

**Columbiana County General Health District**  
**Emergency Operations Plan/Emergency Response Plan**

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### 1. Purpose

The purpose of this document is to outline a set of emergency response guidelines for the Columbiana County General Health District. Current programs include immunizations, public health education, clinical services, disease prevention, epidemiological services, sanitation issues (vector control, sewage inspections, plumbing inspection, water sampling, nuisance management, swimming pool and park inspections, food service), vital statistics, and assistance in a bioterrorism event (identification, case management/monitoring, preventative care, and mass casualty management aid).

### 2. Situations and Assumptions

#### A. Situation

- 1) Health issues affecting the community including diseases, sanitation problems, contamination of food and water may occur as result of various types of emergencies.
- 2) The Columbiana County General Health District (CCGHD) is located at 7360 State Route 45 in Lisbon, Ohio and is a county public health agency serving communities in Columbiana County, with the exception of the cities of East Liverpool, and Salem City. All Health Departments are part of the (PHEP) Public Health Emergency Planning Department located at the CCGHD offices.
- 3) During a public health crisis, CCGHD may obtain additional health services and personnel from near-by counties, the State Department of Health, and the Federal Government. It may also request the services of EMA, MRC Volunteers, American Red Cross, and other agencies as needed.

#### B. Assumptions

- 1) This guideline applies primarily to large-scale disasters/emergencies, including bioterrorist events, which would have a significant potential, or actual, impact on the health of the citizens of Columbiana County.
- 2) Although significant health problems are anticipated with disasters, there is local capability to meet the demands of isolated events. When necessary, support from external sources, including Region 5, State and Federal health agencies, will be available. Additional information to CCGHD response to disasters is available in the Columbiana EMA Hazard Assessment Plan located in the PHEP Coordinators office.

### 3. Concept of Operations Concept of Operations

### 3.1. General

- 1) The CCGHD is regulated by local, state, and federal laws. The Columbiana County District Board of Health appoints the County Health Commissioner and advises/assigns additional responsibilities.
- 2) The Health Commissioner is responsible for implementing core public health functions in emergency situations. The Health Commissioner is available 24/7 via cell phone, home, office phone or by sheriff notification
- 3) Core Functions:
  - a. Assessment of the hazard relating to any existing or anticipated public health threats and the environmental impact of an event
  - b. Assure that the Health Department provides services during all phases of emergency management.
  - c. Policy development guides the provisions of such services.
- 4) The CCGHD works closely with many organizations and agencies.
  - a. Local
    - i. Columbiana County Emergency Management Agency utilizing county EOP planning during CCEMA EOC operations
    - ii. Medical groups/associations/hospitals
    - iii. All county level departments and agencies
    - iv. County chapters of the American Red Cross, Salvation Army, and other volunteer organizations
    - v. Columbiana County Commissioners
    - vi. Other LHDs in the county
  - b. State
    - i. Ohio Department of Health  
1 614-499-3370 @ODH
    - ii. Ohio EPA
    - iii. Other State Departments as needed
    - iv. Ohio EMA
  - c. Federal
    - i. Federal Health Agencies
    - ii. Federal EMA
    - iii. CDC
- 5) Response to any emergency will follow established procedures. In an emergency, the CCGHD will have three primary areas of responsibility.
  - a. Public Health Nursing
    - i. Prevention, investigation of communicable diseases and control, public health nursing , education, and immunization.
  
  - b. Environmental Health and Sanitation

i. Programs by State Law/regulation directs registered personnel to be responsible for inspections of swimming pools, food services and vending operations, household sewage disposal systems, plumbing inspections, water supplies and schools, campgrounds, and solid waste enforcement. This division is also responsible for rabies testing and follow-up, as well as investigating nuisance reports. Division includes an Environmental Director, and Registered Sanitarians to perform inspections.

c. Vital Statistics

i. Responsible for birth and deaths records within the jurisdiction of Columbiana County Health Department and issuing burial permits. Also assists coroner in situations involving a temporary morgue.

3.2. Phases of emergency management

3.2.1. Mitigation

- 1) Immunization or prophylactic distribution to protect county residents against diseases. This may include activation of Strategic National Stockpile which is detailed in CCGHD SNS Plan and may be activated through EMA and ODH
- 2) Provide continuous health inspections
- 3) Assess the prevention and detection of communicable diseases
- 4) Adopt ODH system to track SNS resource deployment for disaster response using NAPH form.

3.2.2. Preparedness

- 1) Develop and regularly update the Health Annex in the Columbiana County Emergency Management Operations Guidelines
- 2) Develop and regularly update the CCGHD Standard Operating Guidelines
- 3) Provide annual updates and training on Strategic National Stockpile
- 4) Make available bacterial water testing of supplemental water supplies, provide education in backup sanitation measures, water and food quality testing, regulate garbage disposal and sewage treatment systems of private residences.
- 5) Maintain notification and update information that include a communication system to implement call down for personnel assigned to response teams, dispatch points, and local EOC
- 6) Ensure that the CCGHD develops mutual aid agreements with neighboring jurisdictions, local agencies, and organizations

3.2.3. Response

- 1) Provide public information programs
- 2) Initiate disease control operations
- 3) Augment staff as necessary

- 4) Request support from other health departments and related organizations
- 5) Maintain sanitation activities
- 6) Coordinate environmental health activities regarding waste and refuse disposal, food and water quality, and vector control

#### 3.2.4. Recovery

- 1) Compilation of health reports as required by local, state, and federal officials
- 2) Inspection of deactivated shelters for sanitation and vermin control
- 3) Continuation of response activities as needed
- 4) Support clean-up and recovery operations during disaster events
- 5) Train staff and volunteers to perform emergency functions

#### 4. Inter-jurisdictional relationship/mutual aid regions/coordination with other agencies.

- A. Mutual aid regions include all surrounding counties Health Departments as well as surrounding states
- B. Coordination with other agencies occurs in conjunction with local EOC. Copies of the health department guidelines are provided to health departments within the county, volunteer organizations, area hospitals, the local EMA, and the Ohio Department of Health
  - a. The health department will assist with local hospital plans when possible to coordinate appropriate distribution of patients to hospitals via EMS, provide nursing personnel when possible and offer any other services that falls within the realm of public health when available.
  - b. Provide Red Cross assistance as requested when possible, assist in handling injuries and inquiries by families on the status of individuals injured or missing.
  - c. The Ohio Department of Health will provide support to CCGHD as requested, including supplies and other resources.
  - d. The Ohio EPA will monitor contamination of public waterways for use as potable water supplies.

#### 5. Organizations

##### 5.1. Organization: policy, coordination, and operations of the health department DOC

5.1.1. The Health Commissioner is responsible for planning and coordinating public health services on a daily basis, and for directing operations of department personnel during a major emergency as EOC incident commander

5.1.2. The Columbiana County Board of Health oversees the operations of the county health department and may assign additional program responsibility.

##### 5.2. Communications: telephone, alternate sources, mass communications

5.2.1. Phone numbers for the CCGHD are 330-424-0272 and fax 330-424-1733

5.2.2. Phone numbers for the partner agencies and NECO Region contacts are listed in (HAN) Health Alert Network on PHI computers.

- 5.2.3. The initial call sequence is to health commissioner, who will contact department heads
- 5.2.4. In an emergency, the health commissioner is available via home, office, cell phone or by sheriff notification
- 5.2.5. If phone service is out of commission, information will be made available via local radio and TV stations.
- 5.2.6. If no commercial radio station is available, HAM radio operators will be utilized through the EMA
- 5.2.7. Emergency phone contacts for law enforcement, hospitals, are located in HAN list.
- 5.3. Identification
  - 5.3.1. All employees should possess a valid photo identification card.
  - 5.3.2. The general health district logo car sign should identify vehicles.
  - 5.3.3. When the car is not being used, the sign for the vehicle should be placed in the locked vehicle.
  - 5.3.4. It will be necessary to present identification when going into a restricted area.
- 5.4. NIMS: National Incident Management System
  - 5.4.1. NIMS will ensure chain of authority and communication structure in an emergency. All staff and key volunteers will be trained on ICS structure
  - 5.4.2. UCS will be implemented if multiple agencies are involved.
- 5.5. Department DOC Operations
  - 5.5.1 DOC operations will utilize either CCGHD board room, or may be co-located within CC EMA EOC operations. Health Commissioner or designee is authorized to open EOC at their discretion. EOC operations will follow ICS, NIMS guidance which is included as attachment and may be altered as needed due to personnel.
  - 5.5.2 Notification of staff will follow departments call down list as included as attachment in this plan.
  - 5.5.3 PHEP Coordinator is responsible for maintaining plan and to ensure emergency operations equipment and supplies are available on a 24 hour basis.
  - 5.5.4 SOG#5 for radiological emergency operations and county EOC protocols is included as attachment with this plan.
  - 5.5.5 The following forms are included in hard copy planning for DOC reference. Form 202 – Incident Objectives, Form 203 – Organization Assignment List, and Form 204 – Division/Group
6. Assignments and responsibilities
  - 6.1. Health commissioner
    - 6.1.1. Is the primary health coordinator at the EOC/DOC
    - 6.1.2. Is responsible to coordinate health department staffing of the EOC in event of a prolonged emergency (greater than 24 hours)
    - 6.1.3. Is authorized by the Board to make emergency purchases
    - 6.1.4. Implements the public health annex when needed
    - 6.1.5. Provided direction and control for health
    - 6.1.6. Establishes communications, place of assembly, and method of identification

- 6.1.7. Sanctions release of public health information to the PIO
- 6.1.8. Assures the public receives accurate and up-to-date information
- 6.1.9. Communicates with county departments' and agency directors
- 6.2. Environmental director
  - 6.2.1. Is responsible for environmental health staffing at the EOC for long periods of time (greater than 24 hours) as well as assigns locations to sanitarians during an event. Director will fill NIMS Tier 3,4 leadership role.
  - 6.2.2. Has essential maps ready
  - 6.2.3. Inspects purity, usability, quality control of vital foodstuffs, water, and other consumables
  - 6.2.4. Coordinates with the water, public works, or sanitation departments to arrange satisfactory disposal of liquid and solid waste, including adequate sanitation in shelters
  - 6.2.5. Institutes preventative health measures and when possible control measures for vectors of human disease
  - 6.2.6. Maintains information on household and public building cleanup and the disposal and reclaiming of household items
  - 6.2.7. Assist in the restoration of flooded plumbing and sewage services
  - 6.2.8. Maintains lists of well drillers, port-a-john companies, sewage tank cleaners, excavators, licensed pesticide applicators, licensed garbage haulers, etc. for cleanup.
  - 6.2.9. Helps provide essential equipment for staff safety-flashlights, matches, flares, gloves, etc.
  - 6.2.10. Monitors food handling, mass feeding and sanitation in commercial feeding facilities
  - 6.2.11. Coordinates with school systems in providing facilities/transportation (buses) for emergency medical care
- 6.3. Nursing/Medical Director
  - 6.3.1. Is in charge of the health department in the absence of the health commissioner. Director will fill NIMS Tier 3,4 leadership role.
  - 6.3.2. Maintains proper identification of all medical and nursing personnel within the department
  - 6.3.3. Evaluates and maintains medical and nursing personnel in shelters.
  - 6.3.4. Helps set up and maintain medical and nursing support areas as directed by the health commissioner
  - 6.3.5. Aids sanitarians as needed. Sanitarians will fill NIMS Tier 2,3 roles during EOC operations.
  - 6.3.6. Maintains lines of communications with local hospitals and the Red Cross
  - 6.3.7. Is responsible for maintaining a supply of gloves, masks, syringes
  - 6.3.8. Assists epidemiologist with surveillance, case investigation, and follow-up
  - 6.3.9 PHEP Director
    - Responsible for developing and maintaining emergency plans
    - Educating staff in the utilization of the plans
    - Acts as the agency's contact person with East Liverpool & Salem City Health Departments
    - Acts as the agency's contact person with Medical Reserve Corps, Red Cross, and volunteer organizations. Agency representative at the county's

Local Emergency Planning Meetings, Homeland Security meetings Tri-State meetings, Pandemic Task Force meetings and NECO meetings.

#### 6.4.9 Epidemiologist

Responsible for disease surveillance activities including submitting the necessary reports to the Ohio Department of Health

### 7. Alternate assembly sites

- A. The Health Department staff will assemble at the health department unless otherwise notified. In use of alternate sites ICS/NIMS will remain in place with staff filling assigned ICS positions as directed by IC.
- B. Alternative places may be at local EMA office or a designated school or church.
- C. The staff will be notified if they are to meet at an alternative site.
- D. Alternate assembly site:
  - a. Salem Community Hospital Contact :Deanna Danner 330332-7681
  - b. East Liverpool Hospital Contact :Julie Dunlop 330-386-2088
  - c. Salineville Kiwanis Hall Contact :Gene Polen 330-692-7611
  - d. Columbiana County JVS Contact: Jeremy Corbisello

### 8. Public Health Information/Public Health Advisories

- A. Public health information and pre-scripted public health advisories are found in the attachments.

### 9. Community resources

- A. CCGHD has developed partnerships with all 11 community sectors such as business; community leadership; cultural and faith-based groups and organizations; emergency management; healthcare; social services; housing and sheltering; media; mental/behavioral health; state office of aging or its equivalent; education and childcare settings and will utilize these resources in planning and coalition development.

### 10. Potential Hazards

- 10.1. Flood plains
- 10.2. Transportation routes-Water, Rail, Highway
- 10.3. Hazardous materials
- 10.4. Nuclear power plants/radioactive material-Beaver Valley
- 10.5. Pandemic
- 10.6. Bioterrorism

### 11. Training and Exercises

- 11.1. FEMA's National Incident Management System (NIMS)
  - 11.1.1. New employees are required to take ICS 100 and 700 training. The PHEP Coordinator is responsible for staff emergency training and participates on the county emergency response team, including NBC events. This



participation includes countywide and multi-county drills and tabletop discussions.

## 12. Debriefing

12.1. All persons involved in response to an incident will participate in a critical incident stress debriefing. The debriefing will be conducted after the termination of the incident. Local mental health professionals, the Red Cross, or the Ohio Response Team, may be summoned to provide debriefing. Debriefing provides the opportunity to identify and reflect upon the strengths and weaknesses of the response team.

## 13. Guidelines Development and Maintenance

13.1. The PHEP Coordinator will be responsible for review and update of the emergency plan and SOG.

13.2. Plan will be reviewed by Board of Health and Departmental Staff of Columbiana County Health Department.

13.3. Partnership and coalition development are critical to ensuring all entities are represented and understanding plan roles and response. CCGHD will ensure this by participating with EMA, faith based, community leadership, elected officials. Mental health, media, childcare agencies, educators, business, community sectors. These processes will be accomplished and documented to include plan review through various means such as town hall meeting, in person, organized events, speaking at various functions, and organized plan review meetings on at least a quarterly basis. One specific avenue is the CCGHD end of year report which lists each departments accomplishments, also a planning team will sign off on this plan review annually.

13.4. CCGHD coalition partnerships include, but are not limited to the Three Rivers Pollution Response Council, Council on Aging, Job and Family Services, Township Trustees, SLTTGCC, EMA Homeland Security Committee, LEPC, Civic Associations, County Educational Service Center.

## 14. Authorities and Authenticity

14.1. Authorities are provided by ORC and local ordinances.

