

SIDNEY-SHELBY COUNTY HEALTH DEPARTMENT

EMERGENCY RESPONSE PLAN

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By: Health Commissioner

Steven Tostrick, MPH, REHS, RS, Health Commissioner

By: Board of Health

Robert J. McDevitt Jr., MD, President

James Hemmelgarn

Billy J. Knasel

Ted Holthaus

Bill Gosciowski





Public Health
Prevent. Promote. Protect.

**Sidney-Shelby County
Health Department**

Emergency Response Plan

Revised 6/2016

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INTRODUCTION

The primary goal of this document is to outline the emergency response plan of the Sidney-Shelby County Health Department, to a reported emergency situation.

Sidney-Shelby County Health Department capabilities:

- Immunizations
- Public health programs and clinical services
- Public Information - Assess and make recommendations on disease issues such as disease prevention, epidemiology, etc.
- Assess and make recommendations regarding sanitation issues that could involve:
 - Potable water
 - Sanitary sewage disposal
 - Sanitary housing
 - Diseases
 - Vector control
- Inspect licensed entities, such as food service operations/establishments, camps, manufactured home parks, swimming pools, etc.
- Emergency response
- Community Isolation, Quarantine and Limitation Of Movement

PURPOSE

This plan determines, to the best extent possible, actions to be taken by the Sidney-Shelby County Health Department (SSCHD) and cooperating private and/or voluntary organizations to prevent diseases, to prevent disasters, to reduce the vulnerability of Shelby County residents to any disasters, to respond effectively and efficiently to the actual occurrence of disasters, and to provide for recovery in the aftermath of any emergency involving debilitating influence on the normal pattern of life within our community.

The Sidney-Shelby County Health Department, herein after referred to as SSCHD, has many legal and moral responsibilities as a part of our routine duties. Among these include the responsibility to react to and assist in a wide range of emergencies that could be in an extremely limited, geographically isolated situation in the county or a community-wide problem.

SITUATIONS AND ASSUMPTIONS

SITUATIONS:

Shelby County is exposed to many hazards, all of which have the potential to disrupt the community and cause damage and/or casualties. Possible natural hazards include floods, flash floods, tornados, winter storms, blizzards, earthquakes, forest and brush fires, and drought. Pandemic influenza (also a type of natural disaster) is a very real concern in the world today, with the ease of international travel and the subsequent distribution of infectious diseases in a short time period.

There is also the threat of war-related incidents and terrorist activities using weapons of mass destruction (WMD) involving nuclear, biological and chemical or conventional weapons.

Other disaster situations could develop from a nuclear power plant accident from power plants such as Fermi, Davis Besse or Perry. Also, disaster situations may include hazardous material accidents, major transportation accidents involving railroads, interstate highways and industry in our community, as well as civil disorders that may arise.

ASSUMPTIONS:

It is likely that outside assistance will be available in most major disaster situations, and plans have been developed to facilitate coordination of this assistance. It is still necessary for Sidney-Shelby County Health Department to plan for and to be prepared to carry out disaster response and short term recovery operations on an independent basis for public health priorities/responsibilities. These Public Health Priorities are as follows; Community Preparedness, Community Recovery, Information Sharing, Public Health Surveillance and Epidemiological Investigation, Emergency Public Information and Warning, Medical Countermeasure Dispensing, Medical Material Management and Distribution and Medical Surge.

CONCEPT OF OPERATIONS

GENERAL

It is the responsibility of the Health Department to protect the public health of Shelby County residents during any disaster, natural or manmade, and assist the Shelby County Emergency Management Agency in implementing the Shelby County Emergency Response Plan. When the emergency exceeds the local capabilities to respond, assistance will be requested from neighboring counties, the Ohio Department of Health and other appropriate state government departments. The Center for Disease Control and other federal government departments will also provide assistance when appropriate.

Our goal, in an emergency, is to minimize injury and casualties, as well as prevent further damage, and promote a rapid recovery.

PHASES OF EMERGENCY MANAGEMENT

Mitigation:

Mitigation activities are those designed to either prevent the occurrence of an emergency or long term activities to minimize the potentially adverse affects of an emergency.

Preparedness:

Preparedness activities, programs and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted in this phase.

Response

Response is activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce the casualties and damage and to speed recovery. Response activities include direction and control, warning, evacuation, and other similar operations.

Recovery

Recovery is the phase that involves restoring systems to normal. Short term recovery actions are taken to assess the damage and return vital life support systems to minimum operating standards; long term recovery actions may continue for months or maybe even for years.

INTER-JURISDICTIONAL RELATIONSHIPS

For emergency management purposes, the territory of each city and township in Shelby County is divided into various planning and operating zones. These zones may be incorporated municipalities alone, incorporated municipalities with some adjacent unincorporated territory, unincorporated parts of the county, and large institutions or industries.

The ultimate responsibility for disaster response in Shelby County belongs to the Shelby County Emergency Management Agency. The Sidney-Shelby County Health Department will assist when requested.

Mutual Aid Regions

A memorandum of understanding (MOU) has been obtained from nearby county health districts,

each having an emergency response organization for assistance across county boundaries under major emergency conditions. **See Interoperable Communications.** The state is also divided into regions. Each has a Public Health emergency coordinator responsible for coordinating provision of assistance across county boundaries under major emergency conditions. Shelby County is a part of the West Central Ohio Region. MOUs are signed with Champaign, Darke, Greene, Miami, Montgomery, Clark and Preble Counties.

DIRECTION AND CONTROL

The Health Department will function as a part of the Shelby County Emergency Management Agency and will follow Incident Command System protocol as outlined under the National Incident Management System (NIMS). The Sidney-Shelby County Health Department Board of Health has adopted NIMS protocol for interoperability with other Shelby County agencies, counties, regions and states. The Health Department will function under this system in an emergency.

The Health Commissioner is responsible for direction and control for the Sidney-Shelby County Health Department. When a Shelby County emergency is declared, the Health Commissioner activates the Department Operations Center (DOC) for the Health Department. The DOC will utilize the Sidney-Shelby County Health Department (SSCHD) Emergency Response Plan (ERP). The Health Commissioner or designated person will report to the County Emergency Operation Center, if activated.

Isolation, Quarantine and/or Limitation of Movement

Isolation, Quarantine, and/or Limitation of Movement can be effective means to control the spread of communicable diseases which the Sidney-Shelby County Health Department may need to implement.

Isolation, Quarantine and/or Limitation of Movement implementations are the responsibility of the Sidney-Shelby County Board of Health. Both legal and regulatory authority already exist to define dangerous diseases, investigate outbreaks and isolate or quarantine people and animals when necessary to control the spread of disease.

Authorization by President George W. Bush on April 1, 2005:

Executive Order 13295: Revised List of Quarantinable Communicable Diseases

- 1. Cholera; Diphtheria; Infectious Tuberculosis; Plague; Smallpox; Yellow Fever; and Viral Hemorrhagic Fevers (Lassa, Marburg, Ebola, Crimean-Congo, South American, and others not yet isolated or named)**

2. Severe Acute Respiratory Syndrome (SARS)

3. Influenza caused by novel or re-emergent influenza viruses that are causing, or have the potential to cause, a pandemic

Following the recommendations of Center for Disease Control and Prevention, Ohio Department of Health, Ohio Infectious Disease Control Manual (IDCM) [Ohio's IDCM – can be found at <http://www.odh.ohio.gov/healthResources/infectiousDiseaseManual.aspx>], SSCHD Medical Director, and Regional Public Health Partners the appropriate action will be taken:

- a) **Isolation:** separation of an infected individual from others during the period of disease communicability in such a way that prevents, as far as possible, the direct or indirect conveyance of an infectious agent to those who are susceptible to infection or who may spread the agent to others.
- b) **Quarantine:** restriction of the movements or activities of a well individual that has been exposed to a communicable disease during the period of communicability of that disease and in such a manner that transmission of the disease may have occurred.
- c) **Limitation of Movement/Social Distancing:** This encompasses a range of strategies:
 - Short-term, voluntary home curfew
 - Suspension or restrictions on group assembly
 - Cancellation of public events
 - Closure of mass public transit
 - Closing of public places
 - Restriction of travel
 - Cordon sanitaire (sanitary barrier erected around an area)
 - Implement “Snow Day” restrictions (shelter-in-place)
 - Close schools, daycare centers, etc.
 - Cancel large public gatherings (concerts, theaters)
 - Minimize other exposures (markets, churches, public transit)
 - Encourage non-essential workers to stay home

The Powers of the Local Board of Health pertaining to Isolation and Quarantine are addressed in the **Ohio Revised Code 3707.04 to 3707.32 (see Legal MOU's and Authority Tab in ERP)**

The Health Commissioner will implement the SSCHD Emergency Response Plan (ERP) and, as the Incident Commander, he will oversee the health department response to this situation.

Roles and Responsibilities:

A. Health Commissioner:

- 1) Oversees the Incident Management Team (IMT) which would likely need to form a SSCHD Incident Command Structure to oversee a “quarantine” event.
- 2) Coordinates IMT activities within the department and with pertinent county

partners.

3) Acts as a member of the IMT.

B. Sidney-Shelby County Health Department Emergency Preparedness Coordinator:

1) Assists with the Health Commissioner's roles and responsibilities.

2) Plans and coordinates education and training of the IMT members.

3) Acts as a member of the IMT.

C. IMT members (Roles and Responsibilities to be approved through their Supervisor)

1) Communicable Disease Staff

a) Monitors locally reportable diseases on individuals and recommends isolation of cases when needed.

b) Consults with physicians and hospitals to track disease and recommend actions, identifying epidemiological links between cases.

c) Performs contact tracing of those exposed to contagious patients, recommending prophylaxis and voluntary quarantine as deemed necessary.

2) Epidemiology:

a) Conducts surveillance

b) Assist with line lists, forms, interviews and reports when the local epi team is overwhelmed.

c) Recommends community containment measures

3) Public Information Officer: Develops educational materials related to the event for release to the public.

4) Community partners will play a large role in the security of quarantined individuals if mandatory quarantine is implemented.

CONTINUITY OF GOVERNMENT

The SSCHD Continuity of Operations Plan (COOP)

The SSCHD COOP (see **Community Preparedness**) provides policy and guidance to ensure the execution of essential functions in the event that the Sidney-Shelby County Health Department operations are threatened by a major emergency. Local health departments are responsible for the safety of their employees and have a moral and legal obligation to their employees and the communities they serve to continue to operate in a prudent and efficient manner even during an impending or existing emergency. In the event of an emergency, the Sidney-Shelby County Health Department will make every effort to continue essential operations subject to limitations on resources, including materials, equipment, and human resources. This plan outlines a comprehensive approach to ensure the continuity of essential services during an emergency while ensuring the safety and well being of employees, the emergency delegation of authority,

the safekeeping of vital records, emergency acquisition of resources necessary for resumption of normal work activities, and the capabilities to work at alternative work sites until normal operations can be resumed.

The SSCHD Succession of Command

The following lines of succession have been determined in order to ensure that executive decision makers are available in the event of an emergency in the Health Department. The line of succession is:

1. Health Commissioner
2. Director of Nursing
 - a. Designated nurse from the Nursing Division
3. Director of Environmental Health
 - a. Designated sanitarian from the Environmental Health Division.

County Succession of Command

The following lines of succession have been determined in order to ensure that executive decision makers are available in the event of an emergency in Shelby County.

1. The following is the line of succession for the Shelby County Emergency Management Director:
 - a. Shelby County EMA Director
 - b. Shelby County Sheriff
 - c. Shelby County Commissioners
2. The following is the line of succession for the Shelby County Commissioners:
 - a. President of the Board of County Commissioners
 - b. Another Commissioner as designated by the President of the Board of County Commissioners.
 - c. A second Commissioner as designated by the President of the Board of County Commissioners.
3. Each Village Mayor and Township Trustees of Shelby County has their own line of succession.

4. The following is the line of succession for the City of Sidney:
 - a. City Manager
 - b. Assistant City Manager
 - c. Finance Officer
 - d. Fire Chief
 - e. Police Chief

PRESERVATION OF RECORDS

The SSCHD Administrative Assistant/Registrar is responsible for the preservation of all vital records in the Health Department.

ORGANIZATION

The Health Department

1. Policy Making Group:

Board of Health
Health Commissioner

2. Coordination Group:

Health Commissioner
Director of Nursing
Director of Environmental Health
Administrative Assistant

3. Operations Group:

Public Health Nursing Staff
Environmental Health Staff
Clerical Staff

See organizational chart Attachment 14.

COMMUNICATION

The Health Commissioner is the spokesperson for the Health Department, or his designee. The spokesperson is who talks to the media for the department. The Public Information Officers (PIO) are the Director of Nursing (or designee) in a medical emergency and the Director of Environment Health (or designee) in other types of emergencies. A PIO is the person who gathers information and puts together public releases for the media and Spokesperson. (Please

see SOG for media releases.

Mass communication:

Mass communications involve Hyperlink –(Shelby County’s Mass Notification system) the local radio station WMVR 105.5, and the newspaper, Sidney Daily News, and other major newspapers, television and radio stations in the West Central Ohio Region. These will be approved through the office of the Health Commissioner, and in coordination with other appropriate county agencies, to inform the public where to locate or what to do regarding existing problems. When a public announcement is required or a hotline needs to be established, the protocol outlined in the **SSCHD ERP section titled Emergency Public Information and Warning** will be followed.

Alternate sources of communication:

- Cell phones
- Messengers
- E-mails
- SSCHD Website; www.shelbycountyhealthdept.org
- Shelby County EMA FaceBook page
- Portable radio/walkie-talkies
- Amateur radio volunteers/ Shelby County Amateur Radio Emergency Services (SCARES)
- Radio station TAM FM 105.5 498-1055
- Sidney Daily News 498-8088
- Multi-Agency Radio Communication System (MARCS)
- County 400 MHz scanning radios
- Ohio Public Health Communication System (OPHCS)
- Voice over Internet phone (VoIP) supplied by Ohio Department of Health
- Digital phones (landline)
- Conference phone calls
- Video Conferences (Web-Ex)
- Regular postal service
- Delivery services, such as Federal Express, UPS, DHL, US CARGO, Etc.
- Instant message software
- Communication software, such as Skype or Gizmo
- “Hyper-Reach” – This is Shelby County’s Emergency Mass Communications system for county residents

The Emergency Operation Center will have a radio network to expedite needed communications.

NOTIFICATION

- Telephone the Health Department, if phone is available, at 937-498-7249 during regular hours, 7:30 a.m. - 4 p.m., Monday-Friday. After hours and on weekends and holidays, call 498-1111. They will contact the personnel listed in bold print below who are available 24 hours/ 7 days per week:

Emergency call list:

- **Health Commissioner**
 - **Environmental Health Director**
 - **Director of Nursing**
 - **Administrative Assistant/Registrar**
 - **Disease Control/Emergency Preparedness Public Health Nurse**
 - **Disease Control/Emergency Preparedness Sanitarian**
-
- The local Health Department and/or the Shelby County Emergency Management Agency will make the initial notification of the emergency to the Health Department employees via telephone or the HyperReach communication system. The phone tree on **pg. 26** will be used.
 - If an emergency notification regarding a public health emergency needs to be originated from any citizen/resident directly to the Health Department. Voice mail will provide emergency numbers after hours.
 - A list of emergency contact phone numbers and addresses is maintained at the County Emergency Operation Center and the Sheriff's office (911 dispatch). They will make notification as per the emergency call list provided to them.
 - If phone lines are not functional, alternate communication systems will be activated and/or the law enforcement officers will make the notification in person to the key personnel as determined by the Emergency Operation Center.
 - The Health Commissioner, after notification of a disaster event, will gather facts as to location, type of event, the magnitude of the event, and the involvement of other agencies. He will then initiate action including, but not limited to informing the staff where to meet; opening the SSCHD Department Operations Center (DOC), give pertinent information to the Board of Health, the Medical Director, Directors of the Environmental Health and Nursing Departments, and Administrative Assistant by cell (Voice or Text) or landline phone. If phones are unavailable, he may use law enforcement to deliver messages. Each department head is responsible for notifying each department staff member. (See the Information Sharing-SSCHD Emergency Phone Tree)

Agencies to be contacted, if necessary:

Agency: **Shelby County EMA**

Address: 800 Fair Road

Phone: (937) 492-5635

Contact: Cheri Drinkwine

Phone: 937-498-1111

Agency: **American Red Cross**

Address: 207 Water Street

Phone: (937)492-6151

Contact: Randy Earl

Phone: (937) 332-1414 ext 15

Sheriff's Office

500 Gearhart Road

(937) 498-1111

John Lenhart (Sheriff)

Dispatch 911 or (937) 498-111

Sidney Police

201 Poplar Street

(937) 498-2351

Will Balling (Chief of Police)

Dispatch 911 or (937) 498-2351

Agency: **Sidney Fire Department**

Address: 222 Poplar Street

Phone: (937) 498-2346

Contact: Bradley Jones

Phone: 911 or 498-1111

Wilson Memorial Hospital

915 Michigan Street

(937) 498-2311

Linda Smith

Ask to Page

Agency: **Sidney Daily News**

Address: 1451 N Vandemark Road

Phone: (937) 498-8088

TAM FM 105.5

2929 Russell Road

(937) 498-1055

Village police and fire: call 911

Neighboring County Health Departments by Public Health Regions: Local HAN for contact information.

West Central Region:

Darke County

Miami County

Montgomery County

Champaign County

Preble County

Shelby County

Clark County

Greene County

Northwest Region:

Auglaize County

Mercer County

Central Region:

Logan County

METHOD OF IDENTIFICATION

All Health Department staff will have a photo ID issued by the department and will sign in and out with time and date when reporting at the designated operation center for SSCHD. Vehicles used for Health Department duties should be marked with a tag or magnetic sign to identify the vehicles that are being used for authorized Health Department duties.

Medical Reserve Corp (MRC) volunteers will be identified with special Identification badges and issued wristbands.

CHAIN OF COMMAND

Staff:

- All sanitarians report to the Environmental Health Director
- The Environmental Health Director reports to the Health Commissioner
- All Medical and Nursing Staff report to the Nursing Director
- The Nursing Director communicates with the Medical Director and reports to the Health Commissioner
- The clerical staff report to the Administrative Assistant
- The Administrative Assistant reports to the Health Commissioner
- The Medical Director reports to the Health Commissioner
- The Health Commissioner reports to the Board of Health and communicates with other local agency heads

DIVISIONAL RESPONSIBILITIES

Health Commissioner Responsibilities:

The Health Commissioner is the Chief Emergency Response Coordinator for the Health Department. As the Chief Emergency Response Coordinator, the Health Commissioner will:

- Open the Department Operations Center (DOC) as deemed necessary.
- Establish communications, place of assembly, staff assignments, method of identification
- Have essential maps available
- Communicate with other county department heads, EMA and EOC.
- Communicate directly with the emergency management agency director
- Direct the actions of the health department personnel
- Sanction the release of public health information to the public and, if a Joint Information Center (JIC) is formed, sanction the public health message in any releases.
- Act as spokesperson for SSCHD to the media or designate one who will.
- Maintain a supply of emergency/disaster public health information literature for community distribution
- Authorize emergency purchase of supplies and equipment

- Implement Isolation, Quarantine, and/or Limitation of Movement measures
- In case of radiological or chemical event, communicate closely with the county EOC, Ohio EOC, and Ohio Department of Health

Nursing Division Responsibilities:

- Act as PIO in any medical type of incident or designate someone as PIO.
- Staff hotlines for the public concerning available medical information for the specific incident.
- Shelby County Red Cross Shelters may need assistance from the Medical Reserve Corps volunteers that have received shelter training, if these individuals are not needed for public health initiatives.
- Help set up all medical and nursing facilities for mass inoculation/ prophylaxis and wellness clinics during natural disasters
- Aid sanitarians as needed
- Nursing Director or designated nurse communicate with nursing staff, acquaint them as needed to events
- Aid in epidemiological investigations

Clerical Staff Responsibilities:

- Insure needed forms are kept and recorded where needed.
- Record all expenses
- Assist the sanitarians and nurses where needed
- Aid in epidemiological investigations

Environmental Health Division Responsibilities:

- Act as PIO in any environmental type of incident or designate someone as PIO.
- Provide a list of Community resources
- Insure safe, potable drinking water supply, well chlorination information and pamphlets
- Establish satisfactory means of disposal of solid and liquid waste
- Insure safe, wholesome food supply and the inspection of affected food service operation and retail food establishments
- Insure control of insects, rodents, and other vectors of human disease, and the identification and disposal of dead animals
- Provide information on household and public building cleanup and the disposal and reclaiming of household items (clothing and bedding) **see Attachment 9**
- Provide guidance on restoring flooded plumbing and sewage systems to service through inspection and consultation

- Evaluate mass feeding and housing centers for problems involving food service and vector disease
- Provide a list of chlorine resources, pumps, portable toilets, water plant operators, sewage tank cleaners, solid waste haulers, excavators, and availability of consultants from private, state, and federal agencies
- Provide a list of pesticides exempt from federal pesticide law for use in emergency pesticide applications
- Have maps available
- Provide essential equipment (vests, flashlights, matches, flares, gloves, masks, etc) for staff safety and identification
- The Environmental Health Director or designated sanitarian will assign duties and locations to other sanitarians and acquaint them with conditions and needs
- The Environmental Health Director provides assistance to the Health Commissioner
- Investigate other environmental nuisances created by the event/disaster
- Staff hotlines if environmental health questions need to be answered.
- Assist nurses as needed
- Aid in epidemiological investigations

GENERAL GUIDELINES PRIOR TO EVENT FOR EMPLOYEE

- Assemble a travel kit including necessary medications, glasses, toiletries & clothing
- Employee Go-kits are supplied to all employees. Insure that yours is with you. If anything has been used, see that it gets replaced.
- Department heads need to insure that the Departmental Go-Kits are packed, if leaving the main building.
- Before leaving, be sure family is safe and secure
- Prepare personal items that you will need
- Review emergency assignment (departmental)
- Know to whom you will report and what your responsibilities are. Know the decision-making authority and protocol for your agency (departmental)
- Determine what communication procedures should be followed (departmental)
- Ensure that family members know your destination and how to contact you
- Familiarize yourself with travel and pickup arrangements, if needed
- Determine what your return mode of transportation will be, if possible

FORMS KEEPING PROCEDURES PER ODH RECOMMENDATIONS

- Print or type all entries
- Enter dates by month/day/year format

- Enter date and time on all forms
- Fill in all blanks, use n/a as appropriate
- Use military 24 hour clock time

ASSEMBLY PLACE

Upon notification, all Health Department personnel will assemble at the Sidney-Shelby County Health Department building at 202 W. Poplar Street, Sidney 45365. When this site is inaccessible, the Health Department will function at the EMA building, 800 Fair Road, Sidney or at the Agriculture Center next door to the EMA address, 880 Fair Rd. If neither site is available, a designated site that is accessible will be selected. The Continuity of Operation/Recovery Plan will be followed. **(See Community Recovery Section in the SSCHD-ERP)**

EMERGENCY PURCHASES

The Shelby County Board of Health authorizes the Health Commissioner to sanction emergency purchase of supplies and equipment, per standard operating guidelines. In the absence of the Health Commissioner, the Director of Nursing and/or the Environmental Health Director, then the Administrative Assistant, then the Account Clerk are authorized to approve the purchase of emergency supplies and equipment.

PUBLIC HEALTH INFORMATION AND WARNING

Public Health Information and Warning (PHIW) – Under the Communication portion of the SSCHD-ERP will be followed in all public health emergencies. Communication job duties are outlined in the PHIW. The Health Department Spokesperson is the Health Commissioner. All news releases and public advisories must have final authorization of the Health Commissioner before public or media release. Public information officers for the Health Department are the Director of Nursing during a medical type of emergency and the Director of Environmental Health during an Environmental type of public health emergency. If they are unavailable or needed elsewhere, a designated Nurse or Sanitarian will be the back-up. (Please see the SSCHC ICS-IMT algorithm for all back-ups)

In the event of a Public health Emergency and the general public of Shelby County needs to be informed of issues with vaccines given or medications dispensed the SSCHD will push this message out through our mass notification system Hyperlink to all Shelby County residents. This same information will be dispersed through our, web page, local radio station, the Shelby County EMA’s face book page, and the local news paper along with the Dayton Media Outlets.

On a quarterly basis the SSCHD Prepares a newsletter “It Takes a Community”. This newsletter along with Targeted HAN alerts (Health Alert Network) are utilized for reaching out to Community sectors such as; Schools, Health Care Providers, Long Term Care Facilities, Community Emergency Preparedness Partners and the LEPC (Local Emergency Preparedness Planning Committee).

The most updated printed information can be obtained from the Internet from approved web sites, such as the Center for Disease Control (CDC) or the Ohio Department of Health (ODH), Ohio EPA etc., these can be printed off on individual or the updated documents can be given to clerical to make copies.

The Emergency Preparedness Page on the SSCHD Web site (www.shelbycountyhealthdept.org) provides many links for preparedness health and safety information on the following; Heat safety, active shooter, Winter storm and extreme cold, flooding, power outages and much more.

DISTRIBUTION

All department heads and the Emergency Preparedness Coordinators in the Health Department will receive a copy of this plan on a Flash Drive, to be kept in their personal Go Kit. The plan is kept electronically in the Shared G-drive, this copy is saved in 3 areas electronically off site for safety. Electronic copies will also be distributed to our County Partners, such as the EMA, Red Cross, the fire departments, law enforcement, schools and Wilson Health, and the Ohio Department of Health.

COMMUNITY RESOURCES

An updated hard copy of the Community Resource Pamphlet Is kept in the clerical area. An electronic version is saved in the Local HAN folder on Shared G drive.

POTENTIAL HAZARDS with PUBLIC HEALTH IMPLICATIONS

The Shelby County Emergency Operation Plan (EOP) and The Sidney-Shelby County Health Department (SSCHD) have identified the following potential hazards. These are listed in order of likely occurrence:

A. **Energy Emergencies**: The following facilities provide power and services to the homes and businesses in Shelby County: Dayton Power & Light Company, Pioneer Rural Electric, CenturyLink Telephone services, and city/village owned water treatment and sewage treatment facilities. A temporary shutdown of these facilities would cause a loss of power and services that could affect the lives and property of county residents.

a. Public Health Hazards: Special needs population (those on oxygen electrically dependent, and physical or mental conditions that limit their ability to function on their own) will be effected. Shelby County has planned for a special needs shelter to be housed at the First Church of God at the corner of Campbell Rd. and S. Fourth Ave, Sidney, Ohio. There is a mobile generator for the facility and a mobile generator for our local radio station so local public information can be broadcast. Public health will provide information on food safety, heating and cooling safety information. Public health nursing and environmental health services will be provided if general public shelters (Red Cross) are open, either through staff or volunteers. Inspections for food services that lost power will be provided by public health.

B. Winter Storms could affect the entire county at the same time. This type of emergency poses a most difficult response effort because of road conditions which impede or prohibit vehicle movement.

a. Public Health Hazards: Special needs population (those on oxygen electrically dependent, and physical or mental conditions that limit their ability to function on their own) will be effected. Shelby County has plans for a special needs shelter to be housed at the First Church of God at the corner of Campbell Rd. and S. Fourth Ave., Sidney OH. There is a mobile generator for the facility and a mobile generator for our local radio station so local public information can be broadcast. Public health will provide information on food safety, heating safety and winter preparedness information. Public health nursing and environmental health services will be provided if general public shelters (Red Cross) are open, either through staff or volunteers. Inspections for food services that lost power will be provided by public health.

C. Tornados/Severe Storms can occur anywhere in the county. Damage and loss of life could be severe and overwhelm the ability of local responders to address the emergency.

a. Public Health Hazards: Special needs population (those on oxygen electrically dependent, and physical or mental conditions that limit their ability to function on their own) will be affected. Shelby County has plans for a special needs shelter to be housed at the First Church of God at the corner of Campbell Rd. and S. Fourth Ave, Sidney OH. There is a mobile generator for the facility and a mobile generator for our local radio station so local public information can be broadcast. Public health will provide information on food safety, heating and cooling safety information. Public health nursing and environmental health services will be provided if general public shelters (Red Cross)

are open, either through staff or volunteers. Inspections for food services that lost power will be provided by public health. Manufactured Home Parks, Pools, compromised private water systems (wells) and household/public sewage treatment systems may need to be inspected by the health department for safety. Any individual who has a deep wound injury during storm clean-up will need to have a Td vaccine provided by public health. No prophylactic use of Td vaccine is necessary. Information will be provided to the public by public health on food salvage, if possible, disposal of water, damaged solid waste including animals, water damage, and mold remediation. Additional health and safety information will be provided to effected households and businesses.

D. **Floods**: Five political subdivisions in Shelby County are in the flood plains. Flood plains are located: along the Great Miami River and its tributaries running through Port Jefferson and Sidney; along Loramie Creek and its tributaries in McLean and Van Buren Townships; near the Lake Loramie area, including Lehmkuhl's Landing, Hegemann's Landing, Filburn's Island and Shorts Island; at the Lockington Reserve as declared by the Department of Natural Resources. Historically, flooding is preceded by a period of prolonged rain and heavy downpours. Some homes and business have had water in basements & lower levels. Crops have been damaged or destroyed with no life threatening situations. Mitigation projects are ongoing and include improved drainage, retention basins, and cleaning and re-enforcing waterways. **A flood plain map is included with the Maps in ATTACHMENT 11.**

a. **Public Health Hazards**: For the Special needs population (those on oxygen electrically dependent, and physical or mental conditions that limit their ability to function on their own) that may be effected, Shelby County has planned for a special needs shelter to be housed at the First Church of God at the corner of Campbell Rd. and S. Fourth Ave., Sidney OH. There is a mobile generator for the facility and a mobile generator for our local radio station so local public information can be broadcast. Public health will provide information on food safety, heating and cooling safety information. Public health nursing and environmental health services will be provided if general public shelters (Red Cross) are open, through staff and volunteers. Inspections for food services that lost power will be provided by public health. Manufactured home parks, pools, compromised private water systems (wells) and household/public sewage treatment systems may need to be inspected by the health department for safety after floodwaters recede. Any individual who has a deep wound injury during storm clean-up will need to have a Td vaccine provided by public health No prophylactic use of Td vaccine is necessary. Public information will be provided by public health on food salvage (if possible), proper disposal of contaminated food and solid waste, including dead animals, and water damage and mold remediation. Additional health and safety information will be provided

to effected households and businesses.

E. **Drought** would affect the entire county and could result in water shortages and agricultural damage and loss. Drought results from extremely unusual weather conditions over an extended period of time.

a. Public Health Hazards: Public health will provide information on dehydration, heat stroke signs and symptoms. The issuance of emergency well permits and inspection on these wells will be done.

F. **Water Shortages** could occur, but would possibly not be countywide. Although water shortages may occur as a result of a drought, shortages may also occur as a result of contamination and inadequate system of delivery.

a. Public Health Hazards: If needed, public health will arrange for potable water to be delivered. Public health will provide information on dehydration signs and symptoms. The issuance of emergency well permits and inspection on these wells will occur.

G. **Civil Disorders** could affect the county, but would probably be limited to the more populated cities and could occur at any time. The greatest numbers of incidents emerge from labor strikes.

a. Public Health Hazards: Civil disorders could occur during pandemic flu outbreaks or any type of infectious disease outbreak, and water or food shortages. Public information in a timely manner will help prevent some civil unrest. SSCHD will partner with law enforcement and county agencies pre-event to educate and prepare for such events. The Sidney-Shelby County Health Department has secure storage areas for vaccine with an emergency backup plan.

H. **Biological Event**: A disease outbreak, such as an influenza pandemic, meningococcal outbreak, measles outbreak or the outbreak of any Class A1 Reportable Disease is a possible hazard to the general public's health. Also, a biological agent could be used as a weapon. This type of emergency could involve only a small group or the entire county. It could be short term or continue for months. This type of event could easily overwhelm all resources.

a. Public Health Hazards: Public health would be the lead agency in this scenario. According to what biological agent/disease is involved our SSCHD Emergency Response Plan will be followed. This includes public information, isolation and quarantine, and POD clinics for vaccine or medication distribution.

I. **Earthquakes** could affect the entire county. A fault line has been identified which centers around the village of Anna, often referred to as “the earthquake capital of Ohio”. During the last 100 years, the Anna area has experienced more than 30 earthquakes with the decade of the 1930s seismically the most active period. During this time, 23 earthquakes were recorded, including the most severe shock on March 9, 1937. This earthquake was felt over an area of 150,000 square miles and had a reported intensity of VIII on the modified Mercalli scale. A shock of VII intensity proceeded on March 2. Considerable damage was done to the large buildings in Anna and nearby communities. Since the 1930s, several minor earthquakes have centered in the Anna area. The precise cause of earthquakes in Ohio is poorly understood. No earthquake of sufficient magnitude has occurred in Ohio since an adequate distribution of standardized seismographs became available in the 1960s. Should an earthquake of VII or greater occur, damage could be significant in Shelby County. The county has a dam, pipelines, chemical use facilities and large structures which should be greatly affected. A hazard specific appendix should be a future consideration.

- a. Public Health Hazard: For the special needs population (those on oxygen electrically dependent, and physical or mental conditions that limit their ability to function on their own) that may be effected, Shelby County has plans for a special needs shelter to be housed at the First Church of God at the corner of Campbell Rd. and S. Fourth Ave., Sidney OH. There is a mobile generator for the facility and a mobile generator for our local radio station so local public information can be broadcast. Public health will provide information on food safety, heating and cooling safety. Public health nursing and environmental health services will be provided if general public shelters (Red Cross) are open, either through staff or volunteers. Inspections for food services that lost power or were damaged will be provided by public health. Manufactured home parks, pools, compromised private water systems (wells) and household/public sewage treatment systems may need to be inspected by the health department for safety after the earthquake. Any individual who has a deep wound injury during clean-up will need to have a Td vaccine provided by public health. No prophylactic use of Td vaccine is necessary. Information will be provided to the public by public health on food salvage (if possible), disposal of solid waste including dead animals, and water damage and mold remediation. Additional health and safety information will be provided to effected households and businesses.

DEMOBILIZATION- RECONSTITUTION

Within 24 hours of a public health emergency, the Commissioner will initiate operations to salvage, restore, and recover all daily activities at the SSCHD after the approval of the local and

Federal law enforcement and emergency services involved. Please refer to the Continuity of Operations Plan (COOP). Reconstitution procedures will commence when the Commissioner ascertains that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation.

- Continue to perform mission essential functions at the SSCHD for up to 30 additional days.
- Begin an orderly return to all daily activities at SSCHD and reconstitute full operations.

PROCEDURES

Upon a decision by the Commissioner, the SSCHD will begin to reestablish all program activities within the health department.

- The Environmental Health Director will oversee the orderly resumption of all Environmental division functions.
- The Director of Nursing will oversee the orderly resumption of all Nursing, WIC and Help Me Grow daily functions.
- After an actual event and under the guidance of the Reconstitution Coordinator (Registrar), SSCHD Divisions shall review the COOP Operations personnel, equipment, and resources to ensure adequacy.

AFTER-ACTION REVIEW AND REMEDIAL ACTION PLAN

- An After-Action Review information collection process will be initiated prior to cessation of operations at the SSCHD. The information to be collected will, at a minimum, include information from any employee working during COOP activation and a review of the strengths and weaknesses at the conclusion of the operations following the process set forth in the Homeland Security Exercise and Evaluation Program (HSEEP) Improvement Action Plan.
 - Recommendations for changes to the SSCHD-ERP and any accompanying documents will be developed and incorporated into the SSCHD-ERP Annual Review Process.

TRAINING AND EXERCISE

Staff Training:

Annually, staff members will review the emergency response plan and sign off to that effect. Incident Command System training will be provided annually. All staff will take NIMS 700, 100 and 200 training within 90 days of hire. PIO's will take designated trainings. SSCHD will continue to participate in countywide emergency and terrorism response exercises and also

participate in appropriate State, Regional and Federal training and exercises. Staff participation will be documented.

CONDUCT ANNUAL UPDATE OF THE PLAN

The Emergency Preparedness coordinator and Core Team are responsible for ongoing management and maintenance of the *Public Health Emergency Preparedness Plan*. The plan will be updated periodically as required to incorporate new directives/strategies, new information technology, legislative changes, and procedural changes based on lessons learned and best practices identified during exercises and actual events. This plan along with other preparedness plans will be placed on the SSCHD website to receive public input and review.

The basic portion of the Emergency Response Plan is saved as a hard copy on the cart in the Health Commissioner's office, and in electronic copy (in 3 places) on the main server (G Drive-named SSCHD Emergency Response Plan), on back-up discs and off premises and on flash drives. The Flash Drives will be updated at least annually. The server will always have the latest version. This is named "**SSCHD Emergency Response Plan**".

A full review, update, and approval of the plan will be conducted annually.

COORDINATION WITH OTHER AGENCIES

SSCHD will coordinate and/or support:

- **Community Preparedness** - The SSCHD plans and meets at least quarterly with several community groups. (Local Emergency Planning Committee [LEPC], Regional MRC coordinators, Hospital Infection Prevention Committee, Healthcare Preparedness and Planning, Regional Infectious Disease nurses and Epidemiologist's) These groups include the following community sectors; business, community leadership, cultural/faith-based groups, emergency management, healthcare, Long Term Care, social services, housing and sheltering, media, mental/behavioral health, office of aging, education, and childcare. The purpose of the meetings and planning is to have these organizations participate in public health medical and/or mental/behavioral health-related emergency preparedness.
- **Mass Care and Sheltering efforts:** SSCHD will partner with Red Cross or other General Welfare Service agencies to maintain a local plan that includes the following: The use of assessment screening tools for individuals entering shelters; assessment forms for shelter inspections; current status of scalable, congregate locations staffing models; transferring individuals from general shelters to specialized shelters or medical facilities; shelter population monitoring and possible decontamination in radiation emergencies;

and shelter population health surveillance. (See Shelby County Emergency Operations Plan, Mass Care Plan and the West Central Ohio-Regional Radiological Plan also.)

- **Health Alerts** to the community that will be released containing the following; Time Sensitivity, Relevance to Public Health; Target Audience, and Security Level/Sensitivity. This information will be on the SSCHD Local HAN Template.
- **Medical Surge** – Identify essential situational awareness information for federal, state, local and non-governmental agencies, private sector agencies and other ESF#8 partners. Through this process the following elements will be included; **a.** Identify essential information **b.** Defining required information **c.** Establishing requirements **d.** Determining common operational picture elements **e.** Identifying data owners **f.** Validating data with stakeholders
- The Incident Commander of an emergency and the Shelby County Emergency Management Agency in order to identify health hazards and determine what special instructions concerning public health need to be released to the public.
- Other agency Public Information Officers in a Joint Information Center (JIC) in the Shelby County Emergency Operations Center (SCEOC) concerning releases of information to the general public.
- With Ohio Department of Health (ODH) and The Center for Disease Control and Prevention (CDC) for resources and personnel supporting a public health emergency.
- Decisions and recommendations regarding burial sites that have been unearthed or destroyed due to an emergency. These sites may need to be recovered and replaced either through contract by the elected heads of affected jurisdictions and/or with state and federal assistance. A review of death certificates will be used to confirm identification.
- In determining the identity of the biological/hazardous material and establish the type and degree of the hazard involved.
- By providing assistance or advice on actions required.
- By working with Ohio Environmental Protection Agency in determining the proper method for neutralizing, containing or removing the biological/ hazardous material.

COORDINATE WITH THE LOCAL HOSPITAL PLAN

- Will participate in the development and execution of the GDAHA Healthcare Coalition plans to address the functional needs of at-risk individuals. Plans will include a written list of healthcare organizations and community providers that are able to address the functional needs for at-risk individuals and a process to communicate with healthcare organizations and community providers to maintain a current list of available services that support the functional needs of at-risk individuals.

- Coordinate with the hospital public relations office and release to the public any information needed in the case of a confirmed bio-terrorism agent or epidemic. This also includes conveying any needed psychological messages to help reduce panic.
- Provide mass vaccination/prophylaxis in a confirmed bio-terrorism incident or pandemic.
- Inform the hospital of any known confirmed bio-terrorism agents they may encounter in a timely manner, if not already done by other local agencies.
- Act as liaison between the hospital and ODH and CDC.
- Assist in any needed surveillance of known bio-terrorism victims, such as investigative duties, in-place quarantine and post release follow-up.
- Consult with state and federal agencies on need for decontamination and procedures to follow.
- Assist in assuring proper chain of custody is maintained in packaging and transporting of specimens. This is done in conjunction with the FBI.
- Assist in obtaining Botulinum antitoxin, Vaccinia Immunoglobulin, or any other biological antidote, if needed, through the CDC.

BIOTERRORISM INFORMATION

For a confirmed smallpox case or confirmed Bioterrorism incident, See the **Mass Prophylaxis Plan (Tab 5) and SNS Plan (Tab 6) in the SSCHD Emergency Response Folder.**

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See Local Health Alert Network (HAN) for up to date staff contact numbers. Shortcut (or hard copy) found in the SSCHD Emergency response folder