

Annex A (Direction and Control) to the Morgan County Emergency Operations Plan.
EMERGENCY OPERATIONS CENTER
DIRECTION AND CONTROL

I. PURPOSE

This annex addresses the facility, personnel, procedures, and support requirements for activating the County Emergency Operations Center (EOC) and for directing and controlling the conduct of emergency operations from that center, or from an alternate facility during emergencies.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The Morgan County Emergency Operations Center (EOC) is located on the 2nd floor of the M&M Fire Department located at 77 South 4th Street, McConnelsville, Ohio, and serves as the county's primary EOC. (See Tab 11)
2. In the event that the primary EOC is damaged, inaccessible, and unsafe or must be evacuated, the alternate EOC will be activated at the Morgan County Health Department, 4275 North State Route 376 NW, McConnelsville, Ohio, Center, Chesterhill, M&M, Pennsville, Reinersville, and Stockport Fire Departments.
3. The EOC was established for the purpose of providing centralized direction and control for local government emergency operations, and for day-to-day use by the Emergency Management staff.
4. Mutual aid for the support of direction and control functions is addressed by agreements between the Morgan County Emergency Management Director and Emergency Management Directors in Southeastern Ohio.
5. In the event the alternate EOC is activated, direction and control authority will be transferred to the County Commissioners/Policy Group at the alternate location. EOC representatives will transport themselves to the alternate EOC or emergency vehicles will transport them if circumstances make this necessary.
6. The operations capabilities of the alternate EOC's includes: one room with tables and chairs, telephones, access to fire and police radios at individual dispatch sections. Facility has limited kitchen and sleeping quarters. Additional radios will be required for this facility.

B. Assumptions

1. The designated EOC will be activated upon the occurrence or threat of occurrence of a major emergency.
2. The Morgan County EOC is barely adequate for coordinating countywide emergency operations.

3. Sufficient procedures have been developed to direct and control disaster operations.
4. Upon its activation the EOC, in coordination with the Incident Command Center at the site, will be the point of contact for all operating/responding departments and agencies, other counties and the State.
5. Emergency operations for all levels of government will be carried out according to plans and standard operating procedures.

III. CONCEPT OF OPERATIONS

A. General

1. The EOC is the central point for coordinating the operations, logistical, and administrative support needs of response personnel at the disaster site, in public utilities, at the EOC and at the dispatch points. Within the EOC, local decision-makers direct and coordinate emergency activities. The EOC staff gathers and disseminates situation reports and information for the local decision-makers, and other units of local, state and federal governments. Through this process, resources can be utilized without duplication of effort and operations can be more efficient. The EOC is the central coordinating point for obtaining; analyzing, evacuating, reporting, and recording disaster related information.
2. The decision to activate the EOC is made by the EMA Director.
 - a. The local jurisdiction's emergency forces will handle most emergencies that occur within Morgan County and each situation will dictate those agencies that need to be represented in the EOC.
 - b. The responding units will bring the emergency under control according to the standard operating procedures and under the direction of the on-scene commander as designated by the responding unit's SOP.
 - c. If assistance is required, the Mutual-Aid Fire Protection and Emergency Medical Service Agreement is activated and coordinated at the incident scene.
 - d. Emergencies, however, can escalate very rapidly to a full-scale disaster; therefore the on-scene commander can request and/or recommend activation of the EOC.
 - e. The method of activation of the EOC varies. If the county receives warning prior to the occurrence of an emergency/disaster, the EOC can be activated prior to disaster occurrences with all necessary officials to coordinate response and recovery operations.

3. Key officials and executive heads of local departments and agencies will be notified by telephone or pager system in accordance with the Emergency Notification Roster (on file at EMA office)
4. Executive heads of local departments are responsible for conducting emergency functions assigned by the Chief Executive. They will determine the number of personnel needed to carry out emergency operations in the EOC.
5. Internal EOC operational procedures will be the responsibility of the Emergency Management Direction, Morgan County Emergency Management Agency and Office of Homeland Security.
6. When the EOC is not activated, an Incident Command Post established at or near the scene will be used to provide direction and control for emergency operations. The incident commander can request for the EMA Director to report to the scene.

B. Phases of Management

1. Mitigation

Mitigation activities may include, but are not limited to:

- a. An Emergency Operations Center with proper staffing.
- b. A complete hazard identification for the county.
- c. Identify facilities, agencies, personnel, and resources to support the EOC activities; develop procedures to control access to the EOC.
- d. Upgrading of communications capabilities.
- e. Development of EOC training program.
- f. Develop public information programs.

2. Preparedness

Preparedness activities may include, but are not limited to:

- a. The EOC is in the M&M Fire Department. The EOC can be activated quickly since this building is one of the county's initial warning points.
- b. The EOC has little communications equipment. The EOC is operational within 15-20 minutes; travel time for the operator.
- c. Prepared plans and operating procedures for the EOC including supporting materials such as displays, message forms, record and report forms, etc.
- d. Conduct exercises to test the readiness capabilities of the EOC and provide experience in EOC operations to responders.
- e. Train EOC personnel on the use of all-internal forms and procedures.
- f. Review and update Morgan County Resource Manual.
- g. Determine internal staffing needs and designate personnel to fulfill EOC staffing requirements.

- h. Maintain schedule of testing, maintenance, and repair of equipment to ensure its readiness to include emergency power source.
- i. Preparing EOC information packets.
- j. Stock adequate food and water supplies in the EOC.

3. Response

Response activities may include, but are not limited to:

- a. Activation of the EOC as required.
 - 1) Alert EOC representatives
 - 2) Install radios
 - 3) Check equipment and supplies
 - 4) Distribute EOC information packets
- b. Coordinate all EOC operations.
- c. Establish contact with State EOC, neighboring counties, and other jurisdictions as necessary.
- d. Hold staff briefings for all EOC representatives.
- e. Provide security for the EOC.
- f. Provide bedding, washroom facilities, food and other necessities to EOC representatives and staff.
- g. Should the situation exceed the capability of the county and its political subdivisions, a request to the EMA Director through the Ohio Emergency Management Agency to the Governor, to declare a state of emergency will be made and the type of assistance required be identified.
- h. Keep the public informed.

4. Recovery

Recovery activities may also include, but are not limited to:

- a. Hold initial meeting to determine needs for *recovery*.
- b. Make assignments for each recovery function.
- c. Assimilate expenditure data and cost figures for submission to appropriate authorities for reimbursement.
- d. Prepare damage assessment reports.
- e. Request and apply for disaster assistance if necessary.
- f. Clean and return equipment to pre-emergency conditions and replenish all used stock.
- g. Perform maintenance and repair on EOC equipment, as required.
- h. Conduct critique of operations and initiate actions to improve plans and resources.
- i. Release unnecessary personnel and begin to deactivate the EOC.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

The Morgan County EOC is small and may not accommodate all representatives from each agency/department/organization that responds to an emergency in the county. County Department staffs may operate from their offices, if available, following an emergency/disaster. Those without communications will be provided an Amateur Radio member if available, to maintain communications with the EOC.

B. Responsibilities

1. General Duties of all EOC Staff:

- a. Staff and operate the EOC.
- b. Provide support personnel and services.
- c. Coordinate response and recovery activities.
- d. Begin and maintain a significant events log recording all significant emergency events, requests for assistance, casualty information, property damage, size of affected area, evacuations, sheltering activities, and health concerns.
- e. Provide copies of latest available significant events log to EOC representatives on regular basis, as updated.
- f. EOC workers will acknowledge and authenticate reports.

2. County Commissioners/Mayors, and Township Trustees

- a. Formulate, review and approve policy and operational guidelines.
- b. Appropriate and authorize expenditure of funds, approve contracts and authorize distribution of equipment, materials, and supplies for disaster purposes.
- c. Authorize and control information given to the public via the Public Information Officer.
- d. Maintain liaison and coordination with elected officials from municipalities that are included within this plan and the use of personnel and equipment in responding to the disaster.
- e. Issue a proclamation declaring an emergency or disaster exists.
- f. Request a disaster or emergency declaration through Morgan County EMA.
- g. Assign and make available for duty the employees, property or equipment of the county or municipality.
- h. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.
- i. Authorize and order that protective action guidelines, such as evacuation, etc., be implemented based on recommendations from regulating agencies.

3. Emergency Management Director

- a. Maintain EOC in a constant state of readiness.
- b. Provide for a timely activation and recall capability of key officials and EOC staff.

- c. Open, manage and coordinate activities within Primary or Alternate Emergency Operations Centers.
- d. At the direction of the County Commissioners/Mayor, Township Trustee, forward a disaster declaration request to the State for assistance.
- e. Conduct EOC staff briefings.
- f. Forward Initial Disaster Reports and damage and injury assessment information to the State. Insure that the damage assessment reports are compiled.
- g. Ensure that all available information is supplied to the Emergency Operations Center staff. Maps, status boards, etc. will be in position at all times providing for the collection and display of damage assessment information in the EOC.
- h. Maintain liaison and coordination with the State, adjacent jurisdictions and local municipalities that are included within this plan and their use of personnel and equipment in responding to the disaster.
- i. Ensure that security is provided for the EOC facility.
- j. Coordinate the logistical aspects of the EOC operation. Auxiliary power is provided. Food for billeting will have to be provided at the time of activation. Logistical support for food, water, lighting, fuel, etc. to support the EOC staff and personnel should also be deployed to the disaster sites if field forces are utilized.
- k. Ensure that Standard Operating Procedures of each agency/department are retained in the EOC as well as in a complete inventory of current county resources.
- l. Advise senior decision-makers on the emergency situation and recommend actions to protect the public.
- m. Assure the EOC operations are coordinated among all responding organizations.

4. Village Mayor/Township Trustee

- a. Coordinate with Incident Command/EOC for evacuation.
- b. Coordinate the actions of all disaster relief forces in conjunction with the information and coordination received through County Emergency Operations Center.
- c. If the disaster occurs solely within the confines of the village/township and the Mayor/Trustee deems it beyond the control of the village/township, he or she may request State assistance or a declaration of a state of disaster through the county EMA.

5. Law Enforcement Officials

- a. Provide security for the EOC.
- b. Provide transportation for EOC damage assessment teams and staff, if necessary.
- c. Control traffic in vicinity of the EOC.
- d. Provide backup communications for EOC through mobile units.
- e. Provide direction and control for law enforcement activities.

6. Fire and Rescue Officials

- a. Survey EOC and supporting facilities for fire security.
- b. Maintain contact with fire/rescue personnel in the affected jurisdictions.
- c. Provide backup communications for the EOC through mobile units.
- d. Obtain and record reports on:
 - Fire Control Victim treatment and transportation
 - Rescue Emergency site operations
 - Casualties
- e. Inform other jurisdictions of existing situations and advise on actions to be taken.

7. Engineering and Public Works Officials:

- a. Maintain contact with engineering/public works personnel in the affected jurisdictions.
- b. Obtaining and recording reports on:
 - Road and bridge conditions Need for debris clearance
 - Physical barrier placement Gas line breaks
 - Pipeline breaks Water service
 - Electrical service outages
- c. Informing other jurisdictions of existing situations and advise on actions to be taken.

8. Communications Officials

- a. Determine the EOC telephone and radio communications needs.
- b. Arrange for adequate equipment to meet those needs.
- c. Provide trained operators for communication needs.
- d. Maintain record of radio frequencies and call signs to contact various departments, EOCs in neighboring counties and higher levels of government.
- e. Ensure that the EOC can communicate with mobile units of various departments of local government.
- f. Provide direction and control for all communications activities.

9. Health and Medical Officials

- a. Maintain contact with the medical facilities in the county and relay pertinent information to the EOC officials.
- b. Obtain, record and issue reports on:

<input type="checkbox"/> Medical facilities	<input type="checkbox"/> Distribution of medical support personnel
<input type="checkbox"/> Medical support facilities	<input type="checkbox"/> Need for medical supplies
<input type="checkbox"/> Distribution of medical personnel	<input type="checkbox"/> Public health advisories
<input type="checkbox"/> Health hazards	<input type="checkbox"/> Food and water inspection
<input type="checkbox"/> Shelter & congregate care facility inspection	

10. Sheltering and Mass Care Officials

- a. Assist in the provision of food and potable water.

- b. Provide direction and control for all sheltering and mass care activities.
- 11. Evacuation Officials
 - a. Provide direction and control for all evacuation activities.
- 12. Radiological Protection Officials
 - a. Collect information on levels of radiation in the field operations and shelter facilities.
 - b. Receive reports of all hazardous materials threats.
 - c. Analyze, plot and determine time of arrival of fallout in a nuclear-related incident.
 - d. Keep all jurisdictions informed of radiation situations.
 - e. Prepare reports and transmit upward to the State.
 - f. Radiological defense officers, recorders, analysts and plotters will staff EOC during radiological emergencies.
- 13. Damage Assessment Officials
 - a. Coordinate with other EOC representatives in the assessment and compilation of disaster-related damages; providing data using Recorders, Analysts and Plotters.
 - b. Receive damage reports from all political entities.
 - c. Compile damage reports.
 - d. Estimate amount of damage by political entity.
 - e. Report damage upward to the State.
 - f. Damage to be assessed will include number of private residences damaged, number of private residences destroyed, number of public buildings damaged, number of public buildings destroyed, number of people injured, number of people killed, and the informed estimates of insured damage.
- 14. Administrative/Clerical Personnel
 - a. Records and plots information on maps, status boards and display charts in the EOC Operations Room based upon record of significant events log.
 - b. Provides EOC support staff that serve as loggers, message runners and typists.
- 15. Resource Management Official
 - a. Provide direction and control of resources.
 - b. Assist other agencies/departments in the procurement of necessary resources for disaster resource and recovery activities.
- 16. Public Information Officer
 - a. Activate Joint Public Information Center (JPIC) if/or as required.
 - b. Direct overall activities for the release of public information.
 - c. Review all public information instructions and situation reports to prevent duplication or conflict of releases.

- d. Act as liaison between all public officials and the media.

V. DIRECTION AND CONTROL

A. Incident Command/EOC Coordination

1. Incident Command will be established at the site of the emergency by the fire service organization having jurisdiction at the scene. The Incident commander is the highest-ranking fire official of the organization having jurisdiction at the site. The Incident Commander is responsible for appointing a Fire and Rescue Coordinator who will act as liaison between the EOC and the Incident Command Center.
2. During civil emergencies (riots and terrorist incidents) law enforcement officials for the affected jurisdiction will set up Incident Command and provide a liaison to the activated EOC.
3. Incident Command will relay regular reports to the Fire and/or Law Enforcement Coordinators at the EOC. The coordinators will provide regular reports to the County Commissioners in the EOC and material and personnel support for responders.

B. The County Commissioners in the activated EOC will coordinate with the highest elected officials of affected jurisdictions and with the Incident Commander in order to provide direction and control during an emergency.

C. The EOC will ordinarily be fully activated and County Commissioners will assume control of emergency operations during any emergency situation of such magnitude as to require widespread mobilization of elements of local government other than those principally involved in emergency services on a day-to-day basis.

D. The Emergency Management Director will coordinate EOC operations including notification of EOC representatives, conducting briefings for staff and key officials, and maintaining contact with State EMA and neighboring counties. Upon the arrival of state and federal officials, coordination with these officials will take place within the county EOC.

E. The County Commissioners will coordinate with the Incident Commander for direction and control, approve all public information releases, direct protective actions, approve emergency expenditures and request a disaster declaration from the Governor.

F. State and/or Federal officials arriving at site of the emergency or at the County EOC will assume direction and control activities only at the request of local executives and the Incident Commander.

G. During an emergency, the County Commissioners may delegate authority to the Emergency Management Director or other official. Special emergency authority will terminate at the end of the emergency response or short-term recovery phase.

V. CONTINUITY OF GOVERNMENT

A. Succession of Command

1. The line of succession of the County Board of Commissioners is from the Chairperson through the members of the board in order of their seniority on the board.
2. The line of succession to the Emergency Management Director is the Deputy Director of the Emergency Management Agency.
3. The line of succession to each department head is in accordance to the operating procedures established by each department and has been designated in each annex.
4. Each staff member shall be responsible for notifying his/her replacement in the line of succession.
5. EOC staffing, on a 24-hour-a-day basis, will be accomplished in two shifts consisting of 12 hours each.
6. Successors to emergency authority will terminate their activities when advised by the President of the Board of County Commissioners that the emergency operations are complete.
7. Organizations supplying response personnel will include in their SOPs specific emergency authorities that may be assumed by designated successors during emergencies.

B. Preservation of Records

Preservation of important records and measures to ensure continued operation and reconstitution is necessary of local government during and after catastrophic disasters or national security emergencies.

It is the responsibility of the elected officials to ensure that all legal documents of both a public and private nature recorded by the designated official (i.e., City Clerk, Tax Collector) be protected and preserved in accordance with applicable state and local laws (i.e., ordinances, resolutions, minutes of meetings, land deeds, and tax records). Refer to Tab 11, Procedures for the Relocation & Safeguarding of Vital Records in the Basic Plan.

C. Protection of Government Resources

Refer to Tab 3, Procedures for the Protection of Government Resources, Facilities, and Personnel in Annex N, Resource Management.

VI. ADMINISTRATION AND LOGISTICS

- A. The Morgan County EOC is a large room located on the second floor of the M&M Fire Department. The EOC Communications Room is located at the EMA office, also located on the second floor of the M&M Fire Department. (See Annex B for Communications Capabilities.) The complex has an adequate kitchen and limited bunking, but no emergency generator. The lack of a dedicated facility to utilize as an EOC is viewed as a major deficiency in Morgan County.

B. EOC Forms & Records

1. Message forms will be used to record all information coming into the EOC via telephone or radio. (Tabs 8 and 9.)
2. Each individual sending and/or receiving messages will maintain an individual message log recording every message sent or received.
3. Messages will then be transmitted via a message runner to the master message logger who will record every message on the master message log. (All messages will be logged for future reference since they will have an impact on fiscal, legal, or other considerations.)
4. After being recorded on the master message log, each message will be routed to the EOC Message Controller who will determine the appropriate response person.
5. The message will then be transmitted via a message runner to the appropriate workstation for action or information.
6. The Initial Disaster Report will be completed as soon as possible after the emergency and the information transmitted to the State EMA. (Tab 4)

C. During the operation of the EOC, the staff shall:

1. Manage the county governmental resources and determine where each will be used and assigned, implementing resource controls.
2. Protect resources such as personnel and equipment during disaster situations.
3. Provide for the identification and use of resources for special or critical facilities, including radiological laboratories.
4. Maintain accurate and adequate records to document any costs that may be incurred from private sources and that were used in responding to or recovery from any day-to-day operations.
5. Retain all records and reports until all operations are completed and the obligations and accounts have been closed.
6. Provide operational and logistical support needs of response personnel directed by but not located in the EOC/alternate EOC.

D. Disaster Effects Reporting and Acknowledgement/Authentication of Information Received in the EOC.

1. When reports of damages or injuries are received in the EOC or at an emergency services dispatch point, emergency response personnel (e.g., fire and rescue, law enforcement, etc.) will be deployed to the site to verify reports and provide assistance.

2. Radio and telephone communications personnel acknowledge and authenticate reports by recording incoming information on message forms and logging each message on a log sheet.
3. When information received is unclear or questionable, the original transmitter of such information will be contacted by radio or telephone for clarification of information.

E. EOC Security

1. All individuals requiring access to the EOC will be required to enter through designated entrances.
2. The officer on duty may request identification before allowing access to the EOC.
3. The officer on duty will request each authorized person entering the EOC to sign the registration log to maintain a record of who is in the EOC at all times.
4. Media representatives and other visitors will only be allowed access to the EOC upon approval of the EMA Director.
5. Each EOC staff participant will be requested to sign out on the registration log and record an emergency telephone callback number to ensure their expeditious recall to the EOC in the event conditions should worsen, or to resume their shift to relieve their replacements.

F. Fiscal Procedures and Administrative Authorities

1. Fiscal procedures followed during emergency operations are the voucher system, the same as is utilized on day-to-day basis for routine business.
2. Vouchers must be approved by the County Auditor, County Commissioners, Mayor, or Township Trustee.

G. Alternate EOC

1. In the event the primary EOC is not functional due to damage, inaccessibility or evacuation, the alternate EOC will be activated. The established activation, manning and staffing procedures developed for the operation of the primary EOC will be utilized.
2. The alternate EOC located at the Morgan County Health Department, 4275 North State Route 376 NW, McConnelsville, Ohio, Center, Chesterhill, M&M, Pennsville, Reinersville and Stockport Fire Departments have sufficient area for the executive, operations, communications and administrative groups to function. Some maps and displays are available.
3. The alternate EOC for Morgan County is a very secure facility located in the basement of the Morgan County Health department. Additional telephone facilities are necessary to prevent interference with county health functions.

Limited kitchen facilities are available. Automatic, self-start, auxiliary power is not available and must be provided for by a county service agreement. Center, Chesterhill, M&M, Pennsville, Reinersville, and Stockport Fire Departments are all alternate EOC locations.

VII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Morgan County Emergency Management Director is responsible for ensuring that necessary changes and revisions to this annex are prepared, coordinated, published and distributed. Deficiencies identified through drills, exercises and changes in government structure and the Morgan County Emergency Management Director will address emergency organizations. The EMA Director will forward all revisions of this annex to affected organizations.
- B. County departments, municipalities, villages, subdivisions, agencies and organizations with EOC responsibilities will provide 24-hour telephone numbers of staff members capable of responding to EOC activation. The Morgan County Emergency Management Director is responsible for developing and maintaining activation checklist, standard operating procedures for the EOC and maintaining an inventory of all EOC equipment and plans.
- C. Organizations with direction and control responsibilities are responsible for maintaining current Standard Operating Procedures (SOPs), which detail how assigned responsibilities will be performed to support plan implementation.

IX. AUTHORITIES AND REFERENCES

- A. Authorities
Not used. See Item IX.A. of the Basic Plan.
- B. References
Not used. See Item IX.B. of the Basic Plan.

X. ADDENDUMS

- Tab 1 Emergency Notification Roster – On file at the EMA office
- Tab 2 EOC Displays
- Tab 3 EOC Layout
- Tab 4 Initial Disaster Report to State EMA
- Tab 5 Significant Events Log
- Tab 6 Emergency Operations Center Checklist
- Tab 7 Security Log for EOC
- Tab 8 Message Handling Procedures
- Tab 9 Message Form
- Tab 10 After Action Report

Tab 11 Map of Primary and Alternate Emergency Operations Center (s)

Appendix 1 – Direction and Control for Nuclear Attack Threat

XI. AUTHENTICATION

12/02/03

Date

Terry Robison

Emergency Management Director

The completed Tab 1 to Annex A is considered a secure document by the Ohio Emergency Management Agency. A completed copy of Tab 1 will be maintained in the Morgan County EMA Office.

Tab 1 to Annex A (Direction & Control)

EMERGENCY NOTIFICATION ROSTER
(Area Code 740)

	<u>Cellular</u>	<u>Home</u>	<u>Office</u>
A. Morgan County Sheriff notifies:			
1. Morgan County EMA Director	607-5077	962-2731	962-2424

B. Morgan County Emergency Management Director notifies:

1. Morgan County Commissioners			
a. Rick Shriver	None	962-6587	962-3183
b. Dean Cain	None	559-2248	962-3183
c. Ron Moore	607-2929	962-2436	962-3183
2. Morgan County Amateur Radio Emergency Communications Coordinator	None	962-3858	962-2944
3. EMA Administrative Assistant	607-8626	None	962-2424
4. Morgan County Communications Officer	None	962-3858	962-2944
5. Ohio EMA	N/A	N/A	614-889-7150
6. Morgan County Sheriff (if not notified)		962-6901	962-4044

C. Morgan County Amateur Radio Emergency Communications Coordinator notifies:

1. 6 Volunteer Fire Chiefs (as applicable)			
a. Center Township (Jerry Clark)		558-2074	558-2615
b. Chesterhill (Tim Smedley)		554-5161	554-6801
c. M&M (Gary Woodward)		962-6686	962-3444
d. Reinersville (Steve Houston)			558-2222
e. Pennsville (Richard Welsh)		557-3650	557-3605
f. Stockport (Scott Eddleblute)		559-3706	559-2311
2. Telephone Company Service Manager			
a. Sprint			800-786-6272
b. GTE			800-483-1000
c. Ameritech			800-660-1000
3. Electric Company Service Manager			
a. AEP			800-672-2231
b. Guernsey-Muskingum Rural Electric			454-0770
c. Allegheny Power			
4. Electric Company Line Supervisor			
a. AEP			
b. Guernsey-Muskingum Rural Electric			
c. Allegheny Power			
5. Civil Air Patrol			

D. Morgan County Communications Officer notifies:

	<u>Cellular</u>	<u>Home</u>	<u>Office</u>
1. Mayors of Villages (as applicable)			
a. Village of Chesterhill		554-2725	554-6994
b. Village of Malta		962-5853	962-4971
c. Village of McConnelsville		962-2300	962-3163
d. Village of Stockport		559-3314	559-2411
2. Trustees of Townships (as applicable)			
Telephone Numbers on file in EMA office			
3. Morgan County PIO		962-4194	962-2424
4. Gas Service Managers			
a. Columbia Gas			800-344-4077
			800-282-0157
b. Tennessee Gas			800-231-2800
c. Texas Eastern			800-225-3913
			713-627-4590
d. Ohio Oil Gathering			800-541-2299 x100
e. National Gas & Oil			800-445-2390
5. Radiological Officer			Call Ohio EMA
6. American Red Cross (as applicable)			
a. Muskingum County			452-2731
			877-279-6303
7. Salvation Army			
a. Muskingum County			452-8350
b. Athens County			593-7082
8. EMA Directors of Adjacent Counties (if affected)			
a. Athens County	541-1026		594-2261
b. Muskingum County	607-6205	796-2062	453-1655
c. Noble County	581-1167	732-6022	732-7387
d. Perry County	605-0131	394-2727	342-1141
e. Washington County	525-1510	373-2112	373-5616

E. President of the Board of County Commissioners notifies:

1. Clerk of Board of County Commissioners (Kelly Caldwell)			962-3183
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F. Clerk of County Commissioners notifies:

1. Morgan County Engineer		557-3536	962-3171
2. Morgan County Human Services			962-4616
3. Morgan County Auditor			962-4475
4. Morgan County Health Department			962-4572

	<u>Cellular</u>	<u>Home</u>	<u>Office</u>
5. Morgan County Treasurer			962-3561
6. MC Court of Common Pleas			962-3371
7. Morgan County Prosecutor			962-6478
8. MC Superintendent of Schools			962-2377
9. Morgan County Recorder			962-4051
10. MC Veterans Service Officer			962-4181

G. Township Trustees of affected area notify:

1. Road Maintenance Crews			
2. Emergency Volunteers Needed			

H. Dissemination of Warning to the General Public

The general public will be notified of major emergencies by:

1. Activation of sirens
2. Local broadcasts and print media
3. Weather-alert radios
4. Door-to-door notification by emergency services personnel.
5. Mobile public address systems may be employed in neighborhood-to-neighborhood notifications.
6. Hearing impaired and non-English speaking groups will be notified through the use of:
 - a. Door-to-door or mobile, public address notification by local emergency service officers.
 - b. Special foreign language broadcasts in conjunction with standard pre-scripted text over the Emergency Broadcast System.
 - c. Pre-scripted text appealing to local officials and area residents to assist in the notification of the hearing impaired and non-English speaking.
 - d. The use of cover slides, crawlers and closed-captioned devices during television EBS broadcasts to warn the hearing impaired.

Tab 1a to Annex A (Direction and Control)

MORGAN COUNTY EMERGENCY OPERATIONS CENTER COORDINATORS

<u>DIRECTION & CONTROL:</u>	Terry Robison, Emergency Management Director
<u>COMMUNICATIONS:</u>	Roger Calendine, RACES
<u>WARNING:</u>	Thomas Jenkins, Sr., Morgan County Sheriff
<u>RADIOLOGICAL:</u>	M&M Fire Department
<u>LAW ENFORCEMENT:</u>	Thomas Jenkins, Sr., Morgan County Sheriff
<u>FIRE & RESCUE:</u>	M&M Fire Department and EMS
<u>HEALTH AND MEDICAL:</u>	Terry McGrew, Morgan County Health Department
<u>PUBLIC WORKS:</u>	Richard Hardison, Morgan County Engineer
<u>EMERGENCY PUBLIC EDUCATION:</u>	Keith Spare, Morgan County PIO
<u>RESOURCE MANAGEMENT:</u>	Terry Robison, Emergency Management Director
<u>DAMAGE ASSESSMENT:</u>	Miranda Mullen, EMA Admin. Asst./ARC
<u>EVACUATION:</u>	Thomas Jenkins, Sr., Morgan County Sheriff
<u>SHELTER & MASS CARE:</u>	American Red Cross, Muskingum Area Chapter
<u>TRANSPORTATION:</u>	Scott Davis, MC Superintendent of Schools

All of the above coordinators, or their representatives, will report to the Morgan County Emergency Operations Center upon activation.

The following essential personnel will also report to the EOC, when activated: One or all of the County Commissioners, Prosecuting Attorney, Mayors of Malta, McConnelsville, Chesterhill and Stockport or representatives, if affected, Representative for the Township Trustees, Members of Public Utilities, if requested Human Services representatives, Health Commissioner, Health Department representatives, Ohio State Highway Patrol, if requested. Amateur Radio Operators (RACES), Typists, secretaries, plotters, and recorders, Radiological Monitors.

NOTE: Minimum manning for disasters involving two or more townships because of a single event/incident.

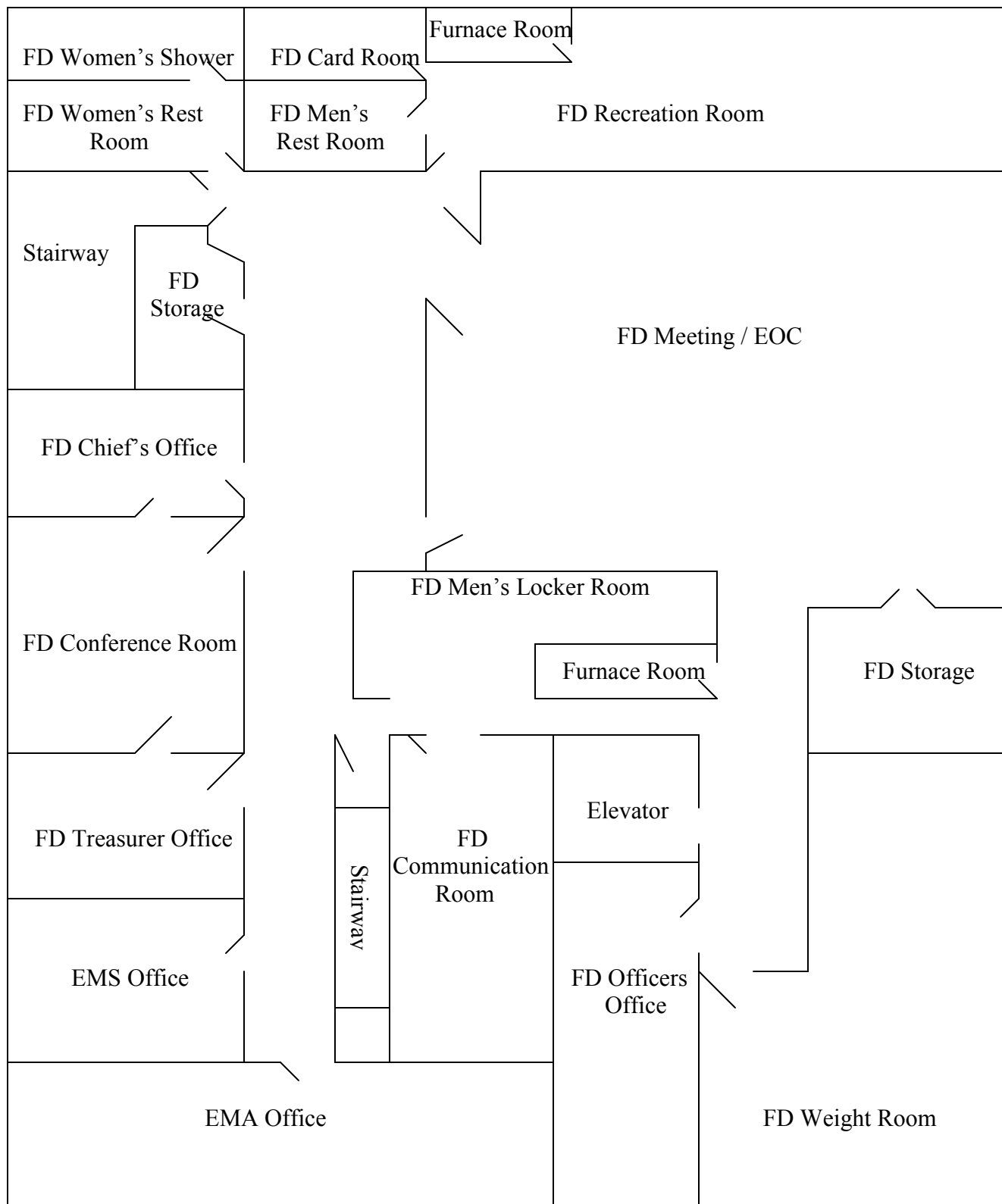
During events or incidents involving a single jurisdiction, or upon direction of the County Commissioners/EMA Director, the following personnel will report to the EOC:

EMA Director
EMA Deputy Director
EMA Administrative Assistant
EMA PIO
Typists
RACES
Others as required.

EOC DISPLAYS

- A. Maps
Morgan County Map, Village Maps, Flood Plain Maps, Oil/Gas Pipeline Maps, NAPB Evacuation Maps
- B. Charts
Status Board to include Event Identification, Date/Time
Significant Events Board
Briefing Format Chart
- C. Computer Terminals/Monitors/Dedicated Lines. LEADS System in Morgan County Sheriff's Office
- D. Televisions/VCRs.
- E. Other Displays. Weather Radio. Cablevision override.

Emergency Operations Center Layout
 (Located at 77 South 4th Street, 2nd floor of M&M FD)



INITIAL DISASTER REPORT:

1. What happened? _____

2. When it happened: _____

3. Where it happened: _____

4. Extent of damage or loss: _____

5. Best estimate of injured, homeless, fatalities:

6. Type and extent of assistance required, if known:

7. Additional remarks pertinent to situation:

EMERGENCY OPERATIONS CENTER CHECKLIST

A. ACTIVATION

Notify EOC representatives.

Activate phones and request additional lines, if needed.

Assign security to entrance of the EOC.

Review operating procedures for the EOC

Assign EOC staff and brief them on assignments

Set up furniture per floor plan

Mount displays and organize appropriate maps

Connect radios, scanners, copiers, printers, and any other additional equipment needed for activation

Distribute stationery supplies to each desk

Inspect generator, antennas, food and water stocks, and fuel supply

Activate Joint Public Information Center

Begin recording Significant Events Log

Notify the Ohio Emergency Management Agency

B. DEACTIVATION

Release of EOC representatives

Disconnect unnecessary phones and office equipment

Test equipment for damage and usage and re-question, repair and re-supply as needed

Determine expenses and submit for reimbursement

Arrange for updating of plans and SOPs if deficiencies were apparent during activation

Restore furniture, displays and maps to non-emergency locations.

Prepare After Action Report

MESSAGE HANDLING PROCEDURES

MESSAGE ARRIVES IN COMMUNICATION ROOM

Radio Operator

Record message
Enter into radio log
Forward to message coordinator

Message Coordinator (Member of EOC Staff)

Determine which EOC representative should respond
Assign priority
Enter into log
Give the message to message runner and deliver to appropriate EOC representative
Notify plotter of significant events

Operations Staff Member

Determine capability to respond
Forward to other appropriate representative, if unable to respond
Coordinate and complete response
Enter into log
Forward to message coordinator; forward to communications room, if necessary.

Message Coordinator

Complete log.
Forward to plotter and file.

MESSAGE ARRIVES AT OPERATIONS POSITION

Operations Staff Member

Record Message
Enter into log
Determine capability to respond
Forward, if unable to respond
Notify message coordinator
Coordinate and complete response
Forward to message coordinator; forward to communications room, if necessary

Message Coordinator

Complete log
Forward to plotter and file

Message Form

Date: _____ Time: _____ Message Number: _____

In Response to Message Number:

Precedence

Message To:

Name: _____

Telephone: _____

Position: _____

Organization: _____

Internal External Commo
Urgent Routine Action Info.

Message From:

Name: _____

Telephone: _____

Position: _____

Organization: _____

Message: _____

MESSAGE FORM INSTRUCTIONS

I. PURPOSE

To record significant operational messages requiring dissemination and/or action regarding emergency response activities of agencies operating within the EOC.

II. DEFINITIONS

1. TO – message information concerning the person receiving the message
2. FROM – message information concerning the person initiating or sending the message.
3. INTERNAL – a message between or among agencies operating within the EOC.
4. EXTERNAL – a message that is received from or sent to any person or organization outside of the EOC
5. COMMUNICATIONS – a message requiring communications support, such as radio, teletype, or telecopier, for transmission
6. URGENT – a message that requires immediate attention because of a significant or imminent threat to life and/or property
7. ROUTINE – a message that does not involve a significant or imminent threat to life and/or property
8. ACTION – designates an agency responsible for responding to or acting upon a message
9. INFO – designates an agency requiring information on the contents of a message

III. INSTRUCTIONS

1. Insert date and time that message is sent or received
2. Insert name, position, organization, and telephone number of person who initiates or sends the message in the “TO” block
3. Insert name, position, organization and telephone number of person who initiates or sends the message in the “FROM” block
4. Mark a check in the “INTERNAL”, “EXTERNAL”, or “COMMUNICATIONS” block indicating the type of message
5. Mark a check in the “URGENT” or “ROUTINE” block indicating the priority of the message.
6. If message is prepared in response to a previous message, insert the message number of the message you are responding to in the “IN RESPONSE TO MESSAGE NUMBER” block

7. Write the text of the message concisely and legibly in the “MESSAGE” block
8. Insert a “P” in the “ACTION” block indicating the primary action agency responsible for a message. Mark a check or checks in the “ACTION” block indicating other action agencies, which support the primary action agency
9. Mark a check or checks in the “INFO” block indicating agencies requiring an information copy of the message.

AFTER ACTION REPORT

This “After Action Report” format is to be employed by all committed or supporting agencies acting in an assistance role during an emergency.

- A. It is essential that all agencies compile and maintain a systematic means of recording the activities of management and staff alike in order to assure:
 - 1. A means of determining the sequence of causative events and corrective actions.
 - 2. A means of determining responsibility, or liability, in the events of suits, judgments and other court actions arising from an emergency.
 - 3. A means of furnishing other supporting agencies with substantiating documentation should the need arise.

- B. The following are primary items to be addressed in an After Action Report. The County EMA Director should maintain supporting documentation.

- 1. General
A description of the emergency, locations, sites, times, dates and jurisdictions.

- 2. Operations
 - a. Strength – include a description of personnel committed to a given agency:

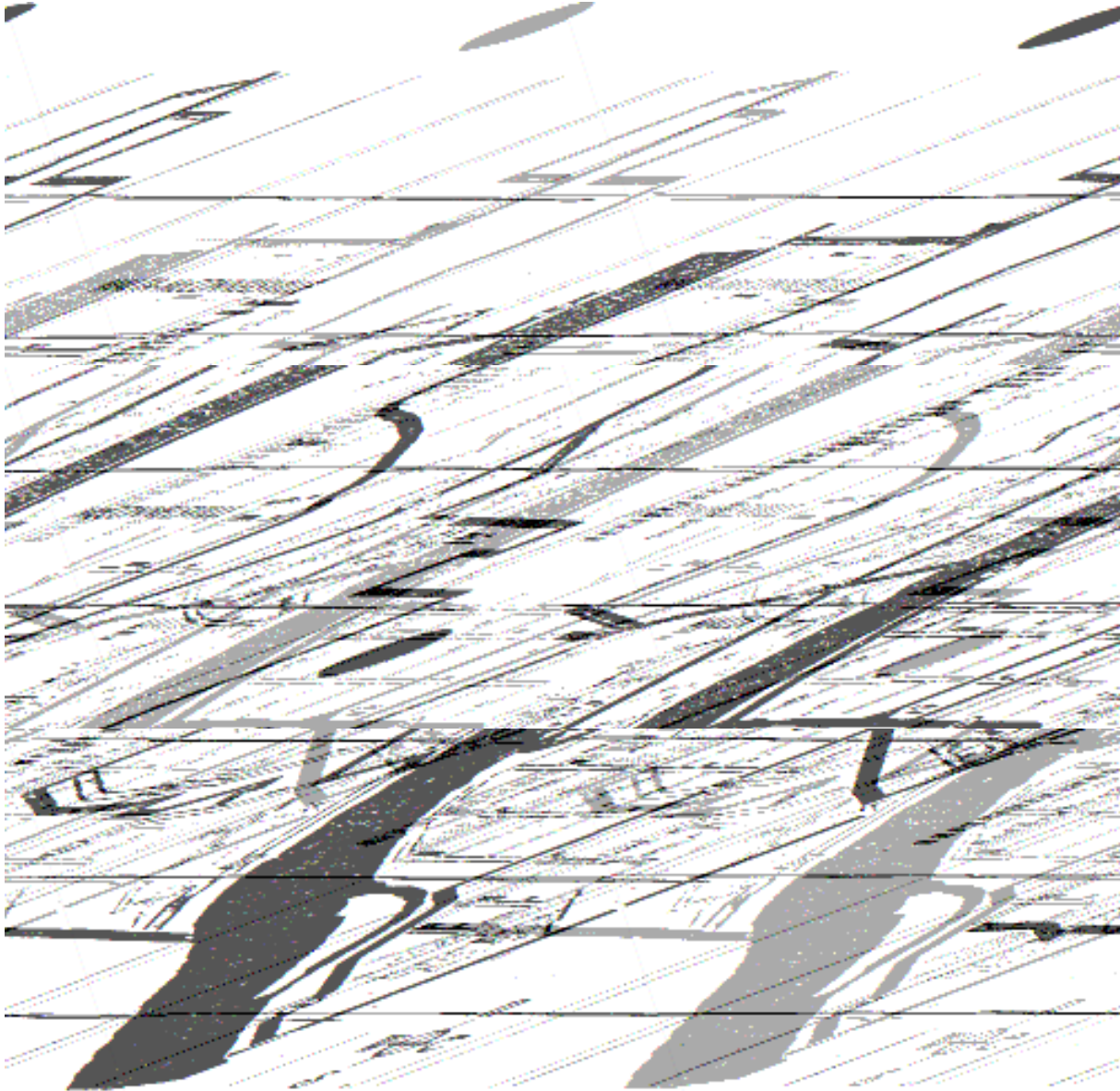
	<i>Date</i>	<i>Agency</i>	<i>Number/s</i>
<i>Administrative</i>			
<i>Clerical</i>			
<i>Managerial</i>			
<i>Other</i>			
<i>Total</i>			

- b. An operations summary – include all significant events on a time – phase basis:
 - 1) Planning – Preparation
 - 2) Alerting – Warning
 - 3) Operations – Response
 - 4) Post operations – Recovery

 - c. Communications – operations, means and equipment.

 - d. Training – Prior and subsequent to emergency. Indicate in what specialized areas.

3. Administration
 - a. Public information and education activities, if any
 - b. Special affairs, problems
 - c. Internal morale and discipline problems
 - d. Losses, casualties
4. Supplies and Equipment
 - a. Special supplies or equipment used, requested or anticipated
 - b. Value of same, if applicable
5. Problems
 - a. Personnel
 - b. Information – Planning, etc.
 - c. Operations
 - d. Organization
 - e. Training
 - f. Supplies and equipment
 - g. Communications
 - h. Other
6. Lessons learned and/or recommendations for the future.



Primary EOC ⊛

Alternate EOC ⊖

Appendix 1 (Nuclear Attack) to Annex A (Direction and Control) to the Morgan County
Emergency Operations Plan.

DIRECTION & CONTROL
FOR NUCLEAR ATTACK THREAT

I. PURPOSE

This stipulates the situation and assumptions, nuclear defense emergency stages; appropriate population protection measures and NAPB risk definitions pertaining to the nuclear attack threat.

II. SITUATION & ASSUMPTIONS

A. Situation

Morgan County's Situation: Several strategic, and non-strategic military installations and bases, military support industries, ports, petroleum refineries, political centers, electric power plants and chemical industries in Ohio have been identified as being potential targets for an enemy attack. Because of the electrical generating plant located in Center Township, parts of Morgan County fall in the category of Medium Direct Effects Risk or Areas Around Target Aim Points which have the potential to experience blast overpressures from a nuclear weapon detonation(s) of equal to or great than 2.0 PSI, but less than 5.0 PSI. For this reason, Morgan County is identified as a risk/host area. Refer to Attachment 2 for a map showing this area. Also, refer to Attachment 3 for Definitions of Risk.

B. Assumptions

Some assumptions of an organized relocation are as follows:

1. Some portion of the risk area population estimated at between 10 and 20 percent can be expected to spontaneously leave the area in advance of a directed relocation. The location, identification, and destination of this group are unknown.
2. Once relocation is directed, the minimum duration of the relocation period will be seven days. The maximum duration of the relocation period is uncertain but could last several weeks.
3. Relocation will be primarily in family groups using privately owned vehicles over a period of three days or less. For planning purposes, it is assumed that 100 percent of the relocates will follow instructions and relocate to their designated host areas. Families will be instructed to bring personal survival items with them.
4. Evacuees will be housed in public type building (i.e., schools, churches, etc.) and not in private residences. Homeowners, however, will be encouraged to voluntarily share their homes with evacuees.

5. The relocation period may be terminated by a peaceful resolution of the crisis or by an attack. Return of the relocated population to their homes will occur only at the request of the Governor upon the direction of the President. Both contingencies must be considered in direction and control.
6. Risk area key workers of government and private industry will relocate last with their immediate families, to close-in host areas. Special provisions must be made for housing this segment of the population and for transporting the key workers to the risk area to provide essential services. See Attachment 2 to this appendix.

III. CONCEPT OF OPERATIONS

A. Stages of a Nuclear Defense Emergency

A nuclear defense emergency may have three stages: (1) pre-emergency, (2) *emergency*, and (3) post-emergency. Pre-emergency is the normal peacetime situation. Morgan County will carry out a broad range of preparedness activities, such as planning, organizing, systems development, training, and exercising to develop a high level of capability to cope with any major emergency. The emergency stage is associated with a period of heightened international tension and hostility that could escalate to warfare. This stage may have several phases – increased readiness during a period of international crisis, attack warning, trans-attack, and post-attack. Increased readiness actions, as described and categorized in FEMA publication CPG 1-7, Guide for Increasing Local Government Civil Defense Readiness During Periods of International Crisis, will be carried out. At an acute level of crisis, it may be necessary to implement evacuation and in-place shelter plans. This stage may or may not be followed by a nuclear attack.

If there is a nuclear attack, communications may be disrupted for an unknown period of time. It will be necessary for response actions to be controlled independently by each jurisdiction. Possible and necessary response and recovery actions in the trans-attack and post-attack phases depend on the proximity of detonations and the level of danger from such effects as fire and radiation.

B. Population Protection Measures

Two options are available for protecting the population from the effects of an attack; evacuation or in-place sheltering.

1. If a period of increasing tension and deteriorating relations precedes an attack, population relocation may be initiated to remove the population from a target or risk area and relocate it in a safer host area. This will prevent the population from receiving the direct effects of the attack and it will allow for essential services and production capabilities to be maintained. It is anticipated an attack on the United States would most likely be preceded by such a crisis period allowing sufficient time for relocation to take place. Refer to Annex 3, Evacuation.
2. If an attack appears imminent or has already occurred, or if the Chief Executive of the county wishes the population to be housed using in-place shelters rather than using the direct effects of the attack offers some protection. This may occur in

private homes or other buildings, or in designated community fallout shelters. Refer to Annex K, Shelter/Mass Care.

IV. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

In the state of war emergency, Morgan County will be one of eighty-eight operational areas. All jurisdictions of the county described in the Basic Plan will be fully activated.

A chart showing the emergency organization used at the county level is included in Tab 1 to the Basic Plan.

B. Assignment of Responsibilities

1. When the countywide emergency management organization is fully activated the M&M Fire Chief will serve as Chief of the Fire and Rescue Service and will command all fire suppression forces in the county.
2. In the state of war emergency, the in-place protective shelter system will be activated as a high-priority function. The Morgan County Emergency Management Agency and Office of Homeland Security, under supervision of the County Commissioners, will provide the Direction and Control staff for this function. Field personnel and equipment will be provided by all elements of the emergency organization, but primarily by Shelter & Mass Care, Resource Management, and Public Works. Details are included in the Shelter/Mass Care Annex to this plan.
3. In a state of war emergency, the radiological protection system will be activated as a high-priority function. The Morgan County Emergency Management Agency and Office of Homeland Security, under supervision of the County Commissioners, will provide the Direction and Control staff for this function. Field personnel and equipment will be provided by all elements of the emergency organization. Details are included in the Radiological Protection Annex to this plan.

V. DIRECTION AND CONTROL

Not used. See Section V of the Direction and Control Annex.

VI. CONTINUITY OF GOVERNMENT

Not used. See Section VI of the Direction and Control Annex.

VII. ADMINISTRATION AND LOGISTICS

Not used. See section VII of the Direction and Control Annex.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

Not used. See Section VIII of the Direction and Control Annex.

IX. AUTHORITIES AND REFERENCES

A. Authorities

President Reagan's National Security Directive #259 dated February 4, 1987.

B. References

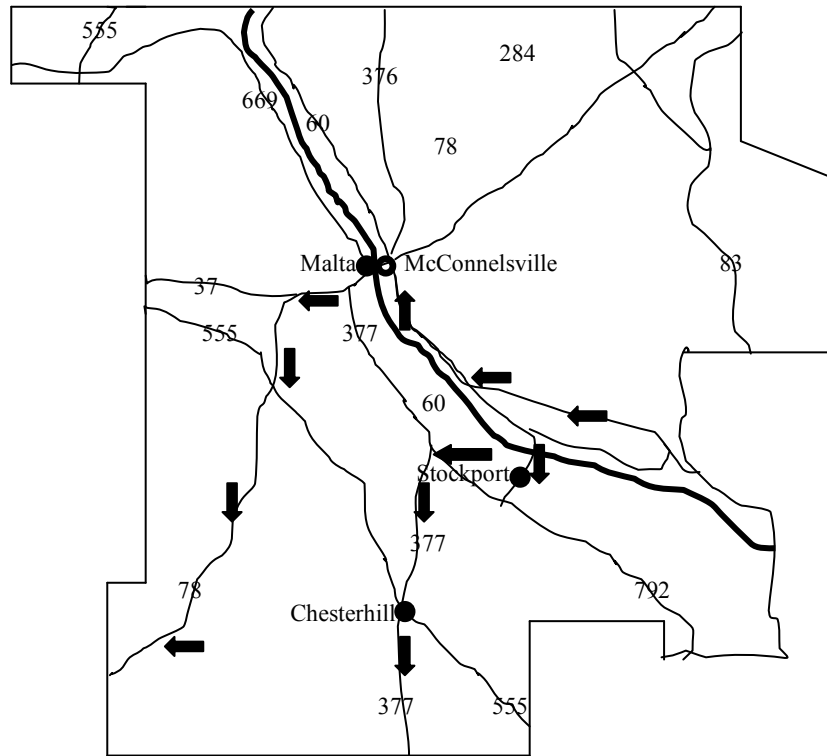
Not used. See Item IX, B of the Basic Plan.

X. ADDENDUMS

Attachment 1-Risk/Host Area

Attachment 2-Risk Definitions

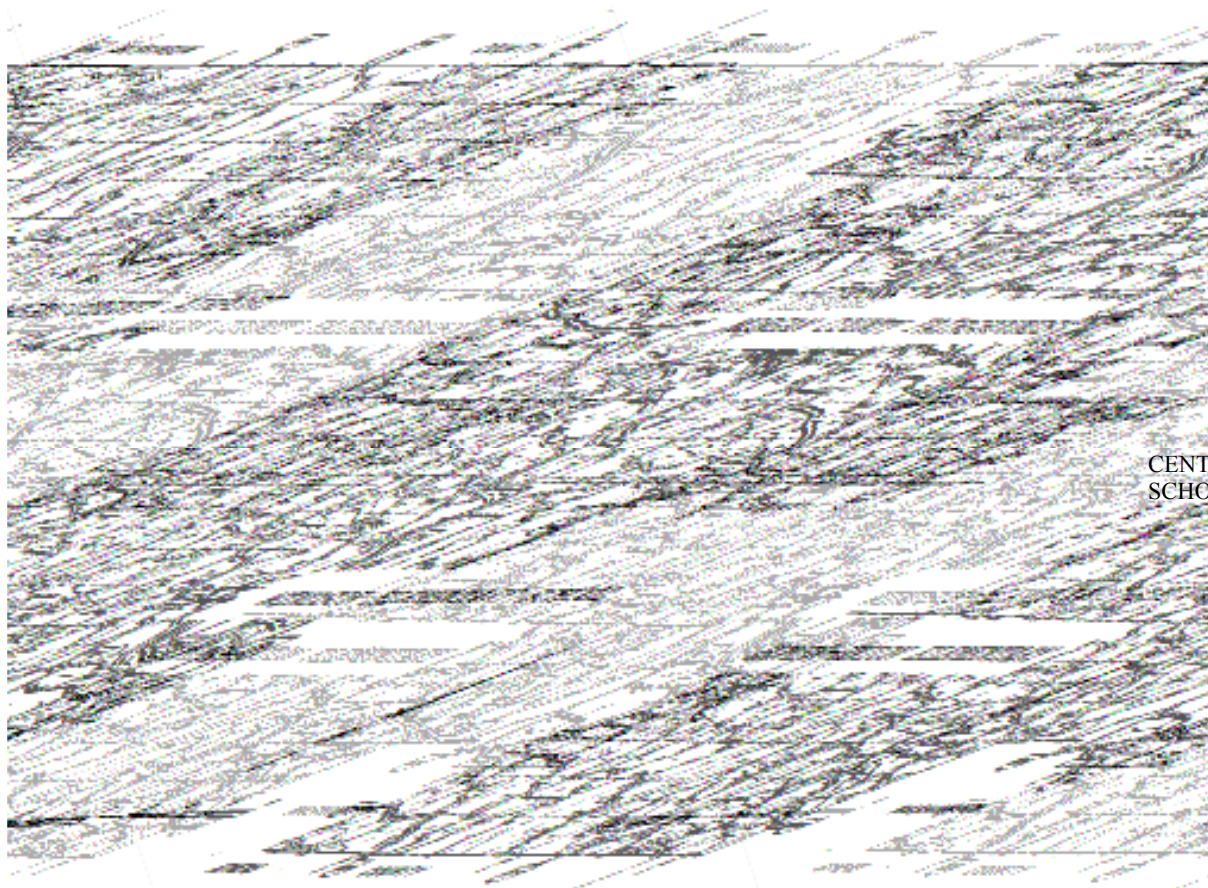
HOST / RISK AREAS



Morgan County is both a risk and host area in accordance with Appendix 1 (Statewide Allocation Plan) to Annex 1 (Evacuation) to State Emergency Operations Plan – Ohio, March 1990. Center, Meigsville, and Windsor townships are located within the 2psi medium direct effects damage radii; therefore, evacuation is recommended as the first and only reasonable population protection choice. In-place sheltering will be employed for the remainder of the county unless directed otherwise by the County Commissioners, or the Morgan County EMA & OHS Director.

Evacuation routes to the host county, Athens, will be SR60 & 376 NW from risk area, then SR78 SW to Athens County, or SR266 W to SR 377 SW to Athens County.

Map of Rest Areas, Pick-up Points, and Staging Areas



CENTER ELEMENTARY
SCHOOL

Attachment 2 to Appendix 1 (Nuclear Attack) to Annex A (Direction and Control)

RISK DEFINITIONS

DIRECT EFFECTS

NAPB-90 defines the potential risk from nuclear weapon blast overpressures as the total area affected by 1.5 pound per square inch or more.

Four degrees of the potential risk from blast overpressure are delineated and are as follows:

1. Very High Direct Effects Risk Areas are defined as areas surrounding target aim points, which have the potential to experience blast overpressures equal to or greater than 10.0 psi from a nuclear detonation(s).
2. High Direct Effects Risk Areas are defined as areas around a target aim point which have the potential to experience blast overpressures from a nuclear weapon detonation of equal to or greater than 5.0 psi but less than 10.0 psi.
3. Medium Direct Effects Risk Areas are defined as areas around target aim point which have the potential to experience blast overpressures from a nuclear weapon detonation(s) of equal to or greater than 2.0 psi but less than 5.0 psi.
4. Low Direct Effects Risk Areas are defined as areas around target aim point which have the potential to experience blast overpressures from a nuclear weapon detonation(s) of equal to or greater than 0.5 psi but less than 2.0 psi.

FALLOUT RISK

The potential risk from fallout radiation generated by ground-burst weapons is vast and far-reaching. NAPB defines the entire continental U.S. under this potential risk. To determine risk levels for U.S. counties, NAPB employs the combined results of 12 “most-likely” wind patterns—one such pattern for each month of the year—and uses the highest resulting radiation effect in each county as its potential risk level.

Four levels of potential fallout risk are defined:

1. Very High Fallout Risk Counties are defined as those, which have the potential to receive a one-week, unprotected radiation dose of equal to or greater than 15,000 roentgens.
2. High Fallout Risk Counties are defined as those, which have the potential to receive a one-week, unprotected radiation dose of equal to or greater than 6,000 roentgens but less than 15,000 roentgens.
3. Medium Fallout Risk Counties are defined as those, which have the potential to receive a one-week, unprotected radiation dose of equal to or greater than 3,000 roentgens but less than 6,000 roentgens.
4. Low Fallout Risk Counties are defined as those that have the potential to receive a one-week unprotected radiation dose of less than 3,000 roentgens.

FIRE RISKS

The risk for thermal and secondary blast-ignited fires is directly related to the risk from blast overpressures. NAPB-90 delineates three degrees of risk:

1. Very High Fire Risk Areas exist where blast overpressures equal or exceed 5.0 psi, which are, the areas defined as at very high and high direct effects risk.
2. High Fire Risk Areas exist where blast overpressures are greater than 2.0 psi but less than 5.0 psi, which is, the areas defined as at medium direct effects risk.
3. Medium Fire Risk Areas comprise the remainder of the area of potential blast overpressure, which is, the area experiencing equal to 0.5 psi but less than 2.0 psi.