

# **Medina County Health Department's Emergency Operations Plan (EOP)**



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**CREATED BY:  
Medina County Health Department  
Division of Health Promotion  
Emergency Preparedness Program**



**Mission Statement:**

The mission of the Medina County Health Department is to prevent disease, assure a healthful environment, prolong life, and promote well-being for the citizens of Medina County.

**Strategic Statement:**

As a Medina County governmental agency, the Medina County Health Department is tasked with the protection of the public's health and welfare for its citizens, workforce, and visitors. Since the Medina County Health Department is the only public health department in Medina County, Ohio, it has been assigned additional duties as an emergency response agency. As an emergency response agency, the Medina County Health Department will make every attempt to protect the public's health and welfare in terms of traditional public health duties as well as emergency response duties. Therefore, the Medina County Health Department will plan, develop, train, and exercise emergency operations and management plans in an all-hazards approach. This will be performed in cooperation with partnering agencies to protect the citizens, workforce, and visitors of Medina County, Ohio against situations that may adversely affect their health. These emergency operations and management plans will be compliant with the most current laws and regulations of both the United States federal government and the State of Ohio. This includes but is not limited to the National Incident Management System (or NIMS), and shall cover the phases of emergency management: mitigation, preparedness, response, and recovery.

**Promulgation Statement:**

Pursuant to the Medina County Board of Health Resolution #98-2011, this Version 2.0 of the Medina County Health Department's Emergency Operations Plan has been approved for enactment as a living legal document. As a result, the Medina County Board of Health grants its approval of authority to develop, modify, and activate, when necessary, this Medina County Health Department Emergency Operations Plan and its components. Furthermore, the Medina County Board of Health recognizes that the Medina County Health Department's Emergency Operations Plan will be developed to mitigate against, prepare for, respond to, and recover from emergencies that may involve the Medina County Health Department.

**Approval:**

By approval, Version 2.0 of the Medina County Health Department Emergency Operations Plan will supersede all previous versions of the Medina County Health Department Emergency Operations Plan. However, minor changes may be made to this document as guidance and regulations change. Conversely, a substantial change to this document shall not occur or supersede this document without the approval of the Medina County Health Commissioner and the Medina County Board of Health.

<u>                  --ORIGINAL SIGNED--                  </u>	<u>          /    /          </u>
Medina County Health Commissioner	Date

<u>                  --ORIGINAL SIGNED--                  </u>	<u>          /    /          </u>
Medina County Board of Health President	Date

## I. INTRODUCTION

### A. Purpose:

- The primary purpose of the Medina County Health Department (MCHD) Emergency Operations Plan (EOP) is to provide a framework of emergency management functions that may involve MCHD. More specifically, this section—the Basic Plan—is designed to address the specialized functions within the MCHD and how they will be organized for the four emergency management phases: mitigation, preparedness, response, and recovery.

### B. Scope:

- The Basic Plan will address the following emergency management topics:
  - Authority for the activation of the MCHD EOP.
  - Expectations of MCHD during emergency response activities.
  - Emergency preparedness plan composition and the format utilized.
  - The Basic Plan is not a response-oriented section of the MCHD EOP. The Basic Plan serves as the administrative document and Concept Plan (or CONPLAN) that provides the authority to develop the response or operational components—or Operations Plans (OPLAN)—of the MCHD EOP during the preparedness phase of emergency management.

### C. Situation:

- MCHD is the only public health agency in Medina County, Ohio:
  - Medina County, Ohio has an approximate population of 172,300 people (per U.S. Census Bureau 2010 update).
  - Medina is classified as a suburban county with the metropolitan areas of Akron, Ohio (east of Medina County) and Cleveland, Ohio (north of Medina County).
  - Medina County, Ohio consists of approximately 425 square miles of land and water, to include three cities, seven villages, and 17 townships.
- MCHD is designated as the primary/lead agency in the Medina County Emergency Management Agency's (MCEMA) EOP for the following Emergency Response Functions (ERF):
  - MCEMA EOP, ERF #9: Public Health.
- Per the MCEMA EOP, MCHD is designated as a support agency in Medina County for the following ERFs:
  - MCEMA EOP, ERF #1: Direction and Control (Emergency Operations Center).
  - MCEMA EOP, ERF #8: Shelter-Mass Care.

- MCHD can provide the following public health services during pre-emergency, during the emergency, and post-emergency situations:
  - Environmental Health services.
  - Public Health Nursing services.
  - Health Promotion and Education services.
  - Vital Statistics services.
  - Women, Infants, and Children (WIC) services.
  - Epidemiological Investigations and Surveillance.
  - Dental services.

#### **D. Planning Assumptions:**

- MCHD will have adequate time, information/intelligence, and resources to effectively respond to an emergency situation.
- MCHD is expected to assume the lead role for public health emergency operations and response in Medina County, Ohio.
- MCHD and other local emergency plans have a common format, and are compliant with NIMS, for effective response coordination and collaboration between agencies.
- MCHD will utilize the Incident Command System (ICS) to manage emergency operations and response.

## **II. CONCEPT OF OPERATIONS (CONOP):**

### **A. Mitigation/Prevention Phase:**

- MCHD, by its function alone, acts as a mitigation and prevention agency during normal, daily operations.
  - Refer to SECTION III: Organization and Assignment of Responsibilities of this document for specific duties/responsibilities of each MCHD division/program.

### **B. Preparedness Phase:**

- During this phase, MCHD will be trained to guidelines set forth in the MCHD EOP and conduct exercises to ensure readiness and overall agency emergency preparedness. These exercises and trainings should be conducted according to standards and/or guidance set forth by state and federal agencies governing emergency preparedness initiatives.
- During the Preparedness Phase of emergency response, MCHD will develop, maintain, and/or revise its EOP and its components. This EOP development and/or revision will be based upon corrective action and improvement planning from various public health trainings, exercises, as well as, state and federal planning guidance.

- MCHD is expected to collaborate and coordinate emergency preparedness activities in conjunction with other local, state, and/or federal agencies to maintain the highest level of emergency preparedness.

### **C. Response Phase:**

- During the Response Phase, one or more components of this plan may be activated during an incident or emergency situation that may warrant a shift from normal day-to-day operations to emergency operations.
- During response, some normal day-to-day operations may be temporarily suspended in order to effectively respond to a given emergency. This plan, specifically the MCHD Continuity of Operations Plan (COOP) (a stand-alone document), will outline this shift from daily operations to emergency operations and vice versa, to prevent adverse business operations from occurring for a prolonged period.
- Activation of the MCHD EOP is dependent upon the scope and complexity of the situation, and is limited to the public health capabilities of MCHD. The MCHD EOP's activation and implementation authority lays with the MCHD Health Commissioner or his/her designee.

### **D. Recovery Phase:**

- During the Recovery Phase, MCHD will shift focus from emergency response operations to that of cost recovery, equipment re-servicing/replacement, and return to normal day-to-day operations. The MCHD COOP and the MCHD ERF #10: Recovery Operations will outline measures to guide MCHD during the Recovery Phase.

## **III. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES:**

### **A. General:**

- It is the responsibility of MCHD to protect the public health of Medina County residents.
- MCHD is organized into six divisions and one cross-discipline program (outlined in **TAB 1: Medina County Health Department Salaried Staff and Division Structure**):
  - Administration Division.
  - Dental Services Division.
  - Environmental Health Division.
  - Epidemiology Investigation and Surveillance Program.
  - Health Promotion Division.

- Public Health Nursing Division.
- Women, Infants, and Children (WIC) Division.
- The following are the duties and responsibilities of MCHD's six divisions.
  - Environmental Health Division:
    - *DUTIES:* Performs environmental health compliance inspections and investigations for the following:
      - Food safety.
      - Residential and semi-public sewage systems ( $\leq 25,000$  gallons per day).
      - Private water systems.
      - Solid wastes.
      - Construction and demolition debris.
      - Infectious waste generators.
      - Manufactured-home parks.
      - School (institution) sanitation.
      - Recreational campgrounds and temporary park-camps.
      - Vector control.
      - Residential and commercial plumbing.
      - Public swimming pools and spas.
      - Rabies control.
      - Smoke free workplace.
      - Public health nuisances.
  - Public Health Nursing Division:
    - *DUTIES:* Performs health screenings and immunizations to include the following services and functions:
      - Communicable disease control (epidemiology).
      - Bureau for Children with Medical Handicaps.
      - School health nursing.
      - Senior health services.
      - Rural family health clinics.
      - Adult immunizations.
      - Blood pressure screenings.
      - Pediatric immunization.
      - Tuberculosis testing.
      - Well child & adolescent health clinics.
      - Adult health clinics.
      - International travel health.
      - Human lead testing.
  - Women, Infants, and Children (WIC) Division:
    - *DUTIES:* WIC performs the following services and functions:
      - Nutritional services to families.
      - Nutrition education.
      - Breastfeeding education and support.

- Assistance in locating infant formula for distribution.
- Assist in the provision of supplemental foods.
- Healthcare referrals.
- Dental Services Division:
  - *DUTIES:* Provides preventive dental medicine and dental treatment.
- Administration Division:
  - *DUTIES:* The Administration Division performs the following duties:
    - MCHD's business operations.
    - MCHD's human resources.
    - MCHD's building maintenance.
    - Vital statistics.
- Health Promotion Division:
  - *DUTIES:* The Health Promotion Division performs the following duties:
    - MCHD's emergency preparedness coordination, EOP development and maintenance, exercise design/development, and training.
    - MCHD's Safety Program management.
    - Community health education and assessments.
    - Child passenger safety seat compliance.
    - Public relations and public information coordination.
    - Media releases.
    - Medina County Medical Reserve Corp (MRC) Volunteer Program management, training, and activation.
    - Long-range epidemiology surveillance.

#### **B. Primary (Lead) Role of Emergency Response Operations:**

- Per the MCEMA EOP, ERF #9: Public Health, MCHD is expected to assume the lead emergency operational role in response to incidents and emergency situations involving the following:
  - Communicable disease outbreaks.
  - Environmental health.
  - Mass prophylaxis of Medina County citizens in response to a naturally occurring, accidental release, or deliberate biological event.

#### **C. Support Role of Emergency Response Operations:**

- MCHD has agreed to serve as a supporting agency, when tasked by the MCEMA or Medina County Emergency Operations Center (EOC), for incidents involving the activation of MCEMA EOP, ERF #1: Direction and Control (EOC) and/or MCEMA EOP, ERF #8: Shelter-Mass Care.
- MCHD may be called upon beyond the agreed to and referenced MCEMA ERFs in order to protect the citizens of Medina County.

#### IV. ADMINISTRATION & LOGISTICS:

##### A. Administration:

- The Medina County Board of Health is the governing body of MCHD.
- In case of an emergency, the Board of Health may delegate its authority to the Health Commissioner or his/her designee (per Medina County Board of Health Resolution #24-2007).
- The MCHD Health Commissioner is the MCHD senior official. The Health Commissioner is responsible for the overall operation and function of MCHD.
- Each division has a Director. Each Director is responsible for the specific functions, policies, and procedures of his/her division.
- Each division may have specialized Managers, Supervisors, Coordinators, and/or Specialists positions to oversee specific programs or divisional functions. These employees may or may not work under the Division Directors, thus, some employees may work under the direct direction of the MCHD Health Commissioner.
- Special Agreements that affect EOP development and activities:
  - MCHD has entered into a Memorandum of Understanding (MOU) with the Ohio Homeland Security Northeast Central Ohio Region 5 (NECO-5) for public health planning and partnering. MCHD may activate its EOP in response to a request through this MOU with other Ohio Public Health jurisdictions within NECO-5.
  - MCHD has a contract with Ohio Homeland Security Northeast Ohio Region 2 (NEO-2) for the Cities Readiness Initiative (CRI), in partnering, preparedness, and planning for bioterrorism incidents (i.e. Anthrax dissemination). MCHD may activate its EOP in response to such a bioterrorism incident, if requested.

##### B. Logistics:

- MCHD's main resource is its personnel.
- Logistical support will be addressed in the MCHD EOP, ERF #5: Resource Management, to include internal use and ordering and external requesting and procurement.

#### V. PLAN DEVELOPMENT & MAINTENANCE:

- A. MCHD's EOP is organized into the following sections (**TAB 2: Medina County Health Department EOP Structure**):

- One Basic Plan.
  - Emergency Response Functions (ERFs):
    - Group One ERFs: Operational and Reference ERFs (All-hazards focused):
      - ERF #1: Direction & Control (Health Department Operations Center [HDOC] Operations).
      - ERF #2: Communications.
      - ERF #3: Notifications & Warning.
      - ERF #4: Emergency Public Information.
      - ERF #5: Resource Management.
      - ERF #10: Recovery Operations.
    - Group Two ERFs: Response and Capability-Specific ERFs (Specific to MCHD's response capabilities and expectations):
      - ERF #6: Health & Medical Services.
      - ERF #7: Environmental Health.
      - ERF #8: Vital Statistics.
      - ERF #9: Epidemiology & Surveillance.
  - Incident-Specific Annexes:
    - Chemical Warfare Agent Incidents.
    - Radiological/Nuclear Incidents.
    - Pandemic Influenza.
    - Isolation & Quarantine.
  - Support Annexes:
    - Strategic National Stockpile (SNS).
  - Appendices:
    - Medical Reserve Corps (MRC) Volunteer Management.
    - MCHD EOP Management Program.
    - Management of MCHD Call-Down Lists.
    - Management of the Medina County Ohio Public Health Communications System (OPHCS).
    - MCHD Multi-Year Exercise and Training Program.
    - Medina County Public Health Composite Risk Management.
  - **NOTE:** The above-referenced EOP sections and/or components may be expanded, modified, or deleted as needed to maintain compliance with any changes to federal and state guidance and regulatory updates.
- B.** MCHD's EOP development and/or maintenance will be based upon corrective action and improvement planning from various public health trainings, exercises, as well as, state and federal planning guidance.

- C. At a minimum, this MCHD EOP will be reviewed at least annually and updated as needed. This formal review will be performed with key staff from each division and program.
- D. Once the plan has been reviewed and updated by MCHD staff, the Medina County Board of Health will review and approve/disapprove the MCHD EOP.

## **VI. TRAINING & EXERCISING:**

### **A. Training:**

- All MCHD staff is expected to complete specialized courses to meet local, state, and federal compliance for emergency preparedness.
- All the training requirements are outlined in Appendix: Multi-Year Exercise and Training Program.

### **B. Exercises:**

- MCHD is expected to drill or exercise this MCHD EOP. All drills and exercises will be compliant with the United States' Department of Homeland Security Exercise and Evaluation Program (HSEEP).
- All exercise requirements and expectations are outlined in Appendix: Multi-Year Exercise and Training Program.

## **VII. AUTHORITIES & REFERENCES:**

### **A. Authorities:**

- Federal General Public Health Emergency Powers:
  - 42 U.S.C. § 247d
- State:
  - Ohio Revised Code (ORC):
    - 149.433, 3701.03, 3701.04, 3701.06, 3701.13, 3701.14, 3701.16, 3701.23, 3701.25, 3701.352, 3701.56, 5502.28.
  - Ohio Administrative Code (OAC):
    - 3701-3-02.1, 3701-3-06, and 3701-3-08.
- Local:
  - ORC:
    - 3707.01 through 3707.10, 3707.12 through 3707.14, 3707.16, 3707.17, 3707.19, 3707.23, 3707.26, 3707.27, 3707.31, 3707.32, 3707.34, 3707.48, 3709.20, 3709.21, 3709.22, and 3709.36.

- OAC:
  - 3701-3-02 through 3701-3-05.
- Medina County Board of Health Resolution:
  - 96-2006 (Adoption of NIMS).
  - 24-2007 (Delegation of Authority).

**B. References:**

- The MCHD EOP was developed using accepted planning principles and practices from local, state, and federal references.
- The MCHD EOP has also incorporated planning elements and requirements derived from the United States Department of Health and Human Services, the Centers for Disease Control and Prevention, and the Ohio Department of Health planning documents.

**VIII. ATTACHMENTS & ADDENDUMS**

- TAB 1: Medina County Health Department Salaried Staff and Division Structure.
- TAB 2: Medina County Health Department EOP Structure.
- Attachment BP-1: Acronyms List.

**ATTACHMENT BP-1: Acronyms List.**

<b>Acronym:</b>	<b>Meaning:</b>
CONPLAN	Concept Plan
COOP	Continuity of Operations Plan
CRI	Cities Readiness Initiative
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ERF	Emergency Response Function
HDOC	Health Department Operations Center
HSEEP	Homeland Security Exercise & Evaluation Program
ICS	Incident Command System
MCEMA	Medina County Emergency Management Agency
MCHD	Medina County Health Department
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
NECO-5	Northeast Central Ohio, Homeland Security Planning Region V
NEO-2	Northeast Ohio, Homeland Security Planning Region II
NIMS	National Incident Management System
OAC	Ohio Administrative Code
OPHCS	Ohio Public Health Communications System
OPLAN	Operations Plan
ORC	Ohio Revised Code
SNS	Strategic National Stockpile
USC	United States Code
WIC	Women, Infants, and Children