

Oxford Community

Emergency
Operations
Plan

Prepared by the Oxford Community
Disaster Planning Committee

Version 00 - April 2001

Butler County, Ohio 09-00-00

Initiation of Oxford Emergency Operations Plan

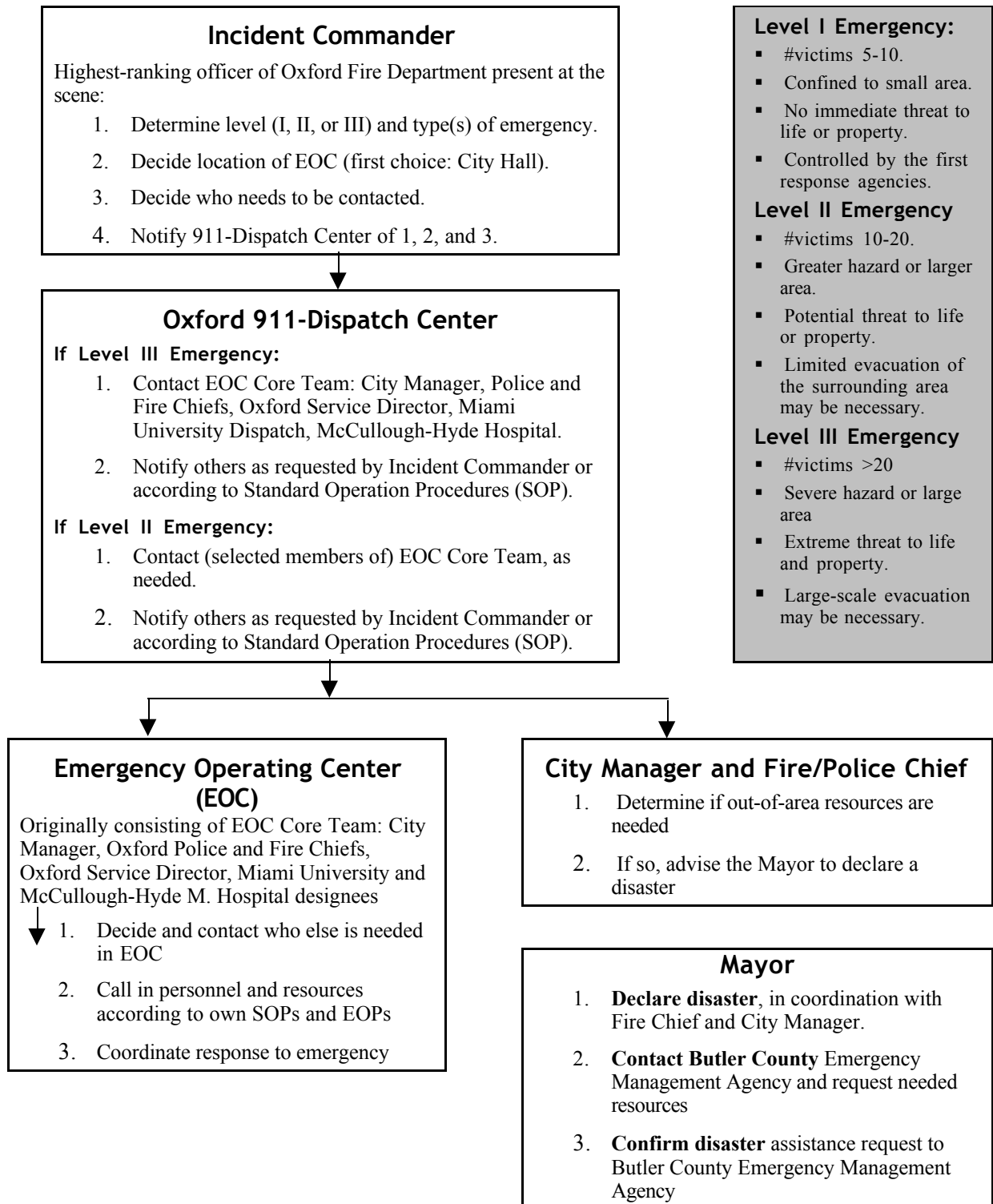


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Promulgation

The primary role of government is to provide for the welfare of its citizens. The welfare of the citizens in the Oxford community is never more threatened than during disasters. The goal of emergency management is to mitigate, prepare for, respond to, and recover from situations that threaten public welfare. The Oxford Community Emergency Operations Plan is an integral element in that emergency management effort.

Planning is essential to adequately confront natural and technological hazards. The Oxford Community Emergency Operations Plan provides a comprehensive framework for community wide emergency management. It is designed to meet federal emergency planning requirements, to detail the emergency authorities, functions, and responsibilities of government organizations, and to provide a compatible link with the federal, state and county plans that may be activated to address major disasters.

Departments of local government cooperate with the Oxford Community Disaster Planning Committee to continuously develop and revise the emergency activities described in the basic plan and the functional annexes of this Emergency Operations Plan. In addition, this plan is consistent with the emergency planning requirements set forth in Chapters 5502 of the Ohio Revised Code and 3750 of the Ohio Administrative Code.

Therefore, in recognition of our emergency management responsibilities and in accordance with the authority vested in the Oxford City Council and the Oxford Township Trustees, we hereby promulgate the Oxford Community Emergency Operations Plan.

City Manager of Oxford

(Date)

President Oxford Township Trustees

(Date)

Distribution list and review dates

Distribution list

The Oxford Emergency Operations Plan is automatically distributed to:

- The City of Oxford, City Manager
- The City of Oxford, Service Director
- Oxford Fire Department, Chief
- Oxford Police Department, Chief
- Butler County EMA, Director
- Red Cross Hamilton, Director
- McCullough-Hyde M. Hospital, CEO
- Miami University, Director Environmental Health and Safety Offices
- Miami University, Director of Health Services
- Talawanda City Schools, Superintendent
- Square D, Safety Department
- Lane Public Library Oxford

Copies of the Oxford Community Emergency Operations Plan are available to all interested organizations and individuals.

Plan review

The plan in its current form was first published in February 2001. Every year, the plan will be reviewed, tested in a drill, and updated. The overview below will show the dates of past reviews and drills.

Review or Drill	Date	Signed	Description of changes made
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Review

Basic Plan

Purpose and scope of Oxford Emergency Operations Plan

This Oxford Community Emergency Operations Plan describes the basic emergency procedures that the City of Oxford, contiguous unincorporated areas, and the Miami University Oxford campus (hereafter referred to as the Oxford community) will use to protect people's lives and property in an emergency situation.

The functional operational annexes that follow this basic plan establish the roles, procedures, and inter-organizational relationships under which city officials, department heads, and other entities and organizations in the Oxford community shall operate in the event of an emergency. The annexes are supported by individual agency Standard Operating Procedures (SOP) that address specific operational concepts. This Emergency Operations Plan provides an "all hazards response," which means it applies to any type of emergency.

This Emergency Operation Plan was developed by the Oxford Community Disaster Planning Committee (OCDPC) and conforms to the Butler County Emergency Operations Plan.

Overview of emergency response

Emergency warning

The Oxford Police Department (OPD) is responsible for warning the community and necessary officials when an emergency situation is expected. Depending on the available time and the particular hazard, a combination of early warning systems may be used. See also *Annex D: Emergency Warning and Public Information*.

First response to an emergency situation

The first response to an emergency situation is the responsibility of the Oxford Fire Department (OFD) and/or the Oxford Police Department. The highest-ranking officer of the lead agency present at the scene will institute the Incident Command System and report the level and type of emergency situation to the 911-Dispatch Center. See also *Annex F: Fire and Rescue*.

Notification order

Depending on the level and type of the emergency situation (as decided by the Incident Commander) specific people need to be notified. When the Incident Commander reports a **Level III Emergency**, the 911-Dispatch Center will automatically contact the "EOC Core Team" that consists of the City Manager, specified Oxford department heads, Miami University, and McCullough-Hyde M. Hospital. Other people will be contacted as requested by the Incident Commander or according to the Dispatch Center's Standard Operating Procedures (SOP). When the Incident Commander reports a **Level II Emergency**, the 911-Dispatch Center will contact selected members of the EOC Core Team, and others as requested by the Incident Commander or according to Dispatch Center's SOP.

Upon notification, the city, the university, and the hospital will initiate an appropriate personnel recall according to each department's or agency's Standard Operating Procedures (SOP) or Emergency Operations Plan (EOP).

Emergency Operating Center (EOC)

In the event of a Level III Emergency or in any situation that requires coordination of the emergency response from a central location, emergency services will be coordinated from the Emergency Operating Center (EOC). The EOC Core Team (City Manager, specified department heads, Miami University, and McCullough-Hyde M. Hospital) together form the initial EOC. These officials decide in coordination with the Incident Commander who else is needed to strengthen the Emergency Operating Center; those additional members of the EOC will depend on the type(s) of disaster.

The primary location of the Emergency Operating Center (EOC) is:

- City Building, 101 East High Street.

Alternate sites are:

- Miami University Police Department Communications Center, 4945 Oxford-Trenton Road (State Route 73).
- Communications Center at the Oxford Police Department (OPD), 101 East High Street.
- Central Fire Station, 217 South Elm Street.
- City Garage, 945 Collins Run Road.
- Butler County Emergency Management Agency EOC in Hamilton, 200 North "F" Street, Hamilton, Ohio

Declaration of local emergency

When an emergency situation affecting the Oxford community reaches proportions that cannot be handled by routine procedures and outside resources are needed, the Mayor of the City of Oxford will be called, and may declare a local emergency on advice of the Fire Chief and the City Manager. A disaster is declared when the Mayor signs the emergency proclamation (see *Annex A, attachment A-1*) and notifies Butler County EMA.

A local emergency can be declared in the event of a Level III Emergency (See *Annex F: Fire and Rescue* for a description of emergency levels), or any incident that affects the health and welfare of the Oxford community. The declaration of a local emergency will invoke necessary portions of this plan and will permit the City of Oxford to take actions that are needed to protect lives and property.

Note: Any or all parts of the plan, including activation of an Emergency Operating Center (EOC) may be implemented whenever necessary to provide public safety, even without declaring a local disaster. (See also *Annex A: Direction and Control*.)

Requesting state and federal assistance

If all available local resources including mutual aid are committed and assistance is still required, state assistance may be requested through Butler County EMA. State assistance can only be requested if (1) local resources are not sufficient, and (2) the Mayor has declared a local disaster by signing the emergency proclamation.

To request state assistance, the Mayor needs to inform the Butler County Emergency Management Agency (EMA) of the declared disaster and provide it with information on the disaster and the emergency response, as listed on the form in *Annex A, Appendix A-2*. The Mayor will confirm the request for state disaster assistance by sending a separate fax (or telegram or LEADS message) to Butler County EMA. Butler County EMA will then forward

the information to Ohio Emergency Management Agency. (See also *Annex A: Direction and Control*.)

Maintaining Records: In order to request state and federal assistance, it is important to maintain records of used resources during the emergency situation. Each agency, department, or service within the Oxford community must maintain records (according to own Standard Operating Procedures) of work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

Overall direction and control

In the City of Oxford, the City Manager is responsible for the overall coordination of the response to and recovery from a major emergency situation or disaster and for the coordination of all city government resources. The Mayor, however, is the only one who can declare a local disaster for the City of Oxford.

Succession order: When the (1) City Manager is absent and no designee has been assigned, the succession order is: (2) Fire Chief, and (3) Police Chief.

The following overview presents the individual responsibilities of community officials in the response to a major emergency situation or disaster:

Mayor	<ul style="list-style-type: none"> • Declare local emergency by signing Emergency Proclamation.
City Manager/ Safety Director	<ul style="list-style-type: none"> • Coordinate the overall response to and recovery from a disaster by coordinating all aspects of this emergency plan. • Direct city government resources to be used in the emergency response. • Advise Mayor on declaration of disaster, in cooperation with Fire Chief. • Notify and serve as liaison with the Director of the Butler County Emergency Management Agency and other outside governmental agencies. • Appoint Public Information Officer.
Fire Chief	<ul style="list-style-type: none"> • Advise Mayor on declaration of disaster, in cooperation with City Manager.
Incident Commander	<ul style="list-style-type: none"> • Determine type and level of the emergency and establish Command Post. • Initiate notification of EOC Core Team and other individuals as needed by notifying 911-Dispatch Center of type and level of emergency. • Be in charge of overall emergency response. • Advise and inform the established EOC on situation and needed resources. • Establish contact with Police Department and Emergency Medical Services (EMS) liaisons, and appropriate outside organizations such as mutual aid departments.
Oxford Police Chief	<ul style="list-style-type: none"> • Provide early warning of the community if an emergency situation is expected. • Provide communications between EOC, field forces, and Command Post; appoint Communications Officer. • Take immediate and appropriate action to protect life and property and to safeguard records as necessary. • Provide traffic control, access control, perimeter and internal security patrols. • Evacuate areas as necessary. • Maintain liaison with Miami University Police Department.

Miami Univ. Police Chief	<ul style="list-style-type: none"> • Same responsibilities as Oxford Police Chief when the emergency situation happens on the Miami University campus. • Seek authorization and commitment of Miami University resources.
Service Director	<ul style="list-style-type: none"> • Report to EOC and coordinate public works activities in cooperation with other resource suppliers in the community. • Provide equipment and personnel to perform damage assessment, debris clearance, emergency repairs, equipment protection, movement of personnel and equipment, support decontamination, and perform other activities as needed. • Coordinate incoming supplies and provide a staging area for all incoming equipment and supplies. • Provide emergency power and lighting systems if needed. • Determine the safety of emergency operations facilities, public shelters, and reception and care centers. • Obtain the assistance of utility companies if needed for emergency operations.
Health Care Coordinator	<ul style="list-style-type: none"> • Report to EOC and act as the liaison for McCullough-Hyde M. Hospital and contact MUHS if appropriate.
Public Information Officer	<ul style="list-style-type: none"> • Manage public information and establish liaison with the news media for dissemination of information. • Speak “as one voice” to the media regarding the emergency on behalf of the elected officials, the EOC, and the Command Post.
Communications Officer	<ul style="list-style-type: none"> • Coordinate communication resources to support communication needs of EOC (See also <i>Annex B: Communications</i>).
Finance Director	<ul style="list-style-type: none"> • Solicit records from all city departments of all resources and donations used in the disaster and keep records of all other purchases, approved by the City Manager.

Transition from Emergency to Control Phase

The Incident Commander in cooperation with other authorities determines the end of the Emergency Phase and the start of the Control Phase. In the Control Phase, the emergency no longer escalates; the situation is static or begins to regress and time will be available to focus on requesting assistance. See also *Annex F: Fire and Rescue* for general procedures in this phase.

Transition from Control Phase to “Phase Out.”

The end of the Control Phase is also determined by the Incident Commander in cooperation with other authorities. During “Phase Out” the Incident Commander can start deactivating emergency resources. See also *Annex F: Fire and Rescue* for general Phase Out procedures.

Post Disaster Review

Within 48 hours after the end of the incident (including Phase Out), the Incident Commander will hold a debriefing with participants in the emergency response (as deemed necessary by the Incident Commander). Further debriefings to evaluate the emergency response will be organized at the direction of the Incident Commander. As a result of the debriefings, needed changes will be made to this Emergency Operations Plan.

The Incident Commander will also arrange Critical Incident Stress Debriefings for emergency responders. These individual stress debriefings are confidential.

Plan development, maintenance and distribution

This Emergency Operations Plan for the Oxford community was developed by the Oxford Community Disaster Planning Committee (OCDPC) in cooperation with the departments of the City of Oxford, Miami University, McCullough-Hyde Memorial Hospital, Talawanda City Schools, American Red Cross, Butler County EMA, and local community and business organizations.

The procedures described in this plan only work when all responsible parties agree to the plan and prepare accordingly. All departments and organizations that are responsible for part of the community's response to an emergency situation are required to develop and maintain their own Standard Operating Procedures (SOP), mutual aid agreements, and personnel rosters with 24-hour emergency contact information, and are also required to maintain the needed equipment and review the annexes that apply to their area of activities and expertise.

Letters of agreement received from the City of Oxford, Oxford Township, Butler County EMA, the American Red Cross Hamilton Area Chapter, McCullough-Hyde Memorial Hospital, Miami University, Square D, Talawanda City Schools, and Hamilton Tours are kept on file at City Hall. The letters indicate that the various parties have received and read the plan, agree with it and will follow it to prepare for and respond to an emergency situation in the Oxford community.

Plan review and maintenance

The Oxford Fire Chief is responsible for maintaining the accuracy and effectiveness of this plan. Every year the plan will be reviewed, tested in a drill, and updated. The OCDPC publishes and distributes changes of this plan to all departments, agencies and organizations that retain a copy of it. Please refer to the "Distribution list and review dates" in the front of this document to see when the plan was last updated and to whom the plan is distributed. Copies of the Oxford Community Emergency Operations Plan are available to all interested organizations and individuals.

Resource manual

Contact information of emergency services or resources that may be needed in the response to an emergency is listed in the separate *Resource manual*. The manual contains an alphabetized listing of equipment, services, suppliers, expertise, and mutual aid resources. The *Resource manual* will be updated and signed off at least every 12 months by the Fire Chief or his designee.

Maps and forms

Maps

The Oxford Fire Department (OFD) will have maps of the city, the university campus, and the surrounding Oxford Township available at the staging area and at the Emergency Operating Center.

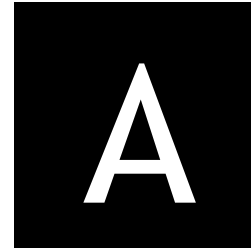
Forms

This Emergency Operations Plan includes examples of forms that are used in the emergency response. Additional forms are available through the Oxford Fire Department (per OFD Standard Operating Procedures).

The following forms are illustrated in this emergency plan:

Form	Located in
Emergency Proclamation	Annex A, appendix A-1
Form to Request State Disaster Assistance	Annex A, appendix A-2
Initial Damage Assessment Form	Annex L, appendix L-1
Damage and Needs Assessment Form	Annex L, appendix L-2

Direction and Control



This annex outlines the overall coordination of the response to a major emergency situation. The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations.

Declaration of local emergency

On advice of the Fire Chief and the City Manager, the Mayor of the City of Oxford may declare a local emergency in the event of a Level III Emergency (see *Annex F* for a description of emergency levels) or any incident that affects the health and welfare of the Oxford community.

To declare a local disaster

The Mayor of the City of Oxford declares a local disaster by signing the Emergency Proclamation (see *Attachment A-1*). The declaration of a local emergency will invoke necessary portions of this plan and will permit the City of Oxford to take actions that are needed to protect lives and property.

Note: Any or all parts of the plan, including activating an Emergency Operating Center (EOC) may be implemented whenever necessary to provide public safety, even without declaring a local disaster.

Emergency policies and overall direction

In the City of Oxford, the City Manager is responsible for the overall coordination of all aspects of this disaster plan and for the coordination of all city government resources. The Mayor and City Council are responsible for establishing policies to mitigate, respond to, and recover from a disaster.

The Mayor and City Manager have the following responsibilities in the overall response to a disaster:

Mayor

- Declare local disaster by signing the Emergency Proclamation (see *Attachment A-1*) and notifying the Butler County Emergency Management Agency of the situation.

City Manager

- Advise Mayor on declaration of disaster, in cooperation with Fire Chief
- Coordinate the overall response to and recovery from a disaster by coordinating all aspects of this emergency plan.
- Direct the city government resources involved in the response to a disaster.
- Notify and serve as liaison with the Director of the Butler County Emergency Management Agency and other outside governmental agencies.
- Communicate with Mayor and Council and carry out city policies.

Succession order

When the (1) City Manager is absent and no designee has been assigned, the succession order is (2) Fire Chief, and (3) Police Chief.

Establishing an Emergency Operating Center (EOC)

When the Incident Commander (the highest ranking officer of the Oxford Fire Department present at the scene — see also *Annex F*) reports a **Level III Emergency** to the 911-Dispatch Center, the Dispatch Center will automatically notify the EOC Core Team. These community officials which form the “**EOC Core Team**” and will meet in the Emergency Operating Center (EOC), from where the direction and control of the community’s response to the emergency situation will take place.

Note: In the event of a **Level I or Level II Emergency**, an Emergency Operating Center (EOC) won’t be activated automatically, but can certainly be established if needed. In the event of a Level I or II Emergency, the Incident Commander must inform the 911-Dispatch Center of the need to contact the “EOC Core Team”. In general, an Emergency Operating Center (EOC) will be needed to coordinate the response to any emergency or disaster that is widespread and involves multiple jurisdictions.

Location of the Emergency Operating Center (EOC)

The Incident Commander will decide the location of the EOC.

Primary location:

- City Building, 101 East High Street.

Alternate sites are:

- Miami University Police Department Communications Center, 4945 Oxford-Trenton Road (State Route 73).
- Communications Center at the Oxford Police Department (OPD), 101 East High Street.
- Central Fire Station, 217 South Elm Street.
- City Garage, 945 Collins Run Road.
- Butler County Emergency Management Agency EOC in Hamilton, 200 North “F” Street, Hamilton, Ohio

“EOC Core Team” and others reporting to EOC

The “EOC Core Team” decided in coordination with the Incident Commander who else is needed to strengthen the Emergency Operating Center; those additional members of the EOC will depend on the type(s) of emergency and will be contacted by the EOC. Additional participants of the EOC could include representatives from Talawanda City Schools, the American Red Cross, Miami University Environmental Health and Safety Offices, and local business or community organizations.

The following is an overview of the EOC Core Team members and their responsibilities (see the individual annexes and the overview in the Basic Plan for specific responsibilities):

City Manager	<ul style="list-style-type: none"> • Coordinate the overall response to and recovery from a disaster by coordinating all aspects of this emergency plan. • Direct city government resources.
City Department Heads	<ul style="list-style-type: none"> • Recall own personnel and contact needed resources. • See specific responsibilities in individual annexes and the overview in the Basic Plan.
Miami Univ. liaison	<ul style="list-style-type: none"> • Coordinate authorization and commitment of Miami University resources.
Health Care Coordinator	<ul style="list-style-type: none"> • Act as the liaison for McCullough-Hyde M. Hospital and Miami University Health Services

The following two officials are not part of the EOC Core Team, but will be appointed when the EOC is established to directly support the EOC functions:

Public Information Officer	<ul style="list-style-type: none"> • Manage public information and establish liaison with the news media for dissemination of information. • Speak “as one voice” to the media regarding the emergency on behalf of the elected officials, the EOC, and the Command Post.
Communications Officer	<ul style="list-style-type: none"> • Coordinate communication resources to support communication needs of EOC

Notifications

Notification of EOC Core Team

The 911-Dispatch Center will contact the “EOC Core Team”. The responding person from each organization will be responsible for contacting the individuals who need to report to the EOC. The city, university, and hospital are responsible for maintaining 24-hour numbers and procedures by which the appropriate persons can be reached.

Notification of personnel, other officials and resources

When the EOC is established, or at any time during the emergency response when resources and personnel are needed, the City of Oxford, Miami University, and McCullough-Hyde M. Hospital will initiate an appropriate personnel recall and contact necessary organizations and resource suppliers according to their own Standard Operating Procedures (SOP).

In addition, the 911-Dispatch Center will notify needed agencies and individuals, as requested by Incident Commander or according to own SOP.

Requesting outside assistance

If all available local resources, including mutual aid, are committed and assistance is still required, state assistance may be requested through Butler County Emergency Management Agency (EMA). State assistance can only be requested if (1) local resources are not sufficient, and (2) the Mayor has declared a local disaster by signing the emergency proclamation.

Note: City government resources must be utilized to their maximum before state or federal assistance will be made available.

Procedure for requesting state assistance

See also the form in *Appendix A-2*.

1. On advice of the City Manager and the Fire Chief, the Mayor of the City of Oxford declares a local emergency by signing the Emergency Proclamation.
2. The Mayor informs the Butler County EMA of the declared disaster and provides it with information on the disaster and the emergency response, as listed on the “Oxford Community Form to Request State Disaster Assistance” (see *Appendix A-2*).
3. The Mayor confirms this information by sending a separate fax (or telegram or LEADS message) to Butler County EMA.
4. Butler County EMA then forwards this information to the Director of the Ohio Emergency Management Agency.

Note: By State Law (Ohio Revised Code Section 5502), only the Mayor can declare a disaster and request state and federal resources. After the declaration of the disaster, however, the Oxford City Manager is in charge of coordinating the response to and recovery from a disaster, carrying out the emergency operations plan, and communicating with Butler County EMA.

Maintain Records

In order to request state or federal assistance, it is important to maintain records of used resources. Each agency, department, or service in the Oxford community must maintain records (according to own Standard Operating Procedures) of work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

Coordination with other jurisdictions

If the emergency situation also affects other jurisdictions, the community officials in the EOC will cooperate with these jurisdictions and coordinate their services to the maximum extent possible. In addition, if the Butler County EOC is activated, it may be necessary to provide their EOC with Oxford community officials to fill staff positions. The Oxford EOC will continue to coordinate the local emergency response as long as there is a need for operational control from an EOC.

Appendixes

The forms in these appendixes are included as an example. Additional forms are available through the Oxford Fire Department (per OFD Standard Operating Procedures).

Appendix A-1

Emergency Proclamation

Appendix A-2

Oxford Community, Form to Request State Disaster Assistance

EMERGENCY PROCLAMATION

Oxford, Ohio

AUTHORITY

Whereas, the City of Oxford, Ohio has been or is immediately threatened by a natural/man-made/technological hazard and/or nuclear or conventional attack, and;

(Give date, time, situation assessment and duration of hazard);

Now, therefore, I, _____, Mayor of the City of Oxford, declare that a state of emergency exists in the city and that I hereby invoke and declare those portions of the Ohio Revised Code which are applicable to the conditions and have caused the issuance of this proclamation, to be in full force and effect in the City for the exercise of all necessary emergency authority for protection of the lives and property of the people of the City of Oxford and the restoration of local government with a minimum of interruption.

Reference is hereby made to all appropriate laws, statutes, ordinances and resolutions, and particularly to Section 5502 of the Ohio Revised Code.

All public offices and employees of the City of Oxford are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations, and directives—state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified officers.

All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center.

In witness whereof, I have hereto set my hand this ____ day of _____ 20__
A.D.

Mayor, City of Oxford

Oxford Community

Form to Request State Disaster Assistance

Fax to: Butler County EMA (513) 868 2609

Before requesting state disaster assistance:

- 1 All available local resources must be committed, and
- 2 The Mayor of Oxford must have issued an emergency declaration.

To request state disaster assistance:

- 3 Contact the Butler County Emergency Management Agency and provide them with the information on this form (see below). Butler County Emergency Management Agency
Tel. (513) 844-8020
Fax. (513) 868 2609
- 4 Confirm the information by fax, telegram or Law Enforcement Automated Data System (LEADS) to Butler County EMA. Butler County EMA will then forward the information to the Ohio Emergency Management Agency.

Provide Butler County EMA with the following information:

Name of individual making request:

Description of disaster:

Statement of actions taken:

In the event of a natural or technological disaster:

Estimated number of persons affected:

Estimated of damage to public and private property:

Specific help needed:

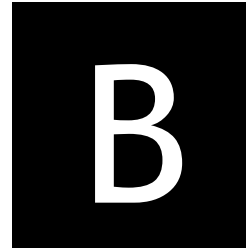
In the event of Civil Disturbances:

Estimated number of persons involved:

Number of law enforcement officers available and committed:

Explanation why force is inadequate:

Communications



This annex outlines the responsibilities and resources involved with communications between the Emergency Operating Center (EOC), field units, and the Command Post at the location of the emergency.

Available communication resources

Dispatch

Within the Oxford community, two separate Dispatch Centers are active:

Oxford Police 911-Dispatch Center is involved in all emergencies affecting the Oxford community that are off-campus or on-campus needing Fire and EMS services.

Miami University 911-Dispatch Center is only involved in emergency situations occurring at the Miami University campus. Fire and EMS services are contacted through the Oxford Dispatch Center.

Radios

All City Departments and Oxford Fire and Police Departments have radios for emergency communications. Oxford Police Department has portable radios available for use in the Emergency Operating Center.

Extra two-way radios may be available through Miami University Physical Facilities Department. Local Amateur Radio Operators Radio can provide extra operators with radios.

Telephone systems

The Oxford Police Department has wireless phones available. Extra telephone systems can be supplied by GTE and Miami University Telecommunications (though this may take some time).

Local amateur radio operators can also assist the Oxford community by making phone calls using radios.

Procedures for emergency communications

Oxford or Miami University Police Department (depending on location of emergency situation) will take the lead in establishing and maintaining communications in the event of an emergency situation. The appropriate Police Department will appoint a Communications Officer in the EOC who will contact and arrange necessary personnel and equipment to support primary and backup communications of the EOC. These emergency communications will in be effect until transfer of responsibility to the Butler County Emergency Management Agency (BC EMA) has occurred.

While operating the equipment in the EOC, radio operators remain under direct control of their own office, but coordinate information with the EOC Communications Officer.

Procedures and radio protocol

The radio protocol for voice transmissions and message handling will be “clear voice.” Using clear voice, you simply request what you need without using a code (e.g., “I need 3 ambulances”).

Notifications

This Emergency Operations Plan applies to any type of emergency and is therefore said to provide an “all hazards response.” A specific incident, however, can call for special expertise and procedures. As specified in *Annex A: Direction and Control*, the 911-Dispatch Center will contact the members of the EOC Core Team and specific organizations and officials at the request of the Incident Commander or according to own Standard Operating Procedures (SOP). The members of the EOC Core Team will then decide and contact who else is needed in the EOC, recall their own personnel and contact other resource as needed according to their own SOP.

Notifying the hospital

When informing the hospital, provide them with the following information:

1. Type of incident,
2. If the accident involves hazardous materials, and
3. The number of victims.

Coordination of responsibilities

Emergency Operating Center (EOC)

- Communicate with Command Post and field forces, response organizations, mass care facilities, amateur radio communication networks, adjacent jurisdictions, hospitals, and ambulance dispatch points.

Oxford/Miami University Police Department

- Appoint EOC Communications Officer

EOC Communications Officer

- Coordinate communication resources to support communication needs of EOC.
- Serve as intermediate between EOC and 911-Dispatch Center(s).

EOC Communication capabilities and radio frequencies

The Emergency Operating Center (EOC) is responsible for communication with field forces, response organizations, mass care facilities, amateur radio communication networks, adjacent jurisdictions, hospitals and ambulance dispatch points. The overview below shows how the EOC can communicate with essential parties in the emergency response. Other services and resource suppliers are listed in the *Resource manual* or can be contacted through the 911-Dispatch Centers.

Fire Departments

An officer from the Oxford Fire Department will be present in the EOC. The Fire Department can also be contacted by radio or telephone from the EOC or through the

Oxford Dispatch Center. The Oxford Fire Department is responsible for communicating with Fire/squad vehicles, volunteer fire departments/life squads, and monitoring Butler County Police Departments and Butler County Sheriff's Department.

The EOC can monitor fire departments at the following frequencies:

<i>Party</i>	<i>Radio frequencies</i>			
Fire departments within county	154.370	154.265	154.280	154.295
Fire departments in surrounding counties	154.190	154.145	154.355	

Law Enforcement

The Oxford Police Chief will be present in the EOC. Law Enforcement Departments can also be contacted by radio or telephone from the EOC or through the Oxford Dispatch Center. The Oxford Police Department is responsible for communicating with Oxford Police vehicles and other Law Enforcement departments. The Miami University Police Department communicates with its own vehicles.

The EOC can monitor the Sheriff's department vehicles on the following frequency:

<i>Party</i>	<i>Radio frequencies</i>
Sheriff's Department vehicles	154.800

Engineering and Public Works Departments

The Engineering and Service Departments can be contacted by radio or telephone from the EOC or through the Oxford Dispatch Center. The Service Director will be present in the EOC. The departments will communicate with their vehicles in the field.

The EOC can monitor both departments' activities at the following frequencies:

<i>Party</i>	<i>Radio frequencies</i>
Oxford Engineering Department	156.000
Oxford Service Department	156.000

Community Services

Local amateur radio operators can assist the Oxford community by providing radios with radio operators. They also have the capability to make phone calls using radios.

The EOC can monitor the amateur radio operators at the following frequencies.

<i>Party</i>	<i>Radio frequencies</i>
Amateur Radio Emergency Service	145.21 (W8CCI)
	442.550 (W8MUO)
	146.88 (Warren Weather Net)

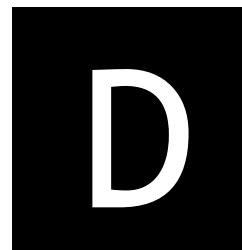
Emergency Medical Services

The Health Care Coordinator from McCullough-Hyde M. Hospital will be present in the EOC and act as the hospital liaison. Emergency Medical Services can also be contacted by radio or telephone from the EOC or through the Oxford Dispatch Center. The EMS transportation officer will be the only one to communicate with the hospital emergency departments.

The EOC can monitor medical services at the following frequencies:

<i>Party</i>	<i>Radio frequencies</i>		
McCullough-Hyde M. Hospital	155.340		
EMS units	154.37	155.340	154.280
	154.265	154.295	155.340

Emergency Warning and Public Information



This annex describes the process by which the Oxford community and its officials will be warned of an emergency and also describes how the public will be informed and instructed during emergency response and recovery operations.

Important considerations

It is important to consider the following:

- Some people may ignore, not hear, or not understand warnings, information, or instructions.
- Special needs groups will require special attention.

The City of Oxford and Miami University will coordinate educational campaigns to prepare the community for an emergency by informing them of the types of warnings and actions to take in the event of an emergency.

Warning the community

The Oxford Police Department is responsible for warning the community and necessary officials when an emergency situation is expected. Depending on the amount of time available for action and on the particular hazard, the following early warning systems may be used:

- Weather warning sirens (for weather warnings only)
- Weather radios
- Radio broadcasts. See *Radio* in the *Resource manual*.
- Cable TV interruption and notification of local TV broadcasting stations (through Oxford Police Department.)

In addition, emergency response organizations such as the Fire and Police Department, and Talawanda City Schools may be called upon to help warn the public. When the Communicator system (a reverse 911-system) is implemented, this can also be used to warn the community.

Public information during and after emergency

The key person in providing public information is the Public Information Officer (PIO), appointed by the City Manager.

Coordination of public information through Public Information Officer and media center

All official information will be released from a **media center**, of which the location will be determined by the Public Information Officer (PIO) in conjunction with the Incident Commander. The PIO shall speak “as one voice” to the media regarding the emergency, on behalf of the elected officials, the EOC, and the Command Post. All elected officials and emergency response personnel refer media questions to the media center.

An Information Officer (IO) will be identified within the Command Post to communicate with the EOC and provide reliable information to the EOC Public Information Officer (PIO). If needed, the City Manager can appoint an Information Officer (IO) for the planning and coordination group within the EOC.

Contact with media and content of public information

The Public Information Officer will establish contact with the media to inform the Oxford community about:

- Current assessment of the emergency.
- Actions that are taken to assist and protect the community.
- Restricted areas.
- Survival instructions and health hazard information.
- How and where to receive help.
- Telephone numbers for victim information and assistance.
- Telephone numbers for donations and volunteer assistance.
- Instructions for people to return home.

Assignment of responsibilities

City Manager

- Appoint a Public Information Officer (PIO)

EOC Public Information Officer (PIO)

- Manage public information and speak “as one voice” to the media regarding the emergency on behalf of the elected officials, the EOC, and the Command Post.
- Determine location of the media center in conjunction with Incident Commander.

Elected officials, response personnel, and other people in the field

- Refer media questions to the Public Information Officer in the media center.

Information Officer (IO) at the Command Post

- Communicate with EOC
- Provide reliable information to the EOC Public Information Officers (PIO)

Law Enforcement

(Security, Evacuation, and Traffic Control)



This annex describes the coordination of the emergency tasks of the various law enforcement agencies that are available to the Oxford community. Responsibilities of Law Enforcement include providing protection, organizing traffic control, and organizing building or area evacuations.

Law enforcement departments

Written mutual aid agreements between the two local law enforcement agencies Miami University Police Department (MUPD) and Oxford Police Department (OPD) are kept on file at OPD and MUPD. The Oxford Police Department is also part of a county-wide mutual aid agreement.

Oxford Police Department (OPD)

Located at 101 E. High Street, Oxford Police Department dispatches fire, EMS and law enforcement for the City of Oxford and Oxford Township and provides mutual aid to Miami University.

Miami University Police Department (MUPD)

Located at 4945 Oxford-Trenton Road (Highway 73), Miami University Police Department dispatches fire, EMS and law enforcement assistance on Miami University Campus. Fire and EMS are dispatched through the Oxford 911-Dispatch Center.

Miami University also provides mutual aid to the City of Oxford.

Other law enforcement departments

If local capabilities are not sufficient, the appropriate Police Department (Oxford or Miami University, depending on the location of the emergency situation) will obtain support from adjacent areas and federal and state enforcement agencies. See also *Police in Resource manual*.

General procedures

The maintenance of law and order and the protection of lives and property is the objective of each law enforcement agency. All emergencies are handled according to Standard Operating Procedures.

General procedures

- The line of succession for the law enforcement officer is established locally by the OPD and MUPD.
- Each agency retains responsibility and authority within its own jurisdiction.

Deploying personnel

- On duty and off duty law enforcement personnel are notified of emergencies according to Standard Operating Procedures (SOP); call down is also implemented according to internal SOPs.

Reporting information

- Information concerning damage assessment, evacuation status, etc is forwarded to the Emergency Operating Center (EOC) per Standard Operating Procedures.
- Inquiries concerning individuals injured or missing to the Oxford or Miami Police Department will be referred to the American Red Cross.

Evacuation procedures

The appropriate Police Department (Oxford or Miami University, depending on the location of the emergency situation) is responsible for evacuations. Evacuations will be carried out according to own Standard Operating Procedures.

The Butler County Sheriff's Office will assist local law enforcement agencies in carrying out evacuations. After notification, the American Red Cross will designate shelter locations in safe areas, in cooperation with the Police Department. The Service Director will be responsible for checking the safety of shelter locations. See also Traffic Control (below) and *Annex K: Shelter and Mass Care*.

Traffic Control/Security

Law Enforcement will be responsible for traffic control and security. Traffic and security problems can escalate in emergency situations. Law Enforcement will provide Security at emergency area(s), reception centers, shelter(s) feeding facilities, the EOC and media center, as resources allow. In accordance with Standard Operating Procedures, Law Enforcement will:

1. Reroute traffic around impact areas.
2. Barricade access roads when evacuation routes are set. Traffic control points will be established along these evacuation routes to assist evacuees and to maintain the flow of traffic toward reception centers and shelters. Other public safety agencies are notified of evacuation routes and they, if possible, help select and control these routes.
3. Create barricades and other control devices, in cooperation with the Service Department, to secure the emergency area(s).
4. Limit access to the emergency area(s). Emergency responders and other authorized personnel are required to show identification or travel in a recognized official emergency vehicle to be admitted to the area(s). An emergency pass system will be used to control who enters the emergency area(s). Others are admitted only after showing the emergency pass card, which is issued by OPD or MUPD.
5. Enforce established curfew hours and patrol the evacuated area(s) to protect against looting. Unauthorized persons found in the area(s) are placed under arrest.

Ohio State Highway Patrol has an office in Butler County and will assist with traffic control on state routes. See also *traffic control* in the *Resource manual*.

Major businesses and industry within the evacuated area(s) should consider using private security to guard their facility against looting. These security persons must have identification and be authorized by the property owner to perform such services. Businesses are advised to have security personnel operate in uniform.

Fire and Rescue

(First response, control phase, and “Phase Out”)



This annex describes the responsibilities and actions in the initial response to an emergency situation, during the control phase, and in “phase out.”

Available fire and rescue resources

The Oxford Fire Department has the following fire and rescue equipment available: 3 pumpers, 1 aerial, 1 quick attack/rescue, 1 task unit, 1 tanker, 1 grass, and 2 EMS. Additional fire and rescue resources are available through mutual aid agreements with surrounding communities. Those resources are listed in the “*Equipment List of the Fire and EMS departments in Butler County;*” a copy of which is available through the Oxford Fire Department at the central Fire Station and the Command Post.

First response procedures

The highest-ranking officer of the Oxford Fire Department (per Oxford Fire Department SOP) will do the following upon arrival at the scene:

1. Institute the Incident Command System (per Oxford Fire Department SOP).
The highest-ranking officer of the Oxford Fire Department now becomes the Incident Commander. (Note that the first arriving OFD command officer will be in command until requesting relief, or relieved by a higher ranking officer from that department.)
2. Evaluate the situation; determine:
 - What?—Identify the type(s) of emergency (violent act or threat, hazardous materials incident, natural disaster, etc.).
 - Where? How big? — Identify the location and the extent of the emergency area.
 - How many? — Identify the number of casualties or potential casualties.
 - How serious? — Determine the level (I, II, III) of the emergency and the need for assistance. Emergency levels are explained below.
3. Notify 911-Dispatch Center of the level and type(s) of emergency, and indicate specific needs for resources or people to be contacted.
In the event of a Level III Emergency, the 911-Dispatch Center will automatically notify the members of the EOC Core Team in order to establish the Emergency Operating Center (EOC). (See also *Annex A: Direction and Control*).

In the event of a Level II Emergency, the Incident Commander must specify if s/he

needs an EOC established and what other organizations, individuals, and resource suppliers need to be contacted by the 911-Dispatch Center.

4. Establish Command Post (per Fire Department SOP).

Emergency levels

For a quick evaluation of the situation, the following three levels of emergency can be distinguished:

Level I: Potential Emergency (#victims 5-10)

A Level I Emergency is an incident that can be controlled by the first response agencies and does not require evacuation other than the involved structure or on-site outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property (assumed, usually not declared) and will not seriously affect the overall function capacity of the city.

As a rule of thumb, the total number of victims is between 5 and 10.

Level II-Limited Emergency Condition (#victims 10-20)

A Level II Emergency is an incident that involves a greater hazard or larger area. The incident poses a potential threat to life or property, which may require a limited evacuation of the surrounding area. A Level II Emergency can quickly become a Level III Emergency.

As a rule of thumb, the total number of victims is between 10 and 20.

Level III-Full Emergency Condition (#victims >20)

A Level III Emergency is an incident involving a severe hazard or large area, which poses an extreme threat of life and property. Depending on the type of incident, the emergency situation will probably require a large-scale evacuation.

As a rule of thumb, the total number of victims is larger than 20.

Responding to Level II or III Emergency

Oxford Fire and Police Department and Miami University Police Department will respond to the emergency situation following their own Standard Operating Procedures (SOP). Specific steps to be taken include:

1. Notify McCullough-Hyde M. Hospital (if that has not happened yet — the hospital always needs to be contacted in the event of a Level III Emergency). Provide the hospital with the following information: (1) Type of incident, (2) If the accident involves hazardous materials, and (3) The number of victims.
2. Consider the need for additional public resources.
See *Resource manual* and appropriate annexes for more information.
Note: Additional county, state, and federal resources become available when the Mayor declares a local disaster on advice of the Fire Chief and the City Manager. (See *Annex A: Direction and Control*.)
3. Also consider notifying:
 - Involved utility companies. See also Annex G: Engineering, Utility, and Public Works and Resource manual: Gas and Electric, Water and Sewer.

- Public Information Officer (will be appointed by City Manager). See also *Annex D: Emergency Warning and Public Information*.
 - American Red Cross (per Oxford Fire Department SOP).
4. Set up staging area for mutual aid units and responding citizen volunteers.
 5. Designate area for Emergency Medical Services (EMS), such as triage. See also *Annex I: Medical Services*.
 6. Appoint Information Officer to report from the Command Post. See also *Annex D: Emergency Warning and Public Information*.

Control phase procedures

The Incident Commander in cooperation with other authorities determines the end of the Emergency Phase and the start of the Control Phase. In the Control Phase, the emergency no longer escalates; the situation is static and begins to regress. Although the emergency is not over yet, there will be time available to focus on requesting assistance. The Control Phase can stretch out over a long period of time.

General procedures Control Phase:

- Follow Standard Operating Procedures of Oxford Fire and Police Departments.
- Coordinate inner and outer perimeter control in cooperation with Law Enforcement.
- Control and relieve staff and equipment.
- Provide supplies for staff and equipment, i.e. food, clothes, fuel, etc.
- Advise EOC to call in special equipment, i.e. bulldozer, cranes, boats.
- Establish communication assistance (command van, amateur radio, etc).
- In case of a long-term emergency, or if need is determined, request assistance from Ohio National Guard and other resources.

“Phase out” procedures

The Incident Commander in cooperation with other authorities determines the end of the Control Phase and the beginning of “Phase out.” All emergency needs have now been fulfilled and the Incident Commander can start deactivating emergency resources and release mutual aid resources.

General Procedures Phase Out:

- Follow Standard Operating Procedures of Oxford Fire and Police Departments.
- Send standby units home or to permanent location out of staging area.
- Send home National Guard and police detail.
- Allow residents back into “safe” areas.

Coordination of responsibilities

By instituting the Incident Command System, a chain of command is established per Oxford Fire Department Standard Operating Procedures (SOP).

Incident Commander

1. Evaluate emergency and initiate Emergency Operations Plan:
 - Determine type and level of the emergency and establish Command Post.
 - Initiate notification of EOC Core Team and/or others as needed, by informing 911-Dispatch Center of type and level of emergency.
2. Respond to emergency
 - Be in charge of overall emergency response.
 - Advise and inform the established EOC on situation and needed resources.
 - Establish contact with Police Department, Emergency Medical Services (EMS) liaisons, and appropriate outside organizations such as mutual aid departments.

911-Dispatch Center

- **In the event of a Level III Emergency**, notify the members of the EOC Core Team in order to establish the Emergency Operating Center (EOC). Notify other organizations or individuals as requested by the Incident Commander or according to own Standard Operating Procedures. (See also *Annex A: Direction and Control*).
- **In the event of a Level II Emergency**, notify (selected) members of the EOC Core Team and other organizations or individuals, as requested by the Incident Commander or according to own Standard Operating Procedures.

Engineering, Utility and Public Works



This annex outlines the duties and responsibilities of engineering, utility and public works segments of the Oxford community in the event of a major emergency. See also annex T: Debris Removal

Resources

General assumption All engineering and public works equipment and personnel in the Oxford community will be available to respond to a disaster. Without assistance, the engineering and public works departments of the City of Oxford may not have sufficient resources to cope with a disaster.

City of Oxford Service Department and Municipal Garage

Location of Department: City of Oxford Municipal Building, 101 E. High Street.

Location of Municipal Garage: 945 Collins Run Road by Talawanda High School.

Available resources include: Maps and expertise on water production and distribution, wastewater collection and treatment, streets and maintenance, environmental affairs, and utility inspections.

City of Oxford Engineering Department

Location: City of Oxford Municipal Building.101, E. High Street.

Oxford Township Road Maintenance Department and Township Garage

Location Township Garage: Next to the municipal garage on 925 Collins Run Road by Talawanda High School. Available equipment includes: dump trucks.

Miami University Physical Facilities Department

Location: Cole Service Building on the Miami Campus.

Note: It is assumed that Miami University will commit its equipment and personnel resources to the fullest extent possible if they are needed in the response to or recovery from an emergency situation.

Local contractors

See 'contractors' in the Resource manual.

Note: It is assumed that local contractors have enough resources to back up engineering and public works recovery efforts. These resources, however, may not always be available quickly if contractors are on jobs elsewhere.

Ohio Department of Transportation (ODOT)

ODOT has an office in Butler County and will assist within their jurisdiction with snow and debris removal on state routes.

Gas, electric, water, and telephone companies

Phone numbers of the following companies that serve the Oxford community are listed in the *Resource manual* under *Gas and Electric*, under *Water*, and *Telephone*.

Gas, Electric	
Butler Rural Electric	3888 Stillwell-Beckett Rd, Oxford
Cincinnati Gas and Electric	36 West High Street, Oxford
Oxford Natural Gas Co	5181 College Corner Pike, Oxford
Dayton Power & Light	Dayton
Water	
Southwest Water Association	3640 Old Oxford Road, Hamilton
City of Oxford Water and Sewer Utilities	101 East High Street
Telephone	
GTE, General Telephone Exchange	
Cincinnati Bell	

First response procedures

When the Emergency Operating Center (EOC) is established, the Service Director will report to the EOC. The Service and Engineering departments will respond to an emergency situation according to their Standard Operating Procedures (SOP).

The following list indicates the priorities in the event of a major emergency:

Gas, electricity, and other utilities

- Prioritize detection and repair of leaking gas lines.
- Provide emergency power and lighting systems if needed.
- Restore utilities to critical and essential facilities; obtain the assistance of utility companies if needed for emergency operations.
- Coordinate with the Health Department and the Ohio EPA to ensure the integrity of water supplies and sewage systems; provide emergency repair of water and sewer systems.
- In the recovery phase, coordinate utility repair with the public and private providers.

Safety

- Determine safety of emergency operations facilities, public shelters and reception and care centers.

Debris

- Clear debris and open roads for traffic. See also *Annex T: Debris Removal*.

Damage Assessment

- Provide damage estimates as requested by the City Manager. See also *Annex L: Damage Assessment*.

Supplies and Equipment

- Coordinate incoming supplies and provide a staging area for all incoming equipment and supplies.
- Provide equipment and personnel to perform damage assessment, debris clearance, emergency repairs, equipment protection, movement of personnel and equipment, support decontamination, and other activities as needed.
- Contact private contractors for additional assistance as necessary (coordinate conjectural obligation with the City Manager).

Coordination of responsibilities

Service Director

- Report to EOC and coordinate service and public works activities during and after emergency situation in cooperation with other resource suppliers in the community. (Details of first response outlined above.)

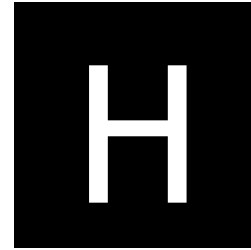
Head of Engineering Department

- Report to the EOC when requested. Coordinate engineering activities in cooperation with the Service Director.

Oxford Police Department

- Contact Ohio Department of Transportation (ODOT), if needed to assist with snow and debris removal on state routes. See also *Annex E: Law Enforcement*.

Public Health



Refer to the Butler County Emergency Operations Plan

When the emergency situation calls for public health services that cannot be provided by local resources (see also *Annex I: Medical Services*), the Emergency Operating Center will contact the Director of Administration for the Butler County Department of Health.

See also the *Butler County Emergency Operation Plan, Annex H: Public Health*.

Medical Services



This annex outlines how the medical and health services that are available to the Oxford community will be used and coordinated in the event of a multiple casualty incident.

Available medical resources

McCullough-Hyde Memorial Hospital

This community hospital provides 24-hour emergency physician coverage, a lab, blood bank, X-ray, operating room availability, and general surgical and orthopedic coverage. Decontamination capacity is two at one time.

Limitations: This hospital does not have neurosurgical or vascular service coverage, which limits its ability to provide definitive care to multiple trauma victims. The optimal capacity for resuscitation and stabilization of critical or serious patients (red and yellow tag group) would be no more than two-three patients at any given time. The hospital also has no resources for mass decontamination. (See *Annex I-1* for an explanation of red, yellow, and green tags).

Miami University Student Health Service

This Service provides daily physician care to the Miami University general student population with lab and X-ray coverage and a pharmacy. The Student Health Service has no resources for decontamination.

In an emergency, this facility can provide care to non-urgent (green tag group) casualties. Hamilton Tours school busses can be used for transportation and temporary shelter of this group. (Letter of agreement with Hamilton Tours is on file at City Hall — see *Resource manual: Hamilton Tours*.)

The Student Health Service can be contacted through Miami University Police Department.

Emergency Medical Service (EMS)

EMT (non-paramedic) providers will provide Emergency Medical Services to the Oxford community, which includes field triage, limited treatment, and patient transportation. Additional service from area EMS groups is available through mutual aid agreements.

Mortuary services

Mortuary services are provided by Smith and Ogle (see *Resource manual*).

Mental health and crisis counseling services

Outpatient services are available through the Community Crisis Counseling Center (CCCC) and other county resources as listed in the *Resource manual* (see *Crisis Counseling*). Inpatient services are available through Fort Hamilton Hughes and Middletown Hospital (see *Resource manual, Crisis Counseling, Inpatient*).

Nursing Homes

The City of Oxford has one nursing home: “Oxford View Nursing Home.” This and other nursing homes are listed in the *Resource manual*.

Procedures

General

Internal resources of all participating health and medical departments will be managed according to their own Emergency Operation Plans (EOP) that are an extension of their Standard Operating Procedures (SOP).

McCullough-Hyde Memorial Hospital

The hospital will operate in accordance with its internal disaster plan. In the event of a Level III Emergency or any incident that leads to the establishment of an Emergency Operating Center (EOC), the Health and Safety Officer (or designee) from the hospital automatically becomes the Health Care Coordinator in the EOC.

Informing the hospital

The 911-Dispatch Center will always notify the hospital in the event of a Level III Emergency situation, and in any other situation as requested by the Incident Commander. When notifying the hospital, provide them with the following information:

1. Type of incident,
2. If the accident involves hazardous materials, and
3. The number of victims.

Hazardous materials and decontamination

In the event of an incident involving hazardous materials, mutual aid will be requested as soon as possible from Butler County Haz-Mat Co-op units. All attempts should be made to **decontaminate victims at the scene**. EMS transport to the hospital will be reserved for serious or critical (yellow or red tag) victims who will be decontaminated at the hospital. Hamilton Tours school busses can be used for **transportation and temporary shelter** of non-urgent (green tag) victims prior to further care at a health facility. (Letter of agreement with Hamilton Tours is on file at City Hall — see *Resource manual: Hamilton Tours*.) See also *Annex Q: Hazardous Materials*.

Field Emergency Medical Services

- Field EMS will follow the Incident Command System (ICS). The first ranking EMS/Fire officer at the scene automatically is the Scene Commander until directed otherwise by the Fire Chief. S/he may appoint a separate EMS Control Officer who will coordinate EMS activity.
- Triage will be carried out using the START system (Simple Triage and Rapid Transport/Treatment), see also *Appendix I-1* (this annex).

Miami University Police Department (MUPD)

The Miami University liaison in the EOC will help coordinate city and university resources.

Coordination of responsibilities

Health Care Coordinator: Hospital liaison in EOC (=the Health and Safety Officer (or designee) from McCullough-Hyde Memorial Hospital)

- Report to EOC and act as the liaison for McCullough-Hyde M. Hospital.
- Work with EMS liaison and Miami University liaison to coordinate city and university medical resources.

Miami University liaison in EOC

- Coordinate Miami University medical resources.
- Work with Health Care Coordinator (in EOC) and EMS liaison to coordinate city and university medical resources.

EMS liaison (Fire Chief or designee)

- Coordinate EMS activity.
- Work with Health Care Coordinator (in EOC) and Miami University liaison to coordinate city and university medical resources.

Scene Commander for field Emergency Medical Services (EMS)

- Report to Incident Commander
- Assign the following officers if needed:

EMS Control Officer	<ul style="list-style-type: none"> • In charge of all EMS activity. • Report to the Scene Commander / Incident Commander.
Triage Officer	<ul style="list-style-type: none"> • Report to the Control Officer. • In charge of all triage (using the START system, see <i>Appendix I-1</i>), tagging and movement of patients into patient collection area.
Treatment Officer	<ul style="list-style-type: none"> • Report to the Control Officer. • In charge of all patients in the patient collection area. • Communicate with the Transportation Officer.
Transportation Officer	<ul style="list-style-type: none"> • Report to the Control Officer. • Responsible for movement of patients from patient collection area to receiving hospitals. Ask for patient names, if possible, and try to keep families together. • Communicate with the receiving hospitals. • Keep accurate track of the number and kind of transfers to each hospital and communicate these to the EOC and the hospitals.

Important: The Transportation Officer is the only person to communicate with the hospitals that are receiving patients. Other medical personnel report to the Transportation Officer or the Health Care Coordinator in the EOC.

Mortuary and Coroner

The coroner or representative of the coroner's office will:

- Determine the location of a temporary morgue and assume all other responsibilities of identification and disposition.

- Maintain contact with and report to Health Care Coordinator and the Incident Commander (the coroner's office will not be represented at the EOC).

Mental health personnel

Maintain contact and report to Health Care Coordinator and the Incident Commander (mental health personnel will not be represented at the EOC).

Appendix

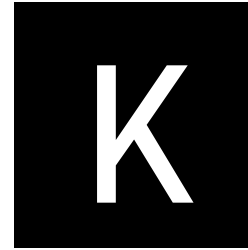
Appendix I-1 The START system

Emergency Medical Services will use the START (Simple Triage and Rapid Transport/Treatment) system for triage and transport of victims in a mass casualty incident, consistent with EMS mass casualty protocol and hospital Standard Operating Procedures (SOP).

Initial patient triage should take no longer than 45 seconds per victim and this system requires no training level above EMT and no equipment other than tear off tagging ties. Using the START system, victims will be rapidly triaged to three groups that have different priorities for transportation to the hospital.

Priority	Tag	Description	Transport
I	Red	(Critical)	First transport group.
II	Yellow	(Serious)	Second transport group.
III	Green	(Non-urgent or Delayed)	Third transport group out by mass transit to Miami University Health Center or hospital clinic area.
IV	Black	(Dead)	

Shelter and Mass Care



This annex outlines the responsibilities and the required action to provide immediate shelter and mass care to evacuees, victims, and emergency workers involved in an emergency situation and its aftermath.

Available mass care resources

The American Red Cross is the primary resource available to provide shelter and mass care services to the Oxford community. See also the *Resource manual* for additional resources.

American Red Cross Hamilton Area Chapter

Red Cross services are available to the Oxford community through mutual aid agreements.

Services may include:

- Feeding (fixed and mobile).
- Supporting first aid stations.
- Sheltering evacuees and victims.
- Assisting in morgues.
- Distributing comfort kits and cleanup supplies.

The Hamilton Red Cross can receive state and national Red Cross resources on request.

Shelter locations

Oxford		
Marshall Elementary School	3260 Millville Oxford Rd.	Capacity: 138
Talawanda High School	101 W. Chestnut St.	Capacity: 265
Millett Hall	Sycamore Street	Capacity: 500
Faith Lutheran Church	420 S. Campus Ave	Capacity: 180
College Corner / Oxford Township		
College Corner Union School	230 Ramsey Dr., Col. Corner	Capacity: 534
First United Presbyterian Church	121 State Line St., Col. Corner	Capacity: 50
United Methodist Church	89 Church St., College Corner	Capacity: 265

Procedures

The American Red Cross is notified by 911-Dispatch Center at the request of the Incident Commander, or by the EOC, Fire or Police Department, BC EMA or other community official. The American Red Cross Hamilton Area Chapter operates according to its own Standard Operating Procedures.

Coordination of responsibilities

Emergency Operating Center (EOC)

- Contact American Red Cross (ARC) per Oxford Fire Department Standard Operating Procedures (SOP).
- Cooperate with ARC in opening shelter locations, and provide security if possible.

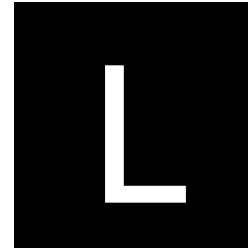
Service Director City of Oxford

- Determine the safety of emergency operations facilities, public shelters, and reception and care centers.

American Red Cross Hamilton Area Chapter

- Organize sheltering of disaster victims (per own SOP)
- Obtain and distribute shelter supplies and equipment; make inventory before shelter opens.
- Initiate and maintain housing, feeding, health, janitorial, and recreational services within the shelter.
- Contact additional American Red Cross resources if needed.

Damage Assessment



This annex describes the timeline, procedures, and responsibilities involved with damage assessment. An assessment of the loss, suffering, and harm to a community makes it possible to effectively respond to the emergency. Damage assessment is also important for receiving state and federal assistance.

Reasons for damage assessment

A quick and detailed assessment of damages affecting the population and public and private sectors in the Oxford community is important for the following reasons:
Early identification of problems enables local and, at a later stage, state and federal government officials to identify needed resources and effectively respond to an emergency situation.

Damage assessment is required in order to receive federal and state assistance.

The assessment makes it possible to accurately inform the public and the media of the situation.

Timeline

Within 12 hours: Submit “Initial Damage Assessment Form”

The form is attached as *Appendix L-1*. For initial damage assessment, take the following steps:

1. Perform an initial damage assessment by collecting information on:
 - The type and description of the disaster.
 - An estimate of private and public property damages.
 - The number of people affected (evacuation, deaths, injuries).
 - Type of state assistance that may be requested.

Note: If the City declares a local disaster, the same information will already be provided to Butler County EMA on the “*Oxford Community Form to Request State Disaster Assistance*”(see *Appendix A-2*).

2. Notify Butler County Emergency Management Agency (EMA) by:
 - a. Faxing the Initial Damage Assessment Form (see *Appendix L-1*) to Butler County EMA, or reporting the information by phone.
 - b. Confirming the damage assessment information with a separate fax to Butler County EMA. Butler County EMA will submit the information to Ohio EMA.

Completion of the Initial Damage Assessment form will allow local officials to get initial information about the extent of impact of the disaster and it will facilitate preparation of

maps and collection of data needed for the more detailed Damage and Needs Assessment Form.

Within 36 hours: Submit detailed “Damage and Needs Assessment Form”

3. Perform detailed damage and needs assessment.
4. Submit the Damage and Needs Assessment form (see Appendix L-2) to the Butler County Emergency Management Agency.

Note: The county and state will assist the city in assessing the damages if the city requests help and it is clear that the damages are extensive.

Continued damage assessment

5. Update damage assessments and provide information to the Emergency Operating Center (EOC) and Butler County Emergency Agency “within a reasonable timeframe.”

Procedures for assessing and reporting damage

Please refer to the “*Butler County Natural Disaster Damage Assessment Guide for Local Government*” in the Butler County Emergency Operations Plan.

Types of damage assessment

FEMA and American Red Cross (ARC) damage assessment criteria

American Red Cross (ARC) damage assessment criteria differ from the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA) criteria; the ARC does not assess damages to businesses, the public sector, or private non-profit organizations.

Use FEMA criteria to assess damage because those are the criteria that FEMA uses to determine if a Presidential or Small Business Administration disaster declaration should be issued. Damage assessments by the American Red Cross (ARC) can be used as a comparison, to ensure all damage areas have been assessed. Please refer to the “*Butler County Natural Disaster Damage Assessment Guide for Local Government*” in the Butler County Emergency Operations Plan, for more information on FEMA and SBA damage assessment criteria.

Private versus public damage assessment

Individual damage will initially take the highest priority because it involves human sufferings. In the long run, however, public damages will be equally important. The city needs to assess each area of damage:

Private (or individual) damage assessments include information on the number of evacuees (including the number sheltered), the number of injured and dead, on insurance coverage, and on damaged residences (including apartments and mobile homes), businesses, and agricultural areas.

Public damage assessments include information on damages to public and private non-profit facilities.

Please refer to the “*Butler County Natural Disaster Damage Assessment Guide for Local Government*” in the Butler County Emergency Operations Plan, for more information on public and private damage assessment criteria.

Coordination of responsibilities

City Safety Director (City Manager or designee)

- Coordinate damage assessment and send information to Butler County Emergency Management Agency (BC EMA).
- Send out inspectors for initial damage assessment.
- Responsible for making sure that areas and buildings are safe for citizens, media, and emergency workers.
- If needed, request help from Butler County EMA to perform a detailed damage and needs assessment.
- Assist with damage assessment carried out by Ohio or Federal Emergency Management Agencies or the Small Business Administration. State and federal damage assessments can be assisted by:
 1. Providing local representatives who have knowledge of the types of damage and problems that occurred.
 2. Predetermining a route that shows the areas of greatest damage to the visiting damage assessment teams.
 3. Ensuring that the assessment teams view all known damage.

Chief Building Official, Building Department

- Responsible for carrying out damage assessment; receive and compile damage assessment information from the field.
- Assist with damage assessment carried out by Butler County, Ohio, or Federal Emergency Management Agencies or the Small Business Administration.

Service Department

- Assist with damage assessment carried out by Building Department and Butler County by providing maps to identify locations of damage by type and category (provide separate maps for public and private damage assessment).

Each Department in the City of Oxford

- Maintain records and assess damages according to own Standard Operating Procedures (SOP).

Butler County Emergency Management Agency (BC EMA)

- Primary contact for damage assessment in the county.
- Assist the Oxford community with detailed damage and needs assessment if it is apparent that the damages are extensive and if the city requests help.
- Submit damage assessment information to Ohio and Federal Emergency Management Agency (FEMA) if state or national assistance is required, and assist with damage assessment carried out by Ohio or Federal Emergency Management Agencies or the Small Business Administration.
- Assist small businesses, e.g., by supporting an arrangement of small business loans.

Ohio Emergency Management Agency (EMA)

- Instruct state agencies that have damage assessment responsibilities.

American Red Cross (ARC)

- Provide damage assessment to assist private citizens whose property has been damaged.

Small Business Administration (SBA)

- Assess damages to small businesses, if requested by Butler County EMA.

References

This annex is based on and coherent with information in the “*Butler County Natural Disaster Damage Assessment Guide for Local Government*,” which is part of the Butler County Emergency Operations Plan. For more information on damage assessment and how to fill in the forms, please refer to this guide.

Appendixes

The forms in these appendixes are included as an example. Additional forms are available through the Oxford Fire Department (per OFD Standard Operating Procedures).

Appendix L-1

Initial Damage Assessment Form — Submit within 12 hours.

Appendix L-2

Detailed Damage and Needs Assessment Form (AG-0035, Rev. April 1990)— Submit within 36 hours.

Appendix L-1 Initial Damage Assessment Form

Initial Damage Assessment Form — Submit within 12 hours
Fax the form or report the information by phone to Butler County EMA.
Confirm the information with a separate fax. Butler County EMA will submit the information to Ohio EMA.

Butler County Emergency Management Agency
200 North F STREET, Hamilton, OH, 45013
Tel. (513) 844-8020
Fax. (513) 868-2609

1. Name of affected jurisdiction:

2. Person reporting and contact number:

3. Type and description of disaster:

4. Best estimate of private and public property damages:

5. Best estimate of number of people affected (evacuation, deaths, injuries):

6. Type and extent of assistance required, if known:

7. Additional remarks:

Appendix L-2 Damage and Needs Assessment Form

Detailed Damage and Needs Assessment form — Submit within 36 hours to:

Butler County Emergency Management Agency

200 North F STREET, Hamilton, OH, 45013

Tel. (513) 844-8020

Fax. (513) 868-2609

For detailed instructions on how to fill in this form, please refer to the Damage and Needs Assessment Form Instructions in the “*Butler County Natural Disaster Damage Assessment Guide for Local Government*,” which is part of the Butler County Emergency Operations Plan.

**BUTLER COUNTY EMERGENCY MANAGEMENT AGENCY
PHONE: 844-8020 FAX: 868-2609
DAMAGE AND NEEDS ASSESSMENT**

A. NAME OF POLITICAL SUBDIVISION & POPULATION

INTERNAL USE ONLY

B. NAME OF COUNTY & POPULATION

MSG. NO

DATE REC'D

TIME REC'D

C. TYPE OF DISASTER & DATE OF OCCURRENCE (if flood or winter storm, provide information on the back of this form)

SOURCE:

D. AREA PRIMARILY AFFECTED (East, West, NE, all)

E. CONTACT INFORMATION

NAME&TITLE:

PHONE:

ADDRESS:

PUBLIC DAMAGES*

A. DEBRIS CLEARANCE

PUBLIC ROADS&STREET \$
PUBLIC PROPERTY \$
OTHER \$
TOTAL \$

E. PUBLIC BUILDINGS, FACILITIES, EQUIPMENT

PUBLIC BUILDINGS DAMAGED# \$
DESTROYED# \$
VEHICLES / EQUIPMENT# \$
TOTAL \$

B. PROTECTIVE MEASURES

EMERGENCY TEMPORARY. \$
REPAIRS \$
FLOOD PROTECTION/ \$
SANBAGGING \$
BARRICADES, SIGNS \$
SECURITY / SEARCH & RESCUE \$
OTHER \$
TOTAL \$

F. PUBLIC UTILITIES(PUBLICILY OWNED)

WATER SYSTEM \$
WATER TREATMENT PLANTS \$
SEWAGE TREATMENT PLANTS \$
SEWAGE \$
LENGTH (FT) \$
LENGTH (FT) \$
OTHER \$
INSURANCE COVERAGE (%) \$
TOTAL \$

C. ROAD SYSTEMS

ROADS
TYPE___ MILES \$
TYPE___ MILES \$
BRIDGES
DAMAGED \$
DESTROYED \$
CULVERTS
DAMAGED \$
DESTROYED \$
ACCESS PROBLEMS Yes No
TOTAL \$

G. PARKS & RECREATIONAL (PUBLICILY OWNED)

PARKS \$
RECEATIONAL \$
PARKS \$
OTHER \$
INSURANCE COVERAGE \$
TOTAL \$

D. WATER CONTROL FACILITIES

DIKES	\$
LEVEES	\$
DRAINAGE CHANNELS	\$
OTHER	\$
TOTAL	\$

H. SCHOOLS&PRIVATE NON-PROFIT FACILITIES

PUBLIC SHOOLS		
DAMAGED		\$
DESTROYED		\$
OTHER SHOOLS		
DAMAGED		\$
DESTROYED		\$
PRIVATE UTILITY		\$
INSURANCE COVERAGE (%)		\$
TOTAL		\$

I. CURRENT COMMUNITY BUDGET INFORMATION

1. ANNUAL BUDGET.	\$
3. PUBLIC WORKS BUDGET	\$

2. ROAD BUDGET	\$
4. DATE FISCAL YEARS BEGINS	\$

J. INDIVIDUAL

RESIDENTIAL STRUCTURES DESTROYED (incl. Mobile homes & farm houses)	#
MAJOR	#
MINOR	#
INSURANCE COVERAGE (%)	

K. BUSINESS / INDUSTRY

BUSINESS DESTROYED	#
MAJOR	#
MINOR	#
NUMBER NOW UNEMPLOYED	#
ESTIMATED DURATIONS	#
INSURANCE COVERAGE (%)	

L. AGRICULTURAL

FARM BUILDINGS DESTROYED	#
DAMAGED	#
MACHINERY / EQUIPMENT DESTROYED	#
DAMAGED	#

CROPS DESTROYED	#
DAMAGED	#
LIVESTOCK DESTROYED	#
DAMAGED	#

M. OTHER INFORMATION

DEATHS	#
INJURED	
HOSPITALIZED	#
EVACUATED	
SHELTERED	#
ISOLATED	#

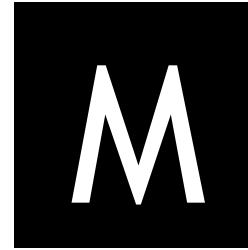
N. ADDITIONAL DISASTER INFORMATION

IF A FLOOD OR WINTER STORM	
QUANTITY	
DURATION	
IF FLOOD TYPE:	
EWEAGE BACKUP	CREEK / RIVER
SHEET FLOW	OTHER
HOW LONG UNDERWATER	
DOES WATER CONTAIN HARMFULL CHEMICALS? If YES	
WHAT CHEMICALS	

GENERAL COMMENTS

(List here any pertinent information about the stricken community/victims which will impact on their recovery from this incident; i.e. insurance factors, long-term unemployment or temporary housing needs, additional information concerning the community, and comments on either the public or private losses which indicate a need for outside assistance should be explained here. Use additional sheets if necessary)

Radiological Protection



This annex describes the emergency response to protect individuals from potential effects of an incident involving radioactive materials. Measuring and detecting instruments used by trained personnel are the only means of gaining reasonable accurate radiological information in order to analyze the situation and take appropriate protective actions.

Scope of this annex

This annex mainly discusses the procedures and responsibilities in the response to a **peacetime radiological incident**. *Appendix M-2* provides more information on the preparation for and response after a nuclear attack.

Radiological protection resources

Butler County maintains a radiological protection program that includes training of fire personnel and the strategic location of radiological monitoring equipment.

Equipment

McCullough-Hyde M. Hospital, Miami University, and Oxford Fire Department have the protective equipment, clothing and instruments to perform their assigned tasks in a hazardous chemical or radiological environment. Each entity in possession of instruments is required to ensure that instruments are maintained and calibrated as appropriate.

Trained personnel

Miami University and McCullough-Hyde M. Hospital have trained personnel. Ohio EMA will arrange accelerated training if a nuclear emergency appears imminent (see *Appendix M-2*).

Procedures

First response procedures

In the first response to an incident involving nuclear materials, the Oxford Police Department will carry out regular law enforcement duties. The Oxford Fire Department will treat the situation as a toxic chemical fire.

Responders carry out the following steps when arriving at the scene:

1. Contact Butler County EMA and Butler County Haz-Mat Co-op as soon as possible and inform of situation (radiological accident, nuclear attack or threat).

2. Provide for public safety:
 - a. Restrict entry to the scene. Keep the public as far away as practical.
 - b. Clear the area downwind of a radiological fire, especially if there is smoke and ash.
 - c. Do not allow eating, drinking or smoking in the incident area.
3. Perform life-saving rescues and emergency first aid. If medical attention is needed:
 - a. Decontaminate as much as possible at the scene; removing clothes will significantly reduce contamination. See *Appendix M-1* for additional decontamination methods.
 - b. Inform the EMS responders and receiving hospital that radioactive contamination may exist on victims and their clothing.
 - c. Set clothing and tools used at the scene aside until they are checked by qualified personnel.
4. If rescue or firefighting must be done:
 - a. Handle the debris resulting from the incident with mechanical means to avoid direct contact with skin or clothing.
 - b. Set clothing and tools used at the scene aside until they are checked by qualified personnel.
5. Law enforcement will detain all persons at the scene who were involved with the incident, and others who might be contaminated, unless they require emergency medical evacuation.

Radiation dose limits

When a responder's dose is nearing 5 rads, replace the responder with an unexposed responder. When **life-saving activities** are involved, a maximum lifetime limit of 25rads may be accepted. This only applies if saving a human life could result from this exposure.

Decontamination procedures

Monitor exposed responders, areas and equipment, to determine if decontamination is necessary. Decontamination is required if the removable contamination is at least twice the local background.

Total population exposure

Butler County EMA (or else the Incident Commander) will arrange evacuation, exposure monitoring, and decontamination of the general population, if needed. For evacuation, see also: *Annex E: Law Enforcement*.

Decontamination and medical services

If victims need medical attention, inform the EMS responders and receiving hospital that radioactive contamination may exist on victims and their clothing.

All attempts should be made to decontaminate victims at the scene. Removing clothes is a considerable step in decontamination.

Transport of "serious" and "critical" victims

EMS transport to hospitals will be reserved for serious or critical (yellow and red tag, see *Appendix I-1*) victims who will receive decontamination and treatment at the hospital.

Decontamination of “non-urgent” victims

For all individuals who may require delayed medical care (green tag, see *Appendix I-1*), attempts should be made to decontaminate them at the scene before transportation, to avoid possible contamination of the health facility. Consider removing clothes for decontamination. Hamilton Tours can provide school busses for transportation and temporary shelter of these non-urgent victims before they can receive further medical care and decontamination at a health facility. (Letter of agreement with Hamilton Tours is on file at City Hall — see *Resource manual: Hamilton Tours*.)

Medical services at the hospital

The hospital will use protective equipment and dosimeters to assess exposure to hospital staff (per hospital Standard Operating Procedures).

Coordination of responsibilities

Oxford Fire Department

- Serve as first responders to peacetime radiological emergencies (per Oxford Fire Department SOP).

Law enforcement

- Respond to any peacetime radiological incident; carry out regular law enforcement duties.
- Arrange evacuations and traffic control. See also *Annex E: Law Enforcement*.

Butler County Emergency Management Agency (BC EMA)

- Manage the Butler County Radiological Protection Program and respond to all radiological emergencies in the county; enlarge radiological monitoring teams as needed.
- Supervise decontamination operations from the Emergency Operating Center (EOC).
- Advise emergency responders on protective measures necessary to protect individuals threatened by radiation hazards.
- Distribute radiological monitoring equipment to law enforcement agencies, fire departments, EMS, shelters and other agencies when a need is predicted.
- Prepare weapons effects reports (WER) and damage assessment reports for submission to the state and federal government.

Emergency medical services

- Provide medical care for radiation-related injuries
- Advise the public about proper treatment for exposure to radiation.

Emergency services, vital facilities and essential industries

- Prepare Standard Operating Procedures (SOP) to be able to operate in a fallout radiation environment, in accordance with Butler County EOP. Examples of vital services are hospitals and utilities; examples of essential industries are food processing, storage and distribution, and pharmaceutical manufacturing and supply.

References

More information on radiological protection is available in the *Butler County Emergency Operations Plan*.

Appendix

Appendix M-1

Overview of personnel decontamination methods.

Appendix M-2

Radiological protection against a nuclear attack.

Appendix M-1: Overview of decontamination methods

The following is an overview of decontamination methods to protect personnel against radiological materials.

Method	Surface	Action	Technique	Advantages	Disadvantages
Mild soap and water	Skin and hands	Emulsifies and dissolves contaminate	Wash 2-3 minutes and monitor. Do not wash more than 2 times.	Readily available and effective for most radioactive contamination	Continued washing will defat the skin. Indiscriminate washing of other than affected parts might spread contamination.
Mild soap and water	Hair	Same as above	Wash not more than 2 times.		
Mild soap, soft brush, and water	Skin and hands	Emulsifies, dissolves, and erodes contaminate	Use light pressure with heavy lather. Wash for 2 minutes, 2 times. Rinse and monitor. Use care not to scratch or erode skin. Apply lanolin or hand cream to prevent chapping.	Same as above.	Continued washing will abrade the skin.

Appendix M-2: Protection against nuclear attack

This appendix describes radiological protection against a nuclear attack. More information is available through the Butler County Emergency Management Agency.

Difference with peace time radiological hazards

A radiological hazard resulting from a nuclear attack will differ markedly from a radiological accident in the extent of the area affected and in the intensity of the radiation.

Scope of the Oxford response

It is not feasible for the Oxford community to develop a radiological protection system that meets all nuclear attack and peacetime radiological hazard requirements.

Preparation

Butler County maintains a radiological protection program that includes training of fire personnel and the strategic location of radiological monitoring equipment

The emergency phase of a nuclear defense situation includes an increased readiness period during which all elements of the radiological protection system will be expanded, training will be conducted, and drills will be carried out to refine the capabilities of the radiological protection system. When the Governor orders the evacuation of high-risk areas, stored radiological instruments will be distributed to emergency organizations and public fallout shelters.

Response to an attack

If a nuclear attack occurs, all elements of the emergency response depend on the radiological protection organization to determine when emergency actions can be undertaken and how radiation danger to emergency services personnel can be minimized.

Because the radiological protection organization will be integrated in all emergency organizations (e.g., personnel of all elements will be trained to monitor and interpret radiological data), radiological information will be available throughout the organization even during periods of seriously degraded communications.

Continuity of government

The radiological protection organization will be carefully coordinated with continuity of government planning to provide enough information, analysis and decontamination capability to ensure survival of personnel and continuation of essential functions of local government.

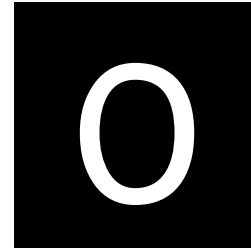
Shelter system support

Radiological information can be the key to survival for people in fallout shelters. A listing of instruments and monitors are given in Tab 1 and Tab 2 to the *Radiological Protection Annex* in the *Butler County Emergency Operations Plan*.

Organization and assignment of responsibilities

For organization and assignment of responsibilities, refer to the *Butler County Emergency Operations Plan*.

Resource Management



This annex describes the responsibilities and actions required to coordinate the allocation of local municipal, Miami University, private, volunteer, and mutual aid resources to effectively respond to an emergency, both in the emergency phase and in the control phase.

Overview of available resources

The *Resource manual* connected to his Emergency Operations Plan contains an alphabetized listing of equipment, services, suppliers, expertise, and mutual aid resources that may be available to the Oxford community. The manual will be updated and signed off at least every 12 months by the Fire Chief or his designee. Because of the changing nature of the information and the confidentiality of some phone numbers, copies of the *Resource manual* are only available upon request. You can request a copy at the Oxford City Hall. Copies of the manual will be released in accordance with Ohio State law.

In addition, each annex of this Emergency Operations Plan starts with an overview of resources that are specific to that annex.

Requesting additional resources

Local and county resources are available through mutual aid agreements. Some resources are only available after the declaration of a disaster: If additional out of county, state, or federal resources are required, the Fire Chief and the City Manager may advise the Mayor of the City of Oxford to declare a local disaster. (See *Annex A: Direction and Control*).

After declaration of the disaster, the Oxford Mayor needs to contact the Butler County EMA Director who is the only one who can make the request for mutual aid from outside the county, or for state and federal resources, such as the military. (See also *Annex A: Direction and Control*.)

Coordination of responsibilities

The Fire Chief, City Manager, Service Director, and Miami University liaison will coordinate resource management through the EOC. Each function's specific responsibilities are outlined below:

Fire Chief

- Establish and maintain mutual aid agreements with neighboring jurisdictions, Miami University, Talawanda City Schools, private sector, and volunteer organizations.
- Decide on authorization of private sector, university or other mutual aid resources in coordination with the City Manager and the Miami University liaison.

- Advise the Mayor (in coordination with City Manager) of need to notify the Butler County EMA Director if state or federal resources are required and a disaster should be declared.
- Direct incoming resources, services, experts, and donations (or designate this authority) in conjunction with the City Manager and the Miami University liaison.
- Liaison with Red Cross to coordinate distribution and location of disaster victim services. See also *Annex K: Shelter and Mass Care* for a list of shelter locations).
- Respond to law enforcement queries for clearance of disaster resources to restricted areas.

City Manager

- Decide on authorization of private sector, university, or other mutual aid resources in coordination with the Fire Chief and the Miami University liaison.
- Advise the Mayor (in coordination with Fire Chief) of need to notify the County EMA director if state or federal resources are required and a disaster should be declared.
- Direct incoming resources, services, experts, and donations (or designate this authority) in conjunction with the Fire Chief and the Miami University liaison.
- Liaison with the Director of the Butler County Emergency Management Agency (BC EMA).

Miami University liaison

- Coordinate authorization and commitment of Miami University resources, in coordination with the Fire Chief and the City Manager.

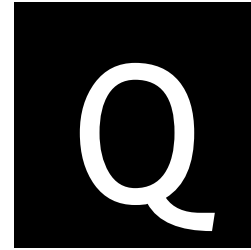
Finance Director (or designee)

- Solicit records from all city departments of all resources and donations used in the disaster.
- Keep records of all other purchases, approved by the City Manager.
- Work with estimators as needed during recovery (see also *Annex L: Damage Assessment*).

Service Director

- Provide equipment and personnel to perform damage assessment, debris clearance, emergency repairs, equipment protection, movement of personnel and equipment, and other activities as needed.
- Coordinate incoming supplies and provide a staging area for all incoming equipment and supplies.
- Provide emergency power and lighting systems if needed.

Hazardous Materials



This annex outlines the responsibilities and actions to respond effectively to a disaster that involves hazardous materials. These procedures and activities should decrease the threat to the public's safety and the environment resulting from a release of hazardous materials.

First response

When an emergency involving, or suspected to involve, hazardous materials is reported, the 911-Dispatch Center will immediately notify the Oxford Fire and appropriate Police Department. The Fire and Police Departments assess the chemical emergency and determine how the incident will proceed (see also the guidelines in the *Butler County Annex Q Hazardous Materials*). After this initial assessment, they will:

- If needed, request mutual aid as soon as possible from Butler County Haz-Mat Co-op.
- Inform Butler County EMA (per OFD SOP).
- If there are injured people, notify the hospital at once of the fact that hazardous materials are involved. All attempts should be made to decontaminate victims at the scene.

The Incident Commander (or designee) will advise the Emergency Operating Center (EOC) on the need to contact specific persons to respond to the emergency.

Procedures

All other annexes in this Emergency Operations Plan (EOP) also apply in the event of a hazardous material incident. Special procedures in a hazardous materials incident are:

- Law Enforcement will restrict entry to the scene, keep the public as far away as practical, and clear the area downwind of a fire. See also *Annex E: Law Enforcement*.
- Fire Department will provide life-saving rescues and emergency first aid. If medical attention is indicated, inform the EMS responders and receiving hospital that the incident involves hazardous materials.
- Eating, drinking or smoking in the incident area is forbidden.
- All persons at the scene who were involved with the incident, and others who might be contaminated, need to be detained, unless they require emergency medical evacuation

Decontamination and medical services

Important: All attempts should be made to decontaminate victims at the scene. Removing clothing is a considerable step in decontamination.

Transport of “serious” and “critical” victims

EMS transport to hospitals will be reserved for serious and critical (yellow and red tag, see *Appendix I-1*) victims who will receive decontamination and treatment at the hospital.

Decontamination of “non-urgent” or “delayed” victims

For all individuals who may require delayed medical care (green tag, see *Appendix I-1*), attempts should be made to decontaminate them at the scene before transportation, to avoid possible contamination of the health facility. Consider removing clothes for decontamination. Hamilton Tours can provide school busses for transportation and temporary shelter of these non-urgent victims until they can receive further medical care and decontamination at a health facility. (Letter of agreement with Hamilton Tours is on file at City Hall — see *Resource manual: Hamilton Tours*.)

Hospital decontamination

The following hospitals have the capability to decontaminate victims. The numbers show the number of people a hospital can decontaminate at one time. Decontamination will take approximately 30 minutes.

Location	# Decontamination points
McCullough-Hyde M. Hospital	2
Middletown Regional Hospital	2+
Mercy Hospital Fairfield	2+
Ft. Hamilton Hughes Hospital	1
Mercy Hospital Hamilton	2+

For MU staff and students who do NOT require decontamination, the Miami University Student Health Service can be used. See also *Annex I: Medical Services*.

Coordination of responsibilities

Oxford Fire Department

- Provide first response.
- Fire Chief/Incident Commander is in charge of the emergency response.

Butler County Haz-Mat Co-op

- Assist Fire Chief/Incident Commander
- Decontaminate victims at the scene.

McCullough-Hyde and other hospitals

- Only provide decontamination for serious or critical victims that need decontamination and treatment at the hospital.

Police Department

- Provide traffic control and perimeter control. See *Annex E: Law Enforcement*.

Additional resources

Consider notifying the following agencies or organizations. See the *Resource manual* for contact information. Gas, electric, water and sewer companies that serve the Oxford community are also listed in the resource manual.

Trained personnel pool for fire and explosive hazards

- State Fire Marshall (SFM), HazMat

On-scene follow-up of transportation and railroad haz-mat spills

- Public Utilities Commission of Ohio (PUCO)

Personnel to support cold zone operations

- Ohio Dept. of Transportation (ODOT)

Spill cleanup

- Clean Harbors
- Heritage Environmental Services Inc

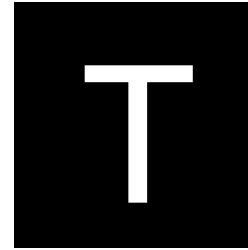
Environmental concerns

- Ohio EPA (OEPA) Emergency Response

References

Refer to *Annex Q: Hazardous Materials* in the *Butler County Emergency Operation Plan* for a detailed description of the response to a hazardous materials incident and for information on available resources and training in the county.

Debris Removal



This annex outlines the procedures for disposal and containment of debris in the event that an emergency situation results in widespread debris from for example downed trees and building materials. Debris will need to be removed and disposed of properly. See also annex G: Engineering, Utility, and Public Works.

Resources for debris disposal and containment

Rumpke Landfill

Rumpke Landfill located in Hamilton County is the only site that accepts and is presently approved for solid waste disposal for the City of Oxford and Oxford Township.

Temporary landfills

Depending on the location of the damaged areas, temporary staging areas can be opened to store certain types of debris until disposal can be achieved.

Temporary regulations for disposal

In the event of an emergency or disaster, the Oxford community can request a variance in state burning regulations from Hamilton County Environmental Services for temporary disposal of certain types of debris.

Additional resources

Resources from Miami University, Oxford Township, private contractors, Butler County Engineers Office, and other city's Service Departments, are available through mutual aid agreements.

Procedures for emergency disposal and containment

Direction and control

When the Emergency Operating Center (EOC) is established, the Service Director reports to the EOC. The Service Department will respond to the disaster according to its own Standard Operating Procedures (SOP).

Temporary landfill sites

Temporary landfill sites are selected depending on its distance from the damaged areas, access to the site, and types of debris to be contained. Information will be published about the location of the landfill sites and about what types of material are accepted at each site.

Reimbursement of debris disposal costs.

Federal damage assessment personnel needs to view debris in landfill sites before it is disposed, in order to facilitate reimbursement of removal and disposal costs.

Coordination of responsibilities

Oxford Service Director

- Report to EOC and coordinate debris removal with Butler County Solid Waste Management District and Butler County Environmental Services.
- Determine need for additional landfill sites or temporary regulations for debris disposal and select the location for temporary landfill sites.
- Publish information about the location and accepted type of material for each landfill site.
- Make sure Federal Damage Assessment personnel views debris in landfill sites before it is disposed in order to facilitate reimbursement of removal and disposal costs.

Butler County Environmental Services

- Direct the flow of debris disposal within the County during an emergency situation.
- Direct other agencies, (Forestry Service, private contractors, etc.), to locations for temporary storage of debris

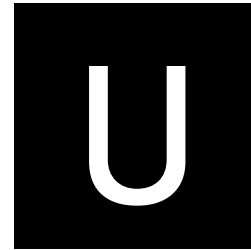
And in cooperation with **Butler County Solid Waste Management District:**

- Responsible for solid waste management
- Work in conjunction with the Butler County Health Department in the event that waste products become a threat to the health and welfare of the community.

Oxford Police Department

- Contact Ohio Department of Transportation (ODOT) if needed, to assist with snow and debris removal on state routes.
- Organize traffic control. See also *Annex E: Law Enforcement*.

Animal Protection and Control



This annex outlines actions to be taken to control, protect, and insure the humane care and treatment of domesticated and wild animals during an emergency situation that could cause animal suffering.

Possible situations

Any disaster that threatens humans also threatens animals. For example, livestock left in evacuated areas will need to be cared for; and human shelter locations may need to provide animal control because sheltered persons may bring pets with them.

Pets in human shelters

Although pets are prohibited at public shelters, if an evacuee brings their pet(s), efforts will be made to assist in locating a suitable shelter for the pet(s) at the expense of the owner. Note that trained sight and hearing assistance animals are allowed in human shelter locations.

Procedures

As needed, the Oxford community will assist in the protection of animals affected by a disaster.

Protection and control

Animal protection and control include the following activities:

- Providing water and food.
- Rescuing and relocating animals.
- Providing shelter, first aid, preventive immunization, or relief efforts.
- Controlling wild animals that are out of their habitat and are a danger to themselves or to humans.

Needed resources may include food, medicine, shelter, specialized personnel, and additional veterinary professionals. (See also the *Resource manual: Animal*.)

Rescue or care for livestock or domestic animals

To rescue or care for livestock or domestic animals, personnel with proper training and protective equipment is needed to re-enter evacuated areas.

Costs

Costs incurred by the City will be passed on to the animal owners. Local agricultural or similar organizations will be asked to assist in locating the owners.

Coordination of responsibilities

Animal owners

- Responsible for sheltering and protection of companion animals and livestock. Animal owners should plan for animal care in their family disaster plan.

Public Safety Assistants in the Oxford Police Department

- Report to EOC through the Police Chief.
- Determine need for animal resources.
- Contact the Butler County Humane Society if extra resources are needed.
- Take care of wild and domesticated animals that are out of their habitat and are a danger to themselves or to humans.
- Keep records according to own Standard Operating Procedures.

List of Abbreviations

A

ARC	American Red Cross
ARO	Associate Radiological Officer

B

BC	Butler County Emergency Management Agency
EM	
A	

C

CCCC	Community Crisis Counseling Center
Cinergy	Cincinnati Gas and Electric Company
CM	City Manager

E

EAS	Emergency Alert System
EMA	Emergency Management Agency
EMS	Emergency Medical Service
EMT	Emergency Medical Technicians
EOC	Emergency Operating Center
EOP	Emergency Operations Plan

F

FEMA	Federal Emergency Management Agency
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H

HazMat	Hazardous Materials
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I

IC	Incident Commander
ICS	Incident Command System
IO	Information Officer

M

MU	Miami University
MUPD	Miami University Police Dept.

N

NIC	National Inspection Corporation
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O

OCDPC	Oxford Community Disaster Plan Committee
ODOT	Ohio Department of Transportation
OEPA	Ohio Environment Protection Agency
ODH	Ohio Department of Health
OFD	Oxford Fire Department
OPD	Oxford Police Department

P

PIO	Public Information Officer
PUCO	Public Utilities Commission of Ohio

S

SBA	Small Business Administration
SFM	State Fire Marshall
SOP	Standard Operating Procedures
START	Simple Triage and Rapid Transport/Treatment

Resource Manual

The Resource manual contains contact information of emergency services and resources that may be needed in the response to an emergency. The manual contains an alphabetized listing of equipment, services, suppliers, expertise, and mutual aid resources.

Because of the changing nature of the information and the confidentiality of some phone numbers, copies of the *Resource manual* are only available upon request. You can request a copy at the Oxford City Hall. Copies of the manual will be released in accordance with Ohio State law.

If you have received a resource manual, please insert it here.