

EMERGENCY RESPONSE PLAN



CRAWFORD COUNTY PUBLIC HEALTH

PREVENT • PROMOTE • PROTECT

Last Updated: 03/18/2015

ERP Plan Updates: Log Record

Updated By:	Reason:	Date:	Approved By:
Nathan Benich	Original Draft	1/20/2015	
Nathan Benich	Logo/Name Change	03/18/2015	

Table of Contents

ERP Plan Updates: Log Record.....	iii
I) Introduction.....	1
A) Instructions for Plan Use.....	2
B) Purpose	2
C) Incident Complexity Types.....	3
D) National Terror Alert System.....	4
II) Concept of Operations.....	5
A) Mitigation.....	5
B) Preparedness.....	9
C) Response.....	11
D) Emergency Operations Center (EOC)	11
III) Organization and Responsibilities.....	15
A) Health Department.....	15
B) Local Emergency Management System (EMA)	17
C) Ohio EMA/FEMA	18
D) Ohio Department of Health (ODH).....	18
E) Centers for Disease Control and Prevention (CDC)	19
F) Health Care Facilities.....	19
G) Coroner.....	19
H) Local School Systems.....	19
I) American Red Cross.....	20
J) Crawford-Marion County Mental Health Services Board.....	20
K) EPA	21
L) MRC/CERT.....	21
M) Surrounding Counties	22

Support Annexes

- Annex A (ICS)
- Annex B (Communications)
- Annex C (COOP)
- Annex D (Epidemiology)

Annex E (Volunteer & Donations)
Annex F (Environmental Surety)
Annex H (Staff Orientation & Training)
Annex I (Isolation & Quarantine)

Incident Annexes

Annex G (Mass Fatality)
Annex J (Medical Countermeasure Dispensing and Distribution)
Annex K (CBRNE)
Annex L (Pandemics)
Annex M (Natural Disasters)
Annex N (Animals & Agriculture)

Attachments

- 1) [MOUs](#)
- 2) [Staff Training](#)
- 3) [ORC and OAR Re: Public Health](#)

I) **Introduction**

The Emergency Response Plan’s primary goal is to outline plans for use by Crawford Count Public Health emergency personnel as a guide for courses of action during a public health emergency. Crawford County Public Health hereinafter referred to as “Health Department” or CCPH, has procedures to responding to, assisting with events, disasters and emergencies that bring along public health risks. All documents in this emergency response plan are based on the authority given to CCPH through the Ohio Administrative Code and Ohio Revised Code. Crawford County Public Health serves as the health department for the entire population of Crawford County excluding the City of Galion. However, the emergency response plan will incorporate the City of Galion.

A) Instructions for Plan Use

This is a base plan that includes by references, additional annexes, appendices, attachments, standard operating guidelines and other important documents which, when encompassed together comprise Crawford County Public Health's All Hazards Emergency response Plan. Personnel are able to access the plan either by hard copy or electronically. Manual copies can be found in the Emergency Planner's cabinet and on each ICS Chief Position's desk.

All personnel with access to the Crawford County Public Health server will have access to the document on the "All Share Drive".

W:\PHEP\CCPH Plans& Templates\CCPH ERP.doc

BASE PLAN-A broad outline of emergency response organization and policies. It describes the legal authorities for emergency response, summarizes local hazards and other background information regarding the surrounding, explains basic operations and assigns responsibilities to public health emergency management. This plan is utilized when any of the parts of the plan, annexes, appendices, attachments, standard operating guidelines, etc. are activated.

SUPPORT ANNEXES-This section of functional annexes are components of the plan that have certain functional responsibilities, tasks and operational actions that pertain to the situation being covered. Each support annex is focuses on one emergency function, such as risk communication, and are action-oriented and written to guide personnel charged with the execution of the plan.

INCIDENT ANNEXES- These annexes are hazard specific and are required when the subject annex must have operational procedures prior to or during an occurrence that must be implemented because of the unique situation.

ATTACHMENTS- Plan attachments provide additional, detailed information to help clarify plan materials and applicable procedures of the Basic Plan or particular functional annex. Some attachments may be documents that are blank forms to be used for plan implementation,

STANDARD OPERATING GUIDELINES (SOG's) - SOG's are a set of organizational guidelines that establish a guideline of actions during an emergency event as well as non-emergency duties.

B) Purpose

The purpose of this plan is, to the extent possible, to determine actions taken by the Health Department and cooperating organizations to:

1. Reduce the occurrence and impact of public health emergencies through education, preventative educational and medical services.
2. Respond to a public health disaster with immediate, intermediate and long-term action.
3. Produce and facilitate a recovery plan in the aftermath of a public health emergency.

The plan has the intent to provide a framework for identifying, responding to and monitoring emergency response. The Health Department has many legal and moral responsibilities as part of our emergency response plan. While the range could be limited geographically to a specific county, region or statewide event, the objectives listed are not intended to be exhaustive or definitive in the case of all disasters:

The following are objectives of the Health Department in an emergency situation:

1. Gather all known data on the nature of the disaster and evaluate the public health threat. Determine the most appropriate actions in the interest of public health. Identify and request additional resources as needed.
2. Provide the public with precautions and information (disease and/or injury prevention) through the various types of communication (news media, health partners, website, hotline, WENS, etc.) through the PIO or JIC.
3. Environmental and Nursing Divisions will assist if evacuation centers or shelters are opened. Environmental Division include, but are not limited to, inspecting food safety, maintaining a safe water supply, sewage and refuse disposal and ensure rodent and vector controls are maintained. The Nursing Division will help to minimize the spread of any communicable disease to the extent possible and other duties that may arise.
4. Assist the public with recovering and provide health precaution information and measures following an incident.

C) Incident Complexity Types

Incident complexity is the combination of the involved factors that affect the probability of control for that emergency. The Health Department will respond in accordance to the complexity of that incident. The complexity will be analyzed and updated throughout the incident by the Incident Commander. See Annex A for a detailed description of the Incident Complexity Types, 1-5.

D) National Terror Alert System

Potential terrorist threats in Crawford County are assessed by the threat and risk committee hosted at the EMA. This committee, which the health department is a member of, meets quarterly and reviews all the threats and risks in Crawford County that are related to terrorism. The Crawford County EOP outlines how the multiple county agencies would work together and respond in such an event. The Health Department will respond in regards to federal notifications of escalating threat levels according to the established “Homeland Security Advisory System”.

Imminent Threat Alert

Warns of a credible, specific, and impending terrorist threat against the United States.

Elevated Threat Alert

Warns of a credible terrorist threat against the United States.

Homeland Security

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other Federal entities, whether an NTAS Alert should be issued.

NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat.

The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

Sunset Provision

An individual threat alert is issued for a specific time period and then automatically expires. It may be extended if new information becomes available or the threat evolves.

NTAS Alerts contain a **sunset provision** indicating a specific date when the alert expires - there will not be a constant NTAS Alert or blanket warning that there is an overarching threat. If threat information changes for an alert, the Secretary of Homeland Security may announce an updated NTAS Alert. All changes, including the announcement that cancels an NTAS Alert, will be distributed the same way as the original alert.

C) Concept of Operations

It is the role of the Health Department to help protect the public health of the residents of Crawford County during a public health disaster, natural or manmade. The Health Department will operate within our ERP and ICS structure. If the Health Department lacks the capacity to respond appropriately, the EOP will be activated through the EMA. In the event that the disaster extends beyond Crawford County boundaries, the local plans will coordinate under the Unified Command System with regional, state, and federal authorities. When the emergency exceeds the local capability to respond, assistance will be requested from one or more of the following:

- Crawford County EMA and other local entities
- Partner with other health districts through existing mutual aid agreements
- The Central Ohio Trauma System (COTS)
- Ohio Department of Health

A) Mitigation

1. Direction and Control

In any public health emergency, within the entire health district, the Health Commissioner or designee has the authority to activate the ERP and ICS. The Incident Commander will then be appointed by the Health Commissioner. The Incident Commander is responsible for internal direction and control of the health department, and may represent the Health Department if Unified Command is activated. When a county emergency is declared, the Health Commissioner or his/her designee will act as the Liaison and report to the County EOC at 3613 Stetzer Road, Bucyrus or alternate sites as directed by the EOP. As deemed necessary by the IC, additional Health Department staff will be called upon to perform public health services.

2. Command Organization

In the event of a public health emergency, all staff members are expected to be available for activation, as deemed necessary by the Health

Commissioner/Administrator or designated Incident Commander. All employees have been given a copy of the **SOG to Access the ERP**. Each employee is expected to review the plan annually; reviews of the ERP will be done annually in staff meetings. In addition, all staff will be trained in Incident Command according the **NIMS 5-year training plan** and will understand their role in the event of an emergency. Employees will be assigned Incident Command roles as needed and based on their level of training, experience and type of incident by the HC. The level of training can easily be viewed by using the PHEP Training Log. The training and exercise plan will be used to track staff emergency preparedness competency. The general ICS command structures, SOG, and job action sheets are given in Annex A (ICS).

Upon notification of an emergency, employees will report to the Health Department or the identified alternate site and await further instructions and briefings. When responding to an emergency, employees must have their Health Department issued identification card. Each staff member will be responsible for maintaining contact with his/her supervisor and/or the DOC while documenting his/her activities, supplies used, and supplies needed.

All employees must use caution regarding their own safety. At no time shall an employee place him/herself in any immediate danger. All response activities are to be coordinated by and under the direction of the Incident Commander or Health Commissioner.

In the event of an emergency or disaster, a general ICS has been developed for the Crawford County Public Health in order to facilitate communication and functional effectiveness at all levels. During a countywide emergency or disaster, a county EOC may be opened to coordinate services. The command structures for a large or a small emergency that will help establish information flow and coordinate activities among various divisions within the health department can be found in Annex A (ICS). Command structures are subject to change, depending on staff availability and nature of the emergency.

3. Assignment of Responsibilities

Health Commissioner

- Establish communications, place of assembly, and provide directions and control for the Health Department staff and activities during an emergency.
- May function as Incident Commander or will designate Incident Commander.
- Maintain communication and/or designate a liaison with Crawford County EMA and other emergency response groups, volunteer organizations, and other county offices.
- Sanction release of public information.
- Authorize emergency purchases of supplies and equipment.
- Reports to the Board of Health.

Acting Health Commissioner/Administrator

- Act in the place of the Health Commissioner in his or her absence.
- May act as a Spokesperson for CCPH
- Reports to the Health Commissioner and/or the Board of Health.

Medical Director

- Act as medical advisor to the Health Commissioner.
- May act as Spokesperson for district regarding medical issues or as an informative resource for other staff
- Coordinate medical response services with Director of Nursing.
- Provide guidance to Administrative Staff and Epidemiologist with coordination of communicable disease control.
- Facilitate medical information sharing with local, state and federal resources.
- Reports to the Health Commissioner.

Director of Nursing

- Coordinate and assign nursing and clerical staff.
- Assist in set-up and operations of medical and nursing facilities.
- Coordinate communicable disease control.
- Coordinate medical response services with Medical Director.
- Assist environmental division when needed.
- Coordinate medical supply acquisition.
- Reports to the Health Commissioner.

Director of Environmental Health

- Coordinate environmental staff for inspections and field activities.
- Assist with epidemiological investigation.
- Assist nursing division when needed.
- Reports to the Health Commissioner.

Emergency Preparedness Coordinator

- Maintain a copy of emergency plans.
- OPHCS Coordinator for HAN alerts.
- Assist with public health response effort.
- Coordinate Incident Action Plan.
- Assist in predicting and preparing incident strategies.
- Act as liaison to ODH and CDC regarding any PHEP program reporting.
- Reports to the Director of Environmental Health.

Epidemiologist

- Maintain a supply of disease fact sheets, and most current disease control manuals/reference resources.

- Assist with public health response effort.
- Coordinate epidemiological investigation.
- Assist nursing and environmental divisions as needed.
- Act as liaison to ODH and CDC regarding any subsequent epidemiological investigations.
- Reports to the Director of Environmental Health.

Director of Administrative Services

- Oversees Registrar, who files death certificates.
- Set up necessary computers, printers, and networking needs.
- Oversee fiscal personnel.
- Reports to Health Commissioner.

Nursing Division Personnel

- Perform usual duties unless otherwise directed by the Director of Nursing or Health Commissioner.
- Provide immunizations and medications as directed by the Director of Nursing and as approved by the Medical Director.
- Identify at-risk and/or assist special needs populations.
- Perform case finding activities for communicable disease and/or illness outbreak control.
- Assist in epidemiological investigations as needed.
- Protect and maintain medical records.
- Assist in development and dissemination of educational materials.
- Assist the Environmental Health Division as needed.
- Report to shelters for communicable disease control issues as directed by the Director of Nursing.
- Reports to the Director of Nursing.

Environmental Health Division Personnel

- Assist the community in obtaining and maintaining a safe, potable water supply.
- Assist the community in providing for satisfactory means of disposal of sewage and solid waste.
- Provide inspection of food supplies at emergency shelters.
- Assist in procuring disposal of animal carcasses.
- Advise the community on efforts to control insects and rodents.
- Provide building, housing and shelter inspections to insure habitability and safety.
- Evaluate shelters and mass feeding operations for potential problems involving sanitation, food safety, and vector-borne disease.
- Assist in dissemination of education materials.
- Reports to the Environmental Health Director.

Administrative Services Division Personnel

- Maintain records of purchases made and personnel time.
- Maintain contact with county auditor, county treasurer, and state funding agencies as needed.
- Reports to Director of Administrative Services.

Under Incident Command Structure, employees may serve in roles other than those outlined above. While Incident Command is activated they will follow the objectives and operations established for each operational period, and they will report to the ICS position immediately above them in Incident Command.

B) Preparedness

1. Plan Development and Evaluation

These plans were written in coordination with the federal and state target capabilities, NIMS standards, the National Response Plan, public health infrastructure program standards, local EMA, with input from other emergency responders. The plans will be maintained, updated, reviewed, and corrected by the CCPH Emergency Preparedness Coordinator with input from the Management Team annually and as needed. The ERP was reviewed by CCPH's Management Team, local EMA, local hospital emergency preparedness staff, county MRC, the D.A.C. Board and Ohio Department of Health. The ERP is adopted by the Board of Health and approved for public review.

The Plan is tested on a regular basis through use during regional and local emergency preparedness exercises and real-life events. After Action Reports and Improvement Plans for exercises and events are used to direct any updates that need to be made to the plan.

Updates to the ERP and its Annexes are made throughout the year. Any substantive changes to the ERP will need to be approved by the Board of Health. The Coordinator will review at least one plan or aspect of the district's emergency preparedness with the Management Team at least once per month to remain familiar with the details of our response plan. After review, suggested changes to the plans will be submitted to the planner. If considered appropriate by the Health Commissioner and a majority vote of the Management Team, updates will be made.

2. Integration with State and Local Emergency Operations Plan

This ERP represents CCPH planning and responses to public health emergencies. It is the internal operations that the CCPH will put into practice to support other local responses. Emergencies occurring in our area of service are primarily a local response. The CCPH is included in the EOP under Annex H of the EOP. This Annex H,

has been approved and accepted by the Health Commissioner. The CCPH ERP has been approved and accepted by the local EMA. Additionally, the CCPH is a member of the LEPC, as well as the Crawford County Healthcare Coalition, the local interagency meetings. These are local emergency planning committees that meet bi-annually or quarterly to plan for emergencies in the county. The CCPH will also continue to engage other planning partners to plan for public health related emergencies; functional needs service coordination and planning. CCPH works with these agencies to initiate functional needs planning and service coordination for those groups. A list of healthcare organizations is located in the Communication Plan (Annex B). If and when an emergency spans other jurisdictions and increases in type (Incident Complexity Types, Annex A) the CCPH will work with other agencies, State and Federal responders.

3. Planning Assumptions

Within the premises of the Health Department building, and in the community we serve, the possibility exists that a man-made or natural disaster may strike. Crawford County is exposed to many hazards, all of which have the potential to disrupt the community and cause damage to lives and property. Primary natural hazards include floods, tornadoes, thunderstorms, winter storms, blizzards, woodland and brush fires, and drought. The EMA Director conducts a County Hazards and Threats Risk Assessment on an annual basis and health department staff members participate in this assessment.

In addition, Crawford County is proximal to potential terrorist targets for using Weapons of Mass Destruction, involving Nuclear, Biological and Chemical Agents. It is necessary that the Health Department be prepared to respond to such emergencies to minimize public health effects and manage the consequences by appropriate response plans.

Other disaster situations could develop from hazardous materials accidents, major transportation accidents, or civil disorders. The Crawford County EMA assesses these risks with health department participation. Thus, the county EOP contains an annex on Hazardous Materials, which outlines the responsibility of the health department. This plan can be implemented during any type of emergency that may affect the health, safety, and welfare of the people in Crawford County. The EMA Director may call upon the Health Department to provide public health services made necessary as a result of any emergency.

While it is likely that outside assistance would be available in most disaster situations, and while plans have been developed to facilitate this assistance, it is necessary for the Health Department to plan for and be prepared to carry out disaster response and short-term recovery operations on an independent basis.

C) Response

1. Notifications

EMA/Sheriff's Office Receives Emergency Call:

In case of an emergency, during regular business hours, the Crawford County EMA/Sheriff's Office dispatch will call the Health Department offices at **(419)-562-5871**, if telephone is available.

If an emergency occurs outside of normal business hours, call 911. The dispatcher at the sheriff's office will contact the after-hours cell phone number. This phone will contact the Health Commissioner or Administrator who will initiate emergency response.

CCPH Receives Emergency Call:

Should the report of an emergency situation come to the Health Department first, or a staff member discovers a disaster, it must be reported immediately to the Crawford County EMA by calling 419-562-6009 or 911, to verify the emergency and begin implementation of the Crawford County EOP, if needed.

The decision to notify outside agencies (i.e., ODH, CDC) will be made based on the verification of the emergency, scope and size of the emergency, jurisdictions involved and whether or not there is a public health impact.

Alternate Notifications

If telephone landlines are not available, the alternate communications system (MARC's radios, cell phones, etc.) will be activated and/or law enforcement officials will make notification in person to key personnel, as determined by the Incident Commander. Staff should also monitor the Emergency Alert System (local radio and local TV).

2. Communication/Information Sharing

In an event, inter-agency communication is essential to emergency management success. CCPH will use the information in the Communication Plan (Annex B) as the template for routes of communication. Information that needs to be included are as follows:

- Identifying essential information
- Defining required information
- Establishing requirements
- Determining common operational picture elements
- Identifying data with stakeholders

D) Emergency Operations Center (EOC)

1) **Declaration of County Wide Disaster**

During a countywide emergency or disaster, the County Emergency Operation Center (EOC) may be opened to coordinate services as described in policy and procedure folder. Upon opening the EOC, a health department staff member will be dispatched to the EOC. The staff member will coordinate efforts with other agencies and provide communication to the field operations.

2) **Smaller Emergencies**

For smaller emergencies that do not require the opening of the County EOC, such as a large food borne or waterborne disease outbreak, a DOC at the health department may be setup. This will help establish a primary location for information flow and the coordination of activities among the various department divisions.

B. Notification of Emergencies/Disasters/Class A1 Disease

The collection of information and subsequent dissemination of that information to the proper stakeholders is critical to a prompt and effective response. An information collection form is located in Annex B that can be used for collecting important information about a disaster or emergency. Annex B also discusses the protocol by which the health department is notified of a Class A1 disease and the response to that notification.

C. Employee Notification Protocol

In general, once supervisors are notified about the emergency or disaster situation, staff notification will proceed in a pre-assigned ICS format (Span of control: 3-7). Staff should report to work at the proper place and time, unless otherwise directed during their acknowledgement call-in or advisories on local TV or radio stations. Annex B contains protocols for employee notification, an "Employee Notification Organizational Chart," meeting locations, and disaster notification procedures.

D. Contact Telephone Numbers

Important contact telephone lists that may be needed during an emergency are provided in Annex B Tabs a through t.

E. Authorization of Purchase Orders

During an emergency, supplies and equipment may need to be acquired. An organizational chart including a list of the department staff classifications (and the employee who currently fills that position) can be found in Annex A, Incident Command Structure. The Health Commissioner is authorized to sign purchase

orders during an emergency. In his or her absence, signature will be obtained by the President of the Board of Health or as authorized in a General Proxy statement.

3. Public Health Education and Preparedness

The health department has developed several formats to disseminate educational material to the general public, health care workers, and public safety personnel. These formats include health alerts and advisories, press releases, newspaper columns, public service announcements, health district website and website links, pamphlets and brochures, and educational presentations. Information is disseminated to area hospitals, physicians, veterinarians, government officials, employers, schools and emergency responders, as well as to regional health departments, via e-mail, fax, and community websites. When those modes of communication fail or are insufficient, contact will be made by phone or radio. Specific information on the dissemination of educational material is provided in the Communication Plan.

4. Epidemiological Surveillance Investigation

As described in Epidemiological Plan, Annex D, the health department currently conducts disease surveillance and investigation throughout the community using several methods. During a heightened Homeland Security Threat Level or an actual emergency, the health department will follow protocol for increased disease surveillance and investigation.

5. Continuity of Public Health Programs

In the event of an emergency it may become necessary to relocate the HD site temporarily. Our alternate locations will be in the Crawford County Courthouse. A Map can be found in Continuity of Operations, Annex C. The HD will maintain operations following Annex C.

6. Evacuation and Sheltering

In the event people are required to evacuate, or are displaced as a result of an emergency or disaster, the health department may perform an inspection of each shelter to ensure minimum sanitation standards are met. Specific protocols and forms for performing such an inspection are provided in Annex F.

7. Resource Coordination

a. Evacuation and Sheltering

1. Evacuation shelters will be opened and used as necessary following the Crawford County EOP and Red Cross Disaster Plans.
2. The health department may provide consultation to the incident commander on issues related to evacuation, sheltering, and isolation of individuals exposed, as guidance is obtained from ODH and CDC.
3. The health department may dispatch sanitarians to inspect the safe habitation in the designated shelters. (Related protocol and forms can be found in Annex F.)
4. The health department will dispatch public health nurses to the shelters for coordination of medical response services, communicable disease control issues, and immunizations, if needed.

b. Hospitals

The health department will coordinate with hospital infection control, laboratory, safety and emergency departments for disease surveillance, special populations, medical surge, and prophylaxis and countermeasure distribution in a public health emergency response. This includes communicating case definitions, diagnosis guidelines, and guidance on the safe use of human biologics (blood, organs, and tissue) during a communicable disease outbreak. Crawford County Public Health would not be the authority on creating guidelines, but is under the federal guidelines of the Centers for Disease Control.

Hospitals and healthcare will be the lead regarding medical surge, however, public health will act as a coordinating entity. Each hospital maintains an alternate care facility in their respective cities. The Health Department will maintain lists of healthcare resource agencies in Tab f, companies, and regional resource lists for additional medical surge capacity.

c. Emergency Medical Services (EMS)

Emergency Medical Services will follow established protocols from the Crawford County EOP.

d. Coroner

The health department will communicate with the Crawford County Coroner regarding the deceased, body identification and preservation, and personnel safety. The information gathered maintains vital statistics and issues related to death certificates. The Mass Fatality Plan can be found in Annex O.

D) Recovery

1. Public Health Education and Preparedness

In order to facilitate the recovery process after an emergency or disaster, the health department will continue to provide the general public with information relating to the event as discussed in Annex B.

2. Epidemiological Surveillance/ Investigation

a) Epidemiological Surveillance

Epidemiological surveillance is an integral part of day-to-day operations. The CCPH Epidemiologist and Communicable Disease Nurse monitor the Health Monitoring System, Epi-X, and ODRS. After an event involving a disease outbreak or biological agent is stabilized, the health department will continue to conduct surveillance of the community in order to detect additional cases. Surveillance methods are described in Annex D.

b) Epidemiological Investigation

The health department will continue to conduct epidemiological investigations of additional cases in order to contain the spread of the illness and determine additional sources of disease and routes of transmission. Investigative procedures are described in Annex D.

3. Environmental Surety

After an emergency or disaster is stabilized, the health department will continue to monitor the environment and implement control measures necessary for preventing conditions that may lead to an increased transmission of diseases. Environmental sources associated with water borne or food borne illnesses will be investigated and proper action will be taken to mitigate the spread of disease. Detailed procedures are outlined in Annex F, Environmental Surety.

III) Organization and Responsibilities

A) Health Departments

Health department staff members may be asked to perform a wide array of duties during an emergency or disaster event. These duties may or may not pertain to an employee's day-to-day responsibilities. Below are descriptions of job

responsibilities that may need to be performed during an emergency or disaster situation.

1. Shelter Inspections

Shelters may be opened to house members of the public during an emergency or disaster. The health department may coordinate with the American Red Cross to perform an inspection of each shelter to ensure minimum sanitation standards are met. Specific protocols and forms for performing such an inspection are provided in Annex F.

2. Epidemiological Surveillance/Investigations

In the event of an actual or potential disease outbreak, epidemiologists, nurses, and sanitarians may be asked to participate in administering epidemiological surveys or conducting investigations. Epidemiological surveillance and investigation is discussed in detail in Annex D.

The purpose of these investigations is to identify the cause/source of an agent by comparing the commonalities of cases compared to controls. This is done to determine the source of the exposure, which in conjunction with clinical and/or environmental specimens can lead to the identification of the responsible agent. Knowing the source of exposure and the agent also helps officials limit further exposure and aid clinicians in treatment of cases.

Employees with various knowledge, skills, and training will be asked to assist in the setup and management of clinics for the administration of immunization/prophylaxis (e.g., antibiotics, vaccinations) in the event of an actual or potential disease outbreak or bioterrorist attack. Mass immunization/prophylaxis and clinical setup is discussed in Annex D.

3. Vector/Rodent Control

During certain emergency or disaster situations, it may be necessary to implement surveillance and control measures of environmental conditions that can result in increased insect, rodent, and/or other pest nuisance (e.g., flooding, solid waste issues at shelters). Therefore, surveillance and control measures will be important for limiting or preventing vector-borne and rodent transmitted diseases and are discussed in Annex F.

4. Waste/Debris Management

An increased need for management of solid waste may be required during an emergency or disaster situation. Proper storage, collection, and disposal of solid waste will be important at shelters and large clinics, which will need to be coordinated with the Crawford County Solid Waste District. It will also be important to disseminate information to the general public in disaster situations where water supply and regular trash pick-up is disrupted. Situations requiring environmental specialists for the management of solid, human, and infectious waste are discussed in Annex F.

5. Water Supply

In the event the potable water supply is disrupted, employees will be required to help disseminate information to the general public regarding the dangers of drinking contaminated water and proper water disinfection/purification methods. This issue is further discussed in Annex F.

B) Local Emergency Management System (EMA)

During a disaster, the Crawford County Commissioners will activate the County EOC. The Crawford County Emergency Management will perform the following critical services:

- Monitor response and recovery efforts for potential health threats and conduct preliminary Damage Assessment for local and State officials as needed.
- Mobilize the EOC staff as necessary to support the ICS response and coordinate all aspects of the recovery effort.
- Provide regular updates to local and State officials regarding any potential or real health threat.
- Activate the Emergency Alert System and the Joint Public Information Center when necessary to coordinate timely and accurate information and instructions to the public.
- Provide Net Control facilities for MARCS (Amateur Radio) operators as needed.
- Coordinate the acquisition and distribution of safe water supplies to the public.
- Assist the Crawford County Solid Waste District with the coordination of the collection and disposal of disaster related debris and the disposal of animal carcasses and any contaminated foodstuffs in order to prevent the spread of infectious diseases and contamination of resources.

C) Ohio EMA/FEMA

When an emergency exceeds the capacity of local government, the local government will request the assistance of the state through the Ohio EMA. If an emergency response exceeds the capacity of the Ohio EMA, aid is requested from the president through the Federal Emergency Management Agency. In general, FEMA will coordinate the federal response, recovery, and mitigation to a disaster. Some specific activities of FEMA include:

- Advising on building codes and flood plain management.
- Teaching people how to get through a disaster.
- Helping equip local and state emergency preparedness.
- Making disaster assistance available to states, communities, businesses, and individuals.
- Not all programs, however, are activated for every disaster. The determination of which programs are activated is based on the needs found during the joint preliminary damage assessment and any subsequent information that may be discovered. Federal disaster assistance available under a major disaster declaration falls into three general categories:
 1. **Individual Assistance** - aid to individuals, families and business owners;
 2. **Public Assistance** - aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities;
 3. **Hazard Mitigation Assistance** - funding for measures designed to reduce future losses to public and private property. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.
 - Training emergency managers.
 - Supporting the nation's fire service.
 - Administering the national flood and crime insurance programs.

D) Ohio Department of Health (ODH)

ODH provides a health response network for assistance in natural and manmade disasters that occur in the state of Ohio. Additionally, ODH participates in the Federal Bio-terrorism Preparedness Cooperative Agreement from the CDC (Centers for Disease Control) to help Ohio plan a health response to a nuclear, biological or chemical incident. Specific goals pertaining to disaster preparedness include:

- Strengthen Local Health Department's capacity to respond to natural or manmade disasters.
- Provide public health guidance in comprehensive disaster planning with a public health focus.

- Develop functional state capacity for planning, activities, and workforce readiness related to disaster response.
- Establish the Health Alert Network (HAN) – a public health communication system of training and technology linking all players in the event of a disaster (e.g. bioterrorism incident).
- 24/7/365 Emergency Notification for Local Health Departments
- Laboratory Operations

E) Centers for Disease Control and Prevention (CDC)

CDC developed emergency response capabilities to assist state and local health departments in addressing public health issues. Through its 24-hour emergency contact system and emergency operations center, CDC provides immediate assistance to local, state, and federal agencies in planning their public health responses to emergency situations.

F) Health Care Facilities

Crawford County has a total of two main health care facilities. Contact information for each facility is included in the table in Annex B. In the event of an emergency or disaster, health care facilities will coordinate with the County EMS and provide chemical/radiological decontamination of injured persons as necessary.

Health care facilities will further coordinate, as needed, with the local health department regarding the nature of injuries or incidence of widespread illnesses and available immunization/prophylaxis/treatment(s). During heightened threat levels or an actual disaster event, members of the health department's epidemiological team will contact health care facilities for information and coordination.

G) Coroner

The Crawford County Coroner's Office will manage the collection, temporary storage, and positive identification of fatalities resulting from an emergency or disaster. The Coroner's Office will also conduct investigations and autopsies as necessary, coordinate operations of disaster morticians when activated, and advise the health department of findings as warranted.

H) Local School Systems

Local Schools may be used for POD sites and/or evacuation sheltering sites.

I) American Red Cross

The American Red Cross may be called upon to provide mass care and family services during an emergency or disaster event. Depending on the situation, the health department may need to coordinate efforts with the American Red Cross, such as conducting sanitation inspections of shelters. Services provided by the American Red Cross may include:

- Provide for and manage temporary evacuation shelters
- Provide temporary nursing and disaster health care services.
- Coordinate with local mental health services for emergency workers and affected communities.
- Respond to inquiries about the health and well-being of individuals and families.
- Coordinate volunteer organization efforts and donations.
- Assist local officials in damage assessment and resource management

J) Crawford-Marion Counties Health Mental Health Board

During a public health crisis, the Crawford-Marion Counties ADAMHS Board will provide a trained workforce to help with stress management for public health/response agency individuals as well as the general public. The ADAMHS Board can be contacted at the below-listed number.

Contact Information

Crawford-Marion Counties ADAMHS Board
907 North Sandusky Avenue Bucyrus, OH 44820
Phone: (419)-562-7288

Also, as described in a signed agreement between the ADAMHS Board and the health department, the ADAMHS Board will provide the following services prior to or during a crisis:

- Supply training for public health employees and the general public about stress management during a crisis.
- Create and supply information in pamphlet form to public health employees and the general public on stress management.
- Set up a stress management web page dedicated to stress management for a crisis event.
- Supply information on other pertinent topics dealing with mental health issues for the public health employees and the general public.

- Provide a trained workforce to help with stress management during a crisis.

K) EPA

The CCPH will work with the Ohio EPA in incidents where necessary. In the case that the EPA has not been notified, and the Health Commissioner identifies that they need to be, the CCPH will notify the EPA of an incident. The role of the EPA is to ensure a broader level of water and air quality than the local Health Department. The CCPH will be analyzing the immediate health and safety of its residents.

Whereas, the mission of EPA is to protect human health and the environment.

EPA's purpose is to ensure that:

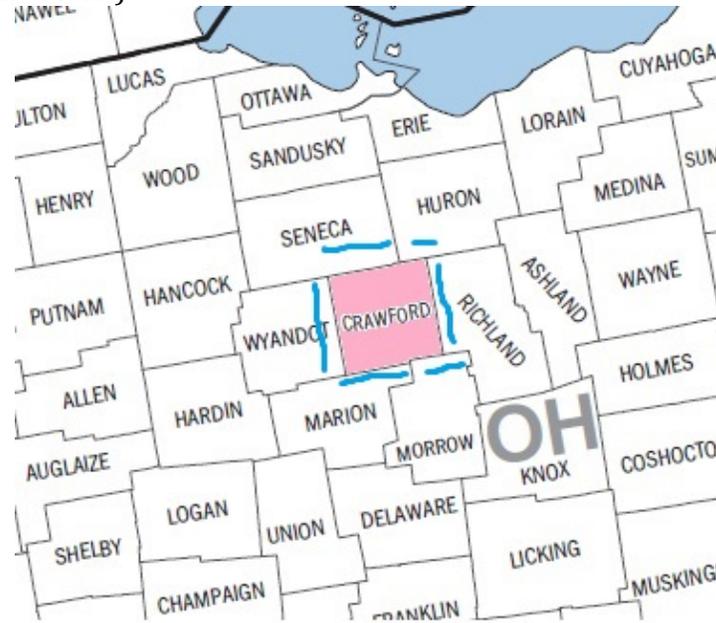
- all Americans are protected from significant risks to human health and the environment where they live, learn and work;
- national efforts to reduce environmental risk are based on the best available scientific information;
- federal laws protecting human health and the environment are enforced fairly and effectively;
- environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy;
- all parts of society -- communities, individuals, businesses, and state, local and tribal governments -- have access to accurate information sufficient to effectively participate in managing human health and environmental risks;
- environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive; and
- the United States plays a leadership role in working with other nations to protect the global environment.

L) MRC/CERT

The CCPH has two sources of surge staffing, the Crawford County Medical Reserve Corp, as well as the Crawford County CERT team. Both are made up of community volunteers that have taken training and are credentialed. The training that they have received will enable them to activate, respond and deactivate with efficiency. Roles volunteers may be asked to perform range from clerical to medical depending on the need and the individual's qualifications. The MRC will be activated through the MRC Coordinator using the Ohio Responds System and or other communication methods as needed. (See Annex E, Volunteer and Donations). The CERT volunteers will be requested through EMA.

M) Surrounding Counties

Crawford County is surrounded by seven other counties. (See Map A below) In the event that an incident occurs involving other counties the CCPH will need to coordinate with other agencies. These agencies will not only include other health departments, but also other medical facilities, EMA's, emergency responders, etc. The CCPH recognizes that each county has an ERP and that communication and response may be different from ours. See Tab t (Surrounding Jurisdictions) in Annex B (Communications)



Map A

Reference: Huron County Public Health Emergency Response Plan 2014