

I. PURPOSE

The purpose of this Emergency Operations Plan is to predetermine, to the extent possible, actions to be taken by the governmental jurisdictions of Morgan County to prevent avoidable disasters and respond quickly and adequately to emergencies in order to protect the lives and property of the residents of Morgan County.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Morgan County is located in the southeast portion of the State of Ohio. It is bounded by Muskingum County to the north, Noble County to the east, Athens and Washington Counties to the south, and Perry County to the west. The county is composed of the following political subdivisions, four (4) incorporated villages and 14 townships. Morgan County is scenically located in the rolling hills of the Muskingum Catena and is principally drained by the Muskingum River. (Tab 1, Map of Morgan County.)
2. According to the 2000 Census, the population of Morgan County is 14,897, consisting of 7,771 households that have an average income of \$28,868. The highest concentration of residents lives in the villages of Malta and McConnelsville. Other significant communities of the county are Chesterhill and Stockport. (Tab 2-County Statistics.)
3. Morgan County, oriented along agricultural lines, is located in the southeast beef cattle region at Ohio's agricultural region. Cattle is the primary source of income along with dairy, hogs, corn, sheep, poultry, hay, and forest products. Malta and McConnelsville are industrialized with local, regional and national distribution.
4. Morgan County has a diversified transportation network that includes land—based elements as well as the Morgan County Airport. State Routes 60 and 78 are two of the major arterials that cross the county. Other major routes include State Routes 37, 83, 376, 377, 555, and 669.
5. High-risk hazards most likely to affect the residents of Morgan County as identified in the Hazard Identification/NAPB are the following: floods, winter storms, nuclear attack, droughts, terrorism, and hazardous material releases on highways and at facilities.

The following are estimates of the population at risk in Morgan County for the identified high-risk hazards.

<u>Hazard</u>	<u>Population at Risk</u>
a. Floods	10,000
b. Winter Storms	14,897
c. Nuclear Attack	14,897
d. Droughts	10,000
e. Hazardous Materials (highway/rail)	14,897
f. Hazardous Materials (facilities)	5,000
g. Terrorism	14,897

B. Assumptions

1. The county and its political subdivisions have capabilities including manpower, equipment, supplies, and skills of public and private agencies and groups that will maximize preservation of lives and property in the event of an emergency.
2. Emergencies may require coordination and cooperation among diverse governmental and private organizations in order to protect the lives and property of Morgan County residents.
3. The location and extent of some emergencies can be predetermined, other emergencies may occur with little or no warning.
4. Organizations tasked in this document are aware of their emergency responsibilities and will fulfill these requirements in an emergency.

III. CONCEPT OF OPERATIONS

- A. The basis for delegation of emergency authority to ensure that emergency-related legal authority can be exercised is legally designated in Ohio Revised Code (O.R.C.), Chapters 5502, 305.12, 311.07, and 733.
- B. The primary goals of emergency management are to save lives and protect property by developing appropriate operational capabilities. Dividing emergency management activities in the following categories facilitates reaching these goals: mitigation, preparedness, response, and recovery.
 1. Mitigation is any action taken to eliminate or reduce the degree of long-term risk to human life and property from any type of hazards. Examples of mitigation efforts are:
 - a. Building codes
 - b. Disaster insurance
 - c. Land-use management
 - d. Public education
 - e. Risk-area mapping
 - f. Statutes/ordinances/codes
 - g. Tax incentives
 2. Preparedness is any activity taken in advance of an emergency that facilitates the implementation of a coordinated response. Examples of preparedness are:
 - a. Continuity of government
 - b. Emergency Broadcast System
 - c. Emergency Operations Centers
 - d. Emergency Operations Plans
 - e. Emergency exercises
 - f. Hazard identification
 - g. Sirens

3. Response is any action taken immediately before, during, or directly after an emergency to save lives, minimize damage to property, and enhance the effectiveness of recovery. Examples of response are:
 - a. Emergency medical assistance
 - b. Law enforcement response
 - c. Fire and Rescue response
 - d. Evacuation
 - e. Emergency sheltering
 - f. Protective action announcements
 - g. Emergency Operations Center activation

4. Recovery is short-term activity to return vital life-support systems to minimum operating standards; and long-term activity designed to return society to safe and normal levels of activity. Examples of recovery are:
 - a. Damage Assessment
 - b. Debris clearance
 - c. Decontamination
 - d. Counseling
 - e. Disaster Assistance
 - f. Temporary Housing
 - g. Reconstruction

5. Mitigation, preparedness, response, and recovery fall within recognized time periods. Mitigation and preparedness activities take place in the pre-emergency time frame. Response activities occur in the trans-emergency time frame, and recovery occurs in the post-emergency time frame.

6. Mitigation, preparedness, response, and recovery are addressed in each functional annex of this plan to include the essence of planned arrangements for each time frame.

C. Interjurisdictional Relationships

1. The County Commissioners of Morgan County are ultimately responsible for protecting lives and property in an emergency or a disaster situation within the county.
2. Should there be an occurrence that affects only one jurisdiction within the county, emergency operations will take place under that jurisdiction's direction and control with the countywide agency supporting the operation through augmentation of manpower, equipment and materials.
3. Should there be an occurrence that affects two or more jurisdictions within the county, emergency operations will take place under each jurisdiction's direction and control with the county-wide agency coordinating the operation and managing resources for the affected areas.
4. Should there be an occurrence outside of municipalities, the Township Trustees will assume direction and control with the countywide agency supporting the operation through augmentation of manpower, equipment and materials.
5. The County Commissioners, Township Trustees, and Mayors of Morgan County may

exercise all necessary local emergency authority for response by issuing an Emergency Proclamation. (See Tab 5 to the Basic Plan.)

6. If all available local resources are committed, including mutual aid, and assistance is still required, state assistance may be obtained by following the procedures listed in Tab 4 to the Basic Plan, Requesting State Disaster Assistance.
7. Morgan County and its political jurisdictions will utilize the processes, guides, protocols and procedures prescribed in the National Incident Management System (NIMS). The NIMS standardizes incident management for all hazards, regardless of scale or capability of the incident, across all levels of government. The NIMS structure is based on the Incident Command System (ICS) and the Unified Command System (UCS) for the command and management of emergency responses.

A. Organization:

1. Morgan County Emergency Management Agency is established under Section 5502.271 of the Ohio Revised Code (ORC) and organized on a county basis to carry out the emergency preparedness functions therein.

B. Responsibilities

1. The following organizations are tasked with primary and support emergency assignments. A specific accounting of assignments is found in each annex of this plan and in the Standard Operating Procedures (SOPs) developed by each organization with emergency response and support responsibilities. The SOPs provide a detailed delineation of how assigned responsibilities are performed to support plan implementation.
2. The County Commissioners are responsible for the following:
 - a. Selection of the Emergency Management Director
 - b. Approval of the County Emergency Operations Plan
 - c. Establishing standard operating procedures for county emergency response
 - d. Ensuring county compliance with the Governor's rules and regulations and other State and federal requirements
 - e. Coordination of planning and operations
3. Villages within Morgan County are responsible for developing Standard Operating Procedures for the implementation of this plan.
4. Morgan County Emergency Management Director
 - a. Morgan County Emergency Management Director, in coordination with the County Commissioners, has established a program for emergency management in Morgan County, which is in accordance with Chapter 5502 of the Ohio Revised Code and regulations developed under it.
 - b. The Morgan County Emergency Management Director, in coordination with executives in affected jurisdictions, is responsible for implementing this Emergency Operations Plan.
 - c. The Morgan County Emergency Management Director, in cooperation with the

Morgan County Commissioners, coordinates emergency response from the emergency operations center and supports fire, medial and/or law enforcement authorities directing the emergency response at the scene.

5. Morgan County Emergency Management Agency
 - a. Primary: Annexes A (Direction and Control), B (Communications), L (Damage Assessment), N (Radiological Protection, and N (Resource Management)
 - 1) Coordination development of Emergency Operations Plan
 - 2) Coordination of all phases of integrated emergency management
 - 3) Coordinate the emergency operating center
 - 4) Planning updates
 - 5) Resource management
 - 6) Augmentation personnel
 - 7) Coordination with officials in affected jurisdictions
 - 8) Coordinate activities of radiological monitors
 - 9) Identify resources available for special needs groups, those whose primary language is not English.
 - 10) Coordinate activities for Terrorism.
 - b. Support:
 - 1) Warning
 - 2) Communications
 - 3) Public Information and Education
 - 4) Exercises
 - 5) Radiological Protection
 - 6) Training
6. Law Enforcement (Morgan County Sheriff's Department and McConnellsville Police Department)
 - a. Primary: Annexes C (Warning), E (Law Enforcement), and J (Evacuation)
 - 1) Warning
 - 2) Communications
 - 3) Maintain law and order
 - 4) Traffic control
 - 5) Area control
 - 6) Protection of vital facilities
 - 7) Direction and Control (at the scene)
 - 8) Terrorism
 - b. Support:
 - 1) Evacuation
 - 2) Search and rescue
 - 3) Radiological protection
 - 4) Hazardous material response
7. Fire Service (Center Twp FD, Chesterhill, Pennsville, M&M, Stockport, and Reinersville FD's)

- a. Primary: Annexes F (Fire and Rescue), M (Evacuation) and N (Radiological Protection)
 - 1) Direction & Control at the scene
 - 2) Fire code enforcement
 - 3) Hazardous materials response
 - 4) Search and rescue
 - 5) Radiological protection
 - 6) Emergency medical (at the scene)
 - 7) Evacuation
 - 8) Assistance for special needs groups
 - 9) Terrorism
 - b. Support:
 - 1) Mutual Aid
 - 2) Communications
 - 3) Warning
 - 4) Traffic control
 - 5) Damage Assessment
8. Health and Medical Service Morgan County Health Department, Coroner, Dog Warden, Vets.
- a. Primary: Annexes H (Public Health) and I (Medical)
 - 1) Public health programs including emergency medical services
 - 2) Food and drink inspection
 - 3) Sanitation inspection and enforcement
 - 4) Support for special needs groups
 - 5) Inoculations
 - 6) Terrorism
 - 7) Damage Assessment at Trailer Parks
 - b. Support:
 - 1) Direction and control (at the scene)
 - 2) Shelter operations
 - 3) Vector (mosquito) control
 - 4) EOC operations
9. EMS (M&M, Chesterhill, and Stockport EMS)
- 1) Primary
 - a) Care of the sick and injured
 - b) Transportation of injured to hospitals

- 2) Support
 - a) Direction and control at the scene
 - b) Resources at the scene

- 10. Human Services (Morgan County Department of Human Services, Six County Inc., Morgan County Drug and Alcohol Council, and Morgan Counseling Center, Muskingum Valley Red Cross)
 - a) Primary: Annex K (Shelter and Mass Care)
 - 1) Services for elderly and/or handicapped
 - 2) Services for children
 - 3) Services for non-English speaking people
 - 4) Coordinate government assistance programs
 - 5) Mass feeding
 - 6) Emergency shelter operations
 - 7) Mental health services
 - 8) Terrorism
 - 9) Advise families of the injured or missing.
 - b) Support:
 - 1) Mortuary services

- 11. Engineering/Public Works (Morgan County Engineers Department, Village and Township Street, Engineering and Sanitation Departments, Gas and Electric Companies, Water Departments, and Telephone Companies.
 - a) Primary: Annex G (Engineering, Utilities and Public Works)
 - 1) Water/sewer service
 - 2) Debris clearance
 - 3) Electric and gas services
 - 4) Street/road/bridge construction and maintenance
 - 5) Fuel storage
 - 6) Augmentation (personnel and equipment)
 - 7) Garbage removal
 - 8) Terrorism
 - b) Support
 - 1) Damage assessment
 - 2) Shelter operations
 - 3) Radiological Protection

- 4) Direction and control (at the scene)
 - 5) Restoration of utilities
 - 6) Hazardous materials response
 - 7) Communications
12. Morgan County School Superintendent's Office and Morgan County PIO
- a) Primary: Annexes D (Emergency Public Information) J (Evacuation) and K (Shelter/Mass Care)
 - 1) Public education and information
 - 2) Emergency transportation resources
 - 3) Public shelters
 - 4) Protection of school children
 - b) Support:
 - 1) Food Service
 - 2) Human Services operations, including support for non-English speaking people
13. Fiscal Support (Morgan County Treasurer, Morgan County Auditor)
- a) Primary: Annex A (Direction & Control, L (Damage Assessment) and N (Resource Management)
 - 1) Maintain complete records
 - 2) Resource procurement
 - 3) Support EOC operations
 - 4) Preservation of records
 - b) Support:
 - 1) Damage Assessment
14. Legal Support (Morgan County Prosecuting Attorney's Office and Village Solicitor)
- a) Primary:
 - 1) Legal assistance in all comprehensive emergency management matters.
 - 2) Enforcement of building codes
 - b) Support:
 - 1) Assist with public information releases
 - 2) Rumor control
 - 3) EOC Operations

15. ASCS and Cooperative Extension Service
 - a) Support:
 - 1) Agriculture Stabilization & Conservation Service (USDA) Damage Assessment
 - 2) Resource Management
 - 3) Forest fire control
 - 4) EOC operations
 - b) Backup: Communications link with Ohio Emergency Operations Center by VAX-Bulletin Board Monitoring

16. Planning Support (Morgan County Auditor, Morgan County Chamber of Commerce, Morgan County Visitor Center, Morgan County Economic Development and Community Improvement Committee)
 - a) Primary:
 - 1) Assist and coordinate comprehensive emergency management planning
 - 2) Develop and provide essential databases
 - 3) Develop and maintain liaison with business and industry concerning comprehensive emergency management matters
 - 4) Damage assessment
 - b) Support:
 - 1) Resource identification and management
 - 2) Public information and education

17. Shelter (Muskingum Valley Red Cross, Morgan County Human Services, Salvation Army and Morgan County EMA)
 - a) Primary: Annex K (Shelter and Mass Care)
 - 1) Welfare services (temporary housing, food, clothing, and household goods)
 - 2) Health and medical services (first aid, blood, counseling)
 - 3) Shelter operations
 - 4) Damage assessment (for individual)
 - 5) EOC operation (Direction & Control)
 - 6) Family reunification
 - 7) Reception and Care
 - b) Backup:
 - 1) Communications relays on assigned ARC radio nets.

18. Ohio EMA and all other State Agencies

- a) Support for local level emergency operations by local request.
 - 1) Damage assessment
 - 2) Welfare services
 - 3) Law enforcement
 - 4) Health and medical services
 - 5) Resources (equipment, personnel, etc.)
 - 6) Financial assistance (matching, comprehensive emergency management funds)
 - 7) Presidential emergency disaster declaration assistance
 - a) Debris removal
 - b) Emergency protective measures
 - c) Road and bridge repair
 - d) Water control measures
 - e) Restoration of public buildings and related equipment
 - f) Restoration of public utilities
 - g) Restoration of facilities under construction to pre-disaster conditions
 - h) Restoration of certain private non-profit facilities and equipment
 - i) Certain other public service facilities and services
 - j) Perimeter control
 - 8) Training
 - 9) Support of local EOC operations

19. Private Utilities: AEP, Guernsey-Muskingum Rural Power, Allegheny Power, Sprint, GTE, Ameritech, Columbia Gas, National Gas & Oil, Gasco, Adelphia Cable and Morgan Meadows.

- a) Primary:
 - 1) Restoration of essential services
 - 2) Restoration of secondary priority services
- b) Support:
 - 1) Assist other utility companies in restoring services
 - 2) EOC operations

20. Coroner

- a) Primary
 - 1) Determine cause of death and authenticate death certificate
 - 2) Mortuary services to include primary morgue
 - 3) Notification of next of kin for the deceased

- b) Support
 - 1) EOC operations
 - 2) Selection of alternate morgue facilities
21. Morgan County Local Emergency Planning Committee (MCLEPC)
- a) Primary: Annex O (Hazardous Materials)
 - 1) Prepare hazardous material annex in accordance with ORC Section 3750
 - 2) Provide expertise and planning for hazardous chemical incidents
 - 3) Arrange or conduct training of responders in hazardous chemical operations
 - 4) Provide response to facilities involving hazardous chemicals
 - 5) Provide resources unique to hazardous chemical incidents
 - 6) Implement the Community Right-To-Know Information Program
 - 7) Conduct annual exercise of the hazardous material plan
 - b) Support:
 - 1) EOC manning of knowledgeable personnel for chemicals
 - 2) Assist Emergency Management director in revision of EOP for hazardous incidents

IV. DIRECTION AND CONTROL

- A. The Chairman of the Board of Morgan County Commissioners in coordination with personnel in the activated EOC, and the Township Trustees and Mayors in the affected jurisdictions of the county will assume direction and control of emergency activities from the primary EOC located in the basement of the Morgan County Sheriff's Office located at 37 E. Main St. McConnelsville, OH. The alternate EOC, should the primary EOC be unusable, will be the Morgan County Health Department located at 4275 N SR 376 NW, McConnelsville, OH. Center Twp., Chesterhill, M&M, Pennsville, Reinersville, and Stockport FD's are all alternate EOC's.
- B. Activities at the scene of an emergency, public information releases, requests for emergency support and local emergency declarations will be coordinated with the Commissioners, Township Trustees, Mayor's and Director of Emergency Management and personnel in the activated EOC.
- C. Annex A, Direction and Control, to this plan describes the EOC facilities, staffing pattern, procedures and support requirements necessary to carry out this function.
- D. Departmental heads will retain control over their employees and equipment but during emergencies the departments will be coordinated by one overall area coordinator as listed in the individual annexes.
- E. Each agency will be responsible for developing its own standard operating procedures (SOPs) to be followed during response operations. Each department shall have and keep current a list of personnel, emergency call-out lists, equipment, and supplies.
- F. During emergencies, certain agencies may be required to relocate their center of control to

the county EOC. During large-scale emergencies, the EOC will, in fact, become the seat of government for the duration of the crisis. (See Annex A)

- G. The EOC is the central location where key officials of government agencies, private industry, and volunteer organizations meet for the direction and control of the county during emergencies. The primary EOC is located in the basement of the Morgan County Sheriff's Office. If necessary and should the primary EOC be unusable, a secondary EOC will be located at the Morgan County Health Department, or designated Fire Dept.

V. CONTINUITY OF GOVERNMENT

- A. Each department of Morgan County government, village, townships, and their departments are responsible for: (1) predesignating lines of succession; (2) predelegating authorities for the successors to key personnel; (3) making provisions for the preservation of records; (4) developing procedures for the relocation of essential departments; and (5) developing procedures to deploy essential personnel, equipment, and supplies. Each jurisdiction will include this information in its Standard Operating Procedures (SOPs).
- B. Refer to Tab 11, Procedures for the Relocation & Safeguarding of Vital Records, in the Basic Plan, and Tab 3, Procedures for the Protection of Government Resources, Facilities, & Personnel in Annex N, Resource Management.
- C. This information is addressed in each annex of the EOP under Continuity of Government.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. The Morgan County Emergency Management Director conducts administration of emergency management activities in Morgan County on a daily, non-emergency basis (mitigation and preparedness phases).
- 2. During the emergency/response and recovery phases, the emergency management program is coordinated by the Morgan County Emergency Management Director with responders and Chief Executive Officers at the scene and in the activated EOC in accordance with the written procedures set forth in this plan and in organizational SOPs. SOPs will not be included in this plan but will be kept current and on file in the individual agencies headquarters or in the EMA Office.
- 3. Should local government resources prove to be inadequate during an emergency, requests will be made for assistance from within the county boundary. (All government agencies will make their employees and equipment available for emergency use.) Such assistance may take the form of equipment, supplies, personnel, or other available capabilities.
 - a. The County Commissioners, Township Trustees, and Mayors will set policies for the obtaining and use of needed facilities, materials, personnel, and services.
 - b. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.
 - c. Any criminal or civil penalties will be according to any existing legislation and any measures that might be passed by the elected officials and law enforcement agencies in times of disaster.

B. Logistics

1. The County Commissioners, Township Trustees and Mayors in conjunction with their Auditor, will set policies for the funding and emergency purchasing power to agencies, should additional funds or supplies be needed. To every extent possible, emergency purchases will be made from departmental operating budgets. As it stands now, to purchase emergency needs, a requisition is made to the County Commissioners, Township Trustees or Mayors and they will authorize a purchase order. Once authorization has been given an account can be set up with the suppliers and the items charged; the Treasurer/Auditor will keep records, for reimbursement and payment of bills.
 - a. Records of expenditures and obligations in emergency operations must be maintained by all local government agencies.
 - b. Preservation of all records is an absolute must.

2. Records of personnel must also be documented. Who worked, when they worked and where. These records must be kept on all forces even mutual aid forces and volunteer. Volunteers, especially, should be registered by name and address. (Reference the “Public Assistance Handbook”) Technically, everyone should sign in and out when working in a disaster with their respected agency.
 - a. Additional personnel may also be recruited from, the Health and Human Services, “Workfare Program” and the Ohio Bureau of Employment Services Client files.

3. Required reports and records will be submitted to the appropriate authority according to the individual in charge and the existing SOPs. In the EOC, if activated, the EMA Director is responsible for providing all necessary reports and record forms.

4. All county, township, and village-owned supplies and equipment and personnel are available for use during a disaster.
 - a. During the conduct of operations, supplies will be delivered to their normal day-to-day destinations. As situations become more hazardous and shortages become apparent, the needed supplies and equipment will be obtained primarily by requisition or request as stated earlier.
 - b. Control of essential supplies (equipment, water, power, and other essential services) will be through the Resource Management Coordinator and his staff in accordance with policies set forth in the EOC.
 - c. If necessary, based on a decision from the EMA Director and Resource Coordinator, staging areas may be assigned where all supplies will be dispatched (this would be during long-range disaster time).
 - d. No supplies or equipment will be commandeered except as specifically stated in the Ohio Revised Code or under specific authority of the County Commissioners, Mayors or Township Trustees.
 - e. If resources were to be dispatched from a few staging areas, they would be:
 - Morgan South, State Route 792
 - Morgan High School, Morgan Junior High School, State Route 376S
 - Morgan West, State Route 37

Morgan East, State Route 376N

5. Communications will be as listed in Annex B. Those forces with radios will use them to their maximum extent, but the primary means of administrative communications will be by telephone .
6. Transportation will be handled through the Resource Management staff. All available means of transportation will be used as listed in the Resource Annex i.e.: school buses, county, township, or village vehicles of all types, as they are available, private company vehicles according to agreements, and available volunteer resources.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Morgan County Emergency Management Director is responsible for ensuring that necessary changes to the EOP are prepared, coordinated, published, and distributed. The Director will forward revisions of the EOP to all affected/responsible organizations for acceptance before the final version is printed.
- B. Each organization tasked with emergency responsibilities in this EOP is responsible for updating its portion of the plan based upon deficiencies identified by emergencies, drills, exercises, and changes in government structure and emergency organizations.

All changes will be submitted to the Morgan County EMA Director for comment and incorporation into the EOP.

- C. The intended audiences for each annex of this EOP are the responsible organizations assigned to address the emergency functions. The Morgan County EMA Director will initiate an annual review of the annexes with the appropriate organizations.
- D. This EOP will be updated to meet state requirements every four years.
- E. Tests and Exercises
 1. During a 4-year period, Morgan County will have at least one full-scale exercise (FSE) incorporating activation of the Emergency Operations Center (EOC) and field operations of several functions.
 2. Functional exercises (FE) will be conducted annually as requirement to prepare for the FSE. Each jurisdiction will demonstrate its capability and capacity to implement the Direction, Control, and Warning function, Annex A, for a multi-agency response, plus include several other integrated functions.
 3. Tabletop exercises will be held as often as necessary to prepare for functional and full-scale exercises.
 4. Orientation seminars and functional drills will be held on an as-needed basis for training of individuals who have responsibilities within this plan.
 5. Morgan County, if an actual incident occurs, will submit the proper documentation for exercise credit.
 6. Annually, the functional and full-scale exercises will use a different scenario drawn from the following three major disaster categories:
 - a. Natural Hazard (snow, tornado, flood, winter storm, earthquake, etc.)
 - b. Technological Hazard (hazardous materials, radiological, etc.)
 - c. National Security Hazard (nuclear/conventional attack, terrorist attack, mobilization, etc.)

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal

- a. Civil Defense Act of 1950 (PL 81-920) as amended
- b. The Disaster Relief Act of 1974 (93-288)
- c. Emergency Planning and Community Right-to-Know Act of 1986 (Title III of SARA)
- d. Federal Emergency Management Rules, 44CFR, Part 302
- e. National Flood Insurance Act of 1968 as amended
- f. Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988 (PL 93-288 as amended by PL 100-707)
- g. Public Health Services Act of 1950 as amended
- h. Act of Congress, (American Red Cross) 5Jan1905
- i. 28CFR, Part 65, Emergency Federal Enforcement Assistance, Final Rule
- j. DOD Directive 3025.1, Use of Military Resourced During Peacetime Civil Emergencies, May 23, 1980

2. State

State of Ohio Constitution, Article II, Section 42 – Power of the Governor to act for the citizens in the event of attack or other disaster. Ohio Emergency Operations Plan.

<u>Ohio Revised Code Section</u>	<u>Application</u>
107.01 et seq.	Powers, duties and functions of the Governor
161.01 – 29	Continuity of Government
305.09	Filling vacancies in elected county government positions
305.12	Powers and duties of county commissioners
307.31	Powers and duties of county engineer
311.07	Powers and duties of county sheriff
313.06	Powers and duties of county coroner
315.08	Powers and duties of county engineer
329.01	Powers and duties of county department of Human Services
733.03	Powers and duties of Mayors of cities
733.23	Powers and duties of Mayors of villages
737.11	Powers and duties of Police and Fire Departments
3701.01, 02, 03, 04, and 13	Powers and duties of State Health Department
3709.06, 22	Powers and duties of County Health Departments
3710	Labeling of Hazardous Substances
3727	Hospitals
3734	Solid and Hazardous Waste
3737	Fire Marshall; Fire Safety
3745	Environmental Protection Agency
3747	Low-level Radiological Waste
3750	Emergency Planning Community Right-To-Know
3751	Hazardous Substances
3761	Assemblies; Mobs
3901.27-.30	Insurance; periods of emergency

4163	Atomic Energy
4765	Emergency Medical Services
4901	Public Utilities Commission/Transportation of Hazardous Materials
4905.81	Pre-notification for hazardous materials
5101.01, 02	Powers and duties of Human Services
5119 & 5123	Department of Mental Health
5501.02	Transportation
5501.31 & .04	Operations of Roads
5502 (as amended)	Emergency Management Agency – Public Safety
6101	Water Supply – Conservancy Districts
6109	Safe Drinking Water

3. Local

Countywide Emergency Management Agreement of Morgan County Resolution by Morgan County Commissioners dated July 19, 1990. Written and verbal agreements with volunteer and other responders (Federal, State, local and etc.) are maintained at the Morgan County EMA Office.

B. References:

1. Federal:

Guide for the Development of a State and Local Continuity of Government Capability, CPG 1-10, Federal Emergency Management Agency.

Federal Disaster Assistance Handbook, Federal Emergency Management Agency

Disaster Operation – A Handbook for Local Government, CPG 1-6, Washington; Federal Emergency Management Agency

Objectives for Local Emergency Management, CPG 1-5, Federal Emergency Management Agency

2. State

State of Ohio Emergency Broadcast System Plan.

Damage Assessment Guide for Natural Disasters, Ohio Emergency Management Agency

Appendix 1, (Statewide Allocation Plan) to Annex 1 (Evacuation) to Ohio Emergency Operations Plan

3. Local

Tornado Safety Campaign Information Packet

Winter Storm Safety Campaign Information Packet

Muskingum Valley American Red Cross Chapter Plan

Morgan County Resource Manual

National Fallout Shelter Survey listing completed

4. Nuclear Attack

Ohio Statewide Allocation Plan -NAPB (Evacuation and Shelter) Ohio EMA

Final Project Report, Nuclear Attack Planning Base (NAPP) Federal Emergency Management Agency

Guide for All-Hazard Emergency Operations Planning, SLG 101

Guide for Increasing Local Government Civil Defense Readiness during Periods of International Crisis, SLG 100 and Federal Emergency Management Agency

Transportation Planning Guidelines for Evacuation of Large Populations, CPG 2-15/ Federal Emergency Management Agency.

Sheltering & Care Operations, CPG 2-8/ Federal Emergency Management Agency.

Nuclear Attack Environment Manuals, Federal Emergency Management Agency

Life Support Operations in Shelters, CPG 2-20, Federal Emergency Management Agency.

EMP Protection for AM Radio Broadcast Stations, Federal Emergency Management Agency.

EMP Protective Systems, Federal Emergency Management Agency.

EMP Protection for Emergency Operating Centers, Federal Emergency Management Agency.

Radiological Defense Preparedness, CPG 2-1, Federal Emergency Management Agency.

Radiological Defense Manual, CPG 2-6.2, Federal Emergency Management Agency.

Radiological Safety in Shelters, CPG 2-6.4, Federal Emergency Management Agency.

IX. ADDENDUMS

Tab 1 – Map of Morgan County

Tab 1a – Village of Chesterhill

Tab 1b – Village of Malta

Tab 1c – Village of McConnelsville

- Tab 1d – Village of Stockport
- Tab 1e – Burr Oak State Park
- Tab 1f – Wolf Creek Wildlife Area
- Tab 1g – Ohio Power Recreation Land Area
- Tab 2 – County Statistics
- Tab 3 – Organization Chart and Response System Matrix
- Tab 4 – Requesting State Disaster Assistance
- Tab 5 – Sample Local Emergency Proclamation
- Tab 6 – Hazard Map – Major Highways
- Tab 7 – Morgan County Airport
- Tab 8 – Oil & Gas fields in Ohio
- Tab 9 – Morgan County Oil & Gas Pipelines
- Tab 10 – Morgan County Electric Transmission Lines
- Tab 11 – Procedures for the Relocation & Safeguarding of Vital Records
- Tab 12 – Matrix for Determining Drafting, Coordinating, and Maintenance Responsibilities
- Tab 13 – Organizing for Emergency Operations

X. AUTHENTICATION

The Morgan County Commissioners and the Morgan County Emergency Management Director approve this Basic Plan as the Morgan County Emergency Operations Plan.

Date

County Commissioner

Date

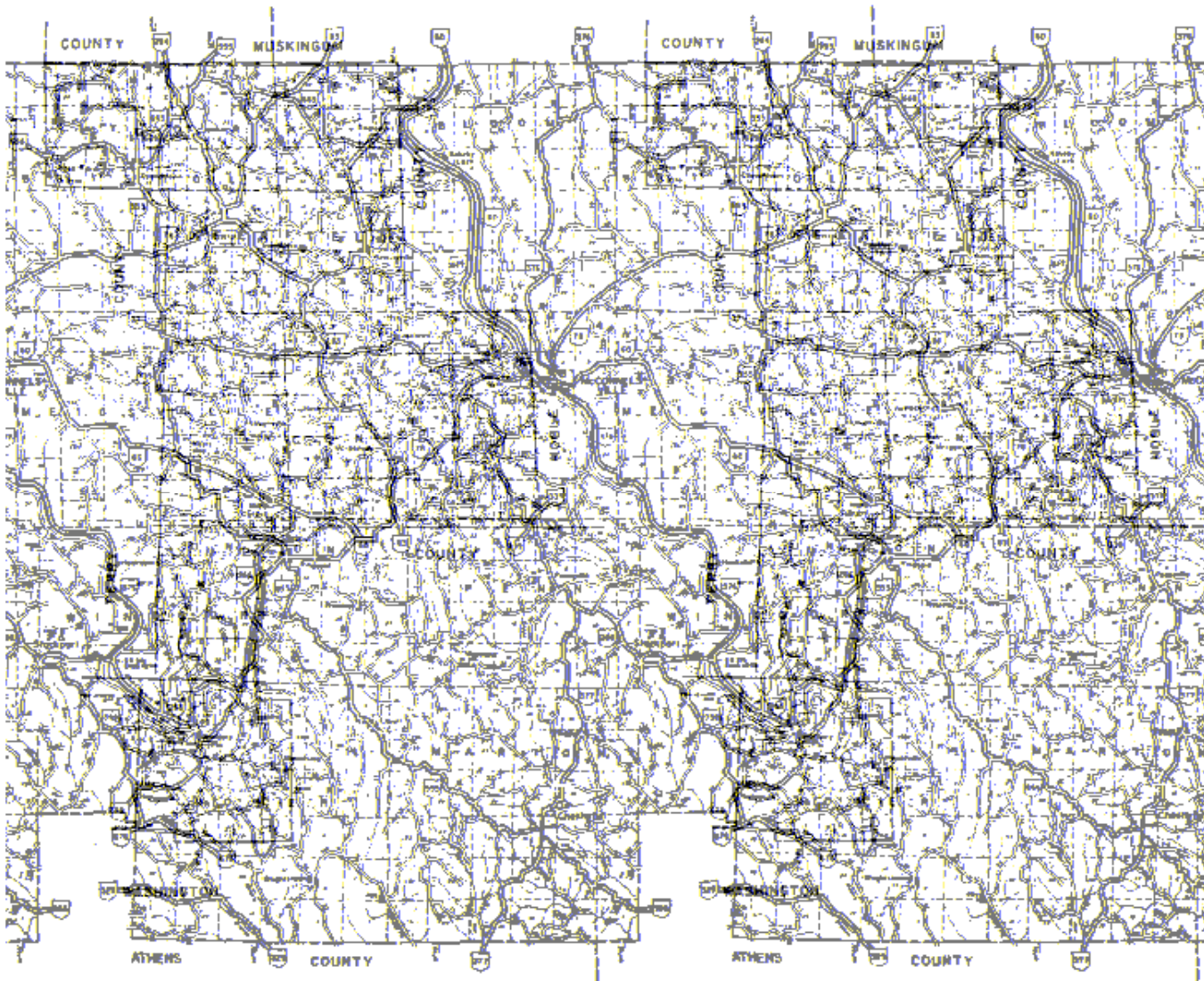
County Commissioner

Date

County Commissioner

Date

Morgan County Emergency Management Director



Map of Morgan County

Morgan County was created by an Act of the General Assembly, passed December 29, 1817, and formed from parts of Guernsey, Washington, and Muskingum Counties. It was named after General Morgan of Revolutionary fame and the original boundaries have changed three times since its inception. The first settlement of Morgan County occurred during 1790 at a site known as Big Bottom, which is located near Stockport on State Route 266.

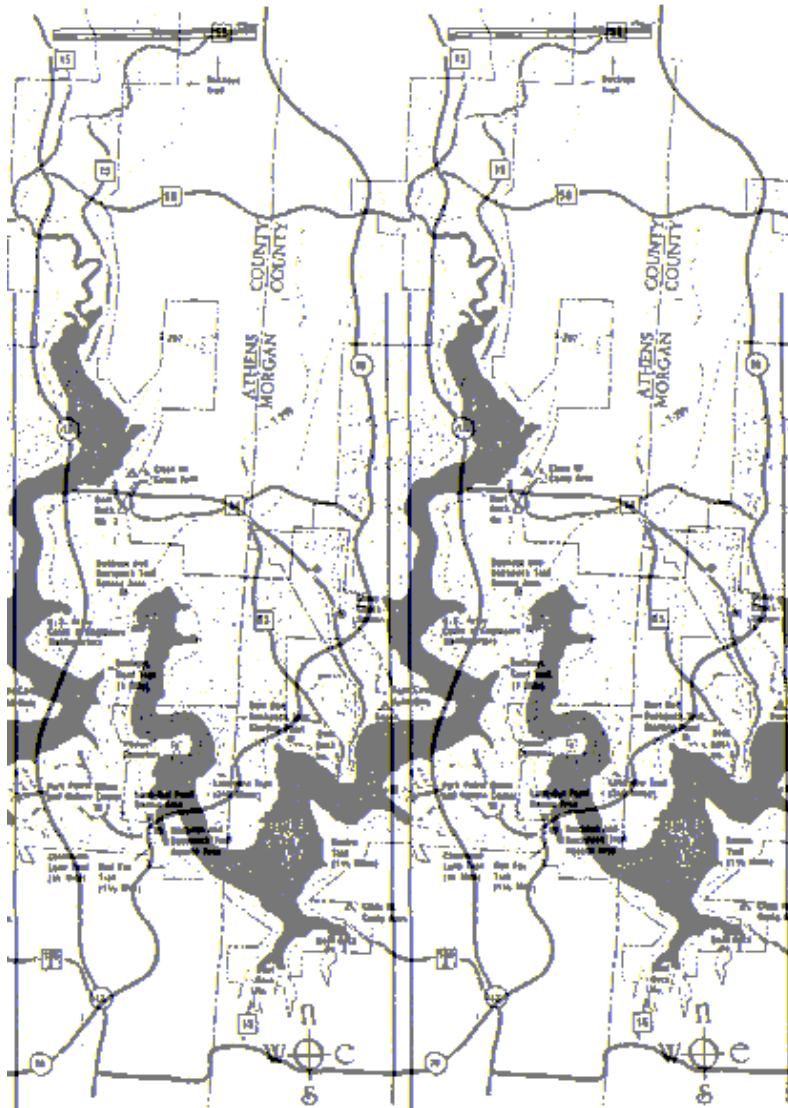




Village of McConnelsville

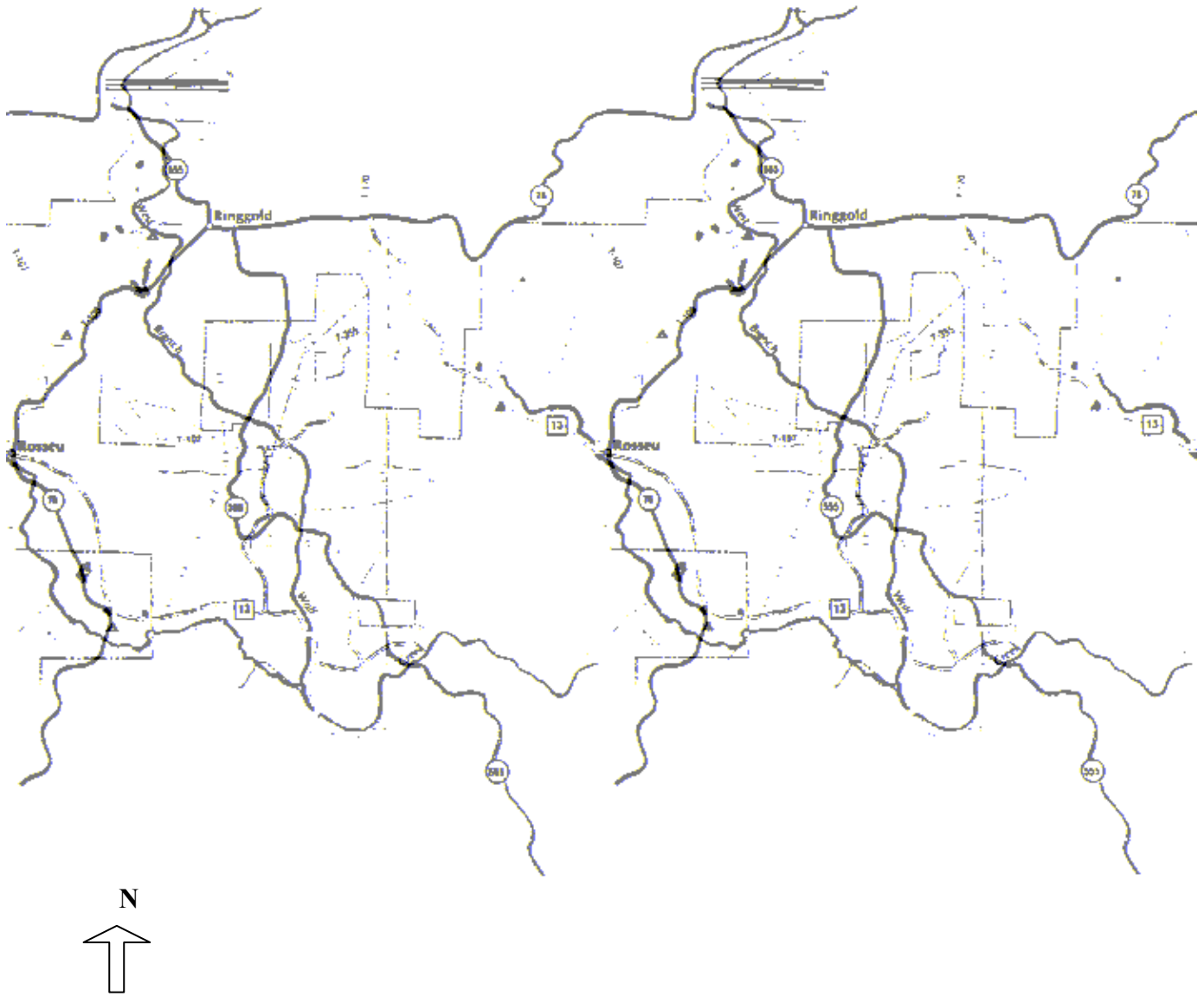


Village of Stockport



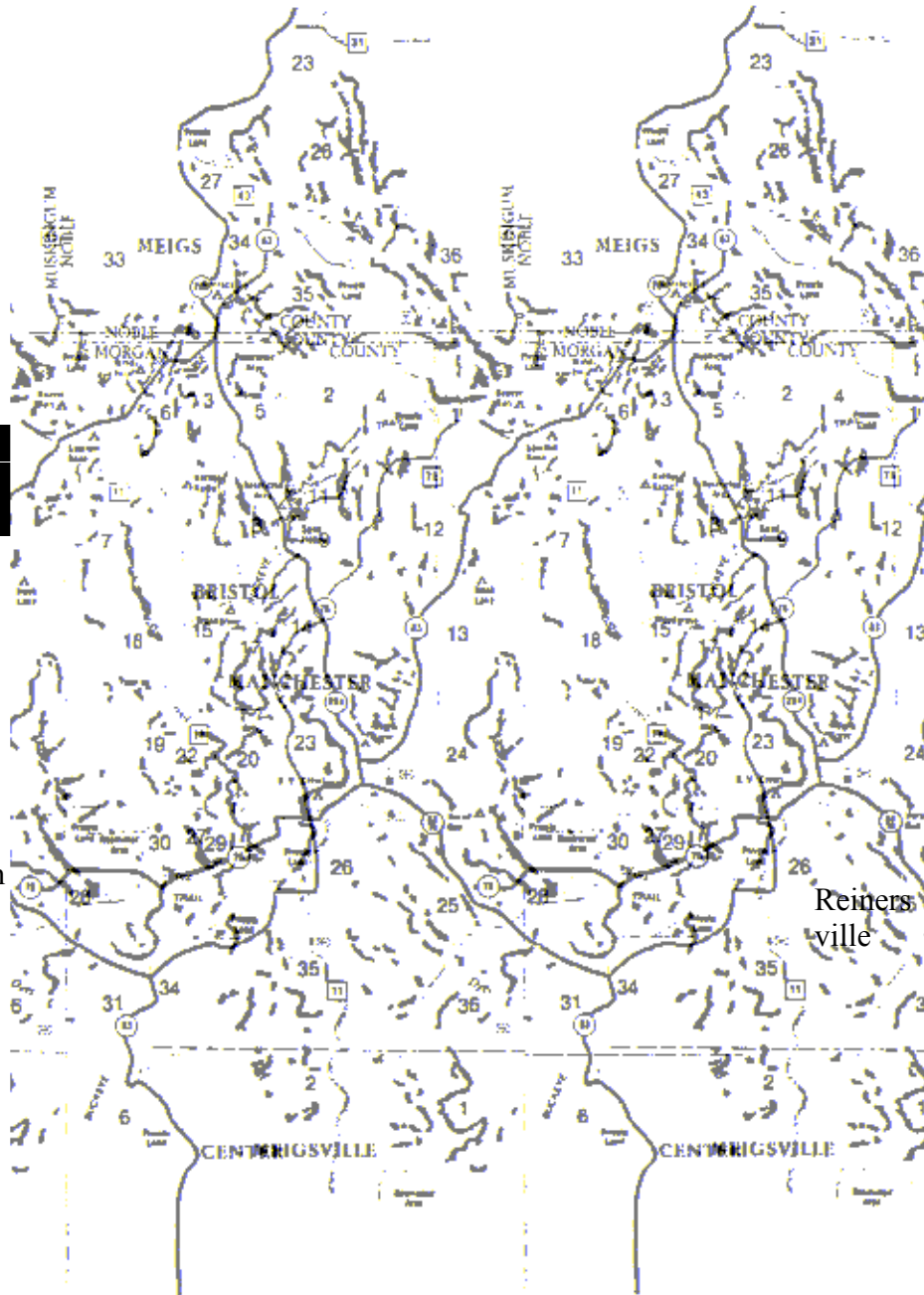
BURR OAK STATE PARK

WOLF CREEK WILDLIFE AREA



**Ohio Power
Recreation Land
Area,**

Muskingum
Morgan



Morgan County Statistics

Population	1960.....	12,747
	1970.....	12,375
	1980.....	14,241
	1990.....	14,194
	2000.....	14,897

Townships

Bloom.....	1015
Bristol.....	207
Center.....	652
Deerfield.....	802
Homer.....	976
Malta.....	1268
Manchester.....	141

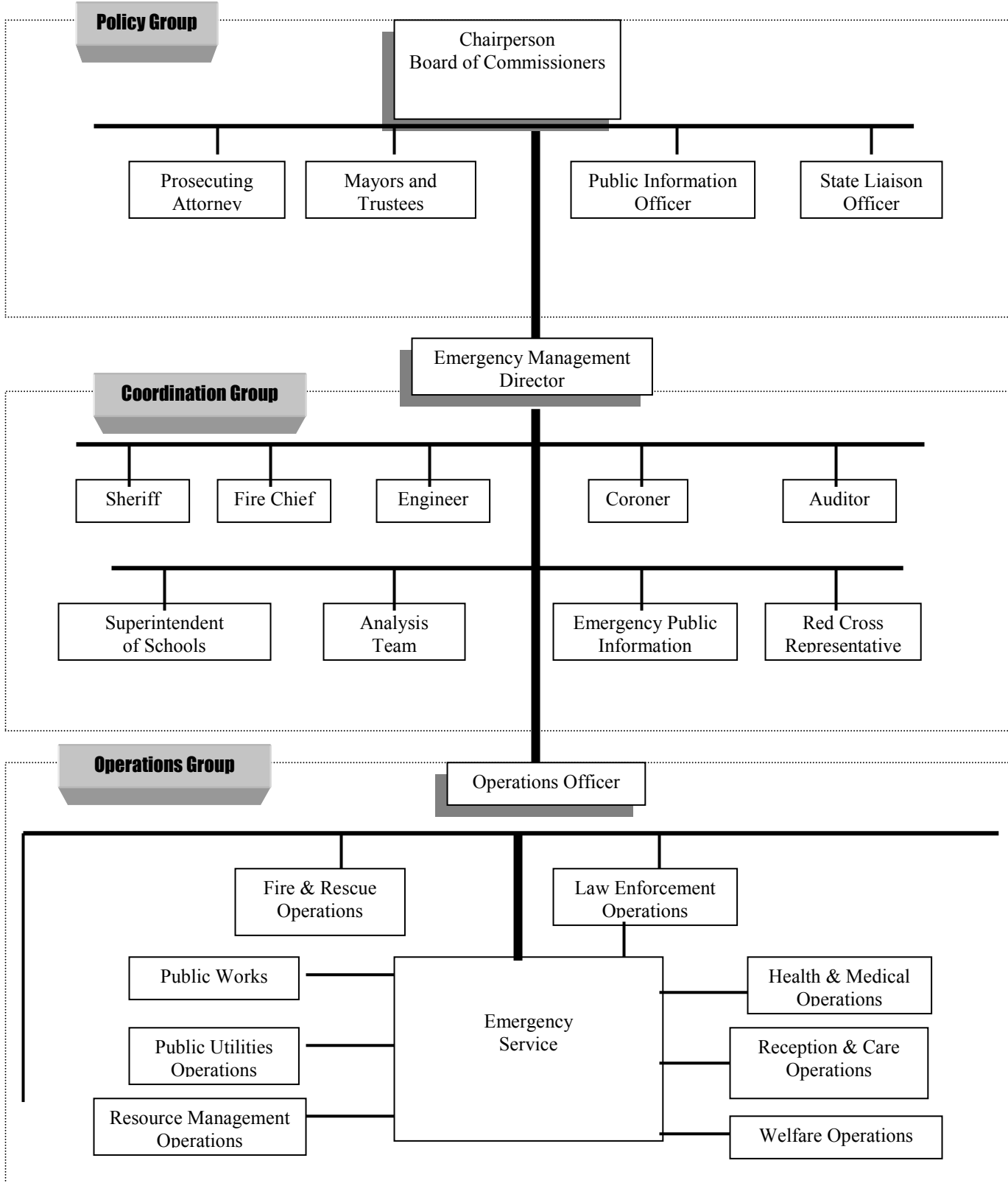
Marion.....	1031
Meigsville.....	894
Morgan.....	941
Penn.....	777
Union.....	607
Windsor.....	1411
York.....	958

Villages

Chesterhill.....	305
Malta.....	696
McConnellsville.....	1676
Stockport.....	540



RESPONSE SYSTEM MATRIX



STATE OF OHIO

PROCEDURES FOR REQUESTING STATE DISASTER ASSISTANCE

ALL AVAILABLE LOCAL RESOURCES MUST BE COMMITTED PRIOR TO DETERMINING IF STATE ASSISTANCE IS REQUIRED

1

Coordinate with the County EMA

Office 740-962-2424

Home 740-962-2731

Cell 740-541-8670

Issue Local Declaration of Emergency

2

Provide the Following Information to:

THE OHIO EMERGENCY MANAGEMENT AGENCY

614-889-7150

ALTERNATE # HIGHWAY PATROL 614-466-2660

In Natural or Man-Made Disasters	In Civil Disturbances
* Name and Title of individual making request	* Name and title of individual making request
* Description of Disaster	* Description of Disaster
* Statement of actions taken	* Statement of actions taken
* Specific help needed	* Estimate of number of persons involved
* Estimate of number of persons affected	* Number of Law enforcement officers available or committed
* Estimate of damage to public and private property	* Explanation why force is inadequate

3

Confirm your Request by Telegram or Law Enforcement Automated Data System or Fax

From: Local Head of Government

To: Governor State of Ohio

Attn: Director EMA

Fax # 614-889-7183



SAMPLE
LOCAL EMERGENCY PROCLAMATION

Morgan County, Ohio
_____ 20 _____

AUTHORITY

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

(Give date, time, situation assessment and duration of hazard) and;

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

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

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

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

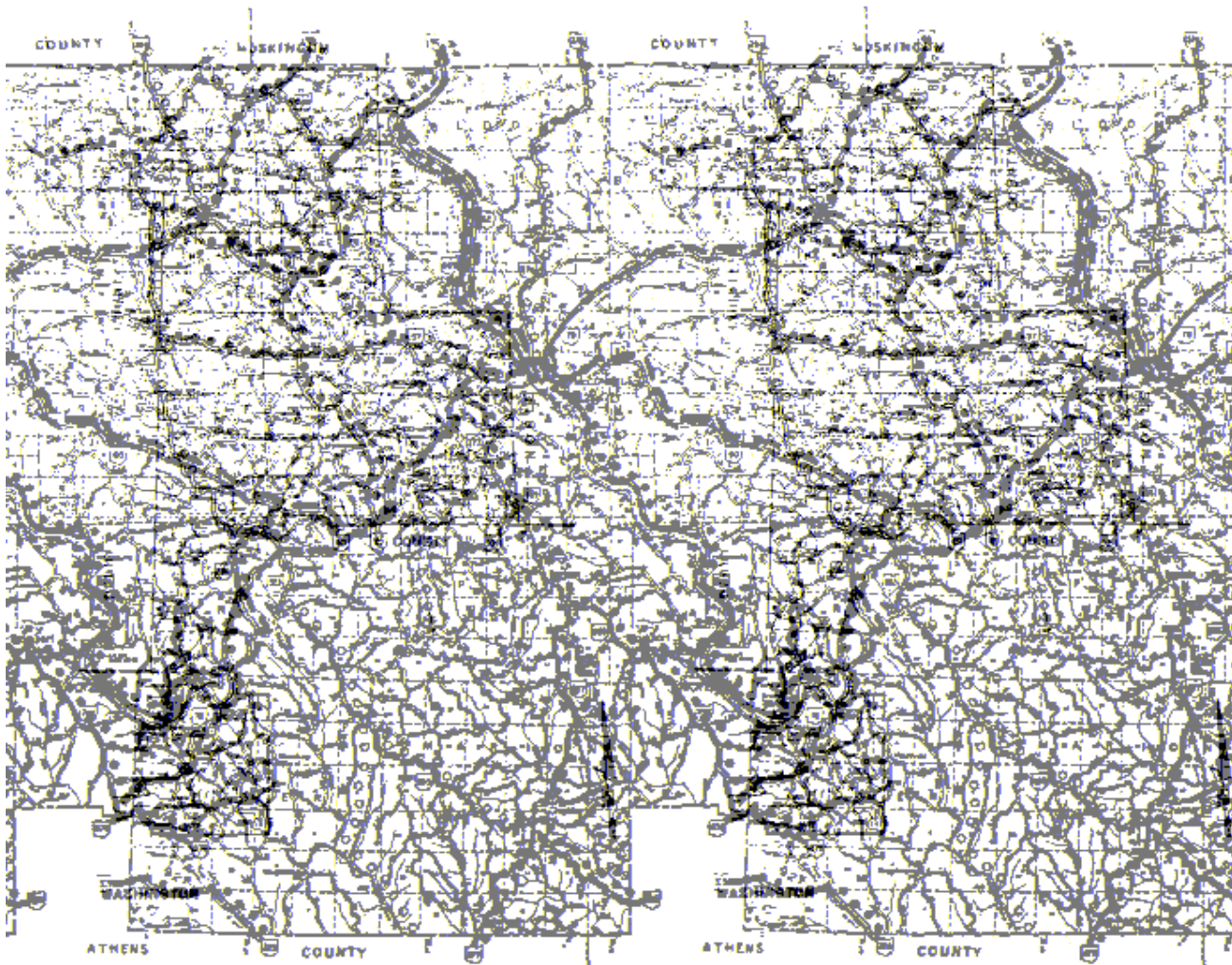
All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center.

In witness, whereof, we have hereunto set our hand this _____ day of _____ 20__ AD

Chairman Morgan County Commissioners

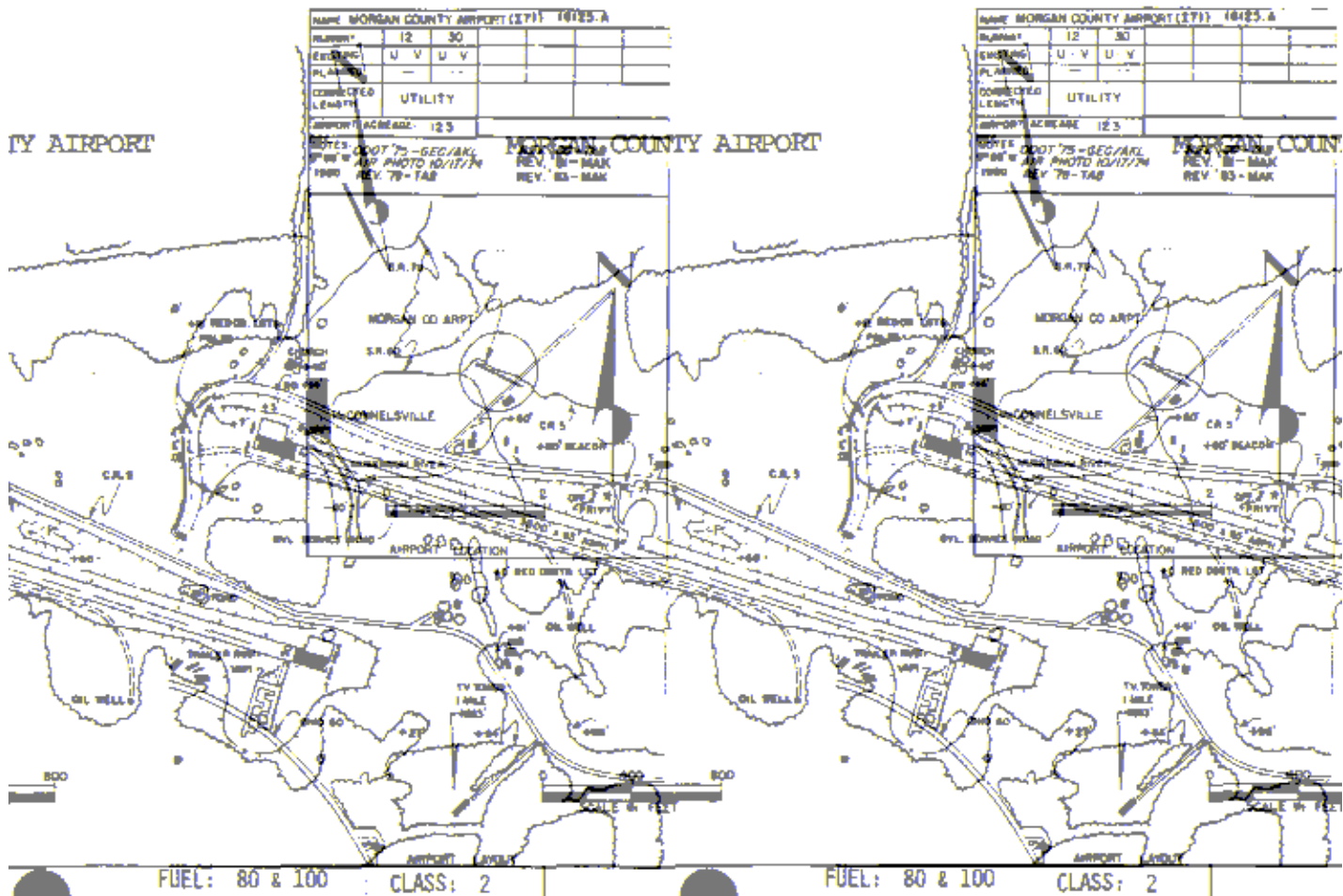
Morgan County Commissioner

Morgan County Commissioner



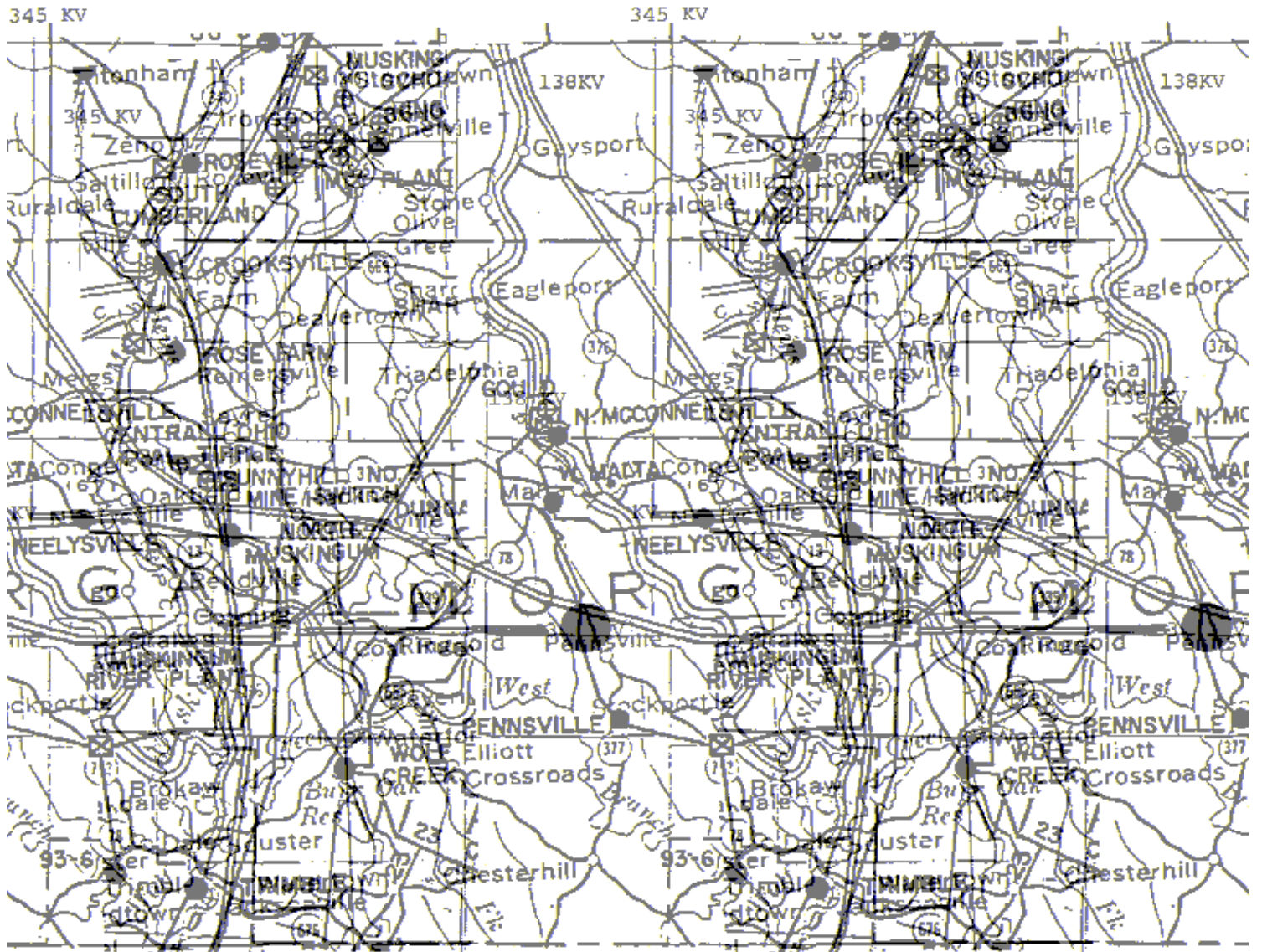
Major Highways in Morgan County

<u>Functional Class</u>	<u>Federal Aid System</u>
Minor Arterial	Primary
Major Collector (State)	Secondary
Major Collector (Local)	Secondary
Minor Collector	Non-Federal Aid



Class:	2	Fuel:	80 & 100
Miles for City:	3 East	Attended:	Irregular
Elevation:	1000	Storage:	No
Right-hand Pattern:	No	Transportation:	No
Radio:	Unicom 122.8	Repairs:	No
Lights:	Beacon all Night Key 122.8 x 5 for Runway & Rails RWY 30	Food:	No
NDB Ident, Freq, Degrees & NM to Airport from Station		VOR Ident, Freq, & NM to Airport from Station:	
Manager:	Robert Richmond	Controlling FSS:	Zanesville 740-453-0649
Airport Address:	Morgan County Courthouse McConnellsville 43756	Airport Phone:	740-962-3431
Runway #'s/Type:	12/30 Asphalt	Length:	3500 (x65)

Remarks: Unlighted VAPI (visual approach pattern indicators) Both Ends
Emergency #: 740-962-3333 (sheriff's office) Unattended Pay Phone#: 740-962-9496



* Point of Distribution for Columbia Gas of Ohio

Morgan County Electric Transmission Lines
 ___ 69 kv Unless Noted Otherwise

- F Fossil Power Plant
- Substation
- ⊕ Customer Station
- X Switching Station

PROCEDURES FOR THE RELOCATION & SAFEGUARDING OF VITAL RECORDS FOR MORGAN COUNTY

I. PURPOSE

The purpose of this procedure is to ensure the preservation of essential government records and to ensure government's ability to function effectively under emergency conditions and to protect the rights and interests of citizens after the emergency is over.

II. SITUATION & ASSUMPTIONS

A. Situation

1. Local institutions of government, each department of county government, and each city, village, and township and their departments, must survive and remain capable of carrying out their essential functions under all types of emergencies. These situations may include catastrophic peacetime disasters, subversions, or nuclear warfare. Continuity of government measures are designed to ensure that this capability is developed and maintained.

B. Assumptions

1. An alternate location for safeguarding vital records has been designated and is presently not at risk.
2. Essential records have been prioritized by each government office.
3. Each government office will provide support personnel, equipment, and resources necessary for the transport and protection of vital records.

III. CONCEPT OF OPERATIONS

A. General

Responsibility for preservation of essential records ultimately lies with local government offices. Each government office must select, preserve, and provide availability of those records, which would be essential to the effective functioning of government and to the protection of rights and interests of persons under emergency conditions.

B. Phases of Emergency Management

1. Mitigation

(Mitigation activities may include, but are not limited to:)

- a. Designate alternate location sites depending upon the various hazards facing the jurisdiction. (List locations.)
- b. Evaluate alternate sites according to the type and severity of the hazard.

- c. Assess the vulnerability of direct or secondary damage.
- d. Prioritize essential records in advance.
- e. Provide protection to Automated Data Systems from damage experienced by electromagnetic pulse.
- f. Develop mutual agreements for or the storage of vital records with surrounding jurisdictions.

2. Preparedness

(Preparedness activities may include, but are not limited to:)

- a. Each government institution must develop procedures illustrating how it will relocate records to safe areas. (List actual procedures.)

3. Response

(Response activities may include, but are not limited to:)

- a. Each government institution must develop procedures illustrating how it will relocate records to safe areas. (List actual procedures.)
- b. Retain necessary documents for prudent decision making. (List documents)
- c. Secure other essential and vital records, including computer information, for safe-keeping. (List documents.)

4. Recovery

(Recovery activities may include, but are not limited to:)

- a. Provide necessary assessment and recovery information as requested.
- b. Return vital records to normal operating location.
- c. Return personnel, equipment, and resources to normal locations.

IV. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

Regular public employees or officials who will assume responsibilities whenever a disaster of major proportion strikes the community will conduct the function of preserving essential records. Mobilization will occur upon notification provided by the Chief Executive Officer of each government office/department/ agency.

B. Responsibilities of each government office is as follows:

- 1. Identify in advance, priority categories of essential records. These categories should include those records deemed essential for continuing critical government functions during an emergency and those records that are required to protect the rights and interests of citizens.

2. Label all records within the priority categories with identifiable markings. Priority of evacuation should be noted on record containers.
3. Assess the vulnerability of stored records to direct and secondary damage from various disaster threats; i. e., fire, water, chemical damages, aftershock, vandalism, etc.
4. Evaluate alternate record storage locations in light of hazard analysis.
5. Make arrangements for transportation to relocate records to alternate location if the need arises.
6. Identify and retain copies of the records that will be needed during the emergency operations by management or the emergency response team. (List documents.)
7. Safeguard vital computer information and records.

V. DIRECTION AND CONTROL

The Chief Executive Officer of each government office in coordination with assigned personnel will assume direction and control of preservation of record activities. (Ref: Annex A.)

VI. CONTINUITY OF GOVERNMENT

Each department of county government, and each city, village, and township and their departments are responsible for making provisions for the preservation of records. The lines of succession are as described in Standard Operating Procedures maintained in each government office.

VII. ADMINISTRATION AND LOGISTICS

Agreements for the use of alternate location sites are in place. Prior arrangements for transport of records have been implemented.

Procedures written by each department includes specific methods for assigning personnel during an emergency, and details assigned responsibilities, which support this activity.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Not used. See Section VIII. of the Basic Plan.

IX. AUTHORITIES AND REFERENCES

A. Authorities

Not used. See IX. of the Basic Plan.

B. References

Not used. See IX. of the Basic Plan.

X. ADDENDUMS

Attachment 1 -Vital Records Checklist

Attachment 2 -Reprint of Chapter 91. Ohio County Records'Commission, Ohio County Commissioners Handbook, 3d ed. CCAO, 1986.

Attachment 1 to Tab 11 (Procedures for the Relocation & Safeguarding of Vital Records).

VITAL RECORDS*

GOVERNMENT – EXECUTIVE, LEGISLATIVE, AND JUDICIAL:

1. Constitutions
2. Charters
3. Statues & Ordinances
4. Court Records
5. Official Proceedings
6. Other Legal Records
7. Financial Records
8. Other Records, as deemed necessary

DEPARTMENT/AGENCIES/OFFICES:

1. Utility System Maps
2. Locations of Emergency Supplies & Equipment
3. Emergency Operations Plans & Procedures
4. Lists of Succession
5. Lists of Regular & Auxiliary Personnel
6. Other Records, as deemed necessary

CITIZENS/INDIVIDUALS:

1. Vital Statistics Records
2. Land and Tax Records
3. License Registers
4. Papers of Incorporation
5. Other Records, as deemed necessary

* Some of these records will be required during emergency operations by management or the emergency response team while others can be stored by duplicating, dispersing, and securing in safe storage facilities.

CHAPTER 91

COUNTY RECORDS COMMISSION*

91.01 GENERAL INFORMATION

The number of records maintained by county government constantly increases. The proper retention, storage, transfer, and disposal of records can make the job of county officials easier. In addition, transfer or disposal of outdated records can result in considerable savings of space and equipment.

Public records may be kept by any means of Photostat, photographic, film, or microfilm process or perforated tape, other magnetic means, electronic data processing, machine readable means, graphic or video display, or any combination of the above which the official authorized to maintain the records deems necessary or advisable. However, when these methods are utilized, any machines and equipment necessary to reproduce the records in a readable form must be made readily available. (I) When any of these recording methods have been employed, the originals are to be disposed of in accordance with the procedures of the county records commission.

Establishing a comprehensive county records program involves a cooperative effort between the Ohio Historical Society (OHS) and the Ohio Network of American History Research Centers (ONAHRC) and county offices. Assistance is available from local records specialists of the Ohio Historical Society who will assist counties with the inventory, analysis, transfer, destruction, and retention of county records. Before any action to destroy or transfer county records can be taken, the county records commission must approve such action. For further information refer to OHIO COUNTY RECORDS MANUAL, 1983 and the LOCAL GOVERNMENT RECORDS HANDBOOK, 1985, both published by the Ohio Historical Society. This is a most useful manual as it makes recommendations concerning periods of retention for various records.

91.02 ACCESS TO PUBLIC RECORDS

Those records that are governed by the law include any document, device, or item created, received or coming under the jurisdiction of any county office, which serves to document the organization, junctions, policies, decisions, procedures, operations or other activities of the office.

Section 149.43 of the Revised Code is the basic Ohio public records law. It was enacted in 1963. Its purpose was to codify a broad and historic common law right to inspect governmental records. Under this 1963 law, the following types of records were exempted from the definition:

1. Physical or psychiatric exams;
2. Adoption, parole, and probation proceedings records, and
3. Records where the release was prohibited by state or federal law

Thus, under Ohio law, any limitation upon the disclosure of information was a matter of either a specific statutory provision or as a result of case law.

In 1977 this long-standing framework for determining the status of governmental records was disrupted by the enactment of Ohio's privacy act, Chapter 1347 of the Revised Code. The purpose of this law was to regulate the use of personal information and to protect the

privacy of individuals from excessive record keeping by government. The effect of this law appeared to be to limit access to governmental records to a much greater extent than had been true under common law or Section 149.43 of the Revised Code. Chapter 1347 did not expressly mention the public records law and considerable confusion existed over reconciling the two laws. In the end, the controversy between personal privacy and public access was resolved in favor of public access.

In 1985 Section 149.43 was again amended and Section 149.40 was enacted to change the public records law. Because this is a relatively new law and was enacted as a part of the state budget bill, Am Sub IIB 238, effective July 1, 1985, the legislative intent of these changes is not well known. The basic change in the law was to remove from Section 149.43 of the Revised Code the former limitation that a public record was one that was "required to be kept." At the same time Section 149.40 was enacted that limited the maintenance of records by public offices to those that are necessary for the adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, and for the protection of the legal and financial rights of the state and persons directly affected by the agency's activities.

The key difference between the former law and the current law is as follows: the former law defined any document in a county's possession as a record, but defined a public record as a record that was "required to be kept" by the county. The law only required the county to give the public access to records which were "required to be kept", but appeared to allow counties to keep records which were not "required to be kept" and were thus not required to be disclosed. With the 1985 changes in Section 143.40 and 143.43 of the Revised Code, county officials are required to see that only records necessary to carry out the required functions of county government are kept and that any such records are public records unless specifically exempted by Section 149.43 of the Revised Code.

Present law now defines a public record as any record that is kept by a public office with the following exceptions:

1. Medical records,
2. Adoption, probation, and parole records,
3. Trial preparation records
4. Confidential law enforcement investigatory records, and
5. Records whose release is prohibited by state or federal law

Again it must be stressed that the records maintenance limitations imposed by Section 149.40 of the Revised Code as described above, place limitations upon what records can be maintained by a public office.

Public records must be promptly prepared and be made available for public inspection at all reasonable times during regular business hours. (2) Upon request, copies must be made available at cost within a reasonable time.

For a better understanding of the relationship of the public records law and the privacy act, refer to Ohio Attorney General's Opinion 80-096, and Chapter 94 of this Handbook, "Ohio's Privacy Act." The following issues attempt to summarize important principles surrounding the two laws:

1. The privacy act does not restrict access to public records as defined in Section 149.43 of the

Revised Code.

2. Ohio law formally recognizes the existence of three separate classes of governmental records. One class, which is comprised of records pertaining to confidential law enforcement investigations, trial preparations, and adoptions, may be disclosed neither to the public at large nor to the person who is the subject matter of the information, except that adoption records may be disclosed with consent of the court. The second class, which is comprised of records otherwise made confidential by law and subject to the provisions of Chapter 1347 of the Revised Code, may not be disclosed to the public at large, but must, upon request, be disclosed to the person who is the subject of the information. The third class, which is comprised of records that are public, must, upon request, be disclosed to any member of the public for any reason.

A governmental agency which is subject to the provisions of the privacy act, may, collect, maintain, and use personal information that is subject to the law only if such information is “necessary” to the functions of the agency.

An assertion by a governmental agency which is subject to the provisions of the privacy act that records maintained are not necessary and, therefore, are not public records, may be construed as an implicit admission that the agency has violated the privacy act, and Section 143.40 of the Revised code.

91.03 Members of County Records Commission

Each county has a county records commission composed of the following (3):

1. President of the Board of County Commissioners
2. Prosecuting Attorney
3. County Auditor
4. County Recorder
5. Clerk of Courts

The president of the Board of County Commissioners serves as the chairman of the county record commission.

91.04 Powers and Duties of Records Commission

The following are the major powers and responsibilities of the county record commission:

1. To appoint a secretary who may be a member of the commission or any other individual.
2. To employ an archivist if the need exists.
3. To meet at least once every six months on the call of the chairman. The Ohio Network of American History Research Center serving the county should be notified of all meetings.
4. To provide rules for the retention and disposal of county records.
5. To review applications for one-time record disposal and to review schedules of records retention and disposal. It may also at any time review any previously approved schedule and revises it. (4)
6. To dispose of records that no longer have any administrative, fiscal or legal value.

91.05 Records Disposal Procedures

The following procedures must be followed when disposing of records:

1. The office desiring to dispose of records must submit a disposal request to the county record commission. This involves preparation of a disposal request to the county record commission. Two disposal request forms are available (1) "Application for One—Time Records Disposal" and (2) "Schedule of Records Retention and Destruction." In using an "Application for One—Time Records Disposal," an office requests permission to destroy or transfer particular records covering only specified dates. This is especially useful for destroying or transferring obsolete records. A "Schedule of Records Retention and Destruction," on the other hand, is designed to implement an ongoing records management program. The schedule would describe how long a record is to be retained, rather than listing the specified dates or records to be destroyed.
2. County records commission approves disposal request
3. A copy of the disposal request must be sent to the State Auditor. The State Auditor has 60 days to stop the disposal of any records on the disposal list.
4. The Ohio Historical Society must be informed and given a 60-day opportunity to select records for custody or disposal that it deems to have continuing historical significance.
5. After a county office completes disposal, a "Certificate of Records Disposal" should be completed and sent to the record commission with a copy to the Ohio Historical Society.

Counties should note that the former requirement of law that once records have been approved for disposal, a list be published in a newspaper has been deleted from the law.

91.06 Transfer of Records

The execution of a written agreement is necessary to transfer records, and they may only be transferred to organizations capable of meeting accepted archival standards for the housing and use of the documents.

Some records may be transferred to a regional record center that serves all counties in Ohio. If they are transferred to one of the seven members of the Ohio Networks of the American History Research Center locations, the county records will be arranged by county office and will be available to all persons on the same basis as before transfer to the center.

Following are the seven centers that serve Ohio:

1. University of Akron
2. Bowling Green State University
3. University of Cincinnati
4. Ohio University
5. Wright State University
6. Ohio Historical Society (Columbus)
7. Western Reserve Historical Society (Cleveland)

91.07 Unauthorized Disposition of Records

No records may be removed, transferred, mutilated, destroyed, damaged, or otherwise disposed of without following the procedures set out in the records commission law. Outgoing officials and employees must deliver such records to their successors. Any

person who is aggrieved as a result of a violation of Section 149.35 or 149.43 of the Revised Code may bring civil action to compel compliance with the law, and may recover a forfeiture of \$1,000 plus reasonable attorney fees. The Attorney General may also bring legal action to require the return of any public record, which has been unlawfully transferred or removed. Such public records are to be returned to the office of origin and safeguards are to be established to prevent a recurrence.

1. Ohio Revised Code 9.01
2. Ohio Revised Code 149.43
3. Ohio Revised Code 149.38
4. Ohio Revised Code 149.38
5. Ohio Revised Code 149.38

* Reprinted with permission. Ohio County Commissioners Handbook.

ORGANIZING FOR EMERGENCY OPERATIONS

P- Primary Operational Responsibility

S- Support Responsibility

Function	Local EMA	Commu. Officer	L/E	PIO	F & R	Engineer	Health Comm	Health Dept	Human Services	RDO	Supt. Schools	Fiscal	Prosecutor	Planning Dept	Utilities	Ohio EMA	Support Staff	Support roles Vol./Other Agency not controlled by local government
Emergency Operations	P	S	S	S	S	S	S	S	S	S	S	S	S		S	S	S	S-ARES, ANRC, ASCS etc
Communications	S	P	S		S	S		S			S				S	S	S	S-ARES
Notification / Warning	S	S	P	S	S	S	S	S	S		S				S	S	S	S-Volunteer Organization
EPI	S		S	P	S	S	S	S	S	S	S			S	S	S	S	S-Private Industry
Law Enforcement		S	P	S	S						S				S	S	S	S-Auxiliary
Fire & Rescue		S	S	S	P	S	S	S	S						S	S	S	S-Auxiliary
Engineering / Public Works		S	S	S	S	P				S					S	S	S	S-Private Industry
Public Health				S			P			S					S	S	S	S-Add'l Medical Staff
Medical					S			P		S					S	S	S	S-Add'l Medical Staff
Evacuation		S	P								S		S		S	S	S	S-Private Industry Vol. Organizations
Shelter / Mass Care		S								P	S	S			S	S	S	S-ANRC, etc.
Damage Assessment	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S-ARES, ANRC, ASCS, etc.
RADEF	S	S	S	S	S	S	S	P	S						S	S	S	S-ODOT, OSP, ASCS, ARES, ANRC etc.
Resource Management	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S- Private Industry Volunteer Organizations