



Direction & Control Annex

Primary Agency	Clermont County Emergency Management Agency
Support Agencies	Clermont County Building Inspections Department Clermont County Developmental Disabilities Clermont County Public Health Local Fire & EMS Departments Local Hospitals Local Law Enforcement Agencies Local Public Works Agencies Non-governmental Agencies (Long Term Recovery Committee)

I. Purpose, Scope, Situations and Assumptions

This Annex is an element of the County's multi-agency coordination system and is consistent with planning activities addressed in the National Response Framework.

A. Purpose

The purpose is to facilitate coordination of emergency response and recovery efforts following a large-scale disaster. This annex predetermines, the extent possible, actions to be taken by the responsible elements of the County, the cities, townships, and villages that are contained within the County, and of cooperating state and federal agencies, private sector partners, and non-governmental organizations. It addresses the facility, personnel, and operational guidelines for the Clermont County Emergency Operations Center (EOC) to provide support to our first responders and the local communities during the response and recovery phases of a large-scale disaster.

B. Scope

The scope of this annex is to address information sharing and conflict resolution during the response and recovery phase for events that exceed normal emergency response capabilities; are so complex that it requires the coordination of multiple jurisdictions; and/or are expected to last for an extended period. This annex is designed to provide a flexible organizational structure capable of meeting the varied requirements of many emergency scenarios with the potential to require activation of the County primary or back-up EOCs.

The annex addresses:

- ☐ Activation and notification of the EOC
- ☐ EOC Staffing
- ☐ Development of an EOC Action Planning
- ☐ Interface between IC/UC and EOC
- ☐ Rapid damage assessment
- ☐ Information management
- ☐ Requests for state and federal assistance
- ☐ Resource acquisition and management process
- ☐ Support and coordination of short-term recovery operations
- ☐ Other support functions as required

C. Situation Overview

The primary EOC is located at 2279 Clermont Center Drive, Batavia, Ohio 45103. The EOC has the capability to be operational 24 hours a day for the duration of any incident. If the primary EOC is damaged, inaccessible, unsafe, or must be vacated, agreements are in place for the use of back-up EOC facilities:

- ☐ Miami Township Civic Center (6101 Meijer Drive, Milford, Ohio 45150)
- ☐ New Richmond Exempted Village School District (NREVSD) Office (1141 Bethel-New Richmond Rd. New Richmond, Ohio 45157)

The Emergency Management Agency (EMA) also maintains mobile EOC capabilities should the primary or back-up EOC locations not meet the needs of the County and/or affected communities (e.g. proximity, staffing, etc.).

D. Assumptions

- ☐ The EOC may be activated upon the occurrence or threat of a disaster by the County EMA and upon the approval of the BCC and/or the County Administrator.
- ☐ The EOC will provide support to the local Incident Command (IC) / Unified Command (UC) and coordinate county-wide operations and resources.
- ☐ Upon activation, the EOC will be the centralized point for information sharing and coordination with external departments, agencies, state, and federal partners.
- ☐ Emergency operations for all levels of government will be carried out according to the individual jurisdictional/agency plans and standard operating guidelines.

II. Concept of Operations

All emergencies begin and end locally. It is only after a jurisdiction identifies that the event will exceed their capacity that mutual aid resources are requested. Once local emergency response resources are exhausted or if the county does not possess the needed capability to address the incident, then state and federal resources can be requested. NIMS establishes a clear progression of coordination and communication from the local, regional, state, and national level.

A. Incident Command (IC) / Unified Command (UC)

Local first response agencies, using ICS, are responsible for directing and maintaining command and control of on-scene incident operations. The impacted jurisdiction will establish an Incident Command (IC) or a Unified Command (UC) structure to address the tactical response operations. The Incident Commander (IC) or designee will coordinate with the DPSS, EMA, and/or the EOC for additional support and resources.

B. Emergency Operation Center

The EOC provides a central location for operational information sharing and resource coordination in support of on-scene efforts. The EOC will assist in establishing priorities and associated resource allocations, resolving conflicts, and providing strategic guidance to support incident management activities. In accordance with NIMS, emergency response resource and policy issues are addressed at the lowest organizational level.

The EOC is a permanent facility located at 2279 Clermont Center Drive, Batavia, Ohio 45103. The phone number for the primary EOC is (513) 735-8500. See Tab 1 for EOC diagram.

The County has established back-up facilities and mobile EOC capabilities, should the primary EOC location be inaccessible or not meet the needs of the County and/or affected communities (e.g. proximity, staffing, etc.).

The Primary EOC includes:

- ☐ The EOC and Executive Conference Room
- ☐ 27 workstations for local agencies and EOC staff
- ☐ Emergency backup power and an uninterrupted power supply
- ☐ Dedicated Microsoft Teams phones, wired network access, and wireless internet access
- ☐ Access to State WebEOC System

Remote EOC capabilities include:

- ☐ Laptops and accessories
- ☐ Mobile videoconferencing system
- ☐ Printers
- ☐ EOC Go-Kits

Within the EOC, local decision makers work together directing and coordinating emergency response and recovery activities. 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, assets can be allocated to reduce duplication and maximum limited resources. The EOC also serves as the central coordinating point for obtaining, analyzing, reporting, and retaining disaster related information.

C. EOC/IC Interface

During an incident, the EOC and the IC/UC fill different roles. Tactical decisions made by the IC/UC are supported by the EOC coordinating the resources necessary to achieve those goals and objectives.

IC/UC Responsibilities

- ☐ Life safety
- ☐ Incident stabilization
- ☐ Property preservation
- ☐ Minimize environmental impact

EOC Responsibilities

- ☐ Logistics: secure resources to support first responders
- ☐ Mass care, feeding, and sheltering
- ☐ Emergency public information
- ☐ Damage assessment
- ☐ Debris management
- ☐ Coordinate restoration of infrastructure
- ☐ Donations and volunteer management
- ☐ Coordinate unmet need assistance and mental health support
- ☐ Community economic restoration

D. Activation

Emergencies that occur in the county may require the activation of the EOP, EOC, and monitoring by emergency management personnel. The IC/UC will make a recommendation on the level of activation based on population at risk, resource availability, anticipated length of operations, property threatened, and long-term consequences, etc. Incidents are typically managed at the lowest possible organizational and jurisdictional level, but as local capacity is exceeded and coordination or resources is needed, the activation of the County EOC may be necessary.

The recommendation to activate EOC can be made by the EMA Director based on the support needs of the impacted community. The authority to activate the EOC is under the Board of County Commissioners (BCC). Per Resolution 182-01, in their absence the County Administrator may make this decision.

Levels of Activation

☐ Level 1: Monitoring

The incident is not likely to exceed the capabilities of the local jurisdiction(s), but may require notifications, unique resources, or coordination of specific activities to support the response. EMA will coordinate with response organizations to assess the situation and determine if additional resources are needed.

☐ Level 2: Partial Activation

The incident impacts multiple jurisdictions, requires the response of more than one jurisdiction, or is beyond the scope of available local resources. An emergency declaration may be made by the chief elected official of the affected jurisdiction in order to access state resources and enact emergency authorities. Level 2 emergencies may require a partial activation of the EOP, EOC, or EMA personnel to support the local incident command (IC).

☐ Level 3: Full Activation

The incident impacts a sizable portion of the County's population and requires a coordinated response of all emergency resources. Level 3 emergencies require implementation of EOP, activation of the County EOC and may require a county emergency proclamation to access state and federal resources.

E. Notification

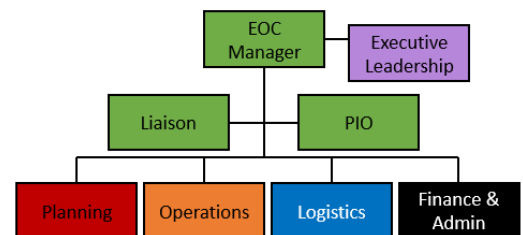
When the decision is made to activate the EOC or back-up EOC, EMA staff will make the following notifications via telephone, e-mail and text messaging:

- ☐ County Administrator and Board of County Commissioners
- ☐ [EOC Call-Out Team](#)
- ☐ Ohio EMA Watch Office Phone: 614.799.6500 E-mail: emawatch@dps.ohio.gov
- ☐ Ohio EMA Southwest Ohio Regional Staff
- ☐ Additional notifications are outlined in the Tab 2, EOC Activation Checklist.

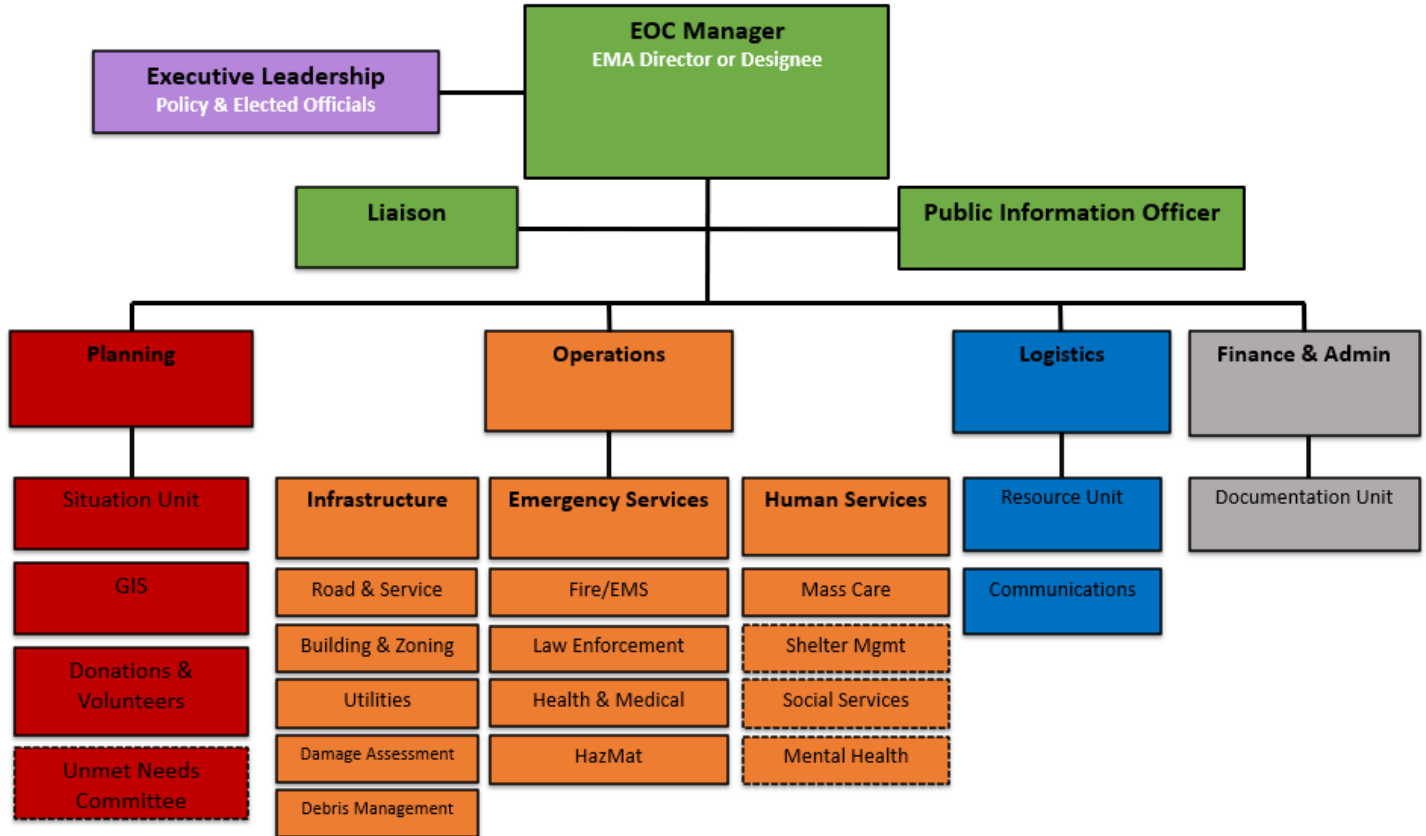
F. EOC Structure

Within the EOC there are five sections with responsibilities for coordination.

- ☐ EOC Management: responsible for the management of the EOC.
- ☐ Operations Section: responsible for coordinating directly with IC/UC to provide necessary resource support
- ☐ Planning Section: responsible to collect, evaluate, and disseminate information; develops and maintains the EOC Action Plan
- ☐ Logistics Section: responsible for locating/securing necessary people, facilities, equipment, and supplies to support the IC/UC.
- ☐ Finance Section: responsible for tracking and approving expenditures and other administrative tasks.



G. EOC Organization



H. EOC Roles and Responsibilities

The EOC will be staffed with representatives from individual organizations, agencies, and departments. Their role is to represent not only their individual agency, but to represent their collective discipline and to coordinate with agencies/organizations that are not physically located in the EOC. Tab 4 provides a breakdown of Organizational Roles and Responsibilities.

EOC Manager (EMA Director, Asst. County Administrator, or designee)

- ☐ Oversees the response and recovery activities of EOC staff
- ☐ Establishes EOC priorities in concert with IC/UC and executive leadership
- ☐ Approves EOC action plan and situation reports (SitRep) prior to distribution
- ☐ Ensures communication with Ohio EMA
- ☐ Ensures elected officials are kept informed on developing activities
- ☐ Ensures coordinated messaging is provided to local municipalities, media, and community partners
- ☐ Approves requests for mutual aid resources through the Ohio EMA
- ☐ Ensures the capability and readiness to conduct post-event damage assessment
- ☐ Coordinates with Ohio EMA to request state/federal disaster assistance when thresholds are met

Executive Leadership (County Administrator, County Commissioners, Municipal Elected Officials)

- ☐ Review and approve policy actions
- ☐ Approve funds and authorize distribution of equipment, materials, and supplies for disaster purposes
- ☐ Approve public information releases via the Public Information Officer (PIO)
- ☐ Issue a proclamation declaring a disaster

- ☐ Hold an official meeting to authorize disaster relief actions

Liaison

- ☐ Coordinates information sharing with elected officials and community partners
- ☐ Monitors operations to identify current/potential inter-agency challenges
- ☐ Gathers and compiles Disaster Proclamations and Declarations
- ☐ Works with Public Information Officer to correct rumors and erroneous information

Public Information Officer

- ☐ Assemble information on incident cause, current situation, resources committed, and other matters of interest for internal and external stakeholders
- ☐ Maintains pre-formatted news releases, prepares new information releases, and disseminates information via multiple platforms (e.g. social media, electronic, print, etc.)
- ☐ Coordinates information releases with affected jurisdictions, municipalities, and agencies to ensure consistent information is being released
- ☐ Coordinates with the impacted jurisdictions' PIOs to create a joint information system (JIS)
- ☐ Monitor media and social media feeds and takes action to correct rumors and erroneous information

Planning Section (Planning)

Planning is the focal point for the collection, analysis and dissemination of information and plans. The Planning Section Chief conducts EOC briefings and oversees the development of situation reports (SITREPs), EOC action plan and other function specific plans. Tab 3: Planning Branch Reports.

The Planning Section is focused on planning for the future operational periods

- ☐ Situation Unit - collects, formats, and distributes SITREPs, EOC action plan, maps and graphics, and other event plans/visuals such as: traffic management plan, evacuation plan, resource protection plan,
- ☐ Volunteers and Donations Management – coordinates:
 - Volunteer Reception Center for the management of spontaneous volunteers (e.g. telephone intake, virtual assignment, mobile/fixed operations)
 - Volunteer Agency Liaison (e.g. identifies non-governmental agencies that are providing relief and coordinates to minimize duplication of services and gaps in service)
 - The management of spontaneous and requested donations (e.g. telephone intake, virtual assignment, mobile/fixed collection points, transportation, warehouse operations)

As the EOC transitions from response to recovery, the role of volunteer and donation management will transition into operations function.

Operations Section (Ops)

The Operations Section identifies, assigns, and coordinates the resources needed to support the affected communities.

During the response phase, Ops is broken into 3 branches:

- ☐ Emergency Services Branch – coordinates support to:
 - Fire and search and rescue
 - Law enforcement
 - Hazardous materials response
 - Health and medical including EMS, public health, and hospitals

- ☐ Human Services Branch – coordinates support for:
 - Mass Care (feeding of responders and survivors)
 - Sanitation and respite care for field personnel
 - Shelter management (human and pet)
 - Transportation services for disaster survivors
 - Emergency needs of disaster survivors
 - Mental Health support
- ☐ Infrastructure Branch – coordinates support to:
 - Road, bridge and culvert closure, assessment, and repair
 - Debris clearance – See debris management annex
 - Life safety inspections
 - Gas/electric utility shut-offs and restoration
 - Water utility assessment and restoration
 - Other critical infrastructure assessment and restoration
 - Damage assessment – see damage assessment annex

As the EOC transitions from response to recovery, Operations will expand to include recovery operations (e.g. volunteer and donations management).

Logistics Branch (Log)

Logistics Branch is responsible for locating/securing the necessary people, facilities, equipment, and supplies to support the IC/UC. This includes:

- ☐ Relief supplies
- ☐ Emergency response equipment
- ☐ Office space
- ☐ Office equipment and supplies
- ☐ Telecommunication equipment
- ☐ Security services
- ☐ Contracting services
- ☐ Transportation services
- ☐ Personnel to support emergency activities

Finance & Admin Section

The Finance and Admin Section is responsible for tracking and approving expenditures and other administrative tasks. The Finance and Admin Section should maintain accurate personnel sign-in/sign-out logs and other EOC tracking documentation.

III. Information Collection, Analysis, and Dissemination

Information related to the emergency/disaster will come from a variety of sources. It is the EOCs responsibility to collect and verify the information and disseminate it for situational awareness amongst all of the public safety partners and impacted communities. This allows for better decision making by the IC/UC, the EOC, and elected officials.

Information will be collected from a variety of sources including:

- ☐ Incident Command/Unified Command
- ☐ WebEOC (e.g. Position Logs and Significant Events board)
- ☐ Ohio EOC / [Ohio SENTRY Dashboard](#)

- ☐ Incident action plans (IAP) and situational reports (SITREPs)
- ☐ Public agencies and non-governmental organizations
- ☐ Television, radio, and print media
- ☐ Social media
- ☐ National Weather Service (NWS)
- ☐ Disaster survivors and/or the general public
- ☐ Subject matter experts
- ☐ GIS data
- ☐ Damage assessments
- ☐ EOC hotline (513.735.8500)

IV. Documentation, Finance, Logistics, & Demobilization

A. Documentation

WebEOC is a crisis information management software utilized to share information amongst response partners, EOCs, regional/state partners. WebEOC can be accessed on any computer or mobile device with internet connectivity via the State of Ohio WebEOC platform. WebEOC can be used for sharing information, making resource requests and documenting actions taken in the EOC.

- ☐ Operational Site: <https://ohio.webeocasp.com/ohio/default.aspx>
- ☐ Training Site: <https://webeoctraining.dps.ohio.gov/eoc7/default.aspx>

Information entered into WebEOC is maintained as a permanent record, which serves as a useful documentation tool, after-action reports, and future event planning. The EOC should designate WebEOC liaison to get staff logged into WebEOC and provide just-in-time training. A WebEOC Reference Guide will be available at all EOC workstations.

In the event that internet connectivity is limited, paper ICS forms will be used to record all information coming into the EOC via telephone or radio. The individual sending and/or receiving the messages should maintain a log of messages sent and received. ICS forms can be found in the EOC. SITREPs and EOC Action Plans can be disseminated via hard copies and e-mail. All disaster records will be maintained in accordance with the EMA records retention schedule.

B. Finance

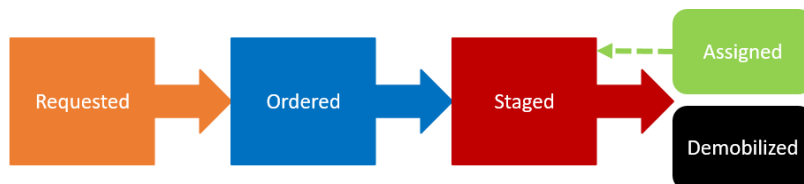
The Board of County Commissioners and the local elected officials may alter procurement processes during a disaster/emergency. See the Financial Management Annex for additional information on the County disaster procurement process.

The County Office of Management and Budget (OMB) will establish a unique accounting code for tracking all emergency related expenditures. County personnel, who have a disaster response/recovery role, should code time to this unique accounting code. The Finance Section will maintain records of all expenditures incurred during the response and recovery operations. The Finance Section will keep the Executive Policy Group informed on EOC spending.

C. Logistics

EOC Staffing

- ❑ EMA maintains an EOC Team roster that has multiple representatives for each EOC position. In the event that an individual is unable or unavailable to respond, they are to identify the next appropriate individual or agency to represent that discipline in the EOC.
- ❑ The EOC may need to be staffed on a 24-hour basis. This will be accomplished in two shifts consisting of 12-hour operational periods. Not all positions will require 24-hour coverage
- ❑ If the event is expected to last more than one operational period, each agency and/or EOC representative should identify a replacement and begin coordinating for a transfer of duties at the end of the operational period.

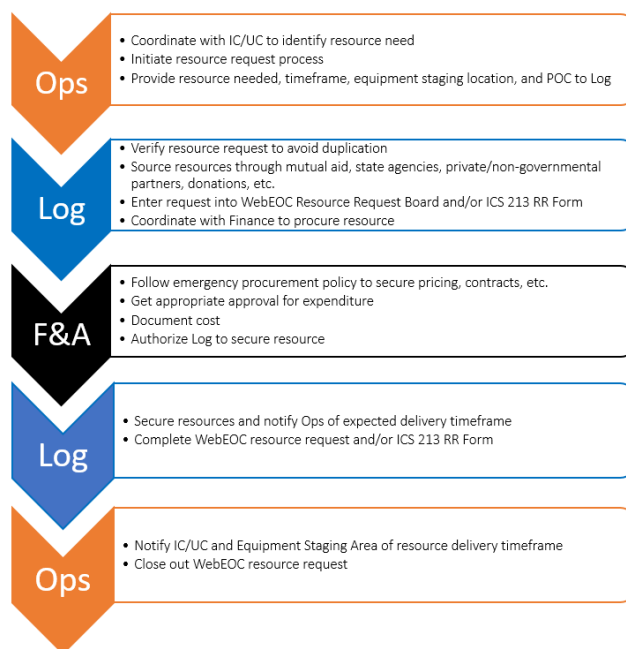


Resource Requests

The Logistics Section (Logs) will implement resource tracking to protect and manage personnel and equipment requested through the EOC. All resources will be directed to the designated Staging Area established by the IC/UC for check-in and check-out (demobilization).

Resources requests should be initiated by the Ops Section. Information should be sent to the Logs to be vetted and sourced.

Resources may be available through mutual aid, state agencies, private/non-governmental partners, donations, etc. Once the appropriate resource has been identified and located, Logs will coordinate with the Finance and Admin (F&A) Branch to identify costs, secure contracts, and coordinate with the entity of legal responsibility to secure funding. Expenditures must be made by the jurisdiction of legal responsibility for the designated activity in order to be eligible for state/federal public assistance reimbursement. Once funding has been secured, Logs will place order with the appropriate supplier and identify estimated arrival timeframe.



Information is then relayed to Ops, the requesting entity, and the Staging Area. F&A and Logs maintain records.

Resource Tracking

Resources are tracked according to the ROSA method. ROSA stands for Requested, Ordered, Staged, and Assigned. Once the assigned task is completed, the resource should return to equipment staging area to be reassigned or demobilized.

D. Demobilization

All incidents begin and end at the local level. As the event transitions from response and short-term recovery to long-term recovery, responsibilities will transition from a government driven event to a community driven event.

At this point, the EOC will begin to wrap up activities and transition back to normal operations and demobilize the EOC and the staff. EMA will continue to work with the local communities and the long-term recovery committee (LTRC) to ensure that the unmet needs of the affected individuals and families have been met. See the Recovery Annex for additional information on roles and responsibilities.

V. Plan Development and Maintenance

EMA will review this Annex on an annual basis. EMA maintains an EOC Team roster with 24-hour contact information for the designated EOC representatives. EMA facilitates a minimum of 1 EOC Functional Exercise or real-world incident every 4 years. Following an exercise or emergency activation of the EOC, EMA will facilitate an after-action review and an after-action report. Identified areas for improvement and corrective actions will be integrated in the annual plan review.

VI. Authentication

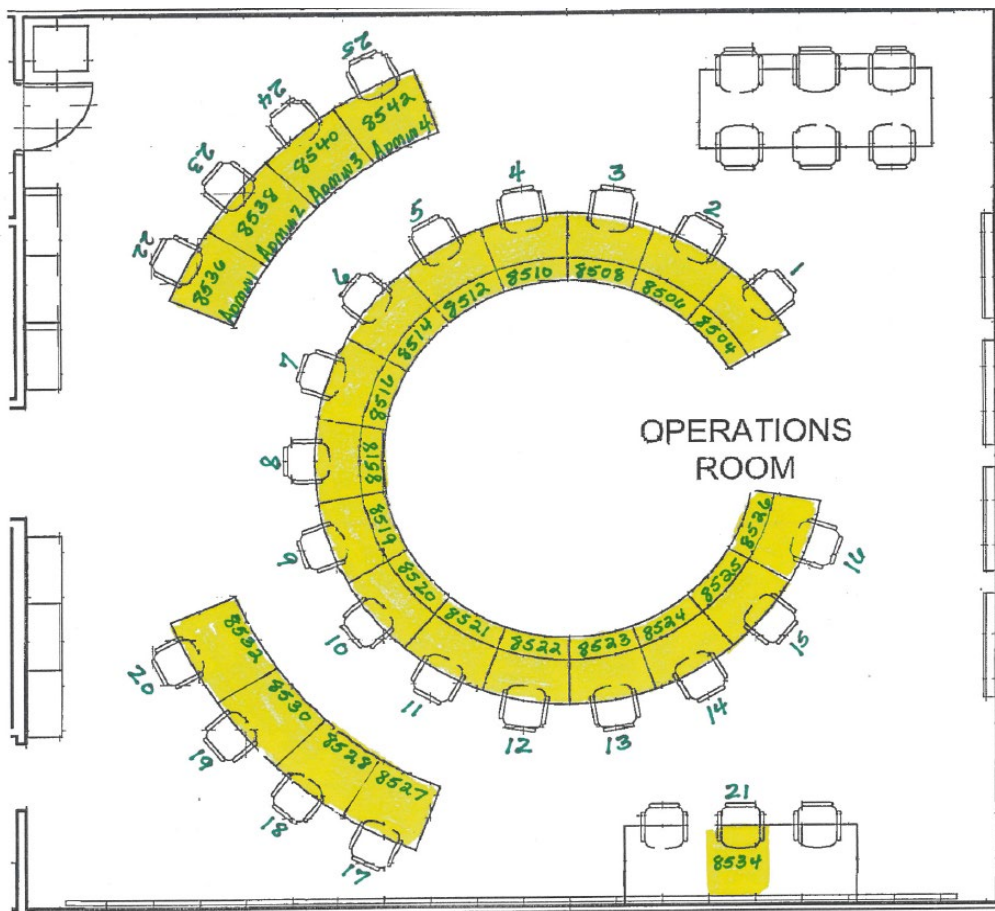
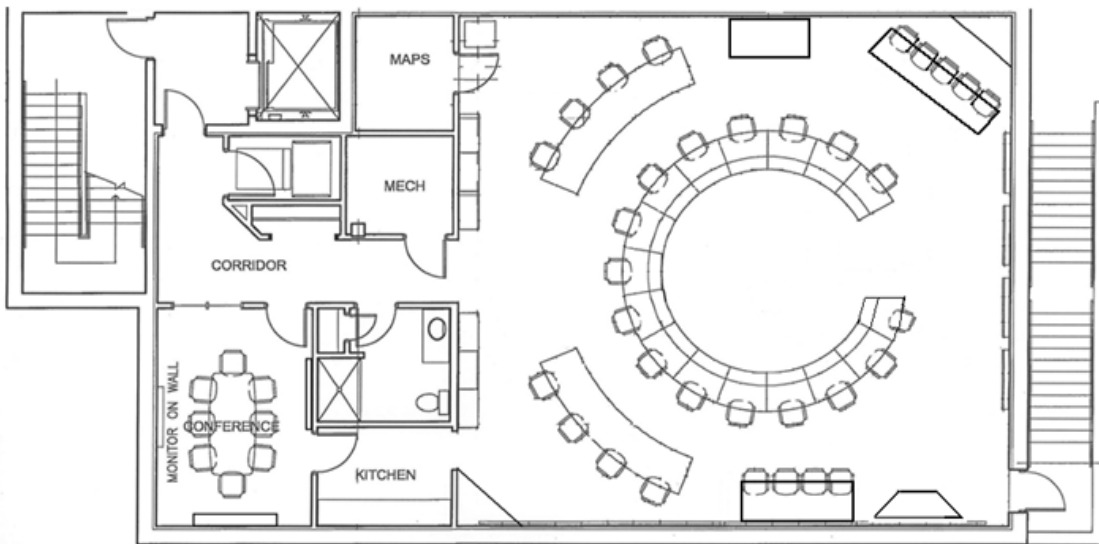
Pam Haverkos

Pam Haverkos, Clermont County EMA

01/07/26

Date

Tab 1: EOC Diagram



Tab 2: EOC Activation Checklist

When the decision is made to activate the EOC, the following notifications/activities should be completed:

- ☐ Notify County Administrator and Board of County Commissioners
- ☐ County Administrator and Board of County Commissioners
- ☐ [EOC Call-Out Team](#)
- ☐ Ohio EMA Watch Office Phone: 614.799.6500 E-mail: emawatch@dps.ohio.gov
- ☐ Ohio EMA Southwest Ohio Regional Staff

Phil Clayton, Supervisor	C: 614.296.1859	E-mail: psclayton@dps.ohio.gov
Sam Reed, EM Specialist	C: 614.506.1296	E-mail: soreed@dps.ohio.gov
- ☐ Recall EMA Staff and WebEOC Administrator
- ☐ E-mail Storm Response distribution list with preliminary information
- ☐ Request Sheriff's Deputy for building security
- ☐ Start Media System
- ☐ Establish sign-in procedure

Continuity of Operations – Succession of Command

- ☐ EMA maintains an EOC Team roster that has multiple representatives for each EOC position. In the event that an individual is unable or unavailable to respond, they are to identify the next appropriate individual or agency to represent that discipline in the EOC.
- ☐ The EOC may need to be staffed on a 24 hour basis. This will be accomplished in two shifts consisting of 12 hour operational periods. Not all positions will require 24 hour coverage
- ☐ If the event is expected to last more than one operational period, each agency and/or EOC representative should identify a replacement and begin coordinating for a transfer of duties at the end of the operational period.

EOC Check-in Procedures

- ☐ EOC personnel must bring picture identification. Name and agency representing will be verified prior to entry to the EOC
- ☐ EOC staff must sign-in and sign-out at the Check-In Station in the EOC.
- ☐ EOC staff will be directed to login to WebEOC and sign-in/out of the WebEOC Sign-in/Sign-out board
- ☐ Each staff member should maintain a log of activities related to their area of responsibility throughout their shift. Logs should contain: resource requests, phone calls made/received, actions taken, resources deployed, and other pertinent information to their role/function in the EOC.

Tab 3. Planning Branch Reports

A. Situation Report (SITREP)

An initial situation report should be submitted to County Administrator, Ohio EMA Watch Office and Ohio EMA Regional Staff as soon as possible. The initial SITREP should include:

- ☐ Basic incident information: date/time of occurrence, type and scope of incident, jurisdiction(s) affected
- ☐ Casualties (fatalities and injuries) if known
- ☐ Evacuations
- ☐ Shelter(s) opened and location
- ☐ EOC Status
- ☐ Declaration(s) - Municipal and/or County
- ☐ Utilities affected
- ☐ Local transportation impact
- ☐ Unmet needs
- ☐ Point of contact for additional information (name, title, phone number, and e-mail)

Follow up situation reports are developed and distributed at the end of each day or operational period. Content will be situationally dependent, but may include the following categories of information:

- ☐ **Response Actions:** A brief summary of county and local actions that have been implemented such as EOCs activated, emergency declarations, protection actions in place, etc.
- ☐ **Weather:** a brief summary of the current weather as it relates to the incident. www.weather.gov/iln/ilnbrf
- ☐ **Safety & Security:** Law enforcement/security; search and rescue; fire services; government services; and responder safety; additional hazards that need to be mitigated
- ☐ **Mass Care:** food, potable water, sheltering, evacuations, durable goods
- ☐ **Health & Medical:** medical care, patient tracking/reunification, public health, fatality management, health care supply chain integrity
- ☐ **Energy & Utilities:** power, temporary power, fuel, water/waste water, gas, cellular network, internet, etc.
- ☐ **Communications:** 911/dispatch, responder communications, infrastructure, alerts/warnings, financial services
- ☐ **Transportation:** road, bridge, culverts, mass transit, rail, aviation, maritime, pipeline
- ☐ **Hazardous Materials:** facilities, hazmat debris, transportation accidents resulting in hazmat spills/release; hazmat transports

*Incident
Stabilization
Lifelines*

B. EOC Action Plan

The EOC Action Plan outlines the overarching objectives, time frame to be used (operational period), and provides the framework for integrating the individual units of effort into a unified, coordinated entity. The EOC Action plan integrates many of the reporting elements in the SITREP including:

- ☐ Incident Summary: date/time of occurrence, type and scope of incident, jurisdiction(s) affected
- ☐ Population impacts: fatalities, injuries, evacuations, utility impacts, transportation impacts, unmet needs
- ☐ Response Actions: EOC activated, shelter(s) opened, pet shelter(s) opened
- ☐ Declaration(s) - Municipal and/or County
- ☐ Weather

Additional information is included on:

- ☐ Completed actions since last operational period
- ☐ EOC priorities and objectives for the next operational period: outlines what actions need to be accomplished over the course of the defined period of time
- ☐ EOC Staffing and Communication Plan: contact information for functions/organizations in the EOC



Clermont County Emergency Management Agency

Incident Name:

SITREP

☐ Initial

☐ Update #__

☐ FINAL

DATE:

TIME:

Op Period:

Contact Information	Name/Title:		
	Phone:		
	E-mail:		
Incident Summary			
Population Impacts			
Fatalities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Injuries	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Evacuations	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Utilities Impacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Transportation Impacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Unmet Needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Response Actions			
EOC Activated	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Shelter(s) Opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Pet Shelter(s) Opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other Notable Actions:			
Declarations			
Request for State Assistance <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> INFORMATION ONLY			

Weather
Incident Stabilization Lifelines
Safety & Security
Mass Care
Health & Medical
Energy & Utilities
Communications
Transportation
Hazardous Materials



Clermont County Emergency Management Agency

Incident Name:

EOC Action Plan

☐ Initial

☐ Update #__

☐ FINAL

Op Period:

Date/Time:

Start Time:

End Time:

Contact Information	Name/Title:	
	Phone:	
	E-mail:	

Incident Summary

Population Impacts		
Fatalities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Injuries	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Evacuations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utility Impacts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Transportation Impacts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Unmet Needs	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Response Actions		
EOC Activated	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shelter(s) Opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pet Shelter(s) Opened	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Declarations

Completed Actions During Last Operational Period:

Weather	
EOC Priorities & Objectives	
Life Safety	
Obj.	Lead:
Population Protective Actions	
Obj.	Lead:
Property and Environmental Protection	
Obj.	Lead:
Resource Support to Responders	
Obj.	Lead:
Mass Care (Food, Water, Shelter, transportation, etc.)	
Obj.	Lead:
Transportation Restoration	
Obj.	Lead:
Utility Restoration	
Obj.	Lead:
Damage Assessment	
Obj.	Lead:
Debris Management	
Obj.	Lead:
Continuity of Operations	
Obj.	Lead:
Donations & Volunteer Management	
Obj.	Lead:
Documentation & Financial Tracking	
Obj.	Lead:
Other Unmet Needs	
Obj.	Lead:

EOC Staffing & Communications Plan				
EOC Position	Name	Phone	Cell	E-mail
EOC Management		513.735.8500		clermontema@clermontcountyohio.gov
EOC Manager				
Deputy EOC Manager				
Liaison				
PIO				
Planning Section				
Operations Section				
Logistics Section				
Finance & Admin				
Elected Officials				
EOC Support Staff		513.735.8500		clermontema@clermontcountyohio.gov
IT Help Desk		513.732.7868		isdhelp@clermontcountyohio.gov
Telephones				
WebEOC				
Food & Supplies				

Tab 4: Organizational Roles and Responsibilities

Board of County Commissioners

- ☐ Review and approve policy and operations guidelines
- ☐ Appropriate and authorize expenditure of funds
- ☐ Approve contracts and authorize distribution of equipment, materials, and supplies for disaster purposes
- ☐ Approve/authorize public information releases via the Public Information Officer
- ☐ Issue a proclamation declaring an emergency or disaster exists
- ☐ Assign and make available for duty the employees, property or equipment of the county
- ☐ Ensure County resources are available to address the health and safety needs of residents
- ☐ Convene the Board of County Commissioners as soon as practical for the approval of disaster relief actions

Emergency Management Agency (EMA)

- ☐ Maintain the EOC in a constant state of readiness
- ☐ Provide for a timely activation and recall of key officials and EOC staff
- ☐ Open, manage, and coordinate activities within the EOC
- ☐ Collect and submit disaster declarations to Ohio EMA
- ☐ Review and submit SITREPs and preliminary damage assessment information to Ohio EMA
- ☐ Coordinate with the Ohio EMA, adjacent jurisdictions and local municipalities concerning the use of their personnel and equipment in responding to the disaster
- ☐ Ensure that security is provided for the EOC
- ☐ Ensure the EOC operations are coordinated among all responding organizations
- ☐ Advise senior decision makers on the emergency situation and recommend actions to protect the public

Municipal Chief Executives/Elected Officials

- ☐ Coordinate with IC/UC
- ☐ Review and approve policy and operations guidelines as they relate to their jurisdiction
- ☐ Appropriate and authorize expenditure of Municipal funds
- ☐ Approve contracts and authorize distribution of equipment, materials, and supplies for disaster purposes
- ☐ Approve/Authorize public information releases via the Public Information Officer
- ☐ Provide overall direction and coordination of disaster response and recovery resources
- ☐ Issue a proclamation declaring an emergency or disaster exists. Submit declaration to the EOC.
- ☐ Assign and make available for duty the employees, property or equipment of the municipality
- ☐ Provide for the health and safety of residents
- ☐ Convene the Council/Board of Trustees as soon as practical for the approval of disaster relief actions.

Law Enforcement Officials

- ☐ Ensure security for the EOC
- ☐ Maintain contact with law enforcement agencies in the affected jurisdictions
- ☐ Support the law enforcement priorities of the IC/UC. See Law Enforcement Annex of EOP (ESF #13).

Fire and EMS Officials

- ☐ Maintain contact with fire, EMS, rescue, and hazmat personnel in the affected jurisdictions
- ☐ Obtain and record reports of: fire control; triage, treatment, and transportation; rescue/emergency site operations; casualties
- ☐ Inform other jurisdictions of existing situations and advise on actions to be taken
- ☐ Support the fire, EMS, rescue, and hazmat priorities of the IC/UC. See Fire Management (ESF # 4 & #9) and Hazardous Materials Annex (ESF #10) of EOP.

Engineering and Public Works Officials

- ☐ Maintain contact with engineering/public works/road and service department personnel in the affected jurisdictions
- ☐ Obtain and record reports on: road and bridge conditions, culvert damage, pipeline ruptures, physical barrier placement; gas line breaks, need for debris clearance, water service outages, electrical service outages
- ☐ Inform other jurisdictions of existing situations and advise on actions to be taken
- ☐ Support public works priorities of the IC/UC. See Public Works and Infrastructure Annex of EOP (ESF #1 & #3).

Communications Officials

- ☐ Determine EOC radio communications needs; Arrange for adequate equipment to meet needs
- ☐ Provide just-in-time training
- ☐ Maintain record of radio frequencies and call signs to contact various departments, EOCs in neighboring counties and higher levels of government
- ☐ Ensure that the EOC can communicate with mobile units of field personnel
- ☐ Coordinate all communications activities to support EOC and IC/UC. See Communication Annex (ESF #2)

Information Technology Officials

- ☐ Determine technology needs and provide technical support to EOC during incident
- ☐ Determine telephone needs (conference, public information number, etc.) and provide technical support

Health and Medical Officials

- ☐ Maintain contact with the medical facilities in the county and relay pertinent information to the EOC officials
- ☐ Obtain, record reports on: medical facilities and medical support facilities, distribution of medical support personnel, need for medical supplies and pharmaceuticals, potential health hazards, public health advisories, food, water, and sanitation inspections, and complete shelter facility inspection(s).
- ☐ Monitor OhioTRAC to assist with family reunification
- ☐ Support health and medical priorities of the IC/UC. See Health & Medical Annex of EOP (ESF #8).

Sheltering and Mass Care Officials

- ☐ Assist in the provision of food and potable water for the EOC, first responders, and the impacted community
- ☐ Provide direction and control for all sheltering and mass care activities including functional access needs and pet populations.
- ☐ Coordinate with IC/UC to ensure adequate sanitation and respite resources.
- ☐ See Mass Care Annex (ESF #6) for additional roles and responsibilities

Building Department

- ☐ Coordinate IC/UC, Fire Service, Utility Providers to make determination on utility shut-offs and other life safety inspections.
- ☐ Receive and verify damage reports from all political entities
- ☐ Compile damage reports
- ☐ Estimate amount of damage by political entity
- ☐ Prepare damage assessment reports for transmission to Ohio EMA
- ☐ Coordinate with BCC on modification to the building permit fee structure for impacted communities (if warranted);
- ☐ Public education on the permit process during the restoration process
- ☐ Refer to Damage Assessment Annex for additional roles and responsibilities

Public Information Officers

- ☐ Compile and synthesis information for the release to the public
- ☐ Review all public information and situation reports to prevent duplication or conflict of information
- ☐ Monitor social media for inaccurate information
- ☐ Act as liaison between all public officials and the media
- ☐ Activate Joint Information System (JIS) between PIO(s) of impacted communities
- ☐ See Emergency Public Information Annex (ESF #15) for additional roles and responsibilities

Volunteer & Donations Management (Developmental Disabilities)

- ☐ Establish a virtual intake system to gather information on spontaneous volunteers and donated items
- ☐ Compile list of resources until affected communities can accept volunteers
- ☐ Refine Donations Management Plan based on the incident and types of donated items that are needed (e.g. relief supplies, water, household goods).
- ☐ Coordinate with PIO to promote items that are needed and items that are not needed
- ☐ Coordinated with faith-based/non-profit partners to implement donations management plan
- ☐ Develop a volunteer reception center plan for the implementation of community recovery days (mobile or fixed facility)