



TROTWOOD
◆ GROWING TOGETHER ◆

**City of Trotwood
Pre-Disaster Warning
and
Post-Disaster Plan
("Basic Plan")**

DOCUMENT HISTORY

11/03/2025

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Table of Contents

DOCUMENT HISTORY.....	2
PREFACE	4
BASIC PLAN.....	5
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES.....	10
EXECUTIVE STAFF.....	10
ADMINISTRATIVE STAFF	11
CHIEF COORDINATORS.....	11
GLOSSARY.....	16
ANNEX 1 - EVACUATION	18
ANNEX 2 – SHELTER / MASS CARE	23
ANNEX 3 – HAZARDOUS MATERIAL INCIDENT.....	27
ANNEX 4 – FLOOD.....	31
ANNEX 5 – EARTHQUAKE.....	33
ANNEX 6 – BOMB THREAT.....	34
ANNEX 7 – TORNADOES	35
ANNEX 8 – WINTER STORMS.....	36
ANNEX 9 – ACTIVE THREAT	37
ANNEX 10 – SEARCH AND RESCUE.....	40
ANNEX 11 – RECORD KEEPING.....	42
ANNEX 12 – TRANSPORTATION.....	44
EMERGENCY PHONE LIST	47

PREFACE

The City of Trotwood has a legal and moral obligation to prepare for, respond to, and recover from any disaster that affects the city or neighboring communities. The City Pre-Disaster Warning and Post-Disaster Plan, hereafter known as the “Basic Plan” or “Plan,” provides a sound basis for this responsibility.

The Basic Plan is a statement of responsibilities, requirements, and courses of action to be taken in the event pre-disaster warning and post-disaster emergency responses are implemented. The Basic Plan and Annexes must be regularly revised to provide for additional emergency operations as deemed necessary.

It is vital that each employee have a common understanding of the Basic Plan. Following a general employee meeting to explain the Basic Plan, it shall be the responsibility of each Department Director to provide thorough training on their respective departmental responsibilities.

As public servants, there is no greater service we can render than saving lives and property. The Basic Plan seeks to detail those services and prepares each employee with what their roles and responsibilities are in the event of an emergency.

BASIC PLAN

Authority

Section 107.05 of the City of Trotwood Code of Ordinances (“City Ordinances”) states that the City Pre-Disaster Warning and Post-Disaster Plan, known as the Basic Plan, shall be adopted and maintained by a resolution of Council. The Basic Plan was adopted by the Trotwood City Council on November 3, 2025, Resolution No. R25-55.

Purpose

The purpose of the Plan is to develop, implement and maintain an integrated management program for an emergency event in the City of Trotwood. The Plan predetermines, to the extent possible, actions to be taken by responsible elements of the City to control the effects of an emergency and, as a result, reduce vulnerability of residents to an emergency, which may strike at any time.

Situation

The City of Trotwood has the capabilities to cope with most day-to-day occurrences requiring response from its various departments and services. It is recognized that a major emergency in all or part of the City of Trotwood would mandate the activation of the Plan.

Assumptions

Emergencies of various kinds, man-made, natural or accidental, can occur at any time and without warning. Within the areas contained in the Plan, various types of emergencies could affect all or part of the City of Trotwood. It is not possible to predict specific conditions resulting from an emergency, or additional hazards which could be created as a result of an emergency.

The City of Trotwood and the private sector have the capabilities which, if effectively utilized during an emergency, will maximize preservation of life and property. These capabilities include manpower, equipment, supplies, skills and knowledge needed to mitigate the effects of an emergency.

Responsibilities

The City of Trotwood is responsible, by law, for Emergency Operations. Heads of various departments are responsible for emergency functions as specified in the Plan. Emergency operations will be conducted by manpower, equipment and other resources from adjacent and surrounding entities upon request of the Emergency Operations Center Director.

Per Trotwood Code 107.03, the City Manager is authorized and directed to create an organization for disaster services utilizing to the fullest extent the existing agencies within the City. The City Manager, as executive head of the municipal government, with the powers and duties as defined in Trotwood Code 107.04, shall be the Director of the disaster services forces of this City and shall be responsible for their organization, administration and operations.

Concept of Operation

General

It is the responsibility of the City of Trotwood to protect life and property from the effects of an emergency. When the emergency exceeds the City's capability to respond, assistance will be requested from the Montgomery County Emergency Management Agency.

Functions

The Plan is based upon the concept that emergency functions for various groups involved in emergency management will generally parallel their normal day to day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true, however, that an emergency is a situation in which the usual way of performing daily roles no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large scale emergencies, however, it may be necessary to draw on basic capabilities and use them in areas of greatest need.

Curtailment of Normal Functions

Those day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration. Any emergency efforts that would normally be required of those functions will be redirected to accomplish emergency tasks of other departments involved in emergency operations.

Phases of Emergency Management

When an emergency strikes, the local government is the first line of official public responsibility for emergency management. Therefore, the Plan must be comprehensive and must focus on four phases: preparedness, response, mitigation and recovery.

Preparedness

Preparedness is any activity taken in advance of an emergency that facilitates the implementation of a coordinated response in the event an emergency occurs. Preparedness action that has been taken that is common to all emergencies is:

1. Continuity of government as listed in this Plan
2. Completion of hazard analysis
3. A written functional plan
4. Civil Emergency Mutual Aid Agreements
5. On-going training
6. Testing and exercising of operations plan

Preparedness action relevant to functions identified in the Annexes and attachments will be appropriately listed.

Response

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

Each hazard Annex will also include any response actions of each hazard that has its own unique aspect.

Mitigation

Mitigation is any action taken to eliminate or reduce the degree of long-term risk to human life and property from any type of hazards.

Mitigation action that has been taken, or can be taken, will be listed in the Annexes for each hazard.

Recovery

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

These activities are designed to restore vital services to the community and provide basic needs to the public.

Recovery activities include emergency assistance.

Inner Jurisdictional Relationships

The Chief Executive Officers of the government of Montgomery County are ultimately responsible for protecting lives and property in an emergency situation within their jurisdiction.

One Jurisdiction

Should there be an occurrence that affects only the City of Trotwood, emergency operations will take place under the City's direction and control with the Montgomery County Emergency Management Agency supporting the operation through resources augmentation and manpower, equipment and materials.

Two or More Jurisdictions

Should there be an occurrence that affects two or more entities within Montgomery County, emergency operations will take place under each jurisdiction's direction and control with the Montgomery County Emergency Management Agency supporting the operation through resources augmentation and manpower, equipment and materials.

Mutual Aid

This Plan is based on the concept that initial emergency response will, to the maximum extent possible, be the City of Trotwood. Assistance needed will be requested by executing in place mutual aid agreements between Counties, Municipalities, State Agencies, and Volunteer Groups.

Proclamation

The City Manager in conjunction with the Mayor of the City of Trotwood are authorized to declare a Proclamation of Emergency that provides the following process.

County Assistance

If the emergency is of a scope that City personnel cannot handle, the City Manager will request assistance from the Montgomery County Emergency Management Agency.

If Montgomery County is affected, then the Emergency Operations Plan for Montgomery County will be initiated. The City of Trotwood will then send a representative to the Montgomery County Emergency Operations Center.

State Assistance

Before State assistance can be rendered, the City Manager in conjunction with the Mayor must assure the Governor that all local resources have been expended and the state assistance is mandatory to protect the lives and health of citizens. The most expedient way to make this request is to make this request through the Director of the Montgomery County Emergency Management Agency.

Emergency Notification

The Montgomery County Emergency Management Agency is responsible for warning the public in the event of an emergency or disaster situation, which includes natural, man-made, nuclear or hazardous materials emergencies.

It must be recognized that a natural disaster or emergency may occur at any time or any place and conditions may not provide ample time to give an emergency warning. However, methods of warning have been established and shall be utilized to the fullest extent possible.

Available time, if any, will be used to broadcast survival information and instructions to the public.

Basic Warning

Outdoor Warning Siren – 2 tones

1. Long steady tone, for 3 minutes, indicates a natural disaster or emergency. Citizens should take cover.
2. An up and down tone, for 2 minutes, indicates the United States has been attacked. This tone will only be used for this purpose.

Disaster Service Warning System: Will be broadcast by the Montgomery County Sheriff's Office Communication Control Center to monitors which are located in:

1. Hospitals
2. Schools
3. Police and Fire Headquarters
4. Medical Society
5. Red Cross
6. Heads of Government
7. Business and Industry

Supplemental

1. Outdoor disaster service warning sirens*
2. Hyper-Reach Phone Alert System
3. Cruisers and emergency vehicles
4. Radio/Television
5. Cable TV
6. Courier
7. Bull Horn

*The priority notification system for the City of Trotwood

No “All Clear” signal is given. An “All Clear” will be announced through Disaster Services Warning System, Radio and Television, and all local areas may use their best means possible to broadcast the “All Clear” to the public. DO NOT USE SIRENS for “All Clear”.

Communication Center Responsibility

To motivate response actions, the City’s Communication Center shall be notified and shall assume control of notification to the appropriate units of officials via any one of the following:

1. Radio
2. Telephone
3. Personal Contact

The Communications Officer will first notify the City Manager. The Communications Officer shall then initiate notification in the order listed below. Notification will be under the direction of the City Manager.

1. Deputy City Manager
2. Fire Department/Chief
3. Police Department/Chief
4. Public Works Director/City Engineer
5. Clerk of Council
6. Mayor
7. Finance Director
8. Community Development

Each Division Director will be responsible for notifying his/her personnel.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Emergency Operations Center

For the purpose of conducting emergency operations in the event of a major emergency or disaster in any or all of the areas contained in the Plan, the following locations are established as Emergency Operations Centers:

1. Primary Control Center- Fire Department Headquarters, 4 Strader Drive, Trotwood, Ohio
2. Secondary Control Center- Station 72, 5469 Little Richmond, Trotwood, Ohio
3. Third Control Center – City Government Center, 3035 Olive Road, Trotwood, Ohio
4. Fourth Control Center – Montgomery County Emergency Management Agency, 460 Vantage Point, Miamisburg, Ohio

Activation of Emergency Operations Center

The City Manager, or other authorized personnel, shall activate the Emergency Operations Center when determined necessary.

Activation Process

1. Directing the appropriate staff to report to the Emergency Operations Center
2. Directing Chief Coordinators to establish operational capabilities

The organizational staff of the primary Emergency Operations Center shall consist of positions essential to governmental operations with appropriate personnel assigned to such positions in order to competently perform the duties required in the various departmental responsibilities. Listed herein are the positions, most generally, covering the essential government operation.

EXECUTIVE STAFF

The responsibilities and roles of the Executive Staff for the City of Trotwood, as well as the line of succession of command, are defined in this portion of the Plan.

Mayor and City Council

The line of succession is as follows:

1. Mayor
2. Vice Mayor
3. City Council Members

Responsibilities of Mayor and City Council

The responsibilities of the Mayor and City Council as they relate to an emergency or disaster situation are as follows:

1. Render decisions requiring higher authority beyond the authority of the City Manager;
2. Issuing necessary proclamations;

3. Issuing necessary curfews;
4. Maintaining a continuity of government, if necessary;
5. Implementing emergency powers of government, if necessary.

Chief Coordinating Officer

The Chief Coordinating Officer shall be the City Manager or their designated representative.

Responsibilities of Chief Coordinating Officer

1. Rendering decisions requiring higher authority than the Chief Coordinators;
2. The Chief Coordinating Officer will report to the Mayor and City Council all phases of the emergency or disaster operation;
3. Shall request any and all County, State and Federal assistance through the Mayor and City Council on the recommendation of the City Manager;
4. Coordinating all actions and functions as necessary with City Manager;
5. The City Manager or his/her designated representatives shall implement necessary County assistance;
6. The City Manager or his/her designated representative shall coordinate implementation of necessary State and Federal services and assistance.

ADMINISTRATIVE STAFF

The responsibilities and roles of the Administrative Staff for the City of Trotwood are defined in this portion of the Plan.

Administrative Staff

The Administrative Staff shall consist of the City Manager, City Manager's Administrative Assistant, Deputy City Manager, Finance Director, Clerk of Council, Fire Department Business Manager, Police Department Business Manager, Human Resource Generalist, Law Director and designated office personnel.

Responsibility of Administrative Staff

1. Provide for identification and use of resources;
2. Maintain records to document costs associated with the use of private resources associated with the emergency response;
3. Retain all records and reports until all obligations and accounts have been closed;
4. Additional responsibilities defined in Annex 11 – Recordkeeping, for necessary types of reports that need to be protected.

CHIEF COORDINATORS

The Chief Coordinators shall be the Directors of Divisions and/or designates assigned as necessary to provide effective Emergency Operations Center operations and shall report all phases of their operations to the Emergency Operations Center Director:

1. Fire Chief
 - a. Chief coordinator of Fire

- b. Chief coordinator of EMS
- 2. Chief of Police
 - a. Chief coordinator of Police
- 3. City Manager/Deputy City Manager
 - a. Public Information Coordinator
 - b. Shelter/Mass Care Coordinator
 - c. Economic Development
- 4. Director of Public Works/City Engineer
- 5. Director of Community Development
- 6. Coordinator of Public Information/Shelter-Mass Care

Chief Coordinator of Fire/Emergency Medical Services

The Chief Coordinator of Fire/ Emergency Medical Services shall be the Fire Chief or his/her designated representative. He/she shall coordinate all fire/rescue and emergency medical services actions. All fire/rescue and EMS agencies and auxiliaries assisting in these actions shall operate under his/her direction. Such actions shall include but are not limited to:

1. Extinguishing and preventing fires.
2. Direct investigations for all types of gas leaks, facilities and installations containing hazardous materials, condition of water supply necessary for fire protection, condition of all equipment being utilized at the on-scene site.
3. Providing, as possible, fire/rescue communications, i.e. radio, telephone, courier or other means as available between the fire/rescue agencies for control as necessary.
4. Direct all search and rescue actions and determine from incoming information where unsafe search areas may exist. Inform the Chief Coordinator of Police where such areas exist, when confirmed, for security purposes.
5. Direct search crews to indicate areas that have been searched and cleared.
6. Direct radiological monitoring actions as necessary.
7. When possible, with available manpower, assist in other actions which may be necessary to cope with the situation.
8. Coordinate and control amateur and citizens band communications relative to fire and rescue operations.
9. Scheduling and assigning all personnel to establish and maintain control of all fire and rescue participation and actions.
10. The setting up of triage and treatment areas.
11. Coordinating essential additional medical personal.
12. Contact with all hospitals relative to distribution of victims.
13. Controlling ambulance dispatching to hospitals in accordance with hospital information regarding their capabilities to receive victims.
14. Maintaining records of dispatches, number of victims to various hospitals and identity of ambulances dispatched.
15. Obtaining and broadcasting, if possible, via radio information for hospital and ambulance crews regarding victims who may be subjected to heart conditions, diabetes, epileptic, blind, paralytic, cancer, etc.

16. Requesting additional medical personnel through mutual aid agreements and/or through the Chief Coordinator or Health to be distributed to treatment and triage areas.

Chief Coordinator of Police/Communication

The Chief Coordinator of Police/Communication services shall be the Police Chief, or his/her designated representative. He/she shall coordinate all law enforcement and communication actions. All law enforcement agencies and auxiliaries assisting in these actions will operate under his direction. Such actions shall include but are not limited to:

1. Traffic control
2. Road Blocks
3. Supply Disaster passes to Staging area personnel.
4. Security against looting.
5. Protection of vital installations, equipment and resources.
6. Providing assistance, as possible, for search and rescue.
7. Providing, as possible, law enforcement communications, i.e. radio, telephone, courier or other means as available between the law enforcement agencies for control, as necessary.
8. Coordinate and control amateur citizen band communications relative to law enforcement or any police activities.
9. Broadcasting, as possible, through mobile loudspeakers personal contact, warning to the public, if necessary.
10. Provide security around extremely hazardous areas, i.e. fallen high tension wire, unsafe building or walls, potential explosions such situations require coordination with the Fire Chief.
11. Removal of unidentified and/or unauthorized personnel from the Staging or Disaster areas.
12. Providing assistance by trained departmental personnel in radiological monitoring, if required and possible.
13. Scheduling and assigning all personnel to establish and maintain control of all law enforcement participation and actions.
14. Providing assistance, as possible, for movement of persons in support of shelter operations.
15. Coordinating all band radio communications traffic.
16. Establish a necessary communications network from the Emergency Operations Center to road blocks, medical triage areas and on-scene locations pertinent to reporting damage, injuries and deaths.
17. Assignment of operators and necessary back-up replacements dictated by the situation.
18. Coordinating all messages going into and going out of the Emergency Operations Center.
19. Responsible for the logging of all radio and telephone communications.
20. Recorder shall record all traffic possible.

Chief Coordinator of Public Works/ Engineering

The Chief Coordinator of this section shall be the Public Works Supervision or his/her designate. His/her responsibilities shall be but not limited to:

1. Directing clearance of debris from roads and establish routes of egress and degrees.
2. Erection of road barricades and warning signs.
3. Clearance, repair and restoration of City buildings.
4. Supplying temporary street and road signs and supervise installation.
5. Providing for disposal of rubbish, garbage and debris, on a limited basis, which would affect overall sanitary conditions.
6. Removal and disposal of dead animals (non-diseased).
7. Assess and estimate damage to public utilities, roadways, bridges.
8. Coordinate the maintenance of City owned sewer and water systems.
9. Assist by providing heavy equipment support for rescue.
10. Coordinate with vehicle maintenance crews to refuel, repair, and maintain the city vehicular fleet and other vehicles and equipment as required.
11. Coordinate with outside suppliers/resources.
12. The following is a list of equipment available through the Public Works Department.

Chief Coordinator of Community Development

The Director of Community Development and/or designated representative shall coordinate all State and County Building Officials, Human Services, and other outside resources. Such actions shall include, but are not limited to:

1. Coordinate construction of temporary emergency structures for emergency forces.
2. Coordinate repairs and maintain public buildings.
3. Coordinate with the City Engineer in assessing and estimating damages to all buildings and properties.
4. Condemn and post unsafe areas.
5. Issue permits for temporary occupancies.
6. Assist where needed in shelter management and general human services.
7. Assist with the planning and coordinating the recovery phase.

Chief Coordinator of Public Information/Shelter-Mass Care

The PIO/Shelter-Mass Care Coordinator shall be the City Manager. The responsibilities shall be but not limited to:

1. Direct overall activities for release of public information.
2. Review all reports and releases to prevent duplication or conflict.
3. Act as a Liaison between the Emergency Operations Center ("EOC") and on Scene Command Post.
4. Frequent and periodic news releases, with approval of the EOC Director, shall be provided to the media. Special attention shall be given to providing factual information to the public with the objective of relieving tension and fear.

5. The Public Information Officer ("PIO") shall provide for, and announce, Telephone numbers for the purpose of rumor control.
6. When practical the news media shall be provided with space from which they may base their operations. Telephones will be made available to them if possible.
7. The position of PIO may need additional staff. If so, consider the Public Information Officers from the Fire & Police.
8. Coordinate the opening and staffing of the Reception Center.
9. Make necessary arrangements to provide feeding of center occupants.
10. Assist in the transfer of occupants to Shelters from the Reception Center and keep records of any and all transfers.
11. Assist with the planning and coordination of the recovery phase.
12. Coordinate clergy.

GLOSSARY

Chief Coordinating Officer – The City Manager or his/her designated representative.

Chief Coordinators – Department heads as listed in this Plan.

Chief Executive – The City Manager or his/her designated representative.

Command Post – The location where senior Public Safety Commanders in charge of the emergency or disaster scene operations are established. This location should be within visual contact of the emergency or disaster scene.

Disaster – Any community emergency that disrupts normal community function, causing concern for the safety of the citizens, including their lives and property, involving safety personnel (Police, Fire, EMS, Health Department, etc.).

Departure Point – The location from which victims are transported from the triage area to the area hospitals. A Transport Officer is in charge of transporting patients and will coordinate transport with allocation of the victims to various hospitals. A record of each patient leaving the scene will be documented and maintained.

Emergency Operations Center – The location where representatives of any public safety or support agency is established to provide any and all direct support to the command post as required. This location would not usually be on the emergency or disaster site. The members of the Emergency Operations Center will provide any resources needed by the Command Post. Designated Department Directors and other necessary personnel will report to this location.

Emergency Operations Center Director – The Emergency Operations Center Director will be the City Manager or his/her designated representative.

Executive Staff – The Executive Staff shall be comprised of the City Manager, Deputy City Manager, Mayor, City Council members, the Clerk of Council, Director of Finance, and other staff positions as needed.

Inner Perimeter – The specific boundary at the disaster scene that surrounds the danger zone containing the incident site and victims, inside which only authorized personnel (Police, Fire and EMS) should be present.

Incident Commander – The person in charge of operations on the emergency or disaster scene. Typically, this individual would be the Fire Chief or a designated representative.

Outer Perimeter – The boundary outside of the inner perimeter around the emergency or disaster scene. This area would be the staging area site essential personnel and equipment to be utilized. This area would be a restricted area for bystanders to enter the emergency or disaster scene. This area may contain designated locations for staging equipment, personnel, media, etc. The perimeter should be maintained by Police or designated public safety personnel with the use of checkpoints as needed.

Political Subdivision – A political subdivision includes Counties, Cities, Villages and Townships and existing under Charter or General Law.

Public Information Officer – A representative from the Emergency Operations Center who gathers and disseminates information to media sources and would be the main contact for distribution of information, press releases, press conferences, etc., regarding the emergency or disaster. This individual would be the contact source for regular updates regarding the emergency or disaster. This individual is the Fire Department Public Information Officer and/or the Administrative Captain of the Police Department.

Emergency Reception Center – The location at which the general public can be directed in a few minutes time to remove them from danger and provide community support during the time the community upheaval occurs from an emergency or disaster. The public would remain at the Reception Center(s) long enough for the more deliberate process of bringing the Shelter(s) to a state of readiness.

Rescue – The process of removing victims to the outer perimeter of the emergency or disaster scene and making certain that they were out of danger. The victims are provided lifesaving assessment, control of major hemorrhage and safe removal with the use of backboards, cravats, blanket rolls, etc.

Shelters – The location where the general public can be housed, fed and provided general community support until the danger from the emergency or disaster is over. This may be eight (8) hours to several days or weeks, depending on the severity of the incident. Shelters are designated in conjunction with the Red Cross, who operates said shelters, within as well as outside the community. These shelter designations are contained within the Plan.

Sector Officers – Individuals representing other departments and reporting to the Incident Commander at the emergency or disaster scene and mid-line officers who have been trained in Incident Management Systems (IMS).

Triage – The locations where victims are initially brought after rescue for the purpose of providing definitive treatment as necessary and sorting according to the degree of severity of injuries.

ANNEX 1 - EVACUATION

Purpose

This Annex was developed in order to provide for an orderly and coordinated evacuation of the citizens of the City of Trotwood should the need arise because of a natural hazard, technological hazard, or other incident.

Situation

There are several emergency situations that might require an evacuation of part or all of The City of Trotwood. Small-scale localized evacuations might be required as a result of a major fire, HAZ/MAT incident or other incidents. A large-scale evacuation may be needed for a HAZ/MAT incident, a very large-scale fire, etc.

Assumptions

1. An evacuation is undertaken when it is perceived that there is or may soon become an unacceptable level of risks to health and/or safety of people in a given area. If the level of risk is arrived at and acted upon by the individuals in the affected area, the evacuation is termed spontaneous. If, on the other hand, government arrives and acts, the evacuation is termed organized. The procedure in this Plan will deal with organized evacuation.
2. Evacuation is the process of warning people to move from an area, to someplace else, for a particular period of time, and back to the original place. Anything less would be considered insufficient.
3. Government organizations are responsible for the issuance of evacuation warning to affected populations. This assumes that governmental organizations be well informed by obtaining the best professional assessment.
4. It should be assumed that if provided adequate information in a timely manner, people will display the following adaptive behavior:
 - a. People will seek confirmation of evacuation warning.
 - b. People tend to evacuate in family groups.
 - c. Some people tend to underestimate the danger posed by an incident.
 - d. Most people, withdraw from an area in personal automobiles. The need for massive amounts of public transportation is minimal.
5. The political jurisdiction in which the incident occurs is responsible for notifying other jurisdictions that may be affected.
6. Within any evacuation area, it is likely that facilities will exist that will require special consideration. These facilities include schools, nursing homes, day-care centers, shopping centers, theaters, facilities which can be characterized as having large number of people clustered in a small geographical area with varying degrees of availability to provide transportation.

Concept of Operations

There are several factors which must be considered when planning for evacuations. The magnitude, intensity, spread of onset and duration of incident will determine the number of people

to be evacuated and the. Another facet of an evacuation is the availability of routes, their capabilities and vulnerability to the hazard. In addition, make assessments of groups which may need transportation support. Things to consider before issuing an evacuation order:

The City Manager is responsible for issuing an evacuation order. If the evacuation involves more than one jurisdiction consider having county officials evacuate by sectors or county wide.

Issues to be addressed when issuing and evacuation order.

1. Make sure shelters are open and ready to receive evacuees.
2. Designate evacuation routes, their capabilities and susceptibilities to the hazard.
Designate staging areas for public transportation.
3. Make security provisions for evacuated areas.
4. Make sure there is adequate shelter support and services.

Transportation

1. Mass transportation within the City of Trotwood is the school buses from Trotwood-Madison City School District.
2. The person designated as the transportation coordinator is responsible for all transportation resources subject to use for evacuation. RTA buses and other jurisdictional buses (in absence of Mutual aid agreement) may have to be requested by the Director of the Miami Valley Emergency Management Authority.
3. Evacuation can be divided into groups based upon characteristics at the facilities and relative difficulties presented by withdrawal.
 - a. Residential single family and multifamily (apartments): There is usually adequate transportation. Because of this however, traffic congestion becomes a problem. Police officers should be dispatched to assist.
 - b. Schools, nursing homes, large residential treatment center: Group characteristics include lack of adequate transportation, physical disability, need for close supervision. Transportation needs of this groups are intensified by closeness of the facility to the incident site perceived risk to the hazard, transportation response time and other transportation demands. Because of these factors, it is unlikely that government can affect a timely evacuation in the early phases of an incident. Managers and administrators should therefore not initially rely on governmental support other than for alert or warning.
 - c. Day-Care centers, group homes and small residential treatment centers: This group is characterized by a greater staff to client ratio. A greater number of staff transportation is also available. these facilities should establish reciprocal shelter agreements with similar facilities distant from their own.
 - d. Shopping centers, recreations/entertainment centers and churches: In these facilities, there is usually adequate transportation. Because of this however, traffic congestion becomes a problem. Police officers should be dispatched to assist.
 - e. High-rise buildings: Depending on the properties of the spilled substance, vertical evacuation may be more beneficial than horizontal. If people are evacuated up or down and stay in the building, the building's ventilation system may have to be shut off.

- f. Manufacturing plants: It is necessary to consider how quickly furnaces or other time-critical aspects can be shut down and with what risks. It may be necessary for some plant officials to stay behind for a period of time (assuming that dispersion plume is not impacting facility).

No evacuation of bodies will be made until all other persons have been relocated.

Deployment of essential personnel, critical supplies and resources.

1. Emergency response personnel will be dispatched to the scene by the dispatcher.
2. Essential personnel, supplies and equipment that needs to be transported into or out of the hazard zone will be at the discretion of the incident commander.

Evacuation Control

- a. Law enforcement personnel will control evacuation routes by traffic control points and crowd control.
- b. Law enforcement may be supplemented by auxiliary personnel at the discretion of the incident commander.

Staging areas and evacuee pick-up points.

1. Staging areas will be designated by the incident commander or his designate.

Rest Areas - If an evacuation is of such a magnitude as to warrant the designation of rest areas between the hazard site and relocation site, the incident commander and Miami Valley Emergency Management Authority director should coordinate such designation.

Vehicles with mechanical problems - Any vehicle with mechanical problems which impede an evacuation route should be removed by vehicle's occupants or emergency responders.

Relocation - Security for the relocation parking areas shall be provided by law enforcement personnel.

Re-entry into the hazard zone - Prior to giving approval for evacuees to re-enter the evacuation zone, the Health District should perform inspections of food, water, air and soil.

Movement Control Guidance - Specific evacuation routes are difficult to coordinate between jurisdictions. Consult Montgomery/Greene County Plan for evacuation routes. The Montgomery/Greene County Plan will also show shelter areas and estimates of the populations at risk given specific hazards. Routes designated for return to the evacuated area will be the same as the evacuation routes unless otherwise specified.

Phases of Emergency Management

1. Mitigation - Identification of areas that may require evacuations:
 - a. Flood plains
 - b. Hazardous materials
 - c. Pipelines
2. Preparedness
 - a. Public education regarding evacuation procedures

- b. Identification of population groups requiring assistance during evacuations
 - c. Evacuation route planning using the evacuation route map - make adjustments according to road conditions, traffic capacities and effect of hazard
- 3. Response
 - a. Initiate evacuation
 - b. Initiate traffic control as needed
 - c. Evacuate special population groups as resources permit
 - d. Initiate public information efforts
 - e. Arrange for security of evacuated areas
 - f. Designate reception and shelter areas
- 4. Recovery
 - a. Initiate return to evacuated area after health inspection
 - b. Arrange for return traffic control
 - c. Continue public information campaign
 - d. If appropriate, establish Disaster Assistance Centers

Organization and Assignment of Responsibilities

Prior to the issuance of an evacuation order by any individual, the assignment of responsibilities of the City of Trotwood personnel that are listed under the Basic Plan for the City of Trotwood should be assigned and completed.

In addition, the following areas should be assigned:

- 1. Schools
 - a. Provide buses
 - b. Open schools for shelter
- 2. Emergency Management Authority Board or Director
 - a. Issue evacuation order (establish coordination with city official and obtain concurrence).
 - b. Assist in developing evacuation plan.
 - c. Coordinate evacuation efforts.
 - d. Coordinate relocation efforts.
 - e. Assist Red Cross and others in establishing disaster reception areas, Disaster Assistance Centers. Coordinate with Public Information Officer releases relative to evacuation.
- 3. Regional Transit Authority
 - a. Provide busses
 - b. Activate emergency response plan
- 4. Red Cross
 - a. Maintain shelter listing and current capacity ratings
 - b. Activate evacuation and shelter plan
 - c. Primary responsibility for evacuee registration
 - d. Provide food, blankets, cots and etc., as necessary
- 5. Military Support

Must be requested through Miami Valley Emergency Management Authority. If it is necessary to issue an evacuation order prior to Emergency Operation Center activation, the most senior fire or law official should issue the order.

Administration and Logistics

It is the responsibility of the City of Trotwood to prepare instructional material showing evacuation routes, collection points, staging areas, shelters, medical assistance facilities, etc., in our jurisdiction. This emergency information should be prepared in advance and be retained for use by the Public Information Officer.

ANNEX 2 – SHELTER / MASS CARE

Purpose

This Annex provides for the protection of individuals from the effects of an emergency/disaster which requires the relocation of populations to public shelters. This annex identifies shelters, provides for their maintenance and outlines emergency tasks to be performed during shelter operations.

Situation

Any of the hazards outlined in the hazard analysis, as well as others not mentioned, could require the activation of community shelters and mass care activities. The sheltering, feeding and meeting personal needs of individuals can be a monumental undertaking requiring more people and resources that usually are available on short notice.

Assumptions

1. As outlined in the evacuation Annex, experience shows that about 50% of evacuated individuals will depart voluntarily and soon after receiving notice to friends or relative's homes. Others will, in time leave their homes for similar destinations. The remaining population 20-35% will seek public shelter.
2. Aged and infirmed individuals require special consideration in shelters.
3. The coordinator of this Annex will be contacted to oversee all shelter operations.

Concept of Operations

General

Local government bears the responsibility to shelter evacuated individuals. Shelter/Mass Care coordination (Red Cross) has direct responsibility to identify, maintain and staff shelters. Other agencies (Salvation Army, Disaster Services, Welfare, etc.) may be activated upon notice from Red Cross. Shelter operations should be activated prior to evacuation when possible. See Tab 1 for checklist.

Notification and warning of the general public.

When people are advised to evacuate, instructions on appropriate reception centers and/or shelter/mass care facilities will be disseminated through:

1. Announcements made over the Emergency Broadcast System.
2. Door to door notification by emergency services workers.
3. Neighborhood announcements via public address systems.
4. Computer call-up system for hearing impaired.

Reception Centers

The purpose of a reception center is to register evacuees and assign them to appropriate shelter/mass feeding locations. In the event of a need to evacuate quickly, a pick-up point may serve as a reception area. Screening of evacuees (i.e. ill, aged, pets, etc.) should occur before assignment to shelter.

Designation of shelters

Local government may designate their own shelters in lieu of Red Cross shelters provided that they can staff, maintain and supply mass care as required. If local government defers shelter operations to Red Cross, American Red Cross will designate facilities for which they signed agreements.

1. Designation will be based on nearness to hazard, geographical nearness to evacuated area.
2. Shelters nearest but external to the hazard area may be reserved for housing essential personnel.
3. Red Cross, if delegated, will decide when shelters are to be deactivated.

In the event of a nuclear attack, shelters offering protection from fallout will be designated from the National Facilities Survey printout on file at the Emergency Management Agency. Such shelters shall provide 10 square feet of living space per person.

Mass Feeding

The American Red Cross is primarily responsible for mass feeding operations and distribution of supplies necessary for such operations. The American Red Cross regulations and procedures entitled "Mass Care Preparedness and Operations" will govern mass feeding operations.

Marking of Shelters

The American Red Cross maintains a variety of signs designating shelter locations and others indicating routes. These signs are kept at their warehouse and on their vehicles.

Shelter Stocking

Shelters will be provided with items contained at various American Red Cross supply centers

Phases of Emergency Management

Mitigation

1. Assess hazard areas and vulnerability zones.
2. American Red Cross has executed shelter agreements with all
 - a. other shelters.
3. Arrangements with the United States Department of Agriculture, wholesale and retailers have been entered into for providing food for shelters.
4. American Red Cross has developed shelter location and procedure awareness programs through the media.

Preparedness

1. All shelter listings are reviewed and updated annually.
2. American Red Cross maintains shelter management skills.

Response

1. Selection of appropriate shelters
 - a. Based on hazard
 - b. Based on availability of evacuation routes
 - c. Based on staff and service available at shelter

2. Open shelters should have shelter manager, feeding specialist damage assessment person, nurse, government liaison person and Dayton Amateur Radio Association Communications.
3. Government liaison should coordinate with the Emergency Operations Center for the following:
 - a. Establish communications link
 - b. Marking of routes to the shelters
 - c. Traffic control
4. Distribution of shelter and mass care items.
 - a. Distribute shelter supplies
 - b. Properly identify shelter
 - c. Coordinate shelter availability with Public Information Officer
 - d. Maintain records of expenses and individuals
5. Recovery
 - a. Shelters should be closed by American Red Cross according their SOP's.
 - b. Affected jurisdiction should arrange for return transportation of evacuated individuals.
 - c. American Red Cross should deactivate unnecessary shelters.
 - d. American Red Cross cleans and returns shelters to original condition.
 - e. Shelters are usually not closed until everyone is gone.

Organization

The shelter/mass care coordinator or the government liaison person will report to the Emergency Operations Center upon its activation. All aspects of shelter management will be coordinated through this individual unless the affected entity wants to manage its own shelter/mass care program.

Assignment of Responsibilities:

1. Shelter/Mass Care Coordinator
 - a. Assign shelter staff
 - b. Make yearly assessment of shelters
 - c. Arrange for communications with Dayton Amateur Radio Association
 - d. Provide training for shelter workers
 - e. Establish supply procedures for shelters
 - f. Undertake public information programs
 - g. Establish memoranda of understanding with other similar organizations (social services, Salvation Army, mental health and volunteers)
 - h. Sign agreement with animal shelter to receive pets of evacuees
2. Department of Human Services
 - a. Assist American Red Cross in assigned tasks
 - b. Provide assistance to welfare recipients
 - c. Perform other welfare functions: Medicaid, Aid to Dependent Children, etc.
3. Red Cross - if American Red Cross is not the shelter coordinator, the following will be performed:

- a. Identify shelters
- b. Manage shelters
- c. Provide appropriate shelter signs
- d. Staff shelters
- e. Perform registration activities
- f. Perform mass care activities
- g. Administer shelter usage
- h. Call in support services
- i. Provide canteen service
- j. Provide nursing services for shelters
- k. American Red Cross can provide blood from the Columbus chapter, otherwise local blood bank is first resource.

ANNEX 3 – HAZARDOUS MATERIAL INCIDENT

Governing Principle

To successfully handle a hazardous materials incident, all agencies that might be involved should be notified as set forth in this Plan and Montgomery/Greene County Plan. It is IMPERATIVE that maximum protection be afforded to all personnel until the exact nature of the situation, and the hazardous materials involved, have been identified and the appropriate response actions are formulated. These protective measures for emergency personnel may be in the form of full protective clothing and equipment or as simple as keeping the personnel out of the endangered area(s) until such time as the hazard has been properly assessed. Many factors enter into the handling of such an incident, including but not limited to weather, outside environment, chemical reaction, etc. can alter the complexity of the incident at any time. An incident that affects only one jurisdiction may change suddenly and affect multiple jurisdictions. For this reason, once a hazardous materials incident has been confirmed, all jurisdictions that might be affected will be notified and kept informed of the situation on a continual basis to respond immediately to any change involving the incidents.

Organizational Roles and Responsibilities

The person in charge of a hazardous materials incident is the Fire Chief or Senior Fire Officer in charge at the scene of incident, and shall be designated as the “Incident Commander.” It shall be the responsibility of the person so designated as the “Incident Commander” to determine size of the incident in question.

Should the incident be deemed as an isolated or small incident confined to and affecting only a small portion of single jurisdiction the “Incident Commander” will most likely be able to control the situation with a limited response. In the event of a “minor” incident, the following list of persons or organizations may have a need to know or participate in the abatement of the incident.

In the event of a “major” incident, the persons and/or organizations shall be contacted for their input into the abatement of the incident as per Montgomery/Greene County Plan.

1. Regional Haz-Mat Team
2. Local Government
3. County Government
4. Officials of fixed facilities
5. Officials of transportation facilities
6. Nearby local governments
7. State Government
8. Federal Government

Upon receipt of any reported hazardous materials incident, the communications center receiving such a call shall notify the following agencies immediately:

1. Local fire department having jurisdiction
2. Local law enforcement agency having jurisdiction

Upon assessment of the incident, the Incident Commander, may decide to notify the following if deemed necessary:

1. Miami Valley Emergency Management Authority
2. Ohio Environmental Agency
3. CHEMTREC
4. Other agencies as deemed necessary

Operational Responsibilities

Upon the confirmations of a hazardous material incident, the objective of all agencies is to assist in mitigation of emergency and the incident. Various assignments at such an incident could be many and varied, however, areas of prime importance would be as follows:

1. Rescue and treatment of civilians
2. Protection of property
 - a. Fire
 - b. Contamination
 - c. Security
 - d. Other

NOTE: IN ANY AND ALL OF THE ABOVE SITUATIONS, PRIMARY CONCERN TO ALL PERSONS IN CONTROL OF VARIOUS AND OVERALL OPERATIONS IS THAT OF THE SAFETY TO EMERGENCY PERSONNEL WORKING TO ABATE THE HAZ/MAT SCENE.

To achieve the above goals, incident commander shall approach the situation with a four-phase plan including:

Identification Phase

Actions must be initiated early to determine the identity of the hazardous materials involved and formulate a plan for the remaining three phases. This plan shall have been approved by the on-scene commander prior to implementation.

Containment Phase

A control area around the incident site shall be established (Hot, Warm, and Cold Zones) of sufficient size, with strict control of these area's being enforced.

1. No unauthorized traffic.
2. Prepare for evacuation (immediate), if not done already.
3. Ingress/Egress point on upwind side be established for emergency workers.
4. The Ingress/Egress point shall be the final decontamination point.

Actual containment of the incident to prevent further escalation of the incident shall be of primary importance after establishing:

1. Identification of material(s) involved.
2. Safe method of operation for personnel.

Should actual evacuation occur the Shelter/Mass Care Coordinator shall be contacted to activate shelters and other logistical support for the evacuees as the numbers indicate. At this point Dayton Regional Haz/Mat and Ohio EPA should be contacted to assist in containment.

Stabilization Phase

Harmful effects of the hazardous material shall be neutralized at this point, if at all possible, to make further efforts safer yet. If the material is allowed to “burn off”, “vent”, or in any other way add further contaminants to the atmosphere, further evacuation of the affected area may be necessary.

Decontamination Phase

Once hazardous materials have been neutralized, the following actions will be accomplished to return the evacuees to the area:

1. Remove any harmful residue.
2. Decontaminate personnel and equipment.
3. Return evacuees to the area.
4. Coordinate completion of damage assessment with the EPA and health teams.

The Incident Commander

The Incident Commander shall:

1. Take charge of the on-scene operations.
2. Direct all local forces involved in emergency actions related to the spill.
3. Act through respective department/agency who will retain control of their respective forces.
4. Consider “run-off” dangers of the incident and take proper measures to avoid causing any pollution or any further pollution if at all possible. Local EPA, Services Department, water & sewer should be consulted.
5. Obtain any assistance needed from any resource available as to health hazardous involved and proper limits to the danger area.
6. Assure the Sector Commanders in the field as well as other agencies and all personnel be made aware of the danger areas, and proper steps to take in safe operations.
7. Assist other agencies if needed in the proper outfitting of personnel with safety clothing, SCBA, etc. if needed.
8. Assure the safe and proper removal of injured persons so that proper treatment can be rendered.
9. Determine when the area is safe for the return of evacuees and inform emergency management of such actions.

Law Enforcement Agencies

The senior officer at the scene shall report to the on-scene command post and the incident commander and:

1. Control law enforcement functions from the Command Post to assure a clear and concise flow of information from the Incident Commander the officers in the field.
2. Assist in evacuation as needed and directed by the Incident Commander.
3. Cordon off and control danger area and exclude those not authorized to enter.

4. Protect sensitive and/or critical installations and prevent looting in affected area.
5. Enforce traffic control in and around incident.
6. Report any information from officers in the field to Incident Commander which may have a bearing on the operations.

Miami Valley Emergency Management Authority

If it is not necessary because of the scope of the incident to contact Miami Valley Emergency Management Authority the Montgomery/Greene County Plan should be consulted.

Ohio Environmental Protection Agency

A representative of the Ohio EPA shall be dispatched to the scene of the incident and upon arrival shall report to the Incident Commander. It shall be this individual who shall determine the estimate of the situation in terms of the magnitude of the incident, and if warranted shall take appropriate actions following state and federal directives.

Other Agencies Involved

Should other agencies be involved at the discretion of the Incident Commander, those persons representing those agencies shall report to the Incident Commander or a designated representative for assignment.

Notification and Warning

Notification and Warning shall be done as per the City of Trotwood Basic Plan.

ANNEX 4 – FLOOD

Situation

Floods (flash, rising) threaten areas of the City of Trotwood. Depending on the scenario, virtually all populations in the flood plains could be greatly impacted by flood waters. Even though the construction of earthen dams has nearly eliminated flooding of major waterways, secondary watersheds and runoff still cause periodic flooding.

Concept of Operations

Upon notification by public or Police Officer of flooding, the communication center will notify the Fire Chief or his designee. Notification of Box 21 for assistance shall be at the direction of the Incident Commander. A medic from Trotwood Fire shall be dispatched to the affected area. Also, other equipment deemed necessary by the Incident Commander.

Notification and Warning

The notification and warning of affected areas shall be through television and radio broadcasts. There shall also be person to person contact with residents of affected area.

Evacuation

Those residents wishing to be evacuated will be removed first.

When evacuation takes place, the initial shelter shall be the closest appropriate structure. Depending on the number of evacuees, additional shelters can be prepared and opened if necessary.

When all have been evacuated then one last pass will be made to give remaining residents the opportunity of evacuation. If they still choose to remain then the crew will get the following information, which shall be given to the Incident Commander:

1. Name
2. Address
3. Telephone number

Upon arrival at the shelter the following information will be obtained from the evacuees and recorded:

1. Name
2. Address
3. Telephone number

When evacuees leave the shelter, the following information will be obtained and recorded:

1. Where the evacuee is going (address)
2. Relationship to the evacuee

Fire Personnel

The fire crews shall serve a 3-fold purpose on the scene:

1. Treatment and transport of ill or injured evacuees
2. Warning of evacuees
3. Transport to initial shelter

Law Enforcement

It shall be the duty of Law Enforcement to notify the communication Center and their immediate supervisor(s) of a flooding situation. The Officer should report to the Incident Commander for instructions. These duties shall include but not limited to:

1. Traffic Control
2. Control of Unruly Residents
3. Control Looting

ANNEX 5 – EARTHQUAKE

General Information

An earthquake is a shaking or trembling of the crust of the earth, caused by underground volcanic forces or the breaking and shifting of rock beneath the surface. Earthquakes are unpredictable and strike without warning. They may range in intensity from slight tremors to great shocks and may last a few seconds to as much as five minutes. They could come in a series over a period of several days. The actual movement of the ground in an earthquake is seldom the direct cause of injury or death. Most casualties result from falling debris.

The disruption of communications along with light and power lines, gas, sewer or water mains can be expected. Earthquakes may also trigger landslides.

Earthquakes could affect the entire region. This area has been impacted by nine quakes of an intensity of five or greater, and because of the increased activity of the New Madrid fault, there is a threat of a great quake in this area.

Definitions

Earthquake Magnitude - the energy released by the earthquake, as expressed on a recording device using the Richter Scale.

Earthquake Intensity - the damage caused by the earthquake as expressed by the Marcella Scale.

Epicenter - that point on the earth's surface directly above the center of the earthquake.

Marcella Scale - a scale of earthquake intensity ranging from I for an earthquake detected only by seismographs to XII for one causing total destruction of all buildings.

Organization and Assignment of Responsibilities

The most important thing to remember in an earthquake is that the problems that arise will be secondary to the earthquake. These are the problems that will need to be addressed (e.g., fire, flood, broken gas and water lines, etc.) These issues will be addressed by using Assignment of Responsibilities under the City of Trotwood Basic Plan upon the activation of the Emergency Operation Center.

ANNEX 6 – BOMB THREAT

Situation

Bomb Threats may be received at any time during the day. Awareness and preparation continue to be the most effective tools we have to deter and respond to bomb threats.

Receiving a Threat

A bomb threat could be delivered by telephone, notes, postal or electronic mail, in person, or any other method not listed.

Phone - remain calm and get as much information as possible, Use Bomb Threat Checklist

E-mail - print a copy of the message if possible. Do not respond to the sender. Do not delete the message. Note the identity of the sender, the date and time the e-mail was received, who the message is intended for, who may have received carbon copies and the subject line from the e-mail message.

Suspicious packages – do not touch, move or tamper with any suspicious packages. They should be handled by a trained emergency responder only.

Notification

Once the threat is received, call 911 to report the threat to local law enforcement. Landlines should be used instead of cell phones or portable phones. Facility notifications will not be conducted via two-way radio.

Response of Local Emergency Officials

After notification, it is expected that officials from the police and/or fire department will respond. Employees will cooperate with local officials and provide any information or answer any questions they may have regarding the threat. Any evacuation ordered due to the threat is mandatory. All occupants of the facility shall immediately move towards a safe exit and remain outside the area until it is deemed safe to re-enter. Crisis planning should include multiple evacuation sites to prevent the Subject from placing an explosive device where the employees are known to gather during an evacuation. Employees may be asked to assist local officials with a sweep of the area where they are most qualified to identify items which do not belong. Only authorized personnel are allowed at the incident site.

Return to Normal Operations

If the incident has resulted in the evacuation of part or all of the facility, those areas will remain closed until the local officials can determine the following:

1. The area is safe to occupy.
2. All immediate police and rescue activity has been completed
3. All crimes scene investigations have been completed.

ANNEX 7 – TORNADOES

Situation

A tornado is a violent local storm with whirling winds of tremendous speed. It appears as a rotating, funnel-shaped cloud which extends toward the ground from the base of a thundercloud. It varies from gray to black in color. The tornado spins like a top and may sound like the roaring of an airplane or a locomotive. The small, short-lived storms are the most violent of all atmospheric phenomena, and over a small area, the most destructive.

Warning and Notification

The National Weather Service will issue severe weather warning to the public over radio and television stations. Sirens will also be used to notify City resident of a tornado warning. If a tornado were to cause a large amount of damage to the City of Trotwood, then notification of personnel would be done as per the City of Trotwood Basic Plan.

Definitions

Tornado Watch - tornadoes are subject to develop.

Tornado Warning - a tornado has actually been sighted or indicated on radar.

Concept of Operations

The problems that will arise will be secondary, (e.g., rescue, fire, downed power lines, downed trees, blocked roadways, etc.). When the City Manager activates the City of Trotwood Disaster Plan, the Concept of Operations as defined in the Basic Plan would take place.

Assignment of Responsibilities

The assignment of responsibilities as defined in the City of Trotwood Basic Plan will be followed once the Plan has been implemented.

ANNEX 8 – WINTER STORMS

Situation

A winter storm can develop rapidly. With it can bring downed power lines or blackouts. Numerous areas of the City of Trotwood could be without power therefore, residents would need assistance.

The most dramatic and perilous of all winter storms is a blizzard. Blizzards are characterized by low temperatures and by strong winds bearing large amounts of snow.

Most winter storm incidents can be handled by the City of Trotwood personnel. The priority would be to provide shelter for our residents.

Assignment of Responsibilities

If it becomes necessary to implement mass sheltering the City of Trotwood Basic Plan would then be activated.

ANNEX 9 – ACTIVE THREAT

Situation

“Active threat” situations include incidents in which there is an individual (or individuals) actively attempting to harm or kill people in a confined and populated area. This is most commonly through the use of firearms, but could also include bladed weapons, explosives, or other devices. Active threat situations often start with targeted individuals but expand to include randomly selected victims. These are often unpredictable events that evolve rapidly and usually require law enforcement to end them.

How to Prepare

Familiarize yourself with your work space, your surroundings, your building — be aware of your environment. Know the locations of exits and take note of at least two in any facility, building or room you visit. Know how to barricade or “lock down” in your workspace. Know how to block visibility into your area. Know how to lock or barricade access to your area from the inside. Think about how you would take down an active shooter if you had to – what could you use as a weapon (fire extinguisher, chair, etc.)?

What to Do: Run-Hide-Fight

The current recommendation from the U.S. Department of Homeland Security is to Run, Hide, Fight.

Run:

1. Have an escape route and plan in mind.
2. Leave your belongings behind.
3. Keep your hands visible so law enforcement knows you are not the perpetrator.
4. Tell others to come with you, but don't delay if others don't agree to follow.
5. Do not stop to move the wounded.
6. Prevent others from entering the area that active shooter may still be in.

Hide:

1. Hide in an area out of the shooter's view.
2. Shooters are usually looking for easy victims; create barriers between yourself and the threat by blocking entry to your hiding place and locking the doors.
3. If the door/windows have blinds, close them.
4. Silence your cell phone, but call 911 – if you can't speak, leave the line open.
5. Turn off lights.
6. Use any space in which you can hide (bathrooms, conference rooms, closets).
7. Do not come out of hiding until you can confirm that law enforcement is present.

Fight:

1. Fight as a last resort and only when your life is in imminent danger.
2. Control the weapon and then control the shooter.

3. Attempt to incapacitate the shooter.
4. Act with physical aggression like your life depends upon it.
5. Use improvised weapons; throw things at the shooter; this buys time.
6. Work as a team, but take the lead if people hesitate.

What Not to Do

Do not pull fire alarms - shooters may use this technique to get victims into one area. Do not freeze; move to run, move to leave, or move to defend yourself.

Notification and Warning

The notification and warning of affected areas shall be through television and radio broadcasts. There shall also be person to person contact with residents of affected area.

Evacuation

When evacuation takes place, the initial shelter shall be the closest appropriate structure. Depending on the number of evacuees, additional shelters can be prepared and opened if necessary.

When all have been evacuated then one last pass will be made to give remaining residents the opportunity of evacuation. If they still choose to remain then the crew will get the following information, which shall be given to the Incident Commander:

4. Name
5. Address
6. Telephone number

Upon arrival at the shelter the following information will be obtained from the evacuees and recorded:

4. Name
5. Address
6. Telephone number

When evacuees leave the shelter, the following information will be obtained and recorded:

3. Where the evacuee is going (address)
4. Relationship to the evacuee

Concept of Operations

In all cases, the first arriving unit or Incident Command (IC) will collect as much information as possible and rapidly communicate that information to responding companies. The primary responding agency shall be responsible for establishing command. As soon as possible, a Unified Command should be established. For larger, more complex incidents, safety zones should be created. Personnel shall understand that these zones are dynamic and can change as the incident develops.

Hot Zone is an operational (geographic) area, consisting of the immediate incident location with a direct and immediate threat to personal safety or health (not a secure area).

Warm Zone is an operational (geographic) area with a potential threat to personal safety or health. The warm zone typically exists between the hot zones and the cold zones. This zone is established and secured by PD. Rescue Teams may be able to enter and remove patients without providing treatment. Personnel shall wear vests or jackets for easy identification while in the warm zone.

Cold Zone is an operational (geographic) area surrounding the warm zone where first responders can operate with minimal threat to personal safety or health. In this zone personnel can provide treatment to patients.

Fire

As with all responses the following incident priorities will be safely achieved:

1. Life Safety
2. Incident Stabilization
3. Property Conservation

Law Enforcement

Immediate Deployment - Officers are trained to move swiftly to the location of the last shots heard, prioritizing the immediate threat.

Bypass Civilians - During this phase, officers may need to bypass civilians to focus on the attacker.

Neutralization - The goal is to neutralize the attacker as quickly as possible, regardless of the nature of the threat.

Evacuation and Rescue - After the shooter is neutralized, officers will work to safely evacuate remaining individuals from the area and provide initial medical assistance to the injured.

Scene Control - Police will control the scene, ensuring it remains safe for emergency responders and the public.

Investigation - Once the area is safe, police will begin investigating the incident.

ANNEX 10 – SEARCH AND RESCUE

Coordinate and support search and rescue (SAR) operations within the City of Trotwood. SAR operations include, but are not limited to, the location, recovery, and extrication of victims who become lost or entrapped as the result of a major disaster or life-threatening emergency. The goal of search and rescue operations is to save the lives of victims who are unable to ensure their own survival without assistance.

Situation

The City of Trotwood may be tasked to initiate a SAR mission that may require the utilization of air, ground, and water rescue-operations to preserve life. The Trotwood Fire & Rescue Department is the lead agency for these types of incidents.

Agencies that conduct pre-planning for SAR mission(s) must consider hazards such as fire, confined space rescue, high-rise structures, urban or rural areas, trench, subsurface, recreational areas/facilities, waterways, chemical/biological/radiological/nuclear/explosive locations.

Responders may face added "difficulties or hindrances after a disaster because of extensive damage to the local infrastructure. Such damage then may create environmental safety and health hazards such as downed power lines, unstable foundations or structures, rapidly rising waters, exposure to biohazards, toxins, blood- borne pathogens and explosive environments.

Responders must also take into consideration when their safety and the safety of the victims are being impacted by severe weather conditions such as temperatures extremes, snow, rain, high winds, and by civil unrest.

Assumptions

1. Every community may experience the need for search and rescue operations.
2. Community volunteers often freely want to offer assistance with search and rescue. These well-meaning volunteers must be directed to volunteer reception centers to prevent either their personal injury, contamination of search area, and to maintain accountability.
3. Access to the areas impacted by the disaster may be limited or restricted. Initially some areas may only be accessible to aviation, watercraft, or by foot.
4. Support such as helicopters, tracking dogs, and outside search and rescue groups may be required from adjoining political subdivisions or from state resources to ensure maximum search and rescue effectiveness.
5. A survival window for many victims occurs within the first 48 hours of the incident. A concentration of efforts should be directed then towards locations where the greatest potential for survivors exists.
6. The availability of personnel with foreign language and/or special needs communications skills may be necessary.
7. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Search and Rescue needs can be met by contacting MCOEM/MCEOC.

Concept of Operations

Trotwood Fire & Rescue is the lead agency for the Search and Rescue Function. When it is determined that the scope of the incident will or has overwhelmed local resources, including mutual aid, the Montgomery County EOC will be contacted to request state and/or federal resources.

The Search and Rescue function will begin to acquire the resources necessary to sustain the mission(s) and to meet the needs of the responders. Examples of such resources may include shelter, food supplies, fuel, and sanitation facilities. In search mission(s) the media can be a valuable resource. Determine the best location for the media to set up their operations. See also, Public Information Function.

Additional SAR resources are available from Ohio Homeland Security Region 3 Rescue Strike Team. These assets can be obtained by calling (937)333-USAR. It is recommended that the requesting agency notify the Montgomery County Office of Emergency Management when a Region 3 asset is requested.

Organization and Assignment of Responsibilities

All Search and Rescue Function organizations are responsible for development of internal SOG/SOPs that support Search and Rescue functions and EOC operations.

Search and Rescue Function organizations will be activated by Trotwood Fire & Rescue for assessment, response, and recovery operations based on the needs of the emergency.

Trotwood Fire & Rescue will:

1. Coordinate rescue activities.
2. Provide information about SAR needs to the City of Trotwood EOC.
3. Coordinate with Montgomery County Engineer and/or City of Trotwood Public Works in the determination of routes and control points for evacuation actions.

The Trotwood Police Department will:

1. Provide site security and access restrictions to areas upon request.

The City of Trotwood Public Works Department will:

2. Provide vehicles and crews to assist in debris removal and access to SAR mission(s) area(s).

ANNEX 11 – RECORD KEEPING

Documentation of various aspects of major emergencies and disasters is highly important. The following is a list of necessary records that need to be kept.

Cost Recovery

If an emergency or disaster is considered serious enough by the Federal government, we will be eligible for reimbursement of some of the costs of emergency or disaster response and recovery. We will be asked to produce accurate records of expenditures, with receipts or other documentation.

Request for Aid

One of the criteria used by the State and Federal government to determine their response to our request for assistance will be the monetary loss to the community. The interest will be in anticipated/actual cost to us and an assessment of the impact on the private sector economy – loss of property, merchandise, etc. The quicker we can assemble these figures, the quicker our request can be reviewed.

Budgeting Control

If our emergency is serious enough to consult this document, we probably are incurring extraordinary costs right away. Overtime wages will be a reimbursable factor during an emergency, as will additional expenses incurred for tools, supplies, equipment and contracted services. Make sure purchases are made properly, documented carefully and charged to the right appropriations account.

Legal Protection

Once the emergency or disaster has been resolved, some of our citizens may take issue with the way certain aspects of the emergency response was handled or not handled. Comprehensive recordkeeping will provide the evidence to clearly indicate what transpired. Questions may be raised about response time, what response was actually dispatched in a particular case, when mutual aid was requested, whether certain addresses were checked during an evacuation notification or search effort and a number of other matters. The success of a lawsuit may depend on the accuracy of your records.

Operation Efficiency

Using standardized forms can make the operation of our emergency response system much smoother and can improve understanding among those involved. A form that is initiated by a person receiving a call, passed on to someone coordinating response and filed after the matter is cleared can be very useful in documenting the chain of events. This can be enhanced by date/time stamps applied to the form during processing. The standardization can serve to expedite the flow of information, the assimilation of facts and the implementation of solutions to problems encountered.

Overall Control

The Chief Coordinator is dependent on information input to make decisions about the allocation of resources. Management of the emergency or disaster response will be much more effective if wise recordkeeping furnishes the Chief Coordinator with up-to-the minute details about the emergency or disaster and the community's response.

Critique

After everything is over, we will critique our response to find weak spots as well as to conduct an overall appraisal of our performance. Records will support this effort.

Training

We can learn from our response to practically any emergency. There are actions that we recognize should have been undertaken differently. We see tasks that should have been done and recognize the need for additional training.

ANNEX 12 – TRANSPORTATION

The transportation functions at the local level address the following areas of concern during emergencies:

1. Assesses damage to, restores, and maintains land, air and water transportation routes during emergencies in coordination with governmental and private organizations as required.
2. Transportation of personnel, materials, goods, and services to emergency sites.
3. Supporting evacuation and reentry operations for threatened areas.

Situation

Hazards that affect The City of Trotwood may damage transportation infrastructure and can hamper the movement of emergency personnel and delay the delivery of vital resources. Disasters will reduce the availability of many local resources and require the transportation of resources to the affected areas. During an emergency incident when resources are scarce, Command may need to prioritize which transportation routes are cleared or repaired to support incident goals. Emergency evacuation activities are usually conducted by local response organizations.

The county and state may coordinate these activities as needed. Most state transportation resources cannot be committed off of the state highway system without a declaration of emergency by the governor. Contact the Montgomery County Emergency Management Director to begin the process from a county or state declaration.

Assumptions

Disaster response for transportation systems may be difficult to coordinate immediately following an emergency since routes may be blocked by traffic, debris, and/or damage. Repairs to transportation systems will be prior based upon benefit to disaster victims and affected neighborhoods. Repair of access routes will permit a sustained flow of emergency relief although localized distribution patterns may be disrupted for a significant period.

Transportation capacity during the response phase may exceed the availability of local resources for traffic control. Montgomery County Office of Emergency Management/Emergency Operations Center is available for assistance and support during emergencies. Transportation needs can be met by contacting MCOEM/MCEOC.

Concept of Operations

The transportation function will be assigned a representative. Representatives may be called upon from one of the following disciplines:

1. Public works
2. Engineering
3. Local Law Enforcement
4. Fire
5. Local School District (Transportation Coordinator)

Representatives will staff the local Emergency Operation Center and coordinate with appropriate support organizations to answer the needs of the affected community. These needs may include the following:

1. Damage assessment of transportation infrastructure.
2. Ensure transportation route repair activities to include bridges and culverts.
3. Debris clearance from transportation routes.
4. Hauling materials.
5. Resource management.
6. Technical assistance.
7. Interfacing with railroads, airports, port authorities and related transportation providers facilitators.

Within the ICS system these responsibilities may fall to the Transportation Officer.

Organization

Transportation Function resources will be alerted and activated by the Transportation Function representative for assessment, response, and recovery operations based on the needs of the emergency. These resources may include but are not limited to:

1. School buses
2. Church buses
3. Charter buses
4. Private ambulances
5. Street department vehicles
6. Fire department vehicles
7. Local law enforcement vehicles

Note: Greater Dayton Regional Transit Authority (GDRTA) should be coordinated through the Montgomery County Emergency Operations Center.

Assignment of Responsibility

The Transportation Function representative will provide support to Incident Command and/or other EOG Functions and coordinate with support agencies including those listed below:

Montgomery County Engineers Office will:

1. Assist local damage assessment teams to determine types of damage to and repairs needed for transportation infrastructure. Provide on-going internal communication and coordination.
2. Maintain an overview of transportation function activities for briefing purposes.
3. Coordinate and/or ensure bridge and roadway repair on transportation routes.
4. Coordinate with public and private transportation providers for emergency information and assistance as requested during activation.
5. Procure equipment and services from private contractors as needed during emergencies.

6. Coordinate with transportation organizations in the affected area in order to obtain information on the transportation infrastructure and assist local organizations in emergency repairs to transportation infrastructure.
7. Provide reports to county and state agencies on the status of transportation routes at the site of the emergency.
8. Coordinate with local jurisdiction school board for use of transportation-assets to support disaster response operations.

Trotwood Madison School District will:

1. Coordinate with local jurisdiction school boards for use of transportation assets to support disaster response operations.
2. Provide transportation support as required.

Trotwood Police Department will:

1. Provide traffic control enforcement, coordination, support, and related services on roads and other traffic routes during emergencies as directed.
2. Assist in emergency evacuation relocation and reentry operations.
3. Support assessment of damage to transportation infrastructure.

City of Trotwood Public Works will:

1. Provide damage assessment to determine types of damage to and repairs needed.
2. Provide debris clearance of roadways to ensure transportation assets can complete their missions.
3. Assist Support Agencies for emergency transportation response and recovery activities by providing fuel and maintenance for county vehicles.
4. Support the transportation of emergency personnel, goods, and services to the site of the disaster.
5. Provide transportation support to other functions as required.

The Montgomery County Office of Emergency Management will:

1. Coordinate with Ohio EMA and the U.S. Postal Service to hold and protect the e mail of the evacuated population when needed.
2. Coordinate with Ohio EMA Director to ensure State personnel are able to work with appropriate local officials and technicians on local mission.

EMERGENCY PHONE LIST

1	AES	937-331-4774
2	ATF	513-684-3354
3	CenterPoint Energy	800-227-1376
4	Combined Health District - AFTER HOURS	937-910-6049
5	Coroner's Office	937-225-4156
6	DMAT	937-228-1000
7.	EPA	800-424-8802 / 937-285-6357
8.	FBI	937-222-7485
9.	FBI - AFTER HOURS	513-421-4310
10.	Fire Dispatch	937-496-7866
11	HAZ-MAT - Gary Rettig	937-266-2058
12	Miami Valley Hospital	937-208-2440
13	Miami Valley North Hospital	937-540-1067
14.	Montgomery County Bus Transportation	937-837-9200
15.	Montgomery County Bus Transportation - AFTER HOURS	937-232-0943
16.	Montgomery County EMA - 24 HOUR LINE	937-477-4352
17	Montgomery County Sheriff's Department	937-225-4357
18	Montgomery County Water	937-781-2678
19	Ohio State Highway Patrol	937-890-1111
20	Poison Control Center	800-222-1222
21	Red Cross	937-222-6711/ 800-733-2767
22	RTA Greater Dayton	937-425-8600/937-425-8628
23	Trotwood Board of Education	937-854-3050
24	Trotwood Board of Education - TRANSPORTATION	937-604-3840
25.	WPAFB Fire	937-257-3033

OTHER RESOURCES

Chemtrec	800-424-9300
EOC	937-225-6316
Regional Dispatch - Emergency Management	937-225-4357

CONSTRUCTION

Shook Construction - Main Office	937-276-6666
Joe Reich, Building Mgr. – 24-HOUR DUTY PHONE	937-470-6667
Randy Lykins, Yard Spvr. – 24-HOUR DUTY PHONE	937-477-1494

Schumacher Crane Rentals, 1418 East First St., Dayton, OH 45403	937-298-3112 or 937-239-8036
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EMERGENCY PLUMBING

Korrek Plumbing	937-696-7096
Nathan - 24 HOUR LINE	937-673-7542
Complete Plumbing	937-299-7044
Applied Mechanical Systems 24-hour Emergency service	888-854-3073

EMERGENCY ELECTRICITY

Ohio Electric, 1555 Stanley Ave., Dayton, OH	
Rick Smythe	937-228-4073
Felty Electric Co., 902 East Second St., Dayton, OH 45402	937-293-9999
Dale Felty - 24 HOUR LINE	937-233-8319

TREE SERVICES

Woody Tree Medics	937-298-5316
Gary McKey - 24 HOUR LINE	937-451-0785
Trinity Tree Service	937-500-0255
Boone's Tree Service	937-684-6056
Arbor Experts	937-233-4118