

Carroll County General Health District

Emergency Operations Plan



Public Health
Prevent. Promote. Protect.

**Carroll County General Health District
Emergency Operations Plan
Table of Contents**

Introduction

- Mission Statement
- Foreward
- Preface
- Promulgation Statement
- Record of Changes
- Directions and Plan Use

Basic Plan

- Attachment 1- Annex H (Public Health) to the Carroll County Emergency Operations Plan
- Attachment 2- Carroll County Hazard Analysis
- Attachment 3- Map of Carroll County
- Attachment 4- Carroll County General Health District Organizational Incident Command Chart
- Attachment 5- Acronyms
- Attachment 6- CCGHD Emergency Response and Fire Prevention Procedure
- Attachment 7- CCGHD Evacuation Maps

Annexes:

Direction and Control Annex

Crisis Communication Annex

Tactical Interoperable Communications Annex

Community Containment Annex

Burial Permits and Death Certificates Issuance Annex

Disease Surveillance Annex

Communicable Disease Outbreak Investigation Annex

Mass Vaccination or Prophylaxis Annex

Food Safety in an Emergency Annex

Vector Control Annex

Residential Well Water Sampling (RWWS) Annex

Emergency Shelter Inspection Annex

Appendices:

Continuity of Operations Plan (COOP) Appendix *(Under Review)*

Pandemic Influenza Plan Appendix *(Under Review)*

Antiviral/SNS Distribution Appendix *(Under Review)*

Access and Functional Needs Appendix *(Under Development)*

Mission Statement

The mission of the Carroll County General Health District (CCGHD) is to enhance the health and well-being of its residents by providing for the personal and environmental health services and by performance of activities which deal with the prevention of illness.

Foreword

The development of a comprehensive Emergency Operations Plan (EOP) represents the Carroll County General Health District's ongoing effort to fulfill its mission and provide for an efficient, coordinated effort to save lives and protect the environment in the event of an emergency/disaster situation that could negatively impact the Public Health.

The purpose of the EOP is to facilitate the delivery of response assistance and response capabilities of the CCGHD to the citizens residing within Carroll County. The Plan outlines the planning assumptions, policies, concept of operations, organizational structures and specified assignment of responsibility to the divisions within the CCGHD in providing assistance to the citizens of Carroll County in the event of significant emergencies/disasters.

The EOP establishes the basis for prevention, preparedness for, response to, recovery from, and mitigation of, emergency/disaster situations which may occur within Carroll County.

The Plan is based on the fundamental assumption that the CCGHD is the local first responder responsible for public health emergency/disaster situations within Carroll County. Furthermore, the EOP was developed with the assumption that emergencies/disasters may overwhelm the response capability of the CCGHD thereby requiring resource assistance from the Carroll County Emergency Management Agency, neighboring Health Districts, and possibly State and/or Federal resources.

Preface

The Carroll County General Health District is committed to enhance the health and well-being of its residents by providing for the personal and environmental health services and by performance of activities which deal with the prevention of illness.

The CCGHD EOP is organized into five sections: Introduction, Basic Plan, Attachments, Annexes, and Appendices.

The Introduction contains the Mission Statement and Foreword, the Preface, the Promulgation Statement, Record of Changes, and the Directions and Plan Use.

The Basic Plan describes, in general, the concepts of operation that the CCGHD will employ by utilizing the remaining sections of the overall plan to address emergency/disaster situations. The Basic Plan provides a description of the CCGHD's organizational structure, the phases of emergency management as they relate to the CCGHD, Direction and Control as well as succession of authority within the CCGHD, Plan Activation, Plan Maintenance and Revisions.

A series of Attachments follow the Basic Plan, which supplement the entire plan and all Annexes. The Annexes outline the broad functions, to the extent possible, that the responsible divisions within the CCGHD will employ to Mitigate, Prepare for, Respond to, and Recover from emergency/disaster situations regardless of size, scope, complexity or orientation. Those activities that the CCGHD engages in to fulfill the prevention function of Emergency Management are not included in the Annexes, but are outlined in the Basic Plan. The very nature of a Public Health Department is to carry out a broad spectrum of prevention activities in an effort to prevent those situations that may have a negative impact on Public Health related to disease and environmental factors on a daily basis.

The Annexes are supplemented by Standard Operating Guidelines maintained by each division, which outline the specific steps, processes, and procedures that must be performed to complete the functions outlined within the Annexes. The Standard Operating Guidelines are not included as a part of the EOP; however, they are referenced throughout the Plan, Annexes, and Appendices where appropriate.

The Appendices are supplemental to the Annexes and Standard Operating Guidelines as they outline the specific functions that must be performed in the face of a specific hazard, emergency, or disaster situation. The amount of detail included in each Appendix is determined by the amount of planning guidance and direction provided from the State and Federal agencies, entities, and institutes vested with providing such guidance.

The CCGHD has taken reasonable steps, to the extent possible, to develop a comprehensive EOP that will ensure the capability to Mitigate, Prepare for, Respond to, and Recover from the potential impact an emergency/disaster situation may have on the CCGHD, the citizens, and the environment in Carroll County.

Promulgation Statement

Preparedness to cope with the effects of a disaster, whether man made or natural, includes many diverse but interrelated elements, which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, plus the individual citizen.

Disasters necessitate a sudden escalation in the material needs of the community and an organization of resource and personnel in order to address the emergency response. Many lives can be compromised during the confusion and disorganization that accompanies the lack of a full planning effort. Therefore, failure to develop an integrated disaster preparedness plan encourages salvage type activities instead of an effective coordinated operation.

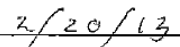
Planning for population protection must be a cooperative effort to avert or minimize the effects of natural, technological, and/or terrorist attack-related disasters; protect lives and property; and restore the affected area to its pre-disaster status with a minimum of social and economic disruption.

This plan, and its annexes, is a statement of policy regarding emergency management and assigns tasks and responsibilities to CCGHD staff, specifying their roles during an emergency or disaster situation. It is developed pursuant to:

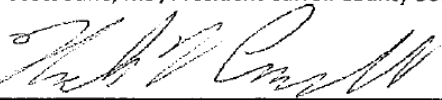
- Ohio Revised Code: Section 3709.21
 - General Health Districts may make such orders and regulations as are necessary for its own government, for the public health, the prevention or restriction of disease, and the prevention, abatement, or suppression of nuisances.
- Ohio Revised Code: Section 3709.22
 - General Health Districts shall study and record the prevalence of disease within its district and provide for the prompt diagnosis and control of communicable diseases.



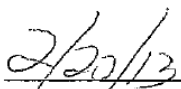
W. Scott Stine, MD, President Carroll County Board of Health



Date



Nicholas V. Cascarelli, MHHS, Health Commissioner



Date

| Record of Changes | | |
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| Date | Section | Initials |
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Directions and Plan Use

The Carroll County General Health District's Emergency Operations Plan (EOP) is a comprehensive plan in that it is scoped for all hazards, it is scoped for incidents of escalating intensity, and may be activated independently or in concert with the Carroll County Emergency Operations Plan, neighboring Health District Plans, as well as State and/or Federal Plans to establish an integrated response capability.

A hard copy and electronic copy of the CCGHD EOP is located in the following offices: CCGHD Health Commissioner and Emergency Preparedness Coordinator. All CCGHD Division Directors and Public Information Officer have an electronic copy of the CCGHD EOP on a flash drive.

The CCGHD's EOP is a flexible/scalable Plan that may be activated as the situation dictates.

The Introduction, Basic Plan, and Attachments are considered active when any Annex or Appendix of the EOP is activated. The Introduction, Basic Plan, and Attachments contain information relevant to all hazards, emergencies, and disaster situations.

Each of the Annexes may be activated independently or simultaneously to address hazardous situations that if left uncontrolled may result in an emergency or disaster situation.

Each of the Appendices may be activated as a result of any other section of the Emergency Operations Plan being activated. The level of detail contained in the Appendix being activated will determine if other sections of the plan, which are not active must be activated, or if sections of the plan that are active may be de-activated.

The Introduction, Basic Plan, and Attachments in unison with the Annexes, Appendices, and Standard Operating Guidelines form the basis for the CCGHD to carry out Prevention, Preparedness, Response, Recovery, and Mitigation functions in an effective, efficient, timely, coordinated manner.

Basic Plan

1. Purpose

- a. The purpose of the Carroll County General Health District (CCGHD) Emergency Operations Plan (EOP) is to provide for adequate public health services in an emergency/disaster area to insure that the public health of citizens within Carroll County is not compromised. This plan predetermines, to the extent possible, actions to be taken by the CCGHD staff to prevent, prepare for, respond to, recover from, and mitigate incidents that could negatively impact the citizens in Carroll County.

2. Scope

- a. The CCGHD serves all the citizens in Carroll County which is a total population of 28,836 (2010 census). Carroll County has a total of 398.93 square miles and is the 4th smallest county in Ohio.

3. Situation and Assumptions

a. Situation

1. Hazards, emergencies, and disasters can create situations that cause, promote, or enhance the potential impact and spread of communicable disease or other health concerns among the public; moreover, natural disease outbreaks may constitute an emergency situation if left uncontrolled, and could occur without any warning.
2. The CCGHD is responsible for ensuring the public health of the citizens within Carroll County. The CCGHD carries out routine prevention and mitigation functions and responsibilities daily. If incidents arise that go beyond the routine health department activities, the EOP, relevant annexes, and standard operating guidelines (SOGs) may be activated. Incidents that may require activation of the CCGHD EOP, relevant annexes, and SOGs may include but not limited to natural disasters, biological terrorism, chemical

terrorism/accidents, radiological terrorism/accidents, and naturally occurring communicable disease outbreaks.

b. Assumptions

1. The CCGHD EOP applies to incidents that could have a negative impact on the health of the citizens of Carroll County.
2. The CCGHD EOP will complement the Carroll County EOP that would be activated for a disaster incident within Carroll County.
3. The CCGHD, in coordination with other local agencies and response organizations, will commit all available resources to save lives, minimize injury to persons, and negative impacts on the environment within its responsibilities and capabilities.
4. While it is likely that in most situations the CCGHD will have necessary resources to carry out localized public health emergency/disaster response and recovery operations, it is possible that county, regional, state, and/or federal assistance may be needed based on the scope of the event.
5. The CCGHD will consider the safety and welfare of its personnel when activating the EOP, its annexes, and SOGs.
6. The CCGHD EOP and annexes address the elements of mitigation, preparedness, response, and recovery.

4. Concept of Operations

a. General

1. The CCGHD is responsible for ensuring the public health of the citizens in Carroll County during emergency incidents.
2. The CCGHD is regulated by local, state and federal laws. The CCGHD Board of Health appoints the County Health Commissioner and advises/assigns additional responsibilities.
3. In the event of a countywide or local public health emergency, the Board of Health may order the Health Commissioner or the Health Commissioner alone will implement all or a portion of the CCGHD EOP.
4. The CCGHD has developed a list of essential functions that are critical to maintain.

5. The CCGHD ensures membership on the county Local Emergency Planning Committee to partner with local community agencies to address mitigation and preparedness efforts, response and recovery actions, and coordinate training and exercises within Carroll County.
6. Should an incident occur that causes the CCGHD resources to be exhausted, the CCGHD will request assistance from its neighboring health departments, the Ohio Department of Health, and through the Carroll County Emergency Operations Center if activated.

b. Annexes

1. The CCGHD has developed annexes for emergency response. Each annex has a lead division and outlines responsibilities of the CCGHD during an emergency/disaster.
2. The annexes will work in coordination with the Carroll County EOP, and are supplemented by Appendices and Standard Operating Guidelines (SOGs).
 - a. Appendices
 - Pandemic Influenza
 - Continuity of Operations (COOP)
 - Antiviral/SNS Distribution
 - Access and Functional Needs
 - b. Standard Operating Guidelines
 - Mass Vaccination/Prophylaxis Plan
 - Crisis Communication Plan
 - Communicable Disease Surveillance and Investigation
 - Vital Statistics

5. Phases of Emergency Management

- a. **Prevention:** Activities to avoid an incident or to stop an emergency from occurring.
 1. Conduct public health disease control measures.
 2. Conduct vector control.
 3. Conduct communicable disease monitoring and surveillance.
 4. Conduct food facility inspections.
 5. Provide immunizations, adult and pediatric clinical services, and checkups.

6. Provide public outreach and awareness programs.
 7. Conduct public health community assessment.
- b. **Mitigation:** Activities taken to reduce the severity or consequences of an emergency.
1. Conduct public health disease control measures.
 2. Conduct routine communicable disease surveillance and investigations.
 3. Provide health inspections.
 4. Immunize and/or treat citizens against communicable diseases.
 5. Provide public health awareness programs.
- c. **Preparedness:** Activities, tasks, programs, and systems developed and implemented prior to an emergency that are used to support the prevention of, mitigation of, response to, and recovery from emergencies.
1. Develop, annually update, and maintain EOP, annexes, and SOGs.
 2. Develop templates for public health messages.
 3. Procure and maintain adequate supplies for initial emergency operations.
 4. Conduct public health disease control measures.
 5. Participate in trainings and exercises to develop knowledge and skills for emergency operations.
 6. Develop, annually review and/or update Mutual Aid Agreements and Memorandums of Understanding.
- d. **Response:** Immediate and ongoing activities, tasks, programs, and systems to manage the effects of an incident that threaten life, property, operations, or the environment.
1. Activate EOP, relevant annexes, and SOGs.
 2. Activate a Departmental Emergency Operations Center (DEOC), if required.
 3. Provide public information programs.
 4. Supplement disease surveillance activities.
 5. Initiate disease control operations.
 6. Augment staff as necessary.
 7. Request additional supplies from other health departments and related organizations.
 8. Maintain critical essential services as feasible.

9. Implement activities specified in the Carroll County EOP Annex H, if activated.
 10. Maintain liaison with the Carroll County Emergency Operations Center, if activated.
 11. Conduct public health disease control measures.
- e. **Recovery:** Activities and programs designed to return conditions to a level that is acceptable to the entity.
1. Compile health reports as required by local, state, and federal officials.
 2. Continuation of response activities.
 3. Distribute appropriate public health recovery information.
 4. Compile all necessary financial reports.
 5. Participate in, and develop After Action Reports (AAR's) and Improvement Plans (IP).
 6. Resume non-critical essential activities.
 7. Conduct public health disease control measures.

6. Direction and Control

a. General

1. The CCGHD will be responsible for its emergency operations for incidents occurring within its jurisdiction. If activated the CCGHD will work under the Carroll County EOP to assist with emergency response.
2. The CCGHD will utilize the National Incident Management System (NIMS) and Incident Command System (ICS) for incident management.
3. The CCGHD has developed a list of critical essential functions that need to continue during an emergency incident.
4. CCGHD Administration has delegated authority for direction and control of their respective divisions, and will utilize their personnel to the maximum extent possible. Division Directors will identify individuals who may be released to assist in emergency response efforts.
5. Department employees are encouraged to maintain a current family preparedness plan in order to better respond for job duties in an emergency.
6. During emergency operations, the CCGHD Administration will provide a central point of contact to coordinate emergency services for the CCGHD.

b. Succession of Authority

The ability of the CCGHD to respond to an emergency/disaster must not be limited due to the absence of agency officials or key personnel. The CCGHD has developed the following succession of authority in an effort to ensure the continuity of response capabilities:

1. Health Commissioner
2. Environmental Health Director
3. Director of Nursing
4. Fiscal Officer/Vital Statistics Registrar

7. Plan Activation

- a. The CCGHD Health Commissioner or designee may activate the entire plan or any portion thereof for any incident that involves in Carroll County or if the Carroll County EOP is activated.
- b. The CCGHD will activate a Departmental Emergency Operations Center (DEOC) if needed.
- c. The CCGHD will request security assistance from the Carroll County Sheriff Department.
- d. The CCGHD will use NIMS and ICS to manage all incidents.
- e. The CCGHD will use their resources. If CCGHD resources become exhausted any Memorandums of Understanding will be activated that are in place, and will request resources as needed through the Carroll County Emergency Management Agency and/or County EOC if activated.

8. Plan Development and Maintenance

- a. The CCGHD Emergency Planning Committee will be responsible for reviewing the CCGHD Emergency Operations Plan, annexes, appendices, and supporting SOGs annually to ensure that changes to this plan are prepared and coordinated based upon deficiencies identified by trainings, drills, exercises, actual events, and/or changes in governmental structure.

- b. The CCGHD will conduct independent trainings, exercises, and drills and will participate in the multi-year trainings, exercises, and drills planned in coordination with the Carroll County Emergency Management Agency, and neighboring health districts, to test components of the CCGHD EOP, relevant annexes, and SOGs.
- c. The CCGHD will prepare after-action and improvement plans as a result of the activities in trainings, exercises, and drills.
- d. All revisions to the plan will be dated and distributed within the CCGHD.