



EMERGENCY DISASTER PLAN FOR THE CITY OF GROVEPORT

Standard Operating Procedure Incident Command System

The City of Groveport Emergency Operations Plan (EOP) has been designed to effectively provide direction to staff and the community during a disaster at the local level.

Should the disaster encompass a larger scale or beyond our local level to handle, we will seek assistance from other agencies, specifically the Franklin County Emergency Management and Homeland Security Agency or the State of Ohio.

Suggestions for additions or updating information should be sent to the City Administrator or the Chief of Police of the City of Groveport.

**PRIMARY EMERGENCY PHONE NUMBERS
GROVEPORT, OHIO**

Emergency	9-1-1
Non-Emergency	(614) 525-3333
Office (Non-emergency)	830-2060

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PURPOSE

The purpose of this manual is to serve as a guide in mobilizing, supervising, and coordinating resources to effectively deal with emergencies. It is not intended to restrict or limit any action required to effectively provide for the protection and safety of lives and property, the assistance of victims, and to all citizens of the City of Groveport.

This plan is intended to supplement the Groveport, Madison Township, Canal Winchester and Franklin County Emergency Operation Plans to meet the specific local conditions of the City of Groveport.

SCOPE

In the event of an emergency of disastrous or potentially disastrous proportions, it is expected that local authorities will exert every effort to cope with the situation. When conditions exist which are beyond the capacity of local resources, aid and assistance may be sought from:

- 1) Franklin County Office of Emergency Management and Homeland Security,
- 2) Franklin County Office of Emergency Management and Homeland Security,
- 3) Ohio Emergency Management Agency and Homeland Security
- 4) Federal Emergency Management Agency and Homeland Security
- 5) American Red Cross, and
- 6) Surrounding Municipalities, Counties and Township Governments
 - a. Law Enforcement
 - b. Fire and EMS
 - c. Resource Management

This manual contains guidelines and procedures to aid local authorities in response to a disaster or potential disaster, and identify steps to be taken to seek the aid of County, State, Federal, and other agencies should the severity of the situation merit such action.

ORGANIZATION

General:

This directive shall control the actions of all public and private agencies concerned with the control of man-made or natural disaster in the City of Groveport. It is designed to ensure prompt coordinated action and to facilitate the immediate support of all public and private personnel and equipment to restore law and order.

I. **Mayor**

The Mayor, or other person as specified in the City of Groveport Charter, is responsible for the effective implementation of this directive. His/her staff shall consist of the Administrator, and other individuals designated by him/her.

II. **Administrator**

The Administrator is responsible for the general direction of the emergency control operation. His/her staff may consist of the Public Works Superintendent, Director of Facilities Management, and Finance Director and/or their designee. The Chief of Police will coordinate with the City Administrator.

III. **Emergency Coordinator**

The Chief of Police is designated the primary coordinator for the City of Groveport's emergency control operations and is charged with the responsibility of integrating the activities of other municipal departments and agencies into an effective coordinated emergency response team. The Chief's staff will include the Police Command Staff and Police Sergeant(s). In the discharge of this responsibility, the Chief or his/her designee shall:

- 1) Establish an Emergency Operations Center (EOC) at the Groveport Police Department located at 5690 Clyde Moore Drive, Groveport, Ohio, (or alternate site as necessary), for use by all departments and agencies, and activate same when it is determined that an emergency exists;
- 2) Initiate the City of Groveport's alert notification procedures outlined in each emergency or disaster response category; and
- 3) Take appropriate action to restore and maintain order at the location of the emergency.

IV. **Municipal Departments**

- 1) Each department head will have available at all times, a representative to act as liaison with the Police Department and representatives to man positions in the EOC as requested by the Administrator.
- 2) Each department will be prepared to render whatever service is requested by the Administrator, the Chief of Police, or authorized designee(s).
- 3) Each department will develop, in coordination with the Police Department, necessary plans to implement this directive and effectively perform the tasks required to support the coordinator in restoring and maintaining law and order in the City of Groveport.

COMMUNICATIONS

Communication is the most vital part of any emergency situation and must be maintained at all times. Methods of communications may be person-to-person, written, electronic, radio, telephone, or Teletype. Consideration must be given as to how communication will be maintained in the absence of one or more of these methods.

Groveport Police base station operates on one primary channels with frequencies of **151.220**. The Franklin County Sheriff's Office frequency is **800.00 ++**. Both agencies are capable of monitoring and transmitting on either department's frequency. The police base station monitors the following agencies:

Franklin County Sheriff Department
L.E.E.R.N. (Law Enforcement Emergency Radio Network)
Madison Township Fire Department
Madison Township Police Department
Franklin County Emergency Management
City of Groveport Public Works Department

The Groveport Police Department maintains a Teletype terminal on the L.E.A.D.S. network. The L.E.A.D.S. identifier the Groveport Police Department is **OH0251600**. Mobile units include marked police cruisers equipped with 2-way radios. Mobile units operate on **151.220** and the department is equipped with hand held radios along with each officer. The emergency phone number for the department is **9-1-1**. The non-emergency number is 614 525-3333 (Franklin County Sheriff). The business number for the department is **614-830-2060**.

Special attention must be given to the assignment and utilization of these facilities and assigning additional help to operate them. Outgoing phone calls should be made on non-public lines, keeping the public phones open for incoming calls. Radio channels should be designated for the following:

Channel # 1 - reserved for communication to and from the Emergency Operation Center only:
Channel # 2 - for unit to unit communications

In the event of failure to telephone or electrical systems within an area of the City of Groveport, a police radio will be made available by keeping a car in the area with its emergency lights on to aid citizens in summoning assistance.

Madison Township Fire Department operates on the Columbus 800 trunk system. All mobile units operate on the same frequencies during an emergency, as designated by the primary investigating agency.

Cellular telephones bypass local telephone systems and underground cables. They may be used to supplement emergency communications.

Special Consideration:

When an emergency is of such magnitude that outside agencies are summoned to assist, they can be contacted using the log of operating numbers provided.

When outside agencies respond, they are generally unfamiliar with this area; therefore, knowledgeable persons should be kept available to be assigned to those unfamiliar units as a guide.

PROCEDURES

Emergencies may vary in type, intensity, and area involved. Therefore, it is impractical to set hard and fast rules of operation. This plan is designed as a guide and source of information only.

The most important steps to be taken in any emergency are:

- a. Make an immediate assessment of the scope and magnitude of the emergency;
- b. Determine the area involved;
- c. Determine the number of persons affected, including those killed and injured;
- d. Determine if the bulk of the damage has been done; and
- e. Determine if there is a further threat of damage or danger to life, limb, or property.

The first officer in charge at the scene must assess the situation and advise the dispatcher of the existing conditions.

- I. The following steps are those which should be followed as immediate, basic procedure for any type of major emergency:
 - a. Notify the Madison Township Fire Department
 - b. Advise on duty patrol units
 - c. Notify the Police Command Staff
- II. Establish an Emergency Operations Center (EOC) at the Groveport Police Department located at 5690 Clyde Moore Drive, where the Mayor, City Administrator, and his/her staff may evaluate the situation and the necessary plans put into operation. The alternate EOC may be the Madison Township Community/Police Building on Hamilton Road, Groveport, Ohio. (See below.)
- III. The Chief of Police or his/her designee will assign all members of the Police Department to allow for proper coverage and relief and will notify members of their work responsibilities and schedules.
- IV. The Fire Department will follow normal procedures established by their Chain of Command and coordinate their activities with the Chief of Police. The Fire Department will summon all necessary medical assistance.
- V. The Public Works Superintendent will be notified by the Administrator or his/her representative so that the scheduling of Service Department employees can be made to maximize services and provide for necessary relief.
- VI. The Municipal Engineer or designated contract service, will be notified, as needed, by the Administrator, or designee, so that all available technical knowledge and support may be utilized.
- VII. The Finance Director will be notified by the Administrator, or designee, so that accurate records of expenditures are maintained for use in requesting emergency financial assistance from state or federal agencies.
- VIII. The Director of Facilities Management will be notified by the Administrator, to provide technical knowledge and/or support for any municipal buildings that may be affected by the emergency.

PROCEDURES
(Continued)

- IX. The assessment of the situation will be relayed to the Mayor, Administrator, and the Chief of Police for judgment and appraisal.
- X A pressroom will be established at a location established by the coordinator. All press personnel will be directed there. The Administrator will designate the Public Information Officer. Regular press briefings will be held.
- VI. If the situation requires, the Mayor or his/her designee shall issue a proclamation of the existence of a state of emergency.
- XII. Notify the Franklin or the Franklin County Office of Emergency Management and Homeland Security to initiate the stand-by procedures, if required.
- XIII. Notify the appropriate departments and agencies with the State of Ohio following procedures outlined in the Franklin County Emergency Management and Homeland Security manual, if required.
- XIV. If the emergency has resulted in death to any person, notify the appropriate county Coroner who shall direct the recovery, identification, and disposition of the dead.

POSSIBLE EOC LOCATIONS

Location	Address	Choice	Back Up Power
City of Groveport Police Department	5690 Clyde Moore Dr.	Primary	Yes
City of Groveport Municipal Building	655 Blacklick St.	Secondary	No
Madison Township Police Department	4567 Madison Lane	Secondary	Yes

**GENERAL RESPONSIBILITIES FOR DISASTER
PREPAREDNESS AND RESPONSE**

Department Duties*

Mayor:

1. Issues a proclamation of the existence of *State of Emergency*, if necessary (or Proclaiming Authority);
2. Reviews all information to be disseminated to the public;
3. Provides news releases and information to media.

Council

1. Review present Code of Ordinances to determine the need for standing legislation that could be invoked by the administration to alleviate the needs of the City of Groveport and its residents before and after a disaster;
2. Be prepared to go into an Emergency Executive Session to deal with legislation that would be relevant to the needs that could be created by any disaster;
3. Be prepared to offer assistance at the E.O.C., pressroom, or other sites as directed.

Administrator

1. Assumes responsibility for the implementation and direction of the disaster plan;
2. Requests assistance from relevant outside agencies in the case of disaster;
3. Notifies adjacent jurisdictions, if necessary.

Clerk of Council

1. Maintains communication with the Groveport City Council;
2. Researches Municipal ordinances.

Law Director

1. Renders legal opinions as requested;
2. Prepares emergency legislation and/or proclamations.

Finance Director

1. Assesses the damage done by the incident and compile all damage estimates to public and private property;
2. Contacts the City of Groveport's major insurer;
3. Provides for immediate authorization and funding for expenses associated and needed during and after the emergency.

THE FOUR PHASES OF COMPREHENSIVE EMERGENCY MANAGEMENT

MITIGATION

Mitigation is any short-activity taken to eliminate or reduce the degree of long-term risk to Human life and property from natural and man-made hazards. Mitigation assumes that Society is exposed to risks whether or not an emergency occurs.

PREPAREDNESS

Preparedness is any activity taken in advance of an emergency that develops operational capabilities and facilitates an effective response in the event an emergency occurs.

RESPONSE

Response is any action taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery.

RECOVERY

Recovery is term activity to return vital life-support system to minimum operating standards and long-term activity designed to return life to normal or improved levels.

ZONES

White zone – Area commonly referred to as the safe zone. This area should be identified to place an Emergency Operations Center, a common area for the press and the public. This area may also be established for non-injured victims of a disaster to be retrieved by their families or friends.

Blue zone – This area is commonly referred to as the *Triage* or EMS area. Victims of disasters who are injured will be sent or taken to this area until treated, assessed or transported.

Red zone – This area is the area affected by the disaster. This includes life and property, high risk and dangerous to all personnel. It may also be declared a designated emergency disaster area.

Yellow Zone – Is usually a declared unsafe area and has been affected as a secondary disaster area is located immediately adjacent to the red zone.

TORNADO

Tornado Watch:

This is an alert that meteorological conditions exist that **could produce** a tornado. It usually covers a very large area, including several counties and may be as wide as 140 miles and long as 200 miles.

Tornado Warning:

A tornado warning is issued when a tornado **has been sighted** or is indicated by radar. When a tornado warning is issued affecting those areas defined as the City of Groveport jurisdiction in Franklin County, the police department will make **immediate contact** with Franklin County Emergency Management/Homeland Security Agency.

Department - Duties

Police Department

1. All available patrol units will act as spotters to determine prevailing winds and to report sightings of any apparent tornado or funnel cloud; areas of touchdown will be immediately reported to the department.
2. The Franklin County Dispatcher(s) should notify the following of an existing Tornado Watch or Tornado Warning:
 - a. All on duty patrol units;
 - b. The Madison Twp. Fire Department;
 - c. Police Command Staff;
 - d. The Office of the Superintendent of Schools during school hours,
 - e. On duty Department Heads and supervisors, who will notify their on-duty personnel,
 - f. If the tornado can be confirmed to be a threat to any specific area in the City of Groveport every effort shall be made to warn persons in that specific area.
3. The Franklin County Sheriff's dispatcher shall report the sighting of any tornado immediately to the:
 - a. National Weather Service;
 - b. Madison Township Fire Department;
 - c. Franklin County Sheriff's Office.
4. If a tornado strikes, the Patrol unit closest to the tornado will determine the extent of the emergency.
5. If necessary, the EOC will be established at the Groveport Police Department or the alternate EOC site.

Emergency Operations Center

1. The EOC Coordinating Officer will notify the following as per procedures, if not already notified:
 - a. Mayor;
 - b. Administrator;
 - c. Madison Twp. Fire;
 - d. Public Works Superintendent;
 - e. Director of Facilities Management;
 - f. Finance Director;
 - g. County Coroner if the tornado resulted in the death of any person;
 - h. Local Hospitals;
 - i. Local grocery and drugstores for emergency food and medical supplies;
 - j. The Franklin County Office of Emergency Management and Homeland Security;
 - k. The State of Ohio;
 - l. The trash and litter resource;
 - m. The local chapter of the Red Cross.

2. The EOC Coordinator with the help of relevant department directors shall establish the following:
 - a. The area to be isolated;
 - b. Perimeter control, appropriate traffic flow, and advise all emergency vehicles of the routing;
 - c. The field command (EOC) location and maintain communications;
 - d. The dispersal area and first aid location;
 - e. Persons authorized to enter the emergency area. ID tags will be verified and a record kept of all personnel and equipment committed to the area;
 - f. Physician services at the scene;
 - g. A temporary morgue;
 - h. Temporary housing facilities with the help of the Groveport School Superintendent and Red Cross;
 - i. The press room;
 - j. Transportation for persons to and from the temporary housing facilities;
 - k. The availability of special equipment;
 - l. A schedule of all manpower for proper relief.

Fire Department

1. Prepare for rescue and fire emergency calls;
2. The Fire Chief or his designee will assist at the EOC as needed.

Service Department

1. Maintain service vehicle readiness;
2. Open roads;
3. Assist in rescue operations, if possible;
4. Clean up debris;
5. Notify the Public Utilities

Parks & Recreation

1. Assist in keeping roads open;
2. Assist in removal of debris.

Finance

1. Assess costs of emergency response;
2. Maintain records of all Municipal resources used to respond of the Emergency.

Facilities Management

1. Assist in evaluation of damaged municipal buildings;
2. Inspect all municipal facilities affected by the incident for safety.

Administration

1. Coordinate external resources with internal resources;
2. Establish communication with DOC and EOC.

TRAIN WRECK

Police

1. A Patrol unit will assess the extent of the emergency with the help of the Shift Commander
2. If necessary, an Emergency Operations Center (EOC) will be established at the designated location.
3. The dispatcher will notify the following:
 - a. On duty officers;
 - b. Madison Twp. Fire Chief;
 - c. Police Command Staff;
 - d. Franklin County Sheriff and/or the Ohio State Highway Patrol;
 - e. Norfolk-Southern Railway or appropriate rail service;
 - f. Emergency Operations Center (EOC).
4. The EOC Coordinating Officer shall notify the following as per procedure:
 - a. Mayor, Administrator, and Public Works Superintendent;
 - b. Finance Director;
 - c. The County Coroner if the wreck resulted in the death of any person;
 - d. Local hospitals;
 - g. The Franklin County Office of Emergency Management and Homeland Security;
 - h. Franklin Co. Sheriff's Office;
 - i. The Columbus Franklin Co. Emergency Management Agency;
 - j. The Ohio Emergency Management;
 - k. The local chapter of the Red Cross.
5. The EOC Coordinator, with the help of relevant department directors shall establish the following:
 - a. The area of isolation. **(Red Zone)**;
 - b. Perimeter control and routing of all emergency vehicles;
 - c. A field command location;
 - d. Attempt to discover if there is any hazardous cargo involved in the accident. The EOC will determine this in conjunction with the Madison Twp. Fire Department and the Rail Carrier involved in the incident;
 - e. The dispersal area and first aid location. **(Blue Zone)**;
 - f. Persons authorized to be in the area. Issue ID tags and keep a record of personnel and equipment committed to the area;
 - g. Physician services at the scene;
 - h. A temporary morgue;
 - i. The press room;
 - j. Temporary housing facilities as needed for evacuees with the help of the School Superintendent and Red Cross;
 - k. Transportation for persons to / from the temporary housing facilities;
 - l. The availability of special equipment as needed;
 - m. A schedule of all manpower for proper relief.

Fire Department

1. Prepare for emergency and rescue calls;
2. Consult all computer and./or other data concerning verified contents of rail cars and other structures involved;
3. The Fire Chief will assist at the EOC as needed.

Service Department

1. Maintain service vehicle readiness;
2. Open roads;
3. Assist in rescue operations, if possible;
4. Clean up debris;
5. Notify the Public Utilities involved.

Parks & Recreation

1. Assist in keeping roads open;
2. Assist in removal of debris.

Finance Department

1. Record all Municipal resources used to respond to the emergency;
2. Assess the cost of emergency response.

Administration

1. Coordinate all external resources with internal resources;
2. Establish and maintain communications with the EOC and the DOC.

AIRPLANE CRASH

Police Department

1. The patrol unit determines the extent of the emergency with the assistance of the Shift Command. The Ohio State Highway Patrol, the Federal Aviation Authority and the Airport Authorities will assume all investigations of a plane crash.
2. The dispatcher notifies the following:
 - a. Madison Twp. Fire Department;
 - b. The State Highway Patrol (Investigating Agency);
 - c. Advise the on duty officers;
 - d. Police Command Staff.
3. Military authorities at Rickenbacker Air National Guard Base at 614 492-4341, only if the aircraft is a military aircraft.
If a civilian aircraft is involved:
 - a. Port Columbus Authority 614-239-4000 or 614-239-4029 (24hr)
 - b. Don Scott Airfield (OSU) 614-292-5460
 - c. Bolton Airfield 614-239-4000

Emergency Operations Center

1. The EOC Coordinating Officer shall notify the following as per procedures:
 - a. Administrator;
 - b. Director of Public Works;
 - c. Director of Facilities Management;
 - d. Finance Director;
 - e. The local chapter of the American Red Cross;
 - f. Local grocery and drug stores for emergency food/medical supplies;
 - g. Franklin County or the Franklin County Emergency Management Agency;
 - h. The County Coroner;
 - j. Local hospitals;
 - k. The Federal Aviation Association (FAA);
 - l. The Ohio Emergency Management Agency;
 - m. The Ohio State Highway Patrol.
2. The EOC Coordinator, with the help of relevant department directors, shall establish the following:
 - a. A perimeter control to isolate the area that is determined to be affected by the disaster;
 - b. Appropriate traffic flow and advise all emergency vehicles of the routing;
 - c. A Disaster Operation Center (DOC) field location to establish and maintain communications;
 - d. A dispersal area and a first aid location;
 - e. Persons authorized to be in the area. ID tags will issued and a record keep of personnel and equipment committed to the area;
 - f. Physician services, if needed;
 - g. A temporary morgue;
 - h. The press room;
 - i. Temporary housing facilities with the help of he School Superintendent and the Red Cross;
Transportation for persons to / from the temporary housing facilities;
 - k. The availability of special equipment as needed;
 - l. The schedule of manpower for proper relief.

Fire Department

1. Prepare for rescue and fire emergency calls;
2. Assist with street clearing, if possible;
3. The Fire Chief will assist at the EOC as needed.

Service Department

1. Clear streets of debris;
2. Assist in rescue operations, if possible.

Parks & Recreation

1. Assist in debris removal and road opening.

Finance Department

1. Assess costs of emergency response;
2. Keep records on all Municipal resources used to respond to the emergency.

Facilities Management

1. Evaluate municipal building damage.

Administration

1. Coordinate external resources with internal resources;
2. Notify public utilities involved;
3. Establish and maintain communications with EOC and the DOC.

MAJOR FLOOD

Police Department

1. The Patrol units determine the extent of the emergency with the help of the Shift Commander and Public Works Superintendent.
2. If necessary, the Emergency Operations Center (EOC) will be established.
3. The dispatcher notifies the following:
 - a. Advise the on duty officers;
 - b. Police Command Staff;
 - c. Madison Twp. Fire Department.

Emergency Operations Center

1. The EOC Coordinating Officer notifies the following as per procedures:
 - a. Administrator;
 - b. Public Works Superintendent;
 - c. Finance Director;
 - d. Local grocery and drug stores for emergency food and medical supplies;
 - e. The Franklin County Office of Emergency Management and Homeland Security;
 - f. Franklin County Emergency Management Agency;
 - g. The Ohio Emergency Management Agency;
 - h. The County Coroner if death has resulted to any person;
 - i. The local Chapter of the Red Cross;
 - j. The trash collector.
2. The EOC Coordinator, with the help of relevant department directors, shall establish the following:
 - a. A field command location, (DOC) and maintain communications with it;
 - b. Perimeter control, appropriate traffic flow, and routing of all emergency vehicles;
 - c. The dispersal area and the first aid location;
 - d. The people authorized to be in the area. Issue ID tags and keep a record of Center personnel and Center (EOC) equipment committed to the area;
 - e. Temporary housing facilities for those forced to evacuate, with the help of the Red Cross and the School Superintendent;
 - f. Secure transportation for people to and from the temporary housing facilities;
 - g. The press room;
 - h. Obtain special equipment as needed;
 - i. A temporary morgue, if necessary;
 - j. A schedule of all manpower for proper relief.

Fire Department

1. Prepare and perform rescue operations;
2. Assist in street clearing, if possible;
3. The Fire Chief will assist at the EOC as needed.

Service Department

1. Prepare and perform rescue operations;
2. Assist in street clearing, if possible;
3. Assist in rescue operations, if possible.

Parks & Recreation

1. Assist in street cleaning;
2. Assist in debris pickup and removal.

Finance

1. Assess the cost of emergency response;
2. Maintain records of all Municipal resources used to respond to the emergency.

Administration

1. Establish communications with the EOC and to DOC;
2. Notify the Public Utilities involved;
3. Coordinate external and internal resources.

EXTREME SNOW AND ICE STORMS

Police Department

1. The Patrol units determine the extent of the emergency with the help of the Shift Commander and Street Foreman.
2. If necessary, an Emergency Operations Center (EOC) will be established at the Groveport Police Department.
3. The dispatcher notifies the following:
 - a. Advise the on duty officers;
 - b. Command Staff;
 - c. Public Works Superintendent.

Emergency Operations Center

1. The EOC Coordinating Officer notifies the following as per procedures:
 - a. Administrator;
 - b. Finance Director;
 - c. Local grocery and drug stores for emergency food and medical supplies;
 - d. The Franklin County Office of Emergency Management and Homeland Security; or the Franklin County Emergency Management Agency;
 - e. If the emergency has resulted in any deaths notify the County Coroner
2. The EOC Coordinator, with the help relevant Department directors, will establish the following:
 - a. A priority street clearing plan that makes every effort to keep S.R. 317, Groveport Road, and routing to the nearest hospital open;
 - b. Obtain tow trucks, as needed;
 - c. Designates an appropriate parking lot as an abandoned car storage lot. Plow storage area immediately so stalled cars may be towed there to clear the streets;
 - d. Temporary housing facilities, if needed with the help of the Red Cross, the Fire Department and the Groveport Schools;
 - e. Transportation for people to/from the temporary housing facilities;
 - f. The scheduling of manpower for proper relief;
 - g. If necessary, establish a press room.

Fire Department

1. Prepare to perform rescue operations
2. The Fire Chief will assist at the EOC as needed.

Service Department

1. Plow and salt roads according to the priority street-clearing plan;
2. Clear roads of debris and other objects.

Parks & Recreation

1. Assist in snow removal from streets.

Finance

1. Assess the cost of emergency response;
2. Maintain records of all Municipal resources used to respond to the emergency.

Administration

1. Coordinate external resources with internal resources;
2. Notify public utilities;
3. Establish and maintain communications with the EOC and the DOC.

Snow Emergency Levels:

Snow emergency levels are declared by the Sheriff of Franklin County.

Level I – General public may drive on roadways with extreme caution

Level II – General public should avoid driving on roadways unless absolutely necessary

Level III – Only emergency equipment and personnel are allowed on roadways. Non authorized drivers may be arrested.

CIVIL DISTURBANCES

In the event of a riot, civil disorder, or insurrection, local authorities are expected to control the situation to the extent of their capabilities. When it is clearly indicated that the situation is, or is in imminent danger of being, beyond the control of local authorities, the Ohio State Highway Patrol and/or the National Guard may be authorized by the Governor to assist. The Governor has designated the Ohio State Highway Patrol as the agency to gather intelligence and factual data to form the basis for this action. Therefore, all local authorities must cooperate with the Highway Patrol on a day-to-day basis in the gathering of such information.

Police Department

1. The Patrol unit will assess the extent of the emergency with the help of the Commander.
2. If necessary, an Emergency Operations Center (EOC) will be established at the Groveport Police Department.
3. The dispatcher notifies the following:
 - a. Advise the on duty officers;
 - b. Police Command Staff;
 - c. The Madison Township Fire.

Emergency Operations Center

1. The EOC Coordinating Officer, with the help of relevant department directors shall:
 - a. Notify Administrator;
 - b. Establish a field command location, (DOC) and maintain communications with it;
 - c. Isolate the area, and establish perimeter control;
 - d. Notify the Finance Director;
 - e. Determine the appropriate traffic flow and advise all emergency vehicles of the routing
 - f. Establish a dispersal area and a first aid location;
 - g. Issue and order to desist and disperse;
 - h. Designate an officer to open the storage room and issue such equipment as necessary and keep a record of issue;
 - i. Determine the people authorized to be in the area, issue ID tags, and keep a record of the personnel and equipment committed to the area;
 - j. Notify the Franklin County Sheriff's Office;
 - k. Notify the Ohio State Highway Patrol;
 - l. Select a detention and processing point for processing and confining persons arrested;
 - m. Arrange for transportation of prisoners to the detention and processing facility;
 - n. Arrange for the photographing and identification of all persons arrested;
 - o. Request assistance from the National Guard when needed;
 - p. Establish the press room.

Finance

1. Assess the cost of emergency response;
2. Maintain records of all Municipal resources used to respond to the emergency.

Administration

1. Coordinate external resources and internal resources;
2. Establish communications with the Emergency Operations Center (EOC) and the Department Operation Center (DOC).

ORDER TO DESIST AND DISPERSE
(Section 2917.04, Ohio Revised Code)
(Section 509.02 - Groveport Codified Ordinances)

Whereas, five or more persons are engaged in violent and tumultuous conduct, creating a clear and present danger to the safety of persons and property. Now, I _____
_____, a law enforcement officer, do forthwith, upon view, and in hearing, order you to desist and disperse to your home or lawful place of employment.

I make this order pursuant to the law of the State of Ohio, known as Section 2917.04, of the Criminal Code, and the laws of the City of Groveport, known as Section 509.02 of the Groveport Codified Ordinances, and I pause for a reasonable time to enable you to comply with this order.

Failure to comply with this order may result in your immediate arrest and detention.

(Law Enforcement Officer)

Read at:

Date, Time and Place

RADIOACTIVE INCIDENTS AND ACCIDENTS

THIS IS A BRIEF SUMMARY ONLY.

DUE TO EXTREME HAZARDS, REFER TO FRANKLIN COUNTY EMERGENCY PLAN.

IMMEDIATELY TELEPHONE OHIO EMERGENCY MANAGEMENT AGENCY, 614-889-7150.

Due to the increasing number of radiological and chemical accidents that have occurred, the Federal Emergency Management Agency has developed an incident level system that is designed to assist in coordinating emergency operations. The system is used to report accidents to the state and federal authorities and enables them to provide the necessary level of response. These levels are:

Incident Level One

The incident level in which intra-Municipal resources are used and coordination efforts are minimal.

Incident Level Two

Spread of incident or absorption of Municipal resources. Mutual aid has been requested or is on standby.

Incident Level Three

Complete absorption of Municipal resources has forced reliance on mutual aid to handle response to disastrous incident.

Police Department

1. The patrol unit will assess the extent of the emergency with the help of the Shift Commander.
2. If necessary an Emergency Operations Center (EOC) will be established at the Groveport Police Department.
3. The dispatcher will notify the following:
 - a. Officers on duty;
 - b. Police Command Staff;
 - c. Madison Township Fire.
4. The Mayor, or the authorized delegate, will re-examine the situation and determine an initial incident level and initiate the appropriate response strategy given the level of the incident.
5. Direct, coordinate, and implement the evacuation plan, if necessary by:
 - a. Notifying residents in the evacuation area by using vehicles with public address systems;
 - b. Additionally, all evacuees should be verbally instructed of the situation with a message similar to the following:

“There has been an accident involving radioactive materials at (LOCATION). Because of the hazardous materials involved in the accident, you are advised to leave this area immediately. Please go to (DIRECTION) beyond (OUTER PERIMETER). (NAME OF PLACE) is being used as a shelter and (LOCATION) will have transportation to the shelter.”
 - c. Attempt to use neighbors as an information source about the elderly and disabled in the neighborhood.

Emergency Operations Center

1. The EOC Coordinating Officer shall notify the following:
 - a. Administrator;
 - b. Public Works Superintendent;
 - c. Director of Facilities Management;
 - d. Finance Director;
 - e. The Franklin County Office of Emergency Management and Homeland Security;
 - f. The Franklin County Emergency Management Agency,
 - g. The Ohio Emergency Management Agency;
 - h. The Environmental Protection Agency.

2. The following information should be provided to these agencies:
 - a. Location of the incident;
 - b. Name of the shipper and manufacture, if known;
 - c. Type of container;
 - d. Railroad car or truck number;
 - e. Local conditions (weather, traffic & nearby schools, etc);
 - f. Rickenbacker Air National Guard Base, if a nuclear weapon is involved;
 - g. Franklin County Department of Health's Environmental Unit ;
 - h. The Nuclear Regulatory Commission, Chicago office;
 - i. The County Coroner, if the emergency has resulted in the death of any person
 - j. The local Chapter of the Red Cross

3. The EOC Coordinator with the help of relevant department directors establishes the following:
 - a. A field command location, (DOC), and maintain communications with it;
 - b. A perimeter control to isolate the area that is determined to be affected by the incident;
 - c. Rescue operations for trapped or injured persons and transports them to a first aid location;
 - d. Authorization of those persons who may enter the emergency area. They will be issued ID tags and records will be kept of all personnel and equipment committed to the area;
 - e. Determine appropriate traffic flow and advise all emergency vehicle of the routing;
 - f. A temporary morgue;
 - g. The press room;
 - h. Obtain special equipment as needed;
 - i. Develop a plan for evacuation, if necessary;
 - j. Arrange for temporary housing through the School Superintendent and the Red Cross;
 - k. Arrange for transportation of evacuees to /from the designated shelter facilities;
 - l. Scheduling of man power for proper relief;
 - m. Obtain the services of doctors as needed;
 - n. Arrange for emergency food and medical supplies from local grocery and drug stores.

4. The EOC Coordinator with the help of the relevant department directors shall advise:
 - a. The rescue crews to remove injured persons with as little contact as possible and **NOT** to transport them to the hospital unless certain they have not been radioactively contaminated or if the hospital is informed of the possible contamination prior to arrival;
 - b. The rescue crews, if a nuclear weapon is involved, to restrict the area of the incident to 1500 feet in all directions and inform EOC of the weapon so they can call Rickenbacker Base Operation;
 - c. All relevant citizens of evacuation proceedings, if necessary;
 - d. All personnel are to **NOT** to use any radio communication;
 - e. All people in the area of the incident are **NOT** to eat, drink, smoke, or use food and drinking water that may have been in contact with radioactive material;
 - f. The Fire Department to fight fires upwind to avoid fumes, dust, and possible contamination;
 - g. to avoid handling suspect material until it has been monitored; to segregate clothing and tools used at the area until they can be checked by the radiological monitoring team;
 - h. The Fire Department is **NOT** to wash radioactive materials into drains or areas bordering surface water;
 - i. The Service Department is **NOT** to move vehicles, shipping containers, or wreckage except to rescue people until authorized to do so by the EOC . If a right of way must be cleared, the vehicles and debris should be moved the shortest possible distance and spillage should be cleared from the pathway with minimal dispersion of wash water and spilled material.

Fire Department

1. Prepare for rescue and fire emergency calls;
2. Report the following to the EOC:
 - a. Type of hazardous material designated on placard or shipping documents;
 - b. Any visible activities (Smoke, fire, etc.);
 - c. Type and number of vehicles involved;
 - d. Weather conditions (rain, wind directions, etc.);
 - e. Other helpful information (traffic, nearby fuel depots, schools, hospitals, etc.).

Service Departments

1. Open roads and streets;
2. Clear debris;
3. Assist with rescue operations, if possible.

Finance

1. Assess the cost of emergency response;
2. Maintain records of all Municipal resources used to respond to the emergency.

Facilities Management

1. Assist in the evaluation of damaged municipal buildings;
2. Inspect all municipal facilities affected by the incident for safety.

Parks & Recreation

1. Assist with the evacuation of citizens from the site of the Recreation emergency;
2. Notify the Public Utilities involved, if necessary;
3. Establish and maintain communications with the EOC and the DOC;
4. Contact adjacent jurisdictions that may be affected by the incident if necessary.

HAZARDOUS MATERIALS INCIDENTS AND ACCIDENTS

THIS IS A BRIEF SUMMARY ONLY. **EXERCISE EXTREME CAUTION TO PROTECT YOURSELF AND OTHERS. DUE TO EXTREME HAZARDS, REFER TO FRANKLIN COUNTY EMERGENCY PLAN.**

Due to the increasing number of hazardous material and chemical accidents that have occurred, the Federal Emergency Management Agency has developed an incident level system that is designed to assist in coordinating emergency operations. The system used to report accidents to state and federal authorities and enables them to provide the necessary level of response. The levels are outlined on Page 26 within the Section on Radioactive Incidents.

Police Department

1. The patrol unit will assess the extent of the emergency with the help of the Shift Commander, fire officials, and the Orange (DOT) Emergency Response Handbook;
2. From a safe distance, attempt to read placard and notify dispatcher;
3. Dispatcher will receive from patrol unit (or person calling in) the key information on the data sheet immediately following this section;
4. The dispatcher notifies the following:
 - a. Advise the on duty police officer;
 - b. Madison Twp. Fire;
 - c. Police Command Staff;
 - d. Franklin County Disaster Services.
5. If necessary, an EOC will be established at the Groveport Police Department.
6. The Senior Fire Official, per Ohio Revised Code, or the authorized delegate, re-examines the situation and determines an initial incident level and initiates the appropriate response strategy given the level of the incident.
7. Direct, coordinate, and implement the evacuation plan if necessary, by:
 - a. Notifying residents in the evacuation area by using vehicles with public address systems;
 - b. Additionally, all evacuees should be verbally instructed of the situation with the message similar to the following:

There has been an accident involving hazardous materials at (LOCATION). Because of the hazardous materials involved in the accident, you are advised to leave this area immediately. Please go to (NAME OF PLACE) is being used as a shelter and (LOCATION) will have transportation to the shelter if needed.
 - c. Attempt to use neighbors as an information source about the elderly and disabled in the neighborhood.

Emergency Operations Center

1. The EOC Coordinating Officer shall notify the following:
 - a. Administrator;
 - b. Director of Facilities Management;
 - c. Finance Director;
 - e. The Franklin County Emergency Management Agency;
 - f. The Ohio Emergency Management Agency;
 - g. The Environmental Protection Agency;
The following information should be provided to these agencies:
 - i. Location of the incident;
 - ii. Name of the shipper and manufacturer, if known;
 - iii. Type of container;
 - iv. Railroad car or truck number, and
 - v. Local conditions (weather, traffic and nearby schools, etc.).
 - f. Notify the shipper and manufacturer;
 - g. Franklin County Department of Health's Environmental Unit;
 - h. The County Coroner, if the emergency has resulted in the death of any person;
 - i. The local Chapter of the Red Cross.
2. The EOC Coordinator, with the help of relevant department directors establishes the following:
 - a. A field command location, (DOC), and maintain communications with it;
 - b. A perimeter control to isolate the area that is determined to be affected by the incident;
 - c. Develop a plan for evacuation, if necessary;
 - d. Rescue operations for trapped or injured persons and transports to a first aid location;
 - e. Authorization of those persons who may enter the emergency area. They will be issued ID tags, and records will be kept of all personnel and equipment committed to the area;
 - f. Determine appropriate traffic flow and advise all emergency vehicles of the routing;
 - g. A temporary morgue;
 - h. The press room;
 - i. Obtain special equipment as needed;
 - j. Arrange for temporary hosing through the School Superintendent and the Red Cross;
 - k. Arrange for transportation of evacuees to and from the designated shelter facilities
 - l. Scheduling of man power for proper relief;
 - m. Obtain the service of doctors as needed.
3. The EOC Coordinator with the help of the relevant department directors shall advise:
 - a. All relevant citizens of evacuation proceedings, if necessary;
 - b. All rescue crews and personnel are **NOT** to do too much until the chemical specialists arrive to determine potential dangers;
 - c. All rescue crews to remove the injured persons with as little contact as possible and to notify the hospital before arrival if the victim may have been contaminated;
 - d. All people in the area of the incident are **NOT** to eat, drink, or smoke, or use food that may have been in contact with hazardous material;
 - e. The Fire Department will fight fires as though they are toxic and likely to have explosive reactions if the chemical is unknown; is **NOT** to wash chemicals into drains, and to handle the materials using foam, burying, or disposing of it as prescribed by the manufacturer;
 - f. All personnel to keep emergency services upwind to avoid smoke, fumes, dust, and possible

- contamination;
- g. The Service Department is **NOT**, to move vehicles, shipping containers, or wreckage except to rescue people until authorized to do so by the EOC.

Fire Department

1. Prepare for rescue and fire emergency calls, per standard procedures;
2. Report the environmental and physical activity to the EOC – to include number of persons, buildings, property or any other relevant information that may be involved in this type of disaster

Service Departments

1. Maintain service vehicle readiness;
2. Open roads and streets;
3. Clear debris;
4. Assist with rescue operations, if possible.

Finance Department

1. Assess the cost of emergency response;
2. Maintain records of all Municipal resources used to respond to the Emergency.

Facilities Management

1. Assist in the evaluation of damaged municipal buildings;
2. Inspect all municipal facilities affected by the incident for safety.

Parks & Recreation

1. Assist with the evacuation of citizens from the site of the emergency;
2. Assist with removal of debris, assist with clearing of hazards.

Administration

1. Coordinate external resources with internal resources;
2. Establish and maintain communications with the EOC and the DOC;
3. Notify the Public Utilities involved, if necessary;
4. Contact adjacent jurisdictions that may be affected by the incident if necessary.

EMERGENCY PROCEDURES

I. To Request State of Ohio Assistance in Civil Disturbances and Natural or Man-Made Disaster.

Telephone the Governor (Mayor or Designate)

During Business Hours: (614) 466-4363 or 466-3555

During Other Hours (614) 466-2660

IN CIVIL DISTURBANCES, Provide the following information:

1. Name and Title of individual making request
2. Description of disorder
3. Estimate of number of groups involved
4. Identity of persons or groups involved
5. Statement of number of Law Enforcement Officers available and,
6. State of action taken

IN NATURAL OR MAN-MADE DISASTERS, Provide the following information:

1. Specific type of help needed
2. Name and title of individual making request
3. Description of disaster
4. Estimate of the number of people affected
5. Estimate of damage to public and private property and,
6. Action taken by Local Agencies and Authorities

II. Send confirming telegram addressed to Governor containing the same information required above:

During Business Hours: Office of the Governor
State House
Columbus, Ohio 43215

During Other Hours: Governor's Residence
358 North Parkview Ave.
Columbus, Ohio 43209

Copy to: The Adjutant General
2825 West Granville Rd.
Worthington, Oh 43085
Phone: (614) 889-7070

SHELTERS

The following locations have the potential to be used as temporary sheltering for victims of a disaster:

The City of Groveport Recreation Center, located at 7500 Groveport Road;
The Groveport-Madison High School, located on SR 317.

Neither facility is equipped for long term housing, nor neither have back up power. Should an incident involve the displacement of our residents for a period beyond our ability to provide safe and sanitary conditions, other means of support and service will be sought.

According to G-M School officials, the school's contingency plans allow for the schools to open all buildings to the public in the case of an emergency.

SHELTER-IN-PLACE

Shelter-in-Place means simply staying indoors. Whether at home, school, or at work, you are to remain indoors.

During this time you must conserve energy, minimize the use of electrical devices, and avoid potential contamination from airborne or chemical releases. More importantly, it is important to conserve food and water until the emergency has been lifted.

Persons with long term medical issues should consider locating to a site where their care and treatment may be made available to them.

Food and water should be available for each person for a minimum of three days. Kits are commercially available.

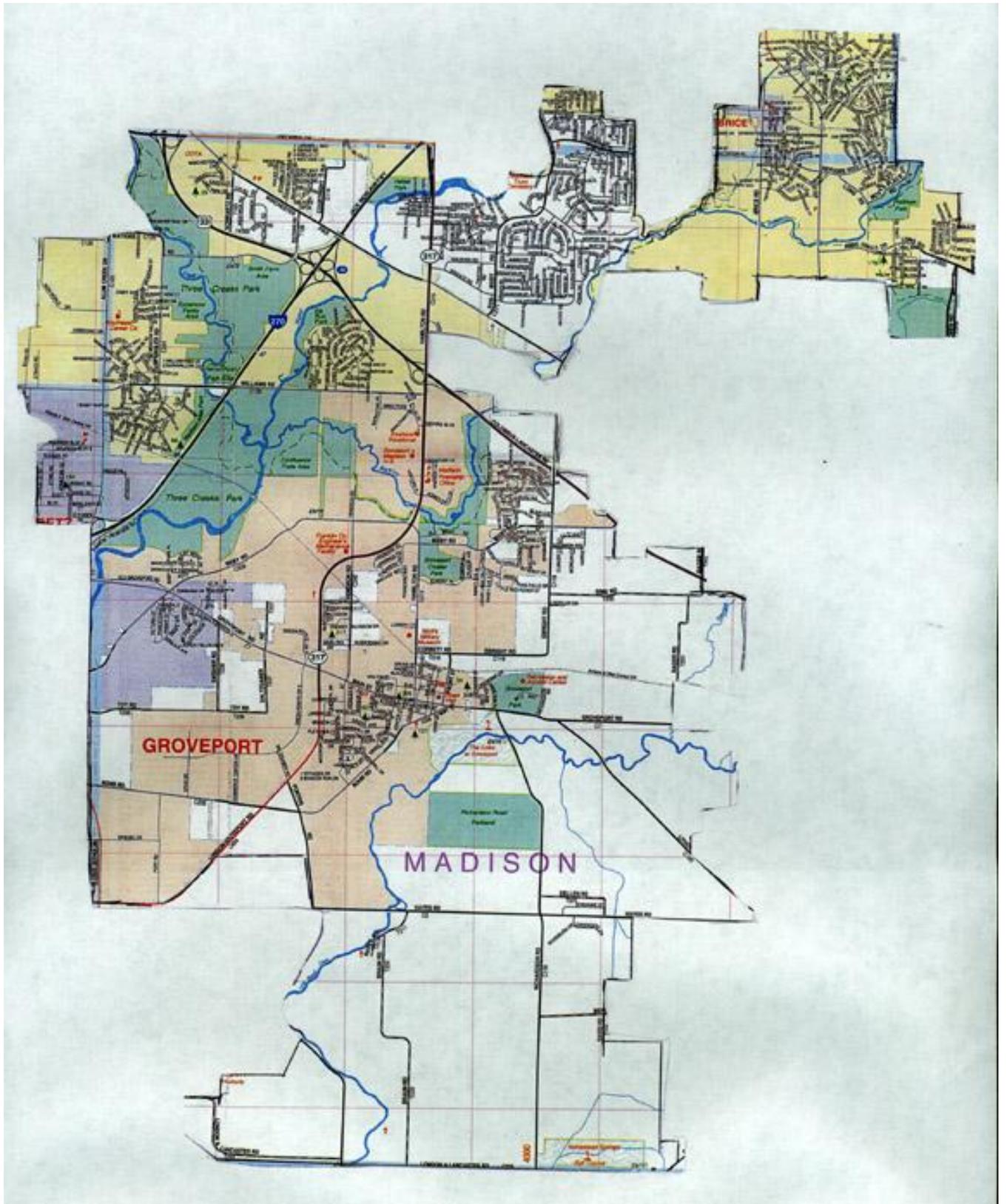
EVACUATION ROUTES

The diversity of natural and weather related emergencies will determine the actual routes necessary to evacuate the residents of the City of Groveport. The routes established allow movement of egress for the public and yet allow ingress for emergency personnel and equipment.

Egress roadways will be one-way traffic for evacuees. Exception: responding emergency equipment.

Only primary roads will be used to evacuate the City. Those roads include but are not limited to State Route 317 north and south, while Main Street/Groveport Road will be used for east and west evacuations. All streets leading away from the disaster location will be routed to the safest road for evacuation purposes.

The City of Groveport has many routes in and out of the city. The primary routes will be designated during a disaster. In most cases the primary routes east from the city will be Groveport Road towards Canal Winchester, or west bound towards Obetz. Ebright Road and/or SR 317 will be designated northbound, while SR 317 will also be southbound.



ACRONYMS

AC	Area Command
ALS	Advanced Life Support
ARC	American Red Cross
CBRN	Chemical, Biological, Radiological, Nuclear
DHS	Department of Homeland Security
DOC	Department Operations Center also Disaster Operations Center
DOD	Department of Defense
DRC	Disaster Recovery Center
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERT-A	Emergency Response Team – Advanced Element
FCEMA/HS	Franklin County Emergency Management Agency/Homeland Security
FEMA/HS	Federal Emergency Management Agency/Homeland Security
FOG	Field Operations Guide
FCSO	Franklin County Sheriff's Office
GPD	Groveport Police Department
HAZMAT	Hazardous Materials
IAP	Incident Action Plan
IC	Incident Commander also Incident Command
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
INS	Incident of National Significance
JFO	Joint Field Office
JIS	Joint Information Center
LEERN	Law Enforcement Emergency Radio Network
LNO	Liaison Officer
LOG	Logistics Section Chief
LPD	Lancaster Police Department
MAC	Multi-Agency Coordination
MACS	Multi-Agency Coordination System
MTFD	Madison Township Fire Department
MTPD	Madison Township Police department
NIMS	National Incident Management System
NOC-NRCC	National Operation Center and Response Coordination Center
ODOT	Ohio Department of Transportation
Ops	Operations (Special Operations)
OSHP	Ohio State Highway Patrol
PAO	Public Affairs Officer
PIO	Public Information Officer
PPD	Pickerington Police Department
SAR	Search and Rescue
SO	Safety Officer also Sheriff's Office
SOP	Standard Operating Procedures
UAC	Unified Area Command
UC	Unified Command
US&R	Urban Search and Rescue
VTFD	Madison Township Fire Department

ADDENDUM I

PROCLAMATION OF A STATE OF EMERGENCY

CITY OF GROVEPORT

By the authority vested in me pursuant to the City of Groveport Charter, I do hereby proclaim the existence of a state of emergency due to

(State reason for proclamation)

Within the City of Groveport, to include all the area within the City bounded by _____

(State boundaries)

All that all subsequent proclamations, orders, and regulations authorized by Sections of said Ordinance shall be considered valid until such time proclamation is deemed null and void.

Signed: _____

Effective: Date: _____

Time: _____

TERMINATION OF EMERGENCY

By the authority vested in me pursuant to the City of Groveport City Charter, I do hereby proclaim the state of civil emergency ended and all orders and regulations issued pursuant to said Ordinance null and void.

Signed: _____

Effective: Date: _____

Time: _____

ADDENDUM 2

*Groveport City Law Director
655 Blacklick Street
Groveport, Ohio 43125
Phone 614-836-3501*

Date: _____

To:

_____, Mayor

_____, City Administrator

From: City Law Director

Re: **Mayors Authority in an Emergency Situation**

The City of Groveport Charter specifically addresses this situation.

It appears that a reasonable interpretation of the City of Groveport Charter provides that the Mayor is the person charged with the responsibility for declaring an emergency, and issuing proclamations designed to protect life and property.

Since the City Administrator will be charged with implementing and facilitating any disaster plan proclaimed by the Mayor, his or her input in such a plan is necessary.