COMMUNITY WIDE EMERGENCY RESPONSE PLAN  
This plan is only a guide and may not necessarily address every situation

**INTRODUCTION**

Emergency Response Plan for the village of:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
The village of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has devised this plan to enable authorities to mobilize local county and state resources in or near the village of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. An emergency may be defined as a major loss of property and/or a threat to the life and safety of the residents.

Such emergencies may include one or more of the following events:

1. Natural Disasters (tornados, large hail, floods, ice storms, blizzards, etc.)
2. Toxic Chemical Spills
3. Pandemic Events
4. Transportation Incidents
5. Acts of Terrorism (bombs, poisoning, shootings, etc.)

Incident Response Priorities:

1. Life/safety incident stabilization
2. Protection of property and environment

The primary objective of this plan is to provide for the health and safety of the citizens of the village of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and to  
safe guard the property of our businesses and residents.

It is extremely important that all village officials, employees, emergency personnel and trained volunteers are familiar with this emergency plan of action.

**MODE OF OPERATIONS**

The Village of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
will support and maintain an Emergency Operations Center (EOC)

In the event of an emergency the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
will be used as the E.O.C.  
  
If it is unusable the alternate location will be the:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The E.O.C. will be equipped with a minimum of the following equipment at all times. This equipment will be designated as E.O.C. Equipment and will only be used for that purpose.  
  
An inspection and inventory will be performed by at least two village Officials annually and a report will be submitted to the Clerk for recording the in the board meeting minutes.

**EMERGENCY OPERATIONS CENTER EQUIPMENT AND SUPPLY LIST**

1. Communication Equipment:

* Multiple phone lines
* CB Radios
* Portable radio system for local use

1. Mobile Power
   * Portable electrical power capable of powering the EOC building
2. Additional Supplies
   * Potable drinking water
   * Provisions for food
   * Additional tables and chairs as needed
   * Barricades, signs, lights, sand bags
   * Temporary signage (stop)
   * Traffic cones, flares to mark dangerous areas such as powerlines down, flooded streets, washed out roads or failing structures.
   * Fire extinguishers, first aid kits
   * Maps of water distribution system
   * Maps of wastewater collection system
   * Maps of storm sewer system
   * Maps of powerlines
   * Maps of gas lines
   * Multiple street maps for responders
   * Portable lighting
   * Copies of Emergency Plan for Water System
   * Copies of Contingency Plan for Water System
   * Copies of Emergency Plan for Wastewater System
   * Copies of Contingency Plan for Wastewater System
   * Emergency Contact Numbers
   * Emergency Identification Badges for all personnel
   * Personal Protective Equipment: hard hats, vests, gloves, safety glasses, flashlights for registered volunteers

**EMERGENCY OPERATIONS CENTER PERSONNEL AND ASSIGNMENTS**

|  |  |  |
| --- | --- | --- |
|  | Contact & Phone# | Contact & Phone# |
| EOC Security |  |  |
| Traffic Control |  |  |
| Emergency Response |  |  |
| Debris Removal/Clearing |  |  |
| Water/Wastewater |  |  |
| Food/Water |  |  |
| Transportation |  |  |
| Evacuation Center |  |  |
| Community Security |  |  |
| Scribe |  |  |
| Directions & Control |  |  |
| Safety |  |  |
| Public Information Officer |  |  |
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**VILLAGE ADMINISTRATOR EMERGENCY KIT**

* Flashlight and additional batteries
* Reflective vest with Village Administrator Identification
* Two-way radio
* Weather proof clothing
* Hard hat with Village Identification
* Authorization Card signed by Mayor
* Photo Identification Badge
* Keys to all Village buildings, vehicles, including Fire Station & Police Department
* Clipboards
* Damage assessment forms
* Paper
* Pens
* Pencils
* Office supplies, paperclips, tape, stapler, file folders, portable file box, etc.
* Instructions for all EOC Positions
* Emergency contact numbers
* Whiteboard with markers
* Communication log forms
* Large laminated map of Village 24” x 30”
* Multiple copies of street maps of village for volunteers and responders

**MAYOR EMERGENCY KIT CONTENTS**

* Flashlight with additional batteries
* Two-way radio equipment
* Reflective vest with Mayor Identification
* Portable radio with weather alerting
* List of all Emergency Response Personnel
* List of Government Officials local, county and state
* Weatherproof clothing
* Hard hat
* Photo Identification Badge
* Note pad, pencils, pens, markers
* Communication log forms
* Large laminated map of village 24” x 30” with markers
* Scribe – assign a dedicated person
* Clipboard
* Office supplies
* Instructions for all EOC positions

**PUBLIC INFORMATION OFFICER KIT CONTENTS**

* Reflective vest with Public Information Officer identification
* Note pad, pencils, pens, markers, clipboards
* Flashlight
* Two-way radio
* Weatherproof clothing
* List of media phone numbers, fax numbers or email addresses
* Communication log forms
* Instructions for all EOC Positions
* Mini tape recorder or can use cell phone

**DUTIES OF THE VILLAGE ADMINISTRATOR**

* Contacts Mayor to report to EOC
* Reports directly to the EOC
* Prepares the EOC for operations
* Contacts all Village Staff to report to EOC as soon as possible taking into consideration they will need to make sure their family is safe and secure.
* Performs damage assessment of village or assigns someone to do so
* Advises the EOC as to any immediate dangers
* Assigns staff to perform assessment of water plant and wastewater plant to assure backup system is functioning as needed
* Maintains a communication log

**DUTIES OF THE MAYOR**

* During the State of Emergency, the Mayor or his/her designee shall become   
  Ex-Officio.
* The Mayor designee shall help direct activities to protect the citizens from further suffering and to minimize the negative effects of the emergency.
* It is the Mayor’s responsibility to appoint persons or obtain the necessary personnel to conduct affairs as he/she directs.
* Reports directly to the EOC
* Secures Emergency Kit labeled Mayor
* Initiates a Declaration of Emergency by contacting  
  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County Emergency Management Agency and the County Commissioners for Declaration.
* A declaration shall be formulated, written up and stored in a safe place. This document is the key to any legal action resulting from the declared emergency.
* Contact the following agencies and or departments:
  + Fire Department
  + Emergency Medical Staff
  + Police Department for security and access control
  + Public Information Officer
  + Council Member
* Assigns duties to each available Council Member
* Formulates a plan of action with all other members of EOC
* Contacts additional support as needed
* Organizes clearing and cleanup efforts

**COMMUNICATIONS LOG MAYOR**

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| --- | --- | --- | --- | --- |
| DATE | TIME | PERSON CONTACTED | DISCUSSION | RESULTS |
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**COMMUNICATIONS LOG VILLAGE ADMINISTRATOR**

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**COMMUNICATIONS LOG PUBLIC INFORMATION OFFICER**

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**DUTIES OF THE PUBLIC INFORMATION OFFICER**

The Public Information Officer shall be responsible for providing all information to all media and others as designated with the most current information regarding the emergency situation. This prevents confusion and conflicting stories from various sources and helps avoid the possibility of legal action arising from the information that is being given out.

* Reports directly to the EOC
* Opens emergency kit labeled Public Information Officer (PIO)
* Maintains a log of timely and accurate information which is suitable for the news media
* Advises citizens of all necessary safety precautions depending upon the emergency situation
* Must clear all news releases with the Mayor or his/her designee prior to information being released.
* Files copies of all information released
* Files all required records and reports

**SCRIBE**

Responsible for the documentation of all communications within the EOC.

Responsible for documenting any funds being spent or any contract workers being used for the purpose of reimbursement.

**CONTACTS LIST**

|  |  |
| --- | --- |
| County Emergency Management |  |
| County Sheriff’s Office |  |
| Ohio State Patrol |  |
| Ohio Emergency Management |  |
| Ohio Poison Control |  |
| National Weather Service |  |
| Ohio Department of Transportation |  |
| Hospitals |  |
| Utilities – Gas |  |
| Utilities – Electric |  |
| Law Director |  |
| Fire Chief |  |
| Assistant Fire Chief |  |
| Police Chief |  |
| Assistant Police Chief |  |
| Local American Red Cross |  |
| Designated Community Emergency Shelters - Phone/Address |  |
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| Designated Community Emergency Shelters – Phone/Address |  |
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**TYPES OF EMERGNCIES THAT CAN EFFECT YOUR COMMUNITY**

* Tornados
* Winter Storms
* Wind Events
* Transportation Accidents
* Chemical Spills
* Earthquakes
* Pandemic Events
* Large Fires
* Flooding
* Vandalism or Terrorist Attacks
* Water System Events
* Wastewater Collection, Treatment Events