (ESF) – 11

#### FOOD

PRIMARY AGENCY: American Red Cross

SUPPORT AGENCIES: All City Departments

**1. INTRODUCTION:** The Food Emergency Support Function involves direction and coordination, operations and recovery to ensure emergency workers and the public are provided food during and after an emergency or disaster.

**2. PURPOSE:** The purpose is to provide food services, including food preparation for congregate shelters, food products/supplies, potable water, and distribution.

**3. CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained with the American Red Cross, which has primary functional responsibility for this ESF in cooperation with the City of Richmond Heights. This function will be coordinated with and involve other support agencies and organizations.

#### a. MITIGATION/PREPAREDNESS

- Identify agencies and organizations with food preparation and distribution capabilities and coordinate with appropriate entities;
- Maintain procedures and responsibilities for food service, issuance, and distribution with other agencies;
- Develop a system for mobile and on-site feeding of emergency workers and shelter residents; and
- Participate in tests and exercises to evaluate food distribution and service response capability.

#### b. RESPONSE/RECOVERY

- Work with other agencies to determine food and water needs;
- Begin plan implementation as expeditiously as possible;
- Coordinate community resources and personnel to assist with food and water services and/or distribution;
- Establish sites for food and water service, distribution, and issuance;
- Monitor food and/or water for contamination and issuance of health-related public service announcements, as necessary;
- Continue the provision of food and/or water throughout reentry and recovery; and
- Maintain records, expenditures, and document resources utilized during recovery.

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### EMERGENCY SUPPORT FUNCTION (ESF) – 12

#### ENERGY SERVICES

PRIMARY AGENCY: Public Works / Service Department

SUPPORT AGENCIES: Police Department, Division of Fire, Emergency Management, First Energy

- 1. INTRODUCTION:** The emergency support function of energy services involves direction and coordination, operations and follow-through during an emergency or disaster.
- 2. PURPOSE:** To establish responsibilities, policies and procedures for providing, maintaining, and restoring energy services that were interrupted, damaged, or destroyed during and after emergencies/disasters.
- 3. CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained by the Public Utility Companies, which have primary functional responsibility for this ESF, in cooperation with the City of Richmond Heights. This function will be coordinated with and involve other support agencies and organizations.
  - a. Mitigation/Preparedness**
    - Establish liaison support to ensure responsiveness, with Cuyahoga County Department of Emergency Management and the private sector;
    - Identify additional resources and assistance teams;
    - Develop emergency response support plans;
    - Prepare damage assessment, repair and restoration procedures, and reporting mechanisms;
    - Recommend actions to conserve energy and provide conservation guidance;
    - Participate in drills and exercises to evaluate energy response capability.
    - Determine critical energy supply needs of priority populations (e.g., infants, elderly, and other people with special needs).
  - b. Response/Recovery**
    - Gather, assess, and share information on energy system damage, as well as estimate repair and restoration time;
    - Activate assistance teams and obtain necessary resources to assist in recovery;
    - Serve as the focal point for the EOC in order to protect the health and safety of affected persons;
    - Work with the Public Information Office to provide public service announcements on energy conservation, mitigation impacts, and restoration forecasts;
    - Coordinate with other affected areas to maximize resources and information exchange;

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- Monitor repair and maintenance operations until restoration of all services; and
- Maintain records of expenditures and document resources utilized during recovery.

### **EMERGENCY SUPPORT FUNCTION (ESF) – 13**

#### **LAW ENFORCEMENT**

PRIMARY AGENCY: Police Department

SUPPORT AGENCIES: City Attorney/Prosecutor's Office/Division of Fire

**1. INTRODUCTION:** The Law Enforcement Emergency Support Function (ESF) involves the overall direction and coordination, operations and recovery for law enforcement operations during an emergency or disaster.

**2. PURPOSE:** The purpose is to maintain law and order, protect life and property, provide traffic control and law enforcement support, provide site security for essential facilities/supplies and coordinate mutual aid.

**3. CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained by the Richmond Heights Police Department, which has primary functional responsibility for this ESF. Additional law enforcement agencies will support law enforcement operations through coordination and logistical support when needed.

#### **a. MITIGATION/PREPAREDNESS**

- Analyze hazards, determine needs and public safety requirements;
- Identify agencies and organizations capable of providing resources and support;
- Coordinate with City Administration on critical facilities that require special security;
- Establish a chain of command and succession of authority for law enforcement and other first responders;
- Develop Memoranda of Understanding (MOUs) with adjacent and support law enforcement agencies; and
- Participate in drills and exercises to evaluate law enforcement response capability.
- Ensure that all response personnel are trained in the National Incident Management System (NIMS).

#### **b. RESPONSE/RECOVERY**

- Provide personnel for the Emergency Operations Center (EOC) in time of emergency or disaster;
- Coordinate dissemination of information through the EOC;
- Assist with evacuation, traffic control, and security in restricted areas, as well as providing communications;

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- Support the EOC by maintaining an effective, interoperable law enforcement communication and warning signals system.
- Control exit and entry into the emergency or disaster area;
- Report traffic control situations, in coordination with other agencies, to the EOC.
- Arrange for security at critical facilities (e.g., shelters, EOC, etc.) in coordination with respective public safety jurisdictions;
- Develop, conduct and manage information-related security plans and operations including safeguarding sensitive information.
- Request additional support through MOUs;
- Assist in the return of evacuees;
- Provide volunteer resources as dictated by the situation;
- Utilize NIMS in all response operations; and
- Maintain records of expenditures and document resources utilized during all phases of the operation.

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### **EMERGENCY SUPPORT FUNCTION (ESF) – 14**

#### **PUBLIC INFORMATION**

PRIMARY AGENCY: Administration

SUPPORT AGENCIES: Division of Fire/Police Department/Public Works/ Service Department/Building Department

**1. INTRODUCTION:** The emergency support function of Public Information involves communications and warning, direction and coordination, operations and follow-through during an emergency or disaster.

**2. PURPOSE:** The purpose is to establish responsibilities, policies and procedures for conducting public information programs to educate and inform the public of emergency preparedness programs, the status of response to major emergencies/disasters, and a system for informing citizens of any restrictions or limitations (i.e., danger zones, road closings, etc.) which might be imposed during such incidents.

**3. CONCEPT OF OPERATIONS:** Operating procedures will be developed and maintained by the Communications Administrator who has primary responsibility for this ESF, in cooperation with the EMC and other departments. This function will be coordinated with and involve support agencies and organizations.

#### **a. MITIGATION/PREPAREDNESS**

- Designate an individual to serve as a public information officer or coordinator;
- Assist agencies and organizations with ESF responsibilities in development of uniform procedures for media releases;
- Maintain a media directory;
- Support disaster public awareness initiatives through dissemination of information, news articles, and presentation of audio-visual materials;
- Establish communication resources to provide people with sensory disabilities (e.g., visual and hearing impaired) and non-English speaking persons with emergency management information regarding emergencies or disasters;
- Educate the public on alert messages such as watches and warnings through media such as radio, television, and newspaper;
- Develop protocols for agencies and organizations with functional support responsibilities to inform the media about emergency and/or disaster plans; and
- Participate in drills and exercises to evaluate public information capability.

#### **b. RESPONSE / RECOVERY**

- Provide personnel for the Emergency Operations Center (EOC) in time of emergency or disaster;

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- Define public notification timeframe regarding an emergency or disaster and disseminate information to the media;
- Maintain a system to ensure accurate dissemination of emergency information such as location, type of hazard, extent of damage, casualties, shelters open, evacuation routes, and other protective actions;
- Provide a designated area for media briefings and/or press conferences and conduct briefings in a timely manner;
- Provide updates (e.g., response to inquiries about missing relatives, restricted areas of access and re-entry) regarding the emergency or disaster;
- Establish media responsibilities and appropriate spokespersons from other agencies and organizations with ESF responsibilities;

# **Emergency Operations Plan**

## **CITY OF RICHMOND HEIGHTS**

### **EMERGENCY SUPPORT FUNCTION (ESF) – 15**

#### **VOLUNTEERS AND DONATIONS**

PRIMARY AGENCIES: The Salvation Army/CERT Team/City Finance Dept.

**1. INTRODUCTION:** The Volunteers and Donations Emergency Support Function (ESF) involves direction and coordination, operations and recovery to ensure that donations and volunteers are effectively managed. The Salvation Army is the primary agency for donations.

**2. PURPOSE:** Coordinate private volunteer organizational activities to react to the needs of disaster victims in an efficient and timely manner. This support annex will not interfere with any individual or private community volunteer organization's policies concerning gifts or donations.

**3. CONCEPT OF OPERATIONS:** Standard Operating Procedures (SOPs) will be developed and maintained by the primary agencies that have primary functional responsibility for this ESF. This function will be coordinated with and involve other support agencies and organizations.

#### **a. MITIGATION/PREPAREDNESS**

- Disasters create a need to coordinate donations of goods, money, and volunteer services. When circumstances warrant, a united and cooperative effort by private volunteer organizations and the donor community is necessary for the successful management of donation campaigns and relief supplies.
- Develop a plan to receive and manage donations to the disaster relief.
- The public will be discouraged from collecting or contributing unsolicited in kind donations.
- Develop a plan to manage volunteers including encouraging organizations to provide volunteers who possess easily recognizable identification.

#### **b. RESPONSE/RECOVERY**

- Receive and manage donations and volunteers to the disaster relief effort.
- Coordinate the local response for operating reception facilities for volunteers and donations.
- Coordinate the distribution of donated goods and services.
- Guidelines will be established for tracking the receipt and distribution of unsolicited and non-designated goods.

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### **Emergency Operations Center**

The Emergency Operations Center is under the control of the Chief of Police.

The Emergency Operations Center is located at the Richmond Heights Police Department –27201 Highland Road, Richmond Heights, Ohio 44143

The back up to this facility is the Richmond Heights Division of Fire – 465 Richmond Road, Richmond Heights, Ohio 44143.

#### **A. Concept of Operations**

1. The Emergency Command Staff is responsible for coordination of the City emergency response, and will be activated and report to the EOC to provide direction and control under the guidelines listed below.
  - a. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOC is activated and when it assumes command of emergency operations depends upon the type of emergency situation, its potential for escalation, its geographic extent, and other factors. The objective is to activate the Emergency Operations Plan (and EOC) at an appropriate time and level of implementation to allow emergency staff ample time for response, briefing, and action plan development. This may be immediate and at a fully activated level under certain circumstances.
  - b. It is incumbent upon the on-duty field personnel and dispatchers to be prepared to immediately contact their department heads for any emergency situation which **may require EOC activation**.

#### **Individuals authorized to activate the EOC:**

- (1) Mayor
- (2) Fire Chief
- (3) Fire Shift Commander
- (4) Police Chief
- (5) Police Lieutenant
- (6) Police Duty Commander
- (7) Service Director
- (8) Building Commissioner

- c. The EOC will ordinarily be fully activated and the Emergency Services Staff will assume control of emergency operations in any emergency situation of such magnitude as to require significant mobilization of elements of local government other than those principally involved in emergency services on a day-to-day basis.

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- d. The EOC may be partially activated during emergencies of lower magnitude, when doing so will assist field incident commanders in controlling the emergency, providing a controlled release of information to the public, or facilitating the liaison and coordination with outside agencies or jurisdictions.
- e. The EOC may be activated and staffed incrementally in response to a slow developing emergency.

2. The services, resources and facilities of existing City departments will be utilized. When necessary, the private sector will be requested to perform emergency tasks and functions unavailable to the City of Richmond Heights.
3. Departments with personnel in the field will establish a unified command at a joint on-site command post from which to control their operations and coordinate with other field forces.
4. When a Local Emergency is proclaimed, the Mayor is authorized, by law, to govern by proclamation, and shall impose all necessary regulations to preserve peace and order within the City. (The Mayor's authority includes but is not limited to:
  - a. Imposition of curfews.
  - b. Ordering the closing of any business.
  - c. Closing to public access any public building, street or other public area.
  - d. Calling upon regular and auxiliary law enforcement agencies within or outside the City for assistance.
  - e. Requesting mutual aid from other political subdivisions.
  - f. Committing local resources in accordance with local emergency plans.
5. Critical Incident Stress Debriefing (CISD) will be an integral part of all disaster operations. The Cuyahoga County Critical Incident Stress Management Network can be contacted to perform peer support and psychological debriefing services to lessen the effects of excessive stress on disaster workers.

### **B. Organization and Assignment of Responsibilities within the EOC**

1. Organization of the EOC will be accomplished utilizing the Federal Emergency Management Agency's (FEMA) "Integrated Emergency Management System." The EOC is organized into a Command Group and an Emergency Services Group. See Basic Plan for definitions and responsibilities of the Command Group including the emergency functions of the Mayor.
2. Within the context of the Integrated Emergency Management System the EOC is organized into five functional areas: Command, Operations, Planning, Logistics, Administration/Finance and Safety. The Operations, Planning, Logistics, Administration/Finance and Safety Section Chiefs are members of the Command Group and are also charged with activating and supervising the branches and units within their respective sections. These areas will be

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implemented, staffed and organized by the EOC Chief as dictated by the scope of the emergency.

3. **EOC Chief** (the Mayor or designee) serves as the overall manager of the Command Group and is responsible for all incident activities. These responsibilities include:

- a. Activating elements of the Emergency Operations Plan.
- b. Assessing the incident situation.
- c. Conducting initial Operations Section briefings.
- d. Managing incident operations.
- e. Authorizing evacuation orders.
- f. Approving and authorizing implementation of the incident action plan.
- g. Coordinating staff activity.
- h. Authorizing release of information to the news media.
- i. Approving plan for demobilization

### 4. Command Group Responsibilities

The Command Group is responsible for overall management of the incident, to include the development and implementation of strategic decisions and approving and ordering the release of resources. In addition to the EOC Chief, other members of the Command Group include the Chiefs of the Operations, Planning, Logistics, Administration/Finance and Safety Sections. The Command Group is supported by a Command Staff who assume key functions that are not part of the line organization. These individuals include the Emergency Services Coordinator, Public Information Officer and City Attorney, when not required by the Executive Group.

### 5. Emergency Services Group Responsibilities

The Emergency Services Group is comprised of five functional units that support the Command Group: Operations, Planning, Logistics, Administration/Finance and Safety. Their functions and responsibilities are as follows:

#### a. Operations Section

The Operations Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information and intelligence concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident.

Responsibilities include:

- (1) Obtaining briefings from the EOC Chief.
- (2) Developing the operations portion of the Incident Action Plan.
- (3) Briefing and assigning Operations personnel.
- (4) Supervising operations in conjunction with the Incident Command Post.

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- (5) Determining needs and requests for additional resources.
- (6) Reporting information about specific activities, events and occurrences to the EOC Chief.
- (7) Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- (8) Ensuring general welfare and safety of Operations Section personnel.
- (9) Providing any additional services, as indicated in respective departmental annexes.
- (10) Establishing information requirements and reporting schedules for each incident.
- (11) Identifying needs for use of specialized resources.
- (12) Performing operational planning for the Planning Section.
- (13) Compiling and displaying incident status summary information.
- (14) Advising the Command Group of any significant changes in the incident status.
- (15) Preparing and distributing EOC Chief's orders.

### **b. Planning Section**

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- (1) Obtaining briefings from the EOC Chief.
- (2) Activating Planning Section.
- (3) Supervising preparation of the Incident Action Plan.
- (4) Establishing information requirements and reporting schedules for each incident.
- (5) Assembling information on alternative strategies.
- (6) Establishing a Weather Data collection system when necessary.
- (7) Identifying needs for use of specialized resources.
- (8) Providing periodic predictions on the incident.
- (9) Compiling and displaying incident status summary information.
- (10) Advising the Command Group of any significant changes in the incident status.
- (11) Ensuring the general welfare and safety of the Planning Section personnel.
- (12) Prepare demobilization plan.

### **c. Logistics Section Public Works/Community Services Municipal Utilities**

The Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics

# **Emergency Operations Plan**

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Section participates in the development and implementation of the Incident Action Plan. Responsibilities include:

- (1) Obtaining briefings from the EOC Chief.
- (2) Planning of the organization of the Logistics Section.
- (3) Assigning work locations and preliminary work tasks to section personnel.
- (4) Maintaining resource status information.
- (5) Notifying the Planning Section of resources units activated, including names and locations of assigned personnel.
- (6) Participating in the preparation of the Incident Action Plan.
- (7) Identifying service and support requirements for planned and anticipated operations.
- (8) Providing input and review to the communications plan, medical plan and traffic plan.
- (9) Coordinating and processing requests for additional resources.
- (10) Receiving requests for future service and support requirements.
- (11) Receiving demobilization plan from the Planning Section.
- (12) Recommending release of unit resources.
- (13) Ensuring general welfare and safety of Logistics Section personnel.

### **d. Administration/Finance Section Management**

#### **Services/Planning/Development Services/Community Services**

The Administration/Finance Section is responsible for all documentation of the incident, including financial and cost analysis aspects of the incident, and for coordinating legal information and recommendations.

Responsibilities include:

- (1) Obtaining briefing from the EOC Chief.
- (2) Attending briefings with responsible agencies to gather information.
- (3) Identifying and procuring supply and support needs for the Logistics Section and EOC as well as supporting logistical needs through procuring of supplies.
- (4) Developing an operating plan for finance function for the incident.
- (5) Preparing work objectives for subordinates, briefing staff and making assignments.
- (6) Determining need for providing meals for extended EOC operations.
- (7) Informing the EOC Chief when the Section is operational.
- (8) Meeting with representatives of assisting and cooperating agencies, as required.

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- (9) Providing input in all planning sessions on financial and cost analysis matters.
- (10) Maintaining contact with agency administrative headquarters on financial matters.
- (11) Documenting all financial costs of the incident, including documenting for possible cost recovery for service and supplies.
- (12) Advising the Command Group on possible liabilities arising from disaster operations.
- (13) Making a list of volunteers according to functional capabilities and informing the Logistics Section of availability.
- (14) Collecting and compiling input data and after action reports.
- (15) Evaluating the effects of damage on the City economic index, tax base, bond ratings and insurance ratings for use in long-range recovery planning.
- (16) Establishing shelters and providing shelter management when necessary.

### e. Safety Section

The Safety Section is responsible for the development and recommended measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Responsibilities include:

- (1) Obtaining briefings from the EOC Chief.
- (2) Participate in planning meetings
- (3) Identify hazardous situations associated with the incident.
- (4) Review Incident Action Plan for safety implications.
- (5) Exercise emergency authority to stop and prevent unsafe acts.
- (6) Investigate accidents that occurred within the incident area.
- (7) Assign assistants as needed.
- (8) Review and approve medical plan.
- (9) Maintain unit log.

### f. Staff Advisory Functions.

Two Command Staff positions are established to assume key activities and report directly to the EOC Chief. These positions are the Emergency EMC and Public Information Officer. A Legal Advisor may be assigned to support the Command Group when not required as part of the Executive Group. Additional positions may be required depending upon the nature of the incident or requirements of the EOC Chief.

- (1) The Emergency Services Coordinator (Fire Chief or designee) will:
  - (a) Activate the Emergency Services Staff and the Emergency Operations Center (EOC) when directed by the Mayor.

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- (b) Assist the EOC Chief in supervising the activities of the Emergency Services Staff.
- (c) Aid the EOC Chief in the mobilization and employment of field forces.
- (d) Effect liaison and coordination with adjoining Communities and the Cuyahoga County EMA.
- (e) Keep the Mayor apprised of the situation if not present.
- (f) Recommend to the Mayor a Declaration of Emergency if the situation warrants.

(2) The Public Information Officer will:

- (a) Develop accurate and complete information regarding the incident cause, size, current situation, resources committed, and other matters of general interest.
- (b) Be the point of contact for media and other governmental agencies that desire information about the incident.
- (c) Establish staff.
- (d) Establish media collection point.
- (e) Establish a Joint Information Center (JIC) during events of national significance.

### **C. Organization**

The EOC will be staffed to support 24-hour operations.

1. Other members of the Emergency Services Staff include those department heads and designated representatives assigned to assist the Command Staff in carrying out the tactical functions of the Operations, Planning, Logistics, Administration/Finance and Safety Sections. These functions may be directed from normal City locations (coordinated by the Command Staff at the EOC) or the Command Staff may request actual representation in the EOC to coordinate one or more of these areas. Functions of the Emergency Services Staff include:
  - a. Coordinating the activities of field forces.
  - b. Collecting, evaluating, responding to, and disseminating essential information.
  - c. Maintaining logs, displays, and records of essential information.
  - d. Collecting and consolidating data from field forces and preparing situation reports and summaries for periodic briefings, after-action reports and forwarding as required.
  - e. Receiving and processing requests for resources from field forces.
  - f. Providing assistance to persons with disabilities. See Appendix 10, Persons with Disabilities, to this annex.
  - g. Providing inputs for news releases to the media.

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h. Notifying the local school districts of any major emergencies that may affect their schools or transportation routes.

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

1. Existing communications regulations and system control procedures apply.
2. Land line telephone will be the primary method of communication with cellular back-up systems. Police and Division of Fire radio will provide backup communications in the event of a telephone system failure.

#### **A. Warning**

1. CECOMS is responsible for disseminating all weather watches, weather warnings, alert and attack warnings to the local Public Safety Access Point (PSAP) center.
2. The Police Chief and/or the Fire Chief can activate the Community Emergency Notification System (CODE RED 911) to disseminate emergency warning information.
  - a. Utilize mobile sirens and PA systems to further disseminate warnings to the public.
  - b. Advise the public to listen to commercial radio and TV broadcasting stations that should disseminate emergency warning and information.

#### **B. Continuity of Government**

1. The lines of succession of elected officials and the City staff are shown in Appendix 3, Line of Succession, to this annex.
2. Preservation of Records
  - a. Important City records must be preserved to ensure continued operation of City government during a major emergency or reconstitution of City government following such an emergency.
  - b. Procedures for preservation of vital City records will be prescribed in a Standard Operating Procedure (SOP) that will be filed in the City Clerk's Office.

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### V. ADMINISTRATION AND LOGISTICS

#### APPENDIX 1 - LINE OF SUCCESSION

1. Line of succession of the elected officials is:

Mayor  
Council President  
Remaining Council Members in order of seniority

2. Line of succession of the appointed staff is:

Law Director  
Fire Chief/Police Chief (The Chief not engaged as the EOC Chief will assume the succession of government.)  
Finance  
Building Commissioner  
Service Director

#### APPENDIX 2 - RADIO SYSTEMS

1. The City government will utilize the law enforcement and fire communication systems that are in use on a daily basis. The Police Department is responsible for the coordination and use of these communication systems during emergency situations when the EOC is activated.

#### APPENDIX 3 – EVACUATION

1. The Emergency Services Staff recommends and the Mayor directs evacuation of disaster-stricken portions of the City.

2. Types of Evacuation:
  - a. **VOLUNTARY:** Persons perceive the hazard and leave the area of their own volition. No official assistance is required.
  - b. **RECOMMENDED:** Upon declaration of a Local Emergency, endangered persons are advised to evacuate to safe areas. Normally, emergency shelter and feeding are provided. Assistance may be requested or required.

3. The Police Department will assume responsibility for evacuation operations. Specific tasks are as follows:

- a. Warn residents of the area to be evacuated.
- b. Establish an on-site command post for coordination of agencies authorized to operate in the affected area.
- c. Coordinate available transportation to move evacuees and establish

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evacuation routes.

- d. Provide traffic control in and near the affected area.
- e. Provide security for the evacuated area, with emphasis on the protection of essential facilities.
- f. Assist persons with disabilities and any other citizens that need assistance in the evacuation process.
- g. Designate pickup points for persons lacking transportation.

4. The Emergency Services Staff will coordinate the opening of congregate care shelters with the American Red Cross. See ESF 6.

### **APPENDIX 4 – VOLUNTEERS**

1. The City of Richmond Heights participates in a Citizen Corps program (Tri City CERT) that can be employed during an emergency. The City of Richmond Heights has a well-organized Community Emergency Response Team (CERT) program, organized into 6 CERT Council Districts based on the location of their residences
2. Activation protocols are established using phone trees to contact and/or activate.

### **APPENDIX 5 –DONATIONS**

1. Disasters create a need to coordinate donation of goods, money and volunteer services. When circumstances warrant, a united and cooperative effort by private volunteer organizations and the donor community is necessary for the successful management of donations campaigns and relief supplies. This appendix will not interfere with any individual or private community volunteer organization's policies concerning gifts or donations.
2. The Salvation Army can assist in organizing and implementing donation procedures in both small and large scale disasters requiring additional personnel above and beyond the capabilities of dedicated paid employees.
3. All inquiries concerning donations for a specified organization will be referred to these organizations. Organizations accepting/receiving designated donations will follow their own policies.
4. A standardized data will be used for documenting donated resources. Donation information will be made available to participating agencies, volunteer organizations, emergency responders and the public. Central Supply will maintain donations forms and make allowances for space for donated goods.
5. Churches, community-based organizations, volunteer agencies, and local government may operate local distribution centers to provide donated goods directly to disaster victims.

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6. News releases and flyers can be used to encourage public donations. Information provided to the media will be coordinated in advance by the participating agencies before being distributed to the public.
7. Donors will be recognized to emphasize the importance of goods and services received to the overall response, relief, and recovery efforts.
8. Emergency Support Function 15, Annex 1 provides additional information on donation procedures.

### **APPENDIX 6 - PERSONS WITH DISABILITIES**

1. Special attention will be directed to the needs of persons with disabilities during emergency notifications, evacuations, and other disaster-related activities. If the nature of the disaster allows and time permits, a listing of all known persons with disabilities, as defined in the "Glossary" section of this plan, will be maintained in the EOC in order to expedite their notification and evacuation.
2. See Tab A, Locator File, to this appendix for a form that can be used to aid in the identification and care of persons with disabilities.

### **APPENDIX 7 - EMERGENCY DECLARATION PROCESS**

1. State law, County resolution, City resolution and this plan empower the City government to enact emergency legislation. Among the powers authorized for inclusion in such legislation is the power to declare a Local Emergency. A declared Local Emergency permits City government to set aside normal procedures of government in deference to the emergency.
2. An official declaration (See Tab A, Emergency Declaration) is the vehicle by which assistance can be obtained from State and Federal agencies. The declaration should be issued upon receipt of sufficient supportive information and forwarded to the Cuyahoga County Department of Emergency Management.
3. If the emergency is of sufficient magnitude and all County resources are expended, the Cuyahoga County Department of Emergency Management will prepare a Declaration of Emergency to be signed by the County Commissioners requesting that the Governor proclaim a State of Emergency. Financial and other public assistance, but no individual assistance, will be made available when the Governor declares a State of Emergency.
4. The Governor may request a Presidential Declaration of a Major Disaster if conditions so warrant. Such a request will be based on a damage assessment and will indicate the degree of commitment of local and State resources in attempting to cope with the situation.
5. When a Major Disaster is declared by the President, the Federal Emergency Management Agency (FEMA) will administer the disaster relief program in the affected area. Two major categories of benefits may be made available--individual assistance and public assistance.

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### **APPENDIX 8 - DISASTER ASSISTANCE**

1. Assistance is available from the State and Federal governments when specific conditions are met:
  - a. The Governor must proclaim a State of Emergency in order for the City of Richmond Heights to receive assistance from the State.
  - b. The President must proclaim a disaster in order for the City to receive Federal assistance.
2. Types of Disaster Assistance
  - a. Public Assistance - financial aid to governmental entities.
  - b. Individual assistance - financial aid to private citizens and businesses.
3. If the Governor declares a State of Emergency, but the President does not declare a major disaster, the City may be eligible for public assistance from the State of Ohio. Individual assistance to residents affected by the disaster will not be available although, in some cases, Federal agencies such as the Small business Administration, Farmers Home Administration, Farm Service Agency, and U. S. Army Corps of Engineers may be petitioned to provide loans and/or technical assistance.
4. If the Governor declares a State of Emergency and the President declares a major disaster, the City and its citizens will generally be eligible for both public assistance and individual assistance from the Federal government and for public assistance from the State. In some cases, however, one form of assistance may be denied by the Federal government, even though the other assistance is provided. The Federal agencies listed in the previous paragraph may again be able to provide loans and/or technical assistance if assistance is denied in the Federal disaster declaration.
5. Types of public assistance that may be available following a State declaration of emergency or a Federal declaration of a major disaster:
  - a. During the Response Phase
    - (1) Emergency debris clearance.
    - (2) Emergency protective measures such as search and rescue, demolition of unsafe structures, warning of further risks and hazards, and public information on health and safety measures.
    - (3) Emergency restoration work, including emergency repairs to essential utilities and facilities.
    - (4) Emergency communications equipment to supplement, but not replace, normal communications equipment that remains operable.
  - b. During the Recovery Phase
    - (1) Costs of Emergency Recovery Work.
      - (a) Clearance of wreckage and debris.
      - (b) Emergency protective measures.

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- (c) Emergency repair or replacement of roads, streets, highway facilities, dikes, levees, irrigation works, drainage facilities, public buildings and related equipment and furnishings, and public-owned utilities.
- (d) Salaries and wages.
- (e) Equipment, supplies, and materials.
- (f) Work performed by the National Guard, under contract, and work performed by arrangement with other political subdivisions.

(2) Costs of Permanent Restoration. Items listed in paragraph (1) above and public facilities under construction.

6. Types of individual assistance that may be available following a Federal declaration of a major disaster:

- a. During the Response Phase. Emergency mass care if not provided by welfare organizations.
- b. During the Recovery Phase
  - (1) Temporary housing.
  - (2) Disaster loans
  - (3) Federal income tax assistance.
  - (4) Legal and consumer aid.
  - (5) Unemployment benefits.
  - (6) Food stamps.
  - (7) Psychological counseling.
  - (8) Grants to individuals and families.

7. Individual assistance will usually be administered from Federal Local Assistance Centers (LACs), which will be established near the affected area to provide victims a convenient centralized location to receive guidance and information and to initiate their personal recovery actions. Insofar as practicable, each LAC will include representatives of all agencies having relief and rehabilitation responsibilities, so that victims are afforded the opportunity to complete their business at a single location and in a minimum number of visits.

8. The EMC and Finance Department will ensure that the following tasks are accomplished:

- a. Keep detailed records of all public and private damage sustained during the disaster, to include the estimated cost of fixing the damage. The damage must be visually verified by a qualified inspector following the disaster as estimates made during the disaster are frequently inflated by the stress of the moment. Accurate damage estimates and precise knowledge of damage locations will be invaluable when FEMA teams inspect the City following the disaster to determine whether a Presidential disaster declaration is warranted.

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- b. Prepare a report stating the disaster's impact on the City's budget and its ability to provide essential services to citizens. A clear statement of the disaster's impact is essential for the City to qualify for a Presidential disaster declaration.
- c. If a Presidential declaration is made, appoint an Applicant Agent to represent the City in applying for State and Federal disaster assistance. The Applicant Agent handles all documentation and correspondence for public assistance and must be a person authorized to make financial commitments on behalf of the City. The Applicant Agent will attend a joint Federal/State briefing at which duties and the forms necessary to apply for assistance will be explained.
- d. Ensure that City employees keep records of all repair work accomplished after the disaster. The following information must be kept for each work site on each day that work is performed:
  - (1) Location of work site.
  - (2) Date work was done.
  - (3) Employees and hours worked.
  - (4) Equipment and hours used.
  - (5) Materials and quantity used.
  - (6) Source of materials (vendor or stock).
  - (7) Copies of delivery tickets.
- e. If individual assistance is made available in conjunction with a Presidential disaster declaration, obtain the LAC location and hours of operation from the Cuyahoga County Department of Emergency Management and ensure that City residents are made aware of that information.

### **APPENDIX 9 – EAS ALERT PROCEDURES**

- 1. Operational Policy
  - a. The Emergency Alert System shall be used primarily for notification to the public, via the news media, of events of a public safety, health, or welfare concern that have an immediate impact affecting residents of the City of Richmond Heights.  
The EAS may be accessed by a City of Richmond Heights authorized representative utilizing Department of Public Safety established procedures.
  - b. The above policy would include, but is not limited to, major incidents, disturbing traffic flow, airplane crashes, structure fires, large brush fires, hazardous material spills or leaks, flooding, shooting, escapes of dangerous prisoners, health hazards requiring immediate public notification, natural disasters, or any life-endangering circumstances.

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- c. Notification via the system should be limited to activities in progress that, by their nature or potential, pose a threat of such significance that immediate public notification is warranted.
- d. It is permissible to notify the media via the system of the time and place of a news conference or announcement to be made by an agency authorized to use the system.
- e. Under special circumstances the EAS may be used to disseminate information concerning a specific event or ongoing actual or potential public safety hazard.
- f. The system may also be activated via the Cuyahoga County Department of Emergency Management.
  - (1) During normal working hours, City officials will telephone or FAX the required information to the County EMA and request County personnel to activate the EAS and input the information.
  - (2) During other than normal working hours, City officials will contact the Department of Emergency Management and request the EAS be activated.
  - (3) City officials will provide County emergency management personnel with sufficient details of the incident to adequately provide the media with answers to pertinent questions; however, City personnel may specify there will be no questions, or that media may call City officials to get questions answered.

### **2. Operations Guidelines**

- a. In addition to the general guidelines the following policies are established:
  - (1) Only those individuals authorized by the City and on file with the Department of Public Safety will be allowed to input information into the system.

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### **Annex “B”**

#### **ANNEX “B” - WINDSTORMS, THUNDERSTORMS AND FLOODS (ESF-3), (ESF-4), (ESF-12)**

##### **I. MISSION**

Through mitigation and preparedness efforts along with response and recovery planning, provide an appropriate level of protection to citizens and property from windstorm, thunderstorm and flood emergencies or disasters.

##### **II. SITUATION AND ASSUMPTION**

###### **A. Situation**

The City of Richmond Heights may be subjected to a variety of windstorm, thunderstorm and/or flood situations with related property damage during any time of the year. The possible situations that may be encountered with this hazard are categorized as follows:

1. Windstorms
  - a. Windstorms are usually characterized as straight line winds capable of producing strong outflows up to and in excess of 100 miles per hour, with or without precipitation.
  - b. Windstorms are short-lived and frequently develop with little or no warning. Windstorms may approach tornado strength (called downbursts) and may precede thunderstorms and lightning.
  - c. Windstorms may occur at anytime throughout the year, but are more prevalent during the monsoon season (July- September).
  - d. Windstorms without precipitation can create strong turbulent winds that pick up loose dirt and sand particles in such quantities as to reduce visibility considerably. Generally, they move across the Valley in a northwesterly direction and can give the appearance of solid walls of dust visible from considerable distance.
2. Thunderstorms have many of the same characteristics as windstorms, but may also include tornadoes and lightning.
  - a. Lightning may strike some miles from the parent cloud.
  - b. Tornadoes can be imbedded in thunderstorm clouds and are commonly preceded by heavy rain and frequently by hail.
3. Damage and problems that may result from windstorms, thunderstorms and floods may include one or more of the following:
  - a. Power lines down

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- b. Major power outages
- c. Telephone outages
- d. Structural damage, particularly to manufactured homes
- e. Fires and power surges caused by lightning strikes
- f. Road and street congestion due to traffic light outages
- g. Road and street closures/congestion due to flooding or debris
- h. Water and/or wastewater service disruption
- i. Traumatic injuries or death of citizens in severe instances

4. The City of Richmond Heights is involved in a number of programs at the local, County, State and Federal levels, designed to mitigate the potential storm and flood damage problems.

### **B. Assumption**

Major street and low lying area flooding could require a great degree of mobilization of City resources and coordination with outside agencies to cope with evacuation, sheltering, transportation, damage assessment, and recovery problems.

## **III. EXECUTION**

### **A. Concept of Operations**

1. For typical storms with associated local flooding and wind damage, operations will be performed by normal City departments that routinely handle such emergencies. These departments will act independently within their normal operating procedures to address problems related to the emergency.
2. For large-scale disasters with major or catastrophic windstorm/thunderstorm/flood situations, the Emergency Operations Plan will be activated, including the EOC. If activated, the EOC will exercise primary direction and control during a storm or flooding disaster.

### **B. Tasks**

1. Notification of severe weather information will be available from the National Weather Service. A list of common terminology and weather related terms is located in the "Glossary".
2. The City of Richmond Heights will assume overall direction and control of emergency response operations within its jurisdiction, to include warning, evacuation and security of the affected areas.

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### **ANNEX “C”**

#### **ANNEX “C” - HAZARDOUS MATERIALS (ESF-10)**

##### **I. MISSION**

To protect citizens and emergency response personnel from the effects of hazardous materials involved in a transportation, storage, or usage incident and provide expeditious recovery from the incident.

##### **II. SITUATION AND PLANNING FACTORS**

###### **A. Situation**

1. Incidents involving hazardous materials (HAZMAT) can occur without warning at fixed facilities or along transportation routes. They may result in dangerous conditions requiring immediate corrective action by emergency response personnel to protect themselves, accident victims and citizens.
2. Public Law 99-499, the Superfund Amendment and Reauthorization Act of 1986 (SARA), Title III: Emergency Planning and Community Right-to-Know, was enacted to provide local governments the authority to gather information concerning chemical hazards in their community, plan for the response to incidents involving those hazards, and provide a means for the general public to access information concerning hazardous substances in their community.
3. The Cuyahoga County Local Emergency Planning Committee (LEPC) is the County's designated lead agency for emergency planning and enforcement of the provisions of SARA, Title III and other federal laws and regulations dealing with hazardous materials. The administrative offices and staff support of the Cuyahoga County LEPC are located at the Cuyahoga County Department of Emergency Management.
4. Facilities that store extremely hazardous substances in excess of the threshold planning quantity are required to report pertinent information

###### **B. Planning Factors**

1. The amount of time available to determine the scope and magnitude of the incident will have an effect on the protective actions recommended.
2. Wind speed and direction at the time of the incident will be factors in determining which evacuation routes can be used. Changes in wind velocity may result in changing protective action decisions.

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3. Temperature inversions will increase downwind travel and lateral dispersion of toxic plumes.
4. Hazardous materials may enter and contaminate water supplies and wastewater systems, necessitating the shutdown of such facilities until decontamination procedures can be implemented.

### **III. EXECUTION**

#### **A. Concept Of Operations**

1. The Division of Fire will establish an on-scene command post in conjunction with the Police Department and control operations at the scene of the incident. The Police Department will secure the incident scene.
2. The goal of the City's responding forces is to stabilize the incident, leaving clean-up operations to hazardous materials specialists.

### **IV. ADMINISTRATION AND LOGISTICS.** See Basic Plan and Annex A, Direction and Control.

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### **ANNEX “D”**

#### **ANNEX “D” - COMMON CARRIER ACCIDENTS (ESF-1), (ESF-4), (ESF-13)**

#### **I. MISSION**

To assure an effective and rapid response to a common commercial carrier accident in order to minimize loss of life, expedite recovery efforts and to provide appropriate control and security measures to the site and to the residue.

#### **II. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

1. Common commercial carriers, defined as aircraft, trains and buses, transport people and goods above and through the City of Richmond Heights by air, rail and roads.
2. Regardless of their nature or location, commercial carrier accidents can involve local, State and Federal agencies. Due to this involvement and the immediacy of the control problem, it is imperative that City officials be cognizant of their role as well as the responsibilities of other concerned agencies.

##### **B. Assumptions**

1. A common commercial carrier accident will occur in the City of Richmond Heights. The carrier will be an aircraft, bus or other commercial vehicle.
2. There will be survivors requiring extrication, on-site treatment and emergency transportation.
3. Secondary effects of fire and disruption of gas, water, and electrical distribution in the immediate vicinity will occur.
4. Hazardous materials may be involved and appropriate HAZMAT response measures will have to be taken.

#### **III. EXECUTION**

##### **A. Emergency Response Forces (Tasks)**

1. Police Department
  - a. Perform rapid survey of crash scene and damaged areas.

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- b. Report findings immediately to the Incident Commander (or EOC if activated) with recommendations regarding mobilization of additional forces.
- c. Assist the Division of Fire in establishing an on-scene Command Post.
- d. Establish traffic and personnel access control procedures, establish a perimeter, and preserve the accident scene intact (to include all debris).
- e. Recall off-duty personnel.
- f. Ensure that emergency vehicles responding to the crash site have the best possible ingress and egress routes that will enable them to reach and exit the scene without unnecessary delay.
- g. Direct teams to make a detailed search of the area noting pieces of wreckage, luggage and other debris. In an aircraft disaster, bodies and parts of bodies will be covered and guarded until removal is authorized by the accident investigators.
- h. Recommend evacuation of any residents, if required, and establish evacuation assembly areas until congregate care facilities can be arranged.

2. Division of Fire

- a. Establish an on-scene Command Post in conjunction with the Police Department and assume primary responsibility for on scene management of the accident site.
- b. Request automatic aid assistance from other Division of Fires, as required.
- c. Recommend evacuation from the disaster area when deemed advisable, in coordination with the Police Department.
- d. Assign search and rescue teams to search for and remove survivors from the accident scene.
- e. Designate open areas close to the scene for first aid stations and medical triage teams.
- f. Establish and provide a transportation sector to supervise regular and improvised ambulances until a medical coordinator is available.
- g. Recall off-duty personnel.
- h. Conditions in the affected area may necessitate the shutting down of certain utilities. Coordinate the priorities for shutdown and restoration with the utility companies involved.
- i. Conduct debris clearance operations when approved by on scene authority. (Debris clearance operations may be delayed due to accident investigation.)

B. Commercial carrier accidents are categorized below as aircraft, trains or buses. Additional response procedures used in dealing with each category are addressed.

### 1. Aircraft Accidents

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- a. The Division of Fire will establish an on-scene Command Post in conjunction with the Police Department and assume the primary responsibility for on-site management of air crash incidents.
- b. If the crash site involves a military aircraft, the wreckage site may become, at the responding military authority's request, Federal property until the site is released by that authority. The military on-scene Commander will assume on-scene responsibility.
- c. Automatic and mutual aid agreements will be implemented as soon as it is apparent that effective response to the disaster will be beyond the capability of the City resources and/or if the crash site is near or crosses jurisdictional boundaries.
  - (1) Establish and provide a transportation sector to supervise regular and improvised ambulances until a medical coordinator is available.

### **2. Bus Accidents**

- a. Buses and coaches transiting the City of Richmond Heights are subject to motor vehicle accidents. Response procedures to accidents involving large numbers of individuals are the same as regular road accidents, with the exception of increased logistics problems involved with the transportation of greater numbers of victims.

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### **ANNEX “E”**

#### **ANNEX “E” – EARTHQUAKES (ESF-3), (ESF-4), (ESF-13)**

##### **I. MISSION**

To ensure a rapid response at the disaster area in order to minimize loss of life and to initiate prompt recovery operations.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

The City of Richmond Heights, can expect MODERATE damage as a result of an earthquake.

###### **B. Assumptions**

1. The City of Richmond Heights may experience the effects of earthquakes and they may occur without warning.
2. There may be secondary effects of fire and disruption of gas, water and electrical distribution systems.
3. Aftershocks may seriously hamper recovery efforts.
4. Of all natural disasters, earthquakes can inflict the greatest loss of life and property and require the greatest mustering of resources to mitigate their effects.
5. There may be a need for law enforcement, fire fighting, search and rescue, mass shelter, food and water distribution, damage assessment, emergency utilities, medical services and evacuation.

##### **III. EXECUTION**

###### **A. Concept of Operations**

1. Earthquakes present a unique challenge to emergency responders. There is usually no warning and it is difficult to ascertain the area involved and extent of damage. Two critical tasks must be performed immediately following an earthquake to ensure the most effective operations by emergency response personnel:

- a. The Police Department must perform a rapid survey of the City and report the results.

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- b. A status check on all emergency forces must be completed.
- 2. Emergency personnel must conduct communications checks on a face to face basis (relay if needed) because communications equipment may be inoperative.
- 3. Once an overall picture of the area and extent of damage emerges, resources can be deployed where they are most needed. Emergency units must avoid freelance responding and stopping at the first emergency encountered. A quick triage must occur to effectively direct response forces.
- 4. The results of the rapid survey will indicate the need for implementing the EOP and activating the EOC. If needed, the quicker this is accomplished, the better the emergency response outcome will be.

### **B. Organization**

Significant earthquakes will likely require the full City emergency organization. Refer to the Basic Plan and Annex A, Direction and Control.

### **C. Tasks**

- 1. Mayor - See Basic Plan.
- 2. Emergency Services Coordinator. See Basic Plan and Annex A, Direction and Control.
- 3. Emergency Services Staff.
  - a. See Annex A, Direction and Control.
  - b. Obtain the following information from the Cuyahoga County EOC:
    - (1) Seismographic data about the earthquake epicenter and intensity.
    - (2) Electrical outages and anticipated restoration times.
      - a. Obtain information about City of Richmond Heights customers of CEI who are on life support systems. Notify the Division of Fire if any are suspected to live in an area that has experienced a power failure.
      - b. Collect and maintain data on condition of buildings and other facilities that are or may become weakened by earthquake activity.
- 4. Police Department
  - a. See Basic Plan.
  - b. Establish an on-scene command post if the damage is sufficiently local in nature. If damage is widespread, establish a mobile command post to coordinate field inputs to the City EOC.
  - c. Perform rapid survey of damaged areas.
  - d. Warn citizens to leave buildings considered to be unsafe for further occupancy.
- 5. Division of Fire
  - a. See Basic Plan.
  - b. Assist the Police Department in establishing an on-scene or mobile command post.

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- c. Evacuate citizens on life support systems if they live in an area that has experienced a power failure.
- 6. Public Works Department/ Municipal Utilities Department
  - a. See Basic Plan.
  - b. Survey damage to buildings, roads, utilities and other facilities and report that information to the EOC.
  - c. Designate areas to be used for debris and waste disposal.
  - d. Establish priorities for the repair of public utilities and facilities.
  - e. Determine the structural integrity of buildings damaged as a result of the earthquake.
- D. Support. See Basic Plan.

### **IV. DIRECTION AND CONTROL** Refer to Annex A, Direction and Control.

**V. INCREASED READINESS ACTIONS.** The division heads will immediately be notified and directed to assemble their equipment and personnel for action. The following plan will be followed:

- A. Condition 3 - Situations exist that could develop into a hazardous condition. Correct all deficiencies in equipment and/or facilities.
- B. Condition 2 - Situations exist that have definite characteristics of developing into a hazardous condition.
  - 1. Alert personnel of possible emergency duty.
  - 2. Place off-duty personnel on stand-by.
- C. Condition 1 - Hazardous conditions are imminent. Mobilize emergency crews.

### **VI. ADMINISTRATION AND LOGISTICS** Standard emergency administration and supply procedures will be used. See Basic Plan and Annex A, Direction and Control.

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### **Annex “F”**

#### **ANNEX “F” - CIVIL DISTURBANCES (ESF-13)**

##### **I. MISSION**

To restore law and order and to protect life and property in the event of a civil disturbance.

##### **II. SITUATION AND ASSUMPTION**

###### **A. Situation**

1. See Basic Plan.
2. Civil disturbances are those organized or spontaneous group activities that disrupt the peace and threaten life, health, property or legally constituted authority.
3. Civil disturbances have occurred in nearby communities and may occur in the City of Richmond Heights with little or no warning.
4. Terrorist activities may take the form of or include civil disturbances.

###### **B. Assumption**

Civil disturbances will be accompanied by other criminal activities such as vandalism, arson, looting, sabotage, sniping, or bomb threats.

##### **III. EXECUTION**

###### **A. Concept of Operations**

1. This annex assumes a wide spectrum of civil disorder situations and recognizes that response will vary accordingly.
2. The Police Department is responsible for preserving the peace, suppressing civil disorder, and performing the law enforcement functions of the City. Mutual Aid Communities and support to the City upon request of the Mayor.
3. Additional law enforcement agencies may provide mutual aid support to the City upon request of the Mayor/Police Chief.

###### **B. Tasks**

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1. Mayor
  - a. See Basic Plan.
  - b. Establish policy and issue emergency legislation and declarations in coordination with the City Council.
  - c. Represent the City when negotiations take place with leaders of the civil disturbance.
  - d. Request mutual aid support from area police departments, the Cuyahoga County Sheriff's Office if the situation so dictates.
2. Services Coordinator. See Basic Plan and Annex A, Direction and Control.
3. Emergency Services Staff. See Annex A
4. Police Department
  - a. Identify and maintain a list of critical facilities that may be vulnerable to civil disturbances.
  - b. Establish an on-scene command post and assume primary responsibility for on-scene management of the emergency.
  - c. Warn the public of any potentially dangerous situations.
  - d. Provide security of critical facilities as the situation warrants.
  - e. Establish holding areas for processing of violators.
5. Division of Fire
  - a. Assist the Police Department in establishing an on-scene command post.
  - b. Receive clearance from the EOC before allowing forces to enter the affected area.
6. Public Works Department/Municipal Utilities Department
  - a. See Basic Plan.
  - b. Provide and set up barricades for crowd control.
  - c. Remove barricades erected by rioters.

C. Support. See Basic Plan.

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### **ANNEX “G”**

#### **ANNEX “G” - HEAT WAVE EMERGENCIES (ESF-4)**

##### **I. MISSION**

To establish a program that will both educate the population about how to cope with a heat wave and, when necessary, provide protection from its effects to vulnerable segments of the population.

##### **II. SITUATION**

A. Periods of prolonged excessive heat can result in life-threatening situations for a large segment of the population, particularly among elderly persons who do not have access to air-conditioning. Documented cases of fatality counts of over 100 have occurred in other U.S. cities during the past few years as a result of prolonged heat waves.

B. By recognizing a heat wave in its developmental stages, the City can take actions that will enable citizens to avoid life-threatening conditions.

C. Violent summer thunderstorms can be particularly serious. In addition to increasing the humidity, they can produce power outages that deprive large segments of the population of access to air-conditioning in their homes.

##### **III. EXECUTION**

###### **A. Concept of Operations**

1. The Cleveland Office of the National Weather Service (NWS) will issue three types of heat related messages based on four factors—temperature, humidity, sky coverage, and expected duration. The combination of factors that will trigger one of these heat-related messages varies with the time of year; for instance, factors that may result in a high heat warning in early May might not result in one in mid-July. These three NWS products are:

- a. Heat Advisory – issued when the temperature is forecast to be unusually hot but not life-threatening.
- b. Excessive Heat Watch – issued when conditions are likely to result in a life-threatening heat emergency within the next 24 to 48 hours.

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- c. Excessive Heat Warning – issued when a life-threatening heat emergency exists or is imminent.
2. Board of Health/News Media will issue the appropriate heat emergency messages prior to the beginning of the summer heat season by providing news releases and public announcements to inform the public on how to deal with the heat wave.
3. The Community Center will operate under extended hours to provide access to air conditioning for senior citizens who do not have air-conditioned homes. If necessary, the Red Cross and the Salvation Army will open shelters to provide air conditioning to those who are unable to utilize senior centers.

### **B. Organization.**

Under most circumstances, the EOC will not be activated to implement the provisions of this annex.

### **C. Tasks.**

1. The Mayor will declare a local emergency if deemed necessary.
2. The Emergency Services Coordinator will ensure that the provisions of this annex are implemented.
3. Board of Health/News Media will issue press releases giving the public guidance about how to deal with the heat wave emergency. Press releases should emphasize what portion of the population is at risk the most, how to recognize and prevent heat stroke, the importance of getting at least two to four hours a day of cooling, where cooling is available and where to call for assistance.
4. The Community Center to be opened and staffed a minimum of 12 hours a day when the heat wave emergency is initially enacted. On a case-by-case basis, the center may be returned to regular hours prior to the termination of the emergency if demand does not warrant the extended hours.
5. Other Departments
  - a. Post heat tips for staff.
  - b. Encourage field staff to monitor conditions of citizens most likely to suffer during prolonged heat wave (elderly, homebound).

### **D. Support**

1. The National Weather Service will issue excessive heat watches or warnings.
2. When requested, the Cleveland American Red Cross and the Salvation Army may assist in shelter operations to serve as cooling sites augmenting those set up by the City.

### **IV. DIRECTION AND CONTROL** Not applicable.

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### **V. INCREASED READINESS ACTIONS**

A. Condition 3 - Situations exist that could develop into a heat wave emergency. Review cooling station locations and activation procedures.

B. Condition 2 - Situations exist that have definite characteristics of developing into a heat wave emergency.

1. Alert personnel of heat wave situation.
2. Make provisions for field employees to be aware of citizens likely to suffer from prolonged heat.
3. Release public information on the dangers of heat related problems.

C. Condition 1 - Heat wave emergency is declared.

1. Prepare and open cooling centers as required.
2. Release public information on cooling center locations.

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### **ANNEX “H”**

#### **ANNEX “H” - TERRORIST INCIDENTS (EFS-13)**

##### **I. MISSION**

To provide the Citizens of Richmond Heights with a concept of operations for management of response to a terrorist incident that defines coordination with other government agencies and provides response and recovery procedures to protect citizens and property should an incident occur.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. The City of Richmond Heights may be subjected to a terrorist incident with the primary purpose of destroying the public's confidence in the government's ability to protect its citizens.
2. Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their cause.
3. The objectives of terrorism distinguish it from other violent acts aimed at personal gain, such as criminal violence. It is the calculated use of violence or the threat of violence to inculcate fear, intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.
4. Tactics used by terrorists to obtain their goals may include bombing, arson, hijacking, kidnapping, creating ecological disasters, occupation of a building, attacks on facilities, sabotage, hostage taking, assassination and perpetration of hoaxes.
5. Terrorist methods may include conventional weapons or, for more effect, chemical, biological, radiological, nuclear or explosive (CBRNE) devices or weapons. This annex deals primarily with terrorist incidents using CBRNE devices or weapons, but is adaptable to terrorist incidents using conventional weapons.
6. In a terrorist incident, the area of operations could potentially span a number of political boundaries and involve numerous jurisdictions.

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### **B. Assumptions**

1. The Federal Bureau of Investigation, as the lead agency for counterterrorism, will be able to prevent most terrorist incidents, where legally possible, and to react effectively after incidents occur.
2. Terrorism Liaison Officers (TLOs) in coordination with the Ohio counterterrorism Information Center (AcTIC), a center designed to coordinate homeland security efforts among state, federal, local, tribal and border community agencies, will be able to detect and deter terrorist activities. Additionally, through intelligence gathering, analysis and dissemination of information, emergency planning and preparedness will build a capacity to respond and recover from a large scale Weapons of Mass Destruction event.
3. Local law enforcement agencies have the capability to respond to suspected terrorist incidents and make the determination as to whether or not the incident should be classified as a terrorist act.

## **III. EXECUTION**

### **A. Concept of Operations**

1. The overall response to a terrorist incident, whether domestic or international, includes two major components.
  - a. Crisis management response involves measures to identify, acquire, and plan the use of resources to anticipate, prevent, mitigate and/or resolve a terrorist threat or incident. Crisis management response is implemented under the primary jurisdiction of the law enforcement agencies at all levels of government.
  - b. Consequence management response involves measures to alleviate the damage, loss, hardship or suffering caused by emergencies. It includes measures to protect public health and safety, restore essential services, and provide emergency relief to affected agencies and organizations. Consequence management response is implemented under the primary jurisdiction of the affected political subdivision, with support from the Federal government.
2. Technical operations constitute an important support component to both crisis management and consequence management response to a terrorist incident involving weapons of mass destruction (WMD). Technical operations address aspects of WMD material that are not encountered in standard law enforcement disaster operations. Technical operations involve measures to identify the WMD agent or device; assess the threat posed by the WMD agent or device; provide consultation to decision makers concerning the implications of the WMD agent or device for crisis management and consequence management; render safe,

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transfer, and/or dispose of a WMD agent or device; and decontaminate response workers and the affected population and environment.

a. Weapons of mass destruction are categorized into several major areas that include chemical, biological radiological, nuclear, or explosive weapons (CBRNE).

(1) Nuclear or radiological combines two of the major categories of terrorism and range from the actual detonation of nuclear weapons or devices to acts of nuclear threats or extortion. As an example, it can take the form of the release of radioactive substances, such as the radioactive contamination of drinking water, to acts of sabotage in and against nuclear power stations.

(2) Biological weapons are regarded as infectious agents (replicating) such as bacteria, viruses and fungi or toxins (non-replicating), which are poisons produced from replicating agents, other living organisms and plants which are pathogenic to man.

(3) Chemical weapons are defined as compounds which, through their chemical properties, produce lethal or damaging effects and are classified by their effects: nerve (Tabun, Sarin, Soman, VX), blood (hydrogen cyanide, cyanogen chloride, arsine), choking (phosgene) or blister agents (mustards, Lewisite). (See Appendix 3, this Annex.)

(4) Explosive materials are considered WMD agents and can be used independently as an explosive or as a dispersal device for spreading other types of agents such as a radiological dispersal device (RDD) or "dirty bomb".

3. The lead agency for crisis management response for terrorist incidents within the United States is the Federal Bureau of Investigation of the Department of Justice (DOJ-FBI). The FBI coordinates crisis management response operations throughout a terrorist incident.

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4. The Public Utilities Commission of Ohio (PUCO) is the State lead agency in terrorist incidents involving nuclear material. The Department of Energy, the lead Federal agency for radiological incidents, will implement the Federal Radiological Emergency Response Plan to coordinate radiological responses. PUCO will assist in assessing the situation, developing protective action recommendations, coordinating the release of public information regarding the event, and serving as the primary State resource of technical information regarding the on-site conditions and the off-site radiological effects.

5. The Department of Health and Human Services (DHHS) is a supporting federal agency in terrorist incidents involving biological or chemical material. DHHS will assist in threat assessment, consultation, agent identification,

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epidemiological investigation, hazard detection and reduction, decontamination, public health support, medical support and pharmaceutical support operations.

6. The U.S. Environmental Protection Agency (EPA) is a supporting agency in terrorist incidents involving hazardous materials as defined under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). EPA will implement the National Oil and Hazardous Substances Pollution Contingency Plan to coordinate the environmental response, which provides environmental monitoring, decontamination and long-term site restoration operations.

7. Operational boundaries may be used to control access to an affected area, target public information messages, divide operational sectors among responders, and facilitate assessment of potential effects on the population and the environment. These operational boundaries may incorporate the principles of Unified Command (UC) or Area Command (AC) and include the following:

- a. The Crime Scene Boundary. The Crime Scene Boundary defines the law enforcement crime scene. Access to the crime scene may be restricted on authority of the FBI, DPS and local law enforcement.
- b. The Hazardous Materials Boundary. The Hazardous Materials Boundary defines the hazardous materials site, which may be referred to in technical operations as the “working point” (nuclear) or the “hot zone” (biological/chemical). Depending on the spread of contaminants, the hazardous materials site may include some portions of the crime scene and the surrounding community. Access into this area may be restricted to response personnel wearing protective clothing and using decontamination procedures.
- c. The Disaster Boundary. The Disaster Boundary defines the community-at-risk that may need to take protective actions such as sheltering, evacuation or quarantine. Access into this area may or may not be restricted on the authority of the State or local Department of Health.

### **B. Organization**

1. Terrorist incidents are unpredictable in scope and size and will require the activation of the City emergency response organization and EOC. Refer to Basic Plan and Annex A, Direction and Control.
2. It can be expected that a number of Federal and State agencies will assist local authorities in responding to the incident.
3. The on-scene Police incident command system would be expanded and integrated into the City EOP Incident Management System. (See Basic Plan and Annex A, Direction and Control). The City EOC will be primarily responsible for interagency coordination in addition to their primary function of setting priorities for response, concentrating on preservation of life and property and the establishment of security.

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4. During a terrorist incident, operational transition from crisis management to consequence management, and the corresponding shift in lead agencies, may be complex. Transition could be immediate and clearly defined, or both crisis management and consequence management operations could overlap.

### **C. Planning Factors**

1. Response to a chemical, biological, radiological, nuclear, or explosive (CBRNE) terrorism site closely resembles a response to a Hazmat situation with the following modifications:
  - a. Law enforcement is the lead agency for terrorist incidents, but fire services are best equipped for Hazmat situations. Close coordination will be required. The precedence of law enforcement responsibilities may be displaced by significant health and safety issues.
  - b. The site control zone distances (Appendix 2) for some of the chemical agents may have a radius distance in excess of several miles.
  - c. Mass decontamination may be required before victims can be transported for medical attention.
  - d. Increased attention will be required to detect physiological clues about the nature of the hazard and to recognize and react to signs and symptoms.
  - e. Biological agents may be difficult to diagnose until symptoms appear, which could result in delays of several days until the disease is detected.
  - f. Protection from chemical and biological agents can be accomplished by evacuation or in-place sheltering.
2. The FBI has procedures in place to mobilize federal assets, including consequence management organizations, at the first sign of a potential WMD crisis. Response time planning should be 6-12 hours.
3. The Department of Energy and Department of Defense can provide, through the FBI, their Nuclear Emergency Search Team (NEST) with the capabilities to measure radiation, identify radiation sources, identify weapons, render nuclear weapons and devices to a safe condition, limit radiation damage of an explosion if one has occurred, and to decontaminate contaminated areas.

### **D. Tasks**

1. Police Department  
Pre-incident
  - a. Identify potential terrorist capabilities and intentions, as well as conduct an evaluation of general or specific vulnerabilities.
  - b. Maintain liaison with State and Federal law enforcement agencies that can provide information regarding potential or known terrorists, potential or expected targets, and methods normally used against these type targets.
  - c. Develop a standard operating procedure to identify whether an incident is a terrorist act.

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- d. Contact FBI (602-279-5511) on determination of a terrorist incident with FBI jurisdiction.

### Post-Incident

- a. Ascertain whether the incident is a terrorist act. If the incident is identified as a terrorist act, initiate notification procedures necessary to activate the Federal response.
- b. Establish an on-scene command post and, with support from the Division of Fire, establish an on-site control plan. See Appendix 2 to this Annex.
- c. Recommend activation of the EOC.
- d. Control access to the affected area.
- e. Provide warning to the public.
- f. Collect and disseminate information and intelligence.
- g. Provide law enforcement and security protection for the personnel and equipment of supporting units.
- h. Be prepared to secure the scene, awaiting specialized equipment if necessary. Federal response to a terrorist incident may take several hours.

### 2. Division of Fire

- a. Dispatch Special Operations team and command post personnel to establish on site control plan.
- b. Conduct operations at the scene with consideration to a contaminated environment and decontaminate victims before transport. Notify hospitals which patients were contaminated.
- c. If the incident involves radiological hazards, hazardous chemicals or biological agents, utilize self-contained breathing apparatus and proper protective clothing.
- d. Advise the Police Department to clear the scene of all persons not protected by such equipment and secure the evacuation hot zone as determined by the Division of Fire.
- e. Establish a contamination reduction corridor at the edge of the hot zone for suspected contaminated persons and equipment.
- f. Segregate clothing and equipment used near the scene until they can be monitored for contamination.
- g. When removing injured persons from the incident scene do it rapidly and avoid contact whenever possible. Open wounds should be covered immediately.
- h. Injured persons believed to be contaminated should be wrapped in blankets to avoid contamination of other persons and equipment.
- i. Notify the Cuyahoga County Department of Emergency Management and request mutual aid, if necessary.

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- j. A terrorist incident location is a crime scene, and removal of material or persons from the area should be cleared through the Police Incident Commander.
- 3. Public Works/Municipal Utilities Department. Close coordination with law enforcement to prevent disturbance of the crime scene and with the Division of Fire to ascertain contaminated or other unsafe areas will be necessary before proceeding with the following:
  - a. Provide barricading.
  - b. Conduct debris clearing.
  - c. Provide assessment of the damage and emergency repairs to City property.
  - d. Be prepared to assist in traffic control and evacuation.
- 4. Other departments will provide support functions as outlined in the Basic Plan and Annex A, Direction and Control.

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### **Annex “I”**

#### **ANNEX “I” – ELECTRICAL POWER OUTAGES (ESF-3), (ESF-4), (ESF-12)**

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

###### **A. Situation**

1. The City's primary provider of commercial electrical power is First Energy.
2. Because the major electric utilities in all regions are interconnected through an extensive grid system operated by First Energy, the failure of a major transmission line in a location well outside the state could result in large-scale power outages in the City of Richmond Heights. A lack of adequate generation and transmission capabilities in certain areas might also cause shortages. While this interconnectivity increases the number of ways in which a power failure could occur, it also increases the options available for the restoration of power.
3. Local thunderstorms, particularly during the summer season, are capable of producing widespread power failures. Excessive summer heat can have a significant effect on electrical demands in the City of Richmond Heights and the surrounding area.

###### **B. Assumptions**

1. If a power outage is large enough to warrant opening the Richmond Heights EOC, but not large enough to affect other cities and towns, the electrical provider will send a representative to the Richmond Heights EOC. The representative will keep the City up to date on power restoration efforts through contact with the utility's EOC.
2. If a power outage is large enough to affect multiple jurisdictions, the electrical provider will send a representative to the County or State EOC, and the City EOC will receive updates from the County or State EOC.
3. Traffic management plans will need to be developed for intersections with stoplights in affected areas.
4. Because some telephone systems rely on electric power, access to the 911 system may be limited in affected areas.
5. Locally owned water companies that rely on wells may be unable to deliver potable water.
6. Water treatment facilities will be unable to operate at full capacity, or perhaps even operate at all.

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### **II. MISSION**

To assist the residents of Richmond Heights in the recovery from outages and shortfalls associated with electrical power failures or rotating power outages.

### **III. EXECUTION**

#### **A. Concept of Operations**

1. As a general rule, the City EOC will not be activated when rolling blackouts occur. However, the Public Works Department will coordinate closely with the utility and the Cuyahoga County EOC to ensure that the areas affected by blackouts are notified as far in advance as possible.
2. If a blackout is expected to last for an extended period of time and affect a major portion of the City, the City EOC will be activated. The involved utility will be asked to send a representative to the City EOC, unless it has a representative in the State or County EOC.
3. The EMC will issue news releases and work with the Mayor's office to establish a Citizen's information hotline to inform the public of services available and, to the extent possible, the status of power restoration efforts.
4. If an extended power outage occurs during a summer heat wave, a life threatening situation can occur for a large segment of the population, particularly the elderly.
5. First Energy has programs that identify persons who rely on electrically operated medical systems in their homes, and these persons have been advised to procure battery-powered backups to meet their needs during the short power outages associated with rolling blackouts. In the event of unanticipated power failures of an extended nature, however, these people will need to be moved to a temporary shelter where their medical needs can be met until power is restored to their homes.

#### **B. Tasks**

1. The Mayor will declare a local emergency if deemed necessary.
2. The Mayor will ensure that the provisions of this Annex are implemented.
3. The Police Department will:
  - a. Be prepared to perform traffic management at controlled intersections in affected areas, particularly those areas controlled by stoplights.
  - b. Increase patrols in affected areas for crime prevention and to ensure 911 access for residents whose telephones fail as a result of the power outage.

#### **C. Support**

1. The Cuyahoga County Board of Health & NEORSD may provide support in the following areas:
  - a. Monitoring of wastewater treatment and disposal facilities.

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- b. Testing of drinking water supplies for both private and public systems.
- c. Checking regulated facilities such as restaurants and grocery stores for evidence of food spoilage.
- d. Monitoring cooling centers for proper sanitation and food handling procedures.
- e. Increasing air quality monitoring to determine whether the use of generators has increased pollution levels, and issuing public warnings if necessary.
- f. Providing general sanitation advice to the public.

2. The Cuyahoga County Board of Health Department will also assist in the following areas:

- a. Monitoring for disease outbreaks and other health-related problems in areas that have experienced extended periods without refrigeration or interruption of sanitation services.
- b. Monitoring for increased morbidity and mortality.

3. The Red Cross and the Salvation Army will establish shelters outside the power outage area or in buildings within the power outage area that are powered by generators.

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### Annex “J”

#### ANNEX “J” – INFLUENZA PANDEMIC (ESF-4) (ESF-8)

##### I. MISSION

The goal of the City of Richmond Heights Influenza pandemic Annex is to enhance the ability of City officials to continue to deliver essential services through city departments during an influenza pandemic/public health emergency, and protect the health and welfare of its employees and their families.

The **Pandemic** Annex seeks to ensure continuity of essential government services during a public health emergency by achieving pre-designed coordination among City departments and the elected and administrative authorities of the City.

##### II. SITUATION AND ASSUMPTIONS

###### A. Situation

An Influenza **Pandemic** can occur when a new subtype of Influenza A emerges that humans have no or little immunity, causes moderate to severe illness, is transmittable easily from person to person and vaccines to prevent the illness are not available.

**Pandemic** influenza occurred three times in the 20th century. In 1918 the subtype H1N1 (Spanish Flu) emerged and caused a severe pandemic that is referred to as the most deadly disease event in human history, with nearly 40 million deaths worldwide. In 1957 the emergence of influenza subtype H2N2 (Asian Flu) caused 70,000 U.S. deaths and in 1968 the emergence of H3N2 (Hong Kong Flu) caused an estimated 34,000 U.S. deaths. Most public health experts agree that it's inevitable that an influenza pandemic will occur again. Public health professionals throughout the world are currently concerned about the H5N1 Avian Influenza virus. H5N1 is one of the few avian influenza viruses to have crossed the species barrier to infect humans. H5N1 is a virulent virus and infection with H5N1 is currently associated with a high mortality rate. Most cases have been linked to close contact with infected birds or the contaminated surfaces of infected birds. The person-to-person spread of H5N1 has been limited. The concern is that because the influenza viruses have the ability to mutate and change, that if the H5N1 virus gains the ability of spreading efficiently from person to person and maintains its virulence, a moderate to severe influenza pandemic will occur.

###### B. Assumptions

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The City of Richmond Heights Influenza pandemic Plan is based on the following planning assumptions provided as guidance by federal, state and county public health authorities;

- A new pandemic will be due to a new subtype of Influenza A.
- Emergence of a new subtype is inevitable.
- It will be a global event but a local emergency.
- Seasonality cannot be predicted with certainty.
- Susceptibility to the new subtype will be universal.
- Efficient and sustained person-to-person transmission signals an imminent pandemic.
- The virus will have the ability to spread worldwide.
- A new novel virus could first emerge anywhere but most likely to emerge in the Far East.
- Planning should be geared towards the more severe scenario (1918 Model).
- It has the potential to overwhelm health care, hospitals, mortuary systems, as well as disrupt commerce and economic activity significantly.
- Risk groups cannot be predicted with certainty.
- Clinical disease attack rate likely to be 30% or higher.
- Employee absenteeism may reach 40%.
- The illness is expected to be highest among school-aged children.
- People may be asymptomatic while infectious. Asymptomatic persons can transmit the illness and will likely develop immunity.
- The incubation period for influenza is typically 2 days.
- On average each infected individual will transmit the infection to two other people.
- A community pandemic wave will last approximately 6 to 8 weeks. Multiple waves would be expected.
- There will be limited or no ability for regional, state or federal support and assistance because of the likelihood of simultaneous community outbreaks across the United States.
- Vaccine and antiviral medication will be delayed and/or in short supply.
- Vaccine will be under the control of the federal government. As the State of Ohio receives vaccine it will be distributed on a priority basis.
- The federal government has assumed responsibility for devising liability programs for vaccine manufacturers and person's administering the vaccine.
- Secondary bacterial infections have the potential to strain antibiotic supplies.
- Education, public health interventions, and limiting or eliminating public gathering may be a required response.
- Isolation and quarantine authority is held by the County and State Health Departments.

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- Effective response will require coordinated community-wide local efforts that include private business, citizens, elected officials and religious leaders.
- When a Local Emergency is proclaimed, the Mayor is authorized, by Ohio Law, to govern by proclamation (See Annex A), to declare a local emergency and impose all necessary regulations to preserve the peace and order of the City of Richmond Heights including: imposing curfew, closing business, public buildings, streets or other public places.

### III. EXECUTION

#### A. Concept of Operations

1. The World Health Organization's (WHO) Influenza pandemic Phases are used as the template for federal, state and county pandemic planning. The City of Richmond Heights will use the WHO pandemic phases to provide a consistent and coordinated planning effort with federal, state and county public health agencies.

The WHO Pandemic Phases are as follows;

#### **Inter-Pandemic Period**

- a. Phase 1 - no new human subtype. Animal influenza may be present and poses a low risk for human disease.
- b. Phase 2 - no new human subtype. A circulating animal influenza poses substantial risk of human disease.

#### **Pandemic Alert Period**

- c. Phase 3 - new human subtype causing little or no person to person disease
- d. Phase 4 - new human subtype causing limited small cluster disease spread person-to-person. Spread highly localized, not well adapted to humans.
- e. Phase 5 - new human subtype causing larger clusters of disease, becoming more adapted to humans.

#### **Pandemic Period**

- f. Phase 6 – increased and sustained transmission in general public

#### **Recovery and Resumption of Normal Business Phase**

- g. Phase 7 – This phase is not a WHO pandemic phase; however this has been added to assist the COC in developing lessons learned and preparing us for transition back to Phase 1 and normal operations.

2. The Stages of the Federal Government Response were created to characterize the stages of an outbreak in terms of the immediate threat to the U.S. population. They provide a framework for the Federal Government's actions. The chart

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below illustrates the WHO Pandemic Phases and the Federal Government Response Stages as they relate to one another.

### **WHO Phases Federal Government Response Stages**

#### **INTER-PANDEMIC PERIOD**

- 1** No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.
- 2** No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.
- 3** Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.
- 4** Small cluster(s) with limited human-to human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.
- 5** Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

#### **PANDEMIC PHASE**

- 6** Widespread human outbreaks in multiple locations overseas.
- 7** First human case in North America.
- 8** Spread throughout United States.
- 9** Pandemic phase: increased and sustained transmission in general population.
- 10** Recovery and preparation for subsequent waves.

#### **RECOVERY PHASE**

- 11** Focus on recovery of all operations.
- 12** Lessons Learned.
- 13** Per health officials, Pandemic Phases have officially passed.
- 14** Revision of plans as needed.

3. The Ohio Department of Health (ODH) is the lead state agency for preparedness and response to an influenza pandemic in Ohio. They will work in cooperation with the Ohio Division of Emergency Management who will coordinate state agencies response activities to an influenza pandemic/public health emergency.

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- a. ODH working directly with the CDC will provide/support: Surveillance and epidemiology, laboratory diagnostics, healthcare coordination, clinical and infection control guidance, vaccine and antiviral distribution and use, public health interventions including quarantine and social distancing recommendations and notices, pandemic information management, public health communications to the public, travel-related containment strategies, and guidance to county and tribal health departments.
- b. The Ohio Pandemic Influenza Response Plan provides detailed planning and response activities including planning assumptions, response capacities, responsible parties and prescribed necessary actions. It is a result of coordinated effort with the U.S. Department of Health and Human Services' Influenza pandemic Plan and the Pandemic Influenza Incident Annex to the State Emergency Response and Recovery Plan.

4. Cuyahoga County Board of Health (CCBOH) provides full time public health services to all residents of Cuyahoga County.

- a. CCBOH will provide for the detection and response to an influenza pandemic in Cuyahoga County.
- b. CCBOH responsibilities include surveillance, quarantine and sanitary measures to prevent the spread of the disease, provide temporary hospitals or places of reception for person's with infectious disease, county wide communication/information including health education campaign, allocating, distributing and administering available flu vaccine.
- c. CCBOH will order vaccine, antiviral/antibiotics and supplies through the strategic national stockpile (SNS) program guidelines.
- d. Points of Distribution (PODS) will be managed by MiPOD.

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### **Annex “K”**

#### **ANNEX “K” – DAMAGE ASSESSMENT (ESF-3)**

##### **I. MISSION**

To identify the system used to assess and report damages caused by a natural or man-made disaster for the purpose of initiating a request for state or federal assistance.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. Many events (natural or man-made) have the potential for causing major damage within Richmond Heights. A planned damage assessment program will permit an efficient and effective response and recovery effort.
2. The initial damage assessment will document the severity and magnitude of the disaster, for the following purpose:
  - a. To describe the type, extent and location of damages.
  - b. To determine priorities for recovery operations
  - c. To determine resource and personnel requirements
  - d. To determine the need for, and type of, state or federal assistance
3. Immediately following the occurrence of a significant disaster, several damage assessment activities will be conducted by various organizations (i.e., Cuyahoga County Damage Assessment Teams, American Red Cross, Insurance Companies, Public Utilities, Richmond Heights Building commissioner). Information received from these organizations may be used to establish priorities, allocated local resources, and identify outside assistance needed to restore the affected area to a “pre-disaster” condition.  
To activate a Disaster Evaluation Team contact the Cuyahoga County Emergency Management Agency.

###### **B. Assumptions**

1. Exposure to natural and man-made hazards will continue to exist for all property within Cuyahoga County.
2. Damage to the communications system may delay the damage assessment process. Effective back-up communications is necessary.
3. Local response personnel will perform an initial damage assessment in support of the Building Department of the City.
4. Implementing damage assessment procedures will expedite disaster

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assistance and relief for those in need.

### **III. CONCEPT OF OPERATIONS**

- A. Initial damage assessment activities will be coordinated from the Emergency Operations Center.
- B. Once it is known that Damage Assessment will be needed, the Emergency Management Coordinator will immediately notify the Damage Assessment Officer and the City Building Commissioner.
- C. The Damage Assessment Officer will notify and coordinate the Damage Assessment Teams.
- D. The Damage Assessment Teams will conduct field surveys and report the information back to the Damage Assessment Officer. The Damage Assessment Teams will also report any unsafe areas (buildings, roadways, bridges, etc.) to the Damage Assessment Officer, who will then notify the appropriate officials.
- E. The Damage Assessment Officer will compile, analyze, and track the data received from the Damage Assessment Teams. Information received from the American Red Cross and other sources may be used in conjunction with the Damage Assessment Team's to prepare the damage assessment reports. These reports will be given to the Emergency Management Coordinator.
- F. The Emergency Management Coordinator will, along with the Policy/Administration Group, review the damage assessment report to determine if outside assistance is needed.
- G. If local resources are overwhelmed and additional resources are needed, the damage assessment reports and request for assistance will be forwarded to the Ohio Division of Emergency Management.
- H. Chronological events after the initial damage assessment process is complete are:
  - 1. The State will activate their Emergency Operations Plan.
  - 2. The Governor will declare an emergency or disaster.
  - 3. State assistance will be initiated.
  - 4. Local, State, and Federal agencies (FEMA Region V) will conduct joint Preliminary Damage Assessments.
  - 5. The Preliminary Damage Assessment data, along with the Governor request for Federal assistance will be submitted to the FEMA National Office.
  - 6. FEMA will make its recommendation to the President to declare the State, or deny the request.
    - a. If there is a declaration for the State, FEMA is delegated the responsibility to determine the areas (counties) of the State to be declared.
    - b. If the request is denied, an appeal, containing additional information not previously evaluated, may be submitted to the President through the FEMA Region V director.
  - 7. Federal assistance will be initiated.

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### **Annex “L”**

#### **ANNEX “L” – FIRE AND RESCUE (ESF-4)**

##### **I. MISSION**

To identify and coordinate fire and rescue activities that will insure the safety of life and property during an emergency or disaster.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. The City of Richmond Heights is served by a combination Division of Fire consisting of 36 members. Staffing the one fire station consists of a minimum of four firefighters, at least two of which are Paramedics. The staffing can fluctuate from four to five with up to two being part time members.
2. Contracts and mutual aid agreements exist between the various fire departments. Richmond Heights has adopted the State of Ohio Revised Code Section 9.6 that allows mutual aid from any city, village or township within Ohio. Mutual aid is through automatic responses with neighboring communities, Mutual Aid Box Alarm System preplans, or the Interdivisional MABAS system. These systems provide fire, rescue, and emergency medical services to the public.
3. Richmond Heights has a contract with the Southeast Hazmat Team for Hazardous Materials incidents. The Southeast Hazmat Team will respond into Richmond Heights if requested. There is no formal Hazmat team in Richmond Heights or the Hillcrest area.

###### **B. Assumptions**

1. Richmond Heights Division of Fire personnel are limited in the magnitude of incidents that can be handled due to limited manpower. Automatic responses and MABAS alarms will provide manpower for significant incidents including house fire, hazardous materials incidents and major emergency medical incidents.
2. Specialized equipment may be needed for confined space, high angle, trench, etc. and is available from the Hillcrest Technical Rescue Team comprised of area fire departments. Richmond Heights is a charter member of this group.
3. The general public and/or media may congregate at a fire department, seeking information or basic necessities, after a disaster.

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### **III. CONCEPT OF OPERATIONS**

- A. Fire service operations will be an expansion of normal functions during an emergency or following a disaster.
- B. Responsibilities of fire and rescue personnel other than that of their normal duties will include, but are not limited to:
  1. Evacuate areas threatened by an emergency or disaster
  2. Assist with traffic control as needed.
  3. designated staging areas for mutual aid resources
  4. Assist with search and rescue as needed
  5. Assist with debris removal from the roadways
  6. Assist with emergency public information as requested.
  7. Assist with medical care as needed.
- C. Incident command will be utilized for all emergency and mutual aid responses. The senior ranking officer has the authority, although not required, to assume command once he/she arrives on the scene and has been briefed of the current situation.
- D. If a hazardous materials incident occurs, the Southeast Hazmat Team shall handle the situation in accordance with their established standard operating procedures and OSHA regulations.
- E. Extrication or rescue will be performed by the fire department or mutual aid.
  1. The Hillcrest Area Technical Rescue Team having specialized training and equipment (i.e., confined space, high angle, etc.) may be called in for assistance at the discretion of the incident commander.
  2. Local, state, or federal government, industry or private contractors can provide other specialized equipment, which may be needed during the response to an emergency. These resources will be requested through Emergency Management.

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### **Annex “M”**

#### **ANNEX “M” - HAZARDOUS MATERIALS (ESF-10)**

##### **I. MISSION**

To provide the information needed to safely and effectively respond to hazardous materials incidents and meet the Local Emergency Planning Committee's requirements under the Emergency Planning and Community Right-to-Know Act-SARA Title III.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. Hazardous materials are made, mixed, re-packaged, stored, and used on a daily basis in Richmond Heights.
2. Hazardous Materials are transported into and out of Richmond Heights via highway.
3. The released of hazardous material(s) may have a short or long-term effect on health, the environment, and/or the economy.
4. A hazardous materials emergency can occur suddenly in the event of a fixed facility, or transportation accident.
5. Incidents involving hazardous materials can result in the need of mass and shelter (or in-place sheltering), and the need for specialized medical transport and care.
6. Hazardous material incidents can drastically change with time and/or weather conditions.

###### **B. Assumptions**

1. Any agency responding to a hazardous materials incident shall perform their duties in accordance with their certification, training, standard operating procedures and OSHA regulations.
2. A facility or transporter involved in a hazardous materials incident will be able to provide any necessary information in a reasonable amount of time via shipping documents, labeling, expertise with the material, or SARA-Title III reporting requirements.
3. Response to an incident will have the “worst case scenario” assumed until proven otherwise.

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4. Local ordinances will handle charges for hazardous materials response.

### **III. CONCEPT OF OPERATIONS**

- A. If it is known or suspected that hazardous materials are involved in an incident and that additional resources will be needed the Richmond Heights Division of Fire shall contact the Southeast Chagrin Hazmat Team.
- B. If it is not known that hazardous materials exist at the time of dispatch, but once on the scene, the initial responders discover or suspect hazardous materials, the Hazmat Team will be requested.
- C. For small quantity leaks or spills, the Richmond Heights Division of Fire will make the determination if their training and equipment is sufficient to handle the incident without the Southeast Chagrin Hazmat Team.
- D. The Hazmat Team will be in charge of hazmat operations for incidents they respond to. Incident command and support will be the responsibility of the Richmond Heights

#### **Division of Fire**

1. The incident will be handled with policies and procedures that exist with the Division of Fire and with the Hazmat Team.

- E. The level of response for a hazardous materials incident is determined by several Factors:
  1. Type and quality of the substance.
  2. Quantity of the substance.
  3. The location – with emphasis upon the population/property threatened.
- F. Evacuation, Transportation and shelter must be considered when the safety of the population is at risk. Isolation and in-place sheltering are other options that must be considered.
- G. Hazardous material information for specific facilities is available on the Hazmat truck and Emergency Management vehicles. This information is provided and updated by Emergency Management as needed.
- H. Facilities that are required to report under SARA, Title III must also provide a Facility Coordinator which will be the point of contact for the Cuyahoga County Local Emergency Planning Committee in identifying the hazardous materials, quantities, and storage locations for their facility.
- I. Additional resources and equipment, which are not typically considered part of the initial emergency response, may be used to contain, control, or clean up a hazardous material release. Cuyahoga County Emergency Management will coordinate the use of these resources and equipment.
- J. Hazardous material spills or releases will be reported to the appropriate state, or federal agency(s).
- K. Reimbursement for monies spent mitigating the hazardous materials incident shall Be according to Richmond Heights Ordinance.

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### **Annex “N”**

#### **ANNEX “N” - Health and EMS (ESF-4), (ESF-8)**

##### **I. MISSION**

To outline the policies and procedures for mobilizing and managing health and EMS services under emergency or disaster conditions. To state the limitations of local resources and to provide a mechanism for the request of additional resources.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. The City of Richmond Heights does not have the resources to deal with mass casualty incidents on its own. Therefore extensive mutual aid will be needed. If the cause of the incident is wide spread, mutual aid cities will also be over taxed.
2. A wide spread incident will require issuing a Level 3 Emergency Incident.
3. The city of Richmond Heights contains no dedicated large scale medical facilities.

###### **B. Assumptions**

1. Hillcrest Hospital is “Medical Control” for the City’s EMS. When the need for additional mass casualty supplies are identified, “Medical Control” will be the first contract for equipment and supplies – “Mass Casualty Kits”.
2. Additional manpower and transport equipment will be requested via MABAS Box Alarms and, if required, a Level 3 Emergency Incident declaration through CECOMS.
3. Incident City will establish the following EMS Command structure:
  - a. TRIAGE DIVISION – Primary survival scan
  - b. VICTIM MOVEMENT DIVISION – Movement of patients between areas
  - c. TREATMENT DIVISION – Organization and operation of treatment area, retriaging, coordinate with transport division.
  - d. TRANSPORT DIVISION – Coordinate with CEMAC for receiving hospitals, transport resources and patient tracking.
  - e. MORGUE DIVISION – If extensive will be staffed by Coroner’s personnel, if minimal will initially be staffed by responders.
4. CECOMS will be advised of the number and extent of injury as early as possible during the incident. CECOMS will direct transport destinations and advise receiving facilities, there will be no on line med control. Only direct contact between transport vehicles and CECOMS will be to advise that vehicle is back in-service.

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### **Annex “O”**

#### **ANNEX “O” - LAW ENFORCEMENT (ESF-13)**

##### **I. MISSION**

To describe the responsibilities of law enforcement that will insure the safety of life and property during an emergency or disaster.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. The Richmond Heights Police Department will provide law enforcement in the City.
2. Typical daily activities pose no extraordinary demands on either agency. An Emergency Operations Manual exists to cover emergency activities within the police department.
3. Mutual aid agreements, either written or verbal, exist with other agencies, municipalities and/or counties.
4. Reserve, auxiliary officers are available via a call back system.

###### **B. Assumptions**

1. The number of local law enforcement personnel, available during a disaster, may not be adequate to handle all situations.
2. Response of law enforcement personnel may be delayed due to roadway obstructions.
3. Communications may be impaired, causing response delays, after a disaster.
4. Federal, state and local agencies will work closely with each other during an emergency or disaster.

##### **III. CONCEPT OF OPERATIONS**

- A. Law enforcement will interrupt routine functions during a disaster to provide for the Immediate needs of the public.
- B. Responsibilities of law enforcement other than that of their normal operating procedures will include, but are not limited to:
  1. Evacuate areas threatened by an emergency or disaster
  2. Provide security for evacuated areas
  3. Assist incident command in identifying shelters when Emergency

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Management is not available

4. Provide security for shelters, Emergency Operations Center, Disaster Application Center, and other facilities or resources, as needed.
5. Provide traffic control for evacuation and temporary detour routes.
6. Maintain law and order to prevent civil disorder.
7. Enforce applicable laws if a state of emergency is declared.

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### **ANNEX “P”**

#### **ANNEX “P” - EVACUATION, SHELTER (ESF-1), (ESF-6)**

##### **I. MISSION**

To provide an orderly and coordinated evacuation of the Richmond Heights population and to provide shelters and care for the evacuees.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, and the areas and population that are most susceptible to these threats.
2. Emergency situations may require evacuation of the affected population. The size and type of evacuation can range a result of a hazardous materials incident, to a natural disaster.
3. Public transportation, Richmond Heights City School Buses, available for mass evacuations. Contact number item G of this section.
4. Shelters have been identified by the American Red Cross to meet the needs of the general population. Shelter locations are item H of this section. It must be noted that in the event of a hazardous materials incident the shelters in Richmond Heights may be within the “hot” zone and be unsuitable for use. If sheltering is required, contact the Cuyahoga Emergency Management Agency for a list of shelters in neighboring communities.
5. A written agreement exists between the American Red Cross and Cuyahoga County Emergency Management to provide shelters and care for evacuees.
6. the American Red Cross has agreements with local grocery stores and other businesses/organizations to support shelter and mass care operations.
7. Requests for state resources will be coordinated through Emergency Management (CECOMS Center).

###### **B. Assumptions**

1. Depending upon the reason for evacuation, sufficient warning time may or may not be available to evacuate the affected public. Public may have to shelter in their homes or place of business.
2. The public will receive and understand the emergency public information related to the evacuation order.

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3. Some residents will evacuate on their own, prior to an official evacuation order.
4. Some residents will not evacuate, regardless of the potential threat or warnings by officials.
5. Approximately 10% of the evacuated population will go to the designated shelter sites. The remaining will seek shelter, with friends, and/or relatives.
6. Communication problems, debris in the roadway, weather conditions, back up on roadway/freeways, or stranded motorists could hamper evacuation efforts.
7. Schools and agencies with non-ambulatory or institutionalized persons (i.e., nursing homes, etc.) will address evacuations as part of their planning efforts.

Richmond Heights City Schools Crisis Management Manual.

### **III. CONCEPT OF OPERATIONS**

- A. The need for evacuation will be determined by evaluating the immediate danger to life and property in the area of the incident. Typical responsibilities are:
  1. For fires and hazardous materials incidents, the incident commander will issue the evacuation order.
  2. For law enforcement incidents, in-place sheltering is typically used, although the incident commander has the authority to order an evacuation.
  3. For disasters or incidents where municipal services such as electricity, natural gas, water may be disrupted. The order to evacuate may come from the Safety Director/Mayor.
- B. Fire, emergency medical service, and law enforcement operations will be an expansion of their normal responsibilities. Additional tasks include:
  1. The Division of Fire will assist with emergency public information and evacuation efforts.
  2. The Richmond Heights Division of Fire of Mutual Aid Departments (MABAS) will assist with emergency public information, transportation and care of individuals that have special needs, and provide backup support to the American Red Cross for medical management support of shelter operations. Information on special needs populations is available through the Department of Social Services should be gathered and maintained in the Richmond Heights Police Department computer.
  3. The Richmond Heights Police Department (or mutual aid police departments) will assist with emergency public information, identification of evacuation routes and pick-up points, traffic control, and scene/shelter security.
- C. Shelters and pick-up points will be identified via emergency public information.
  1. Warning to the public is covered in section D of this section.

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2. Privately owned vehicles and Richmond Heights City school buses will be used to transport people, who are ambulatory, to and from shelters.
- D. The American Red Cross will provide shelter management and support. Additional support will be provided by:
  1. The Cuyahoga County Emergency Management Agency
  2. The County Health Department
  3. The County Mental Health Department
  4. The Richmond Heights Police Department
- E. Emergency Management will assist the American Red Cross in obtaining additional resources for shelter operations (i.e. generators, portable toilets, assistance, etc.)
- F. Re-entry into an evacuated area will be allowed once the Incident Commander, and/or the Policy/Administration Group, has determined that the area is safe and the evacuation order is rescinded.
- G. The phone number for Richmond Heights City School Bus Transportation is:

216-692-0086

- H. Shelter locations within the City are:

Richmond Heights Kiwanis Lodge  
Cuyahoga County Airport  
Richmond Town Square Mall  
University Hospitals Richmond Medical Center  
Faith United Church of Christ  
Christian Assembly  
MACE Islamic Center

(See Red Cross/Cuyahoga County Shelter Annex)

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### **Annex “Q”**

#### **ANNEX “Q” - PUBLIC WORKS (ESF-3)**

##### **I. MISSION**

To provide for essential public works services during and after an emergency or disaster.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. Debris, waste, and damage to public utilities (water/sewer, telephone, and electricity) are among the predictable consequences of an emergency or disaster.
2. Site(s) for debris removal have been identified at either the Richmond Heights Service Center, the City Park or as designated by the Service Director.
3. The Richmond Heights Service Department will provide valuable assistance during emergencies and/or disasters because of their unique job skills.
4. Power interruption places a large strain on all City and resident resources. Some residents will need special assistance.

###### **B. Assumptions**

1. The Richmond Heights Service Department can provide immediate assistance with debris removal/disposal.
2. The community maintains roads within the City limits. Private drives and roads will be maintained by their owners.
3. The utility companies (CEI, Dominion Gas, East Ohio Gas, Cleveland Water) have contingency/restoration plans for their own systems. Power can be interrupted for extended periods, as part of a larger disaster or an isolated incident.

##### **III. CONCEPT OF OPERATIONS**

- A. Expanded operations of the Richmond Heights Service Department during emergencies or disasters is essential. They must be ready and able to go on an extended hour operation and be ready to report to different supervisors if required. More than likely, the Richmond Heights Service Department will be

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overwhelmed by the magnitude of the disaster. Additional resources can be obtained via the Cuyahoga County Emergency Management Agency.

### **2. Water Resources**

- a. Support investigative efforts to citizen's complaints regarding hazardous materials/waste in the water system.
- b. Be prepared to respond to incidents and evaluate conditions where the water system is threatened.

### **3. Streets and Roads**

- a. If called, provide sand, straw, manpower and equipment for hazardous material incidents.
- b. Provide equipment and manpower for debris removal.
- c. Manage and coordinate debris removal.

### **4. Transportation**

- a. Be prepared to transport personnel during emergency situations. (i.e. fire department, police, etc.)
- b. Provide barricades, detours and signs.

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### **Annex “R”**

#### **ANNEX “R” - SEARCH AND RESCUE (ESF-9)**

##### **I. MISSION**

To provide a plan to search for lost and/or trapped persons within the City of Richmond Heights and to assign responsibilities to each agency involved in the search activities.

##### **II. SITUATION AND ASSUMPTIONS**

###### **A. Situation**

1. The City of Richmond Heights is primarily a suburban area with several small ponds and streams.
2. There are several ponds in Richmond Heights where persons could be accidentally injured, killed, or lost. Surrounding the lakes are wooded recreational areas where persons could become lost.
3. There are some residents within the area that have the potential for “walk-offs”.
4. The agency responsible for coordination of search and rescue efforts for a “lost” person in Richmond Heights is the Richmond Heights Police Department.
5. All buildings within the City have the potential to become the location of a trapped individual, when exposed to excessive conditions.
6. The agency responsible for coordination of search and rescue efforts for a “trapped” person in Richmond Heights is the Richmond Heights Division of Fire.

###### **B. Assumptions**

1. The City of Richmond Heights 911 will receive the first notification of a missing person.
2. The police department should determine whether the missing person is in a situation of eminent danger, which would necessitate a search for the victim.
3. Local search and rescue plans and standard operating procedures will be promptly executed by the responding law enforcement agency to ensure effective search and rescue operations.
4. The Heights-Hillcrest Technical Rescue Team will conduct a search involving a body of water and may be used in a “confined” space or collapse situation, under the direction of the Richmond Heights Division of Fire.
5. Exclusively, law enforcement resources will handle all searches involving hostile or fugitive subjects.

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### **III. CONCEPT OF OPERATIONS**

#### **A. “Lost” Person**

1. The Community Warning Point (City of Richmond Heights 911) will receive the first notification of a potential missing person in Richmond Heights.
2. This information will be relayed to an officer who will respond to the site of the caller and perform a standard preliminary investigation.
3. If the above investigation indicates that a person is actually lost or missing in the area, the officer will contact their supervisor for assistance.
4. If, upon hearing the evidence presented, the supervising officer believes that a search is warranted, the supervisor will have communications contact the Division of Fire.

**Note:** Outdoor activities should be limited until trained trackers arrive in order to preserve clues.

5. The Initial Response Team will consist of law enforcement and Division of Fire personnel.
6. Upon their arrival, the Initial Response Team shall be briefed by law enforcement, if needed, call out Heights-Hillcrest Technical Rescue Team, assess the scene and secure the scene so that canine handlers can gather scent articles.
7. All non-law enforcement resources will be the responsibility of Division of Fire Incident Commander.
8. A command post will be established at a location away from the point last seen and away from the home of any relatives of the victim(s).
9. Direction and control of the incident is the responsibility of the incident commander.
10. Additional resources if needed during the search will be coordinated by the Incident Commander.

#### **B. “Trapped” Person**

1. A report of a “trapped” person will likely be a result of another on going incident within the City; as such it will be handled as an additional component of the existing Incident Command structure.
2. When the circumstances involve a “confined space” situation, a “water rescue” situation or “high angle rope” rescue, the Heights-Hillcrest Tech Team will be requested, to provide expertise, equipment and manpower.
3. The need for the Tech Team will be a determination made by the Incident Commander.
4. Upon activation and arrival, the Tech Team Sector Officer will be briefed and assume responsibility for the “sector” in the ICS.