

Richland County Emergency Operations Plan

ESF 7: RESOURCE MANAGEMENT

Primary Agency: Richland County EMA

Support Agencies: Richland County Response Agencies

1. PURPOSE

The purpose of this ESF is to provide for prompt and effective acquisition, distribution and use of personnel and material resources to meet the community needs during an emergency situation. This section will address issues of repair and replacement, ongoing maintenance, and logistics support that are necessary during and after a disaster incident.

2. SITUATION AND ASSUMPTIONS

a. Situation

- i. In the aftermath of a major disaster, overwhelming demands will be placed on local government departments and agencies.
- ii. A thorough resource management process is necessary to manage, identify, and obtain the resources necessary to respond to the incident.
- iii. The term “resource” is used broadly to identify personnel, facilities, equipment, services, durable goods, and supplies that could be needed throughout an incident.
- iv. The necessary resources will vary based on the specific incident, geographic location, time of year, and any number of other variables.
- v. Richland County is susceptible to hazards that could result shortages of critical resources such as electrical power, heating fuels, and potable water. Shortages can occur during extreme conditions or secondary to major flooding, storm damage, infrastructure damage and other incidents.

b. Assumptions

- i. Local government resources will most likely be insufficient to meet the demands of a major disaster response and recovery operation.

- ii. Response agencies should be prepared to provide essential services without additional outside resources for the first 24 hours of any emergency.
- iii. State and local statutes, codes, ordinances, regulations, and policies provide for emergency procurement of essential resources in declared emergencies.
- iv. Some essential resources may be available from other governmental agencies, private businesses and industry, and volunteer agencies. Official agreements or contracts for service will be necessary to share resources with these partner entities.
- v. The private sector has expertise, through its day-to-day economic pursuits and supply chain, in handling and distributing resources in times of emergency.
- vi. Private sector businesses may be able to quickly and effectively provide necessary resources or supplies; government agencies may move more slowly due to process and procurement requirements.
- vii. Mass care facilities will be operated by non-government organizations such as the American Red Cross. These organizations will provide the necessary services and supplies for evacuees.
- viii. The County Commissioners, Mayors, or other key elected officials, acting in conjunction with various administrative and operational agencies, have the capacity to determine the need for economic and resource controls and enforce those controls in accordance with the applicable rules and regulations.
- ix. If necessary, resource can be requested from State and federal agencies. Specific procedures have been established to request these resources.
- x. Resources acquired and/or utilized by a jurisdiction during an emergency may require payment upon termination of the emergency activity. Agreements and contracts for service should be utilized in the procurement process to pre-determine the terms and conditions of use.

3. CONCEPT OF OPERATIONS

a. General

- i. Resource management involves four primary tasks per the National Incident Management System (NIMS).
 1. Establish systems for describing, inventorying, requesting, and tracking resources.
 2. Activate these systems prior to and during an incident.
 3. Dispatch resources prior to and during an incident.
 4. Deactivate or recall resources during or after incidents.
- ii. Disaster victims will take precedence over other less critical issues when resource allocation decisions are made.
- iii. Jurisdictions and response agencies should plan to exhaust their own resources before turning to the EOC for resource support. Agencies should not, however, wait until their supply has been exhausted before requesting support from the EOC.
- iv. Lists of known local suppliers and providers are included in the Richland County Resource Manual, which is maintained by the EMA Director.
- v. The Richland County Volunteer and Donations Management Plan, attached to this ESF as Tab A, contains additional information about donated resources and volunteer support.
- vi. Detailed resource needs for specific emergencies should be addressed through hazard specific planning.
- vii. Requests for resources from regional, state, or federal entities will be made by the EMA Directors.
 1. State Assistance may be available when local resources are exhausted or when state resources are necessary to protect the the population.
 2. Federal assistance may be available when local and state resources have been exhausted and a federal disaster declaration is issued.

b. Resource Management Team

Resource Management, more than almost any other emergency management function, requires involvement from all sectors of the community. Local government, along with state and federal agencies, the private sector, and volunteer sector, must be a part of the overall resource management effort.

- i. The Resource Management Team will be provide executive direction on obtaining essential resources, allocate the use of resources during emergencies, and work with the EMA Director and/or EOC Manager to resolve conflicting requirements and/or claims when allocating limited resources.
- ii. Some of the skills required for an effective Resource Management Team include, but are not limited to:
 1. Designated Resource Management Coordinator or Officer
 2. Personnel Recruitment and Management
 3. Procurement and Acquisition
 4. Storage and Transportation
 5. Utilities Management
 6. Facilities Management
 7. Financial Accountability

c. Phases of Resource Management

Resources and support activities during disasters and emergencies will be associated with the phases indicated below.

i. Pre-Emergency/Pre-Event Phase:

This period is divided into two phases:

1. Normal Preparedness Phase
 - a. Preparation of supporting plans, standard operating guidelines (SOGs) and resource lists detailing availability, location and disposition of resource in an emergency.

- b. Development of procedures for coordination and communication channels with governmental agencies and private sector elements that normally provide commodities and services.

2. Increased Readiness Phase

- a. Begins upon notification of an impending incident, such as an official storm warning.
- b. Actions include reviewing and updating plans, SOGs and resource information, and ensuring that personnel, facilities and equipment are operationally ready and available for emergency use.
- c. Identification of any special resources that might be needed based on the anticipated event, and location of possible sources for these resources.
- d. If evacuation is possible, preparations must be made to reconfigure distribution systems (food, fuel, shelter, etc.)

ii. Emergency/Incident Onset Phase

This period is divided into four phases as follows:

1. Pre-Impact Phase

- a. Most actions could be precautionary; they focus on appropriate counter-measures to protect property and save lives should the jurisdiction by the event.
- b. If evacuation is necessary, buses and other transportation must be organized and used to relocate the population at risk.
- c. Transportation must be organized for the delivery of supplies to the relocation areas to provide for evacuees.

2. Impact Immediate Phase

- a. Actions concentrate on the health, safety and well being of the affected population.

- b. Priority activities include restoration of essential services and damage assessment.

3. Sustained Emergency Phase

- a. As life safety and property protection actions continue, attention is given to sustaining populations in the affected areas and where evacuees have been relocated.
- b. The continued delivery of essential services, equipment and supplies is addressed.

4. Post-Emergency/Post-Incident Phase

- a. Priorities focus on continuing to provide essential services and assisting in recovery operations.

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. Organization

- i. The Resource Management Team will be responsible for the prompt and effective acquisition, distribution, and allocation of human and material resources during an incident. This team will:
 - 1. Procure and allocate essential resources.
 - 2. Oversee the distribution of food and other essential supplies.
 - 3. Procure and allocate required transportation resources.
 - 4. Maintain water, electrical, sanitation, and other utility systems and services.
 - 5. Provide supplies for mass care facilities, multi-purpose staging areas and medical facilities.
 - 6. Establish control over the use of resources in a manner compatible with the Emergency Resources Management Plan.
- ii. Distribution centers for essential goods and services will be identified at the time of the incident and selected based on facility availability, proximity to the incident, and other factors specific to the incident.

b. Assignment of Responsibilities

i. EMA Director

1. Ensure that the Resource Manual is developed and maintained.
2. Maintain the current Resource Manual in the EOC along with other pertinent information for activation of the resource management function.
3. Coordinate with response agencies, organizations, and private and volunteer groups to develop appropriate SOGs.
4. Update, revise, prepare, and distribute changes and revisions to this ESF to the appropriate organizations.
5. Request additional resources through the EMA Directors of neighboring counties.
6. Contact the state for assistance when local resources are exhausted and assistance is mandatory.

ii. Resource Management Coordinator

The EMA Director or Deputy Director will typically fill this position.

1. Activate the Resource Management Team when necessary.
2. Maintain the resources document/directory.
3. Maintain all written agreements pertaining to resource management.
4. Maintain the Resource Management Plan, SOGs, and other specific written procedures.
5. Maintain an up-to-date directory of key personnel contact points.
6. Maintain necessary records of all resources that were requested or utilized.
7. Coordinate donations management issues with the Donations Manager, jurisdictions, volunteer agencies, and other partner organizations.

8. Ensures resource typing in accordance with the National Incident Management System (NIMS).

iii. Resource Management Team

1. Understand existing regulations and laws as they apply to resource acquisition and management. Become familiar with various state laws, local policies, regulations and authorities governing Resource Management at the local and state level. Understand procedures for accessing resources from state and federal sources.
2. Develop written agreements with neighboring jurisdictions, private sector organizations such as transportation companies, utility companies, business and industry, and any other private sector agencies, institutions and organizations; volunteer groups reflecting the availability, utilization and reimbursement for essential resources.
3. Develop a Resource Management Plan to include:
 - a. Identification of essential support facilities (e.g. EOCs, hospitals, communication centers, utility facilities, radiological laboratories, etc.) and essential users (e.g., law enforcement, fire services, etc.) as well as policies for priority distribution of needed resources.
 - b. Development of a personnel directory with contact information for key personnel.
 - c. Provisions for the preservation of records reflecting resources acquired or utilized during emergency operations, cost or price paid, services contracted, etc.
 - d. Written procedures for a rationing system to facilitate implementation of consumer rationing or other conservation measures for critical resources in, or likely to be in, short supply.
 - e. A long-range plan to address resource management in a long-term incident. The tendency for most agencies is to operate on a day-to-day basis, especially when incidents have been historically been short-lived. The Resource

Management Team must assume the emergency will last for multiple operational periods and that outside resources will be necessary.

iv. Emergency Response Agencies, Volunteer Groups, and Private Sector Organizations

1. Provide the Resource Management Team with current, updated resource inventories, including personnel, equipment and materials.
2. Plan for and train adequate personnel to maximum the use of locally available resources.

5. DIRECTION AND CONTROL

- a. The Resource Management Coordinator and Team will be responsible for coordinating resource management activities.
- b. Their major responsibility is to identify available sources from which the needed resources can be obtained during an emergency situation.
- c. Coordination of these resources during emergencies will be handled from the EOC.
- d. Routine checks of supplies will be completed to maintain an accurate list of available supplies.

6. ADMINISTRATION AND LOGISTICS

- a. Administration
 - i. Pre-incident agreements, which can take the form of memoranda of understanding (MOUs), memoranda of agreement (MOAs), contracts for service, or others, are the responsibility of each individual agency, organization, or jurisdiction.
 - ii. Jurisdictions, agencies, and departments are responsible for complying with all procurement requirements for the expenditure of funds.
 - iii. All agencies are responsible for maintaining documentation of expenditures, records of resources requested and utilized, and other pertinent information from the incident. This information should be

shared with the EMA to facilitate reports and, potentially, reimbursement if state or federal disaster recovery funds are made available.

b. Logistics

- i. All known sources of personnel, equipment, supplies, and other material are to be identified in the Richland County Resource Manual.
- ii. All jurisdictions, agencies, and department and responsible for developing procedures for inventory, storage, maintenance and replacement of resources during emergency conditions.
- iii. Organization and Assignment of Responsibilities has been designated as local area centers for receiving, and distribution of essential goods and services.

7. ADDENDA

- a. Tab A – Critical Resource Protection
- b. Tab B – Volunteer and Donations Management
- c. Tab C – Worker Health and Safety

8. AUTHENTICATION

Date of Adoption

Richland County EMA Director

Richland County Emergency Operations Plan

ESF 7: RESOURCE MANAGEMENT

Tab A: Procedures for the Protection of Critical Resources

Primary Agency: Richland County EMA

Support Agencies: All County Agencies and Departments

1. PURPOSE

The purpose of this procedure is to ensure that protection of key personnel, facilities and resources and restore government functions during and after emergencies. These personnel and facilities may change with each incident due to the specific requirements of each event. This may include government personnel and facilities, non-governmental organization personnel and facilities, private and non-profit personnel and facilities, as well as volunteers and their organizations from the community in general. Specific facilities being used as key centers in a response may be identified as critical resources due to the nature of their temporary function.

2. SITUATION AND ASSUMPTIONS

a. Situation

- i. To ensure the delivery of essential government services during an emergency, local government institutions must identify their personnel, resources, and facilities.
- ii. Private disaster responders, NGOs, non-profits, and other organizations must identify their personnel, facilities, and resources for use during a disaster so that the EMA Director and Incident Commander can make appropriate decisions about critical infrastructure protection during an incident.
- iii. Facilities that are not used by the local government on a daily basis, such as churches used for shelters or buildings used for distribution centers, must be identified, inspected upon use, adapted as necessary for use per memoranda of understanding, returned to previous state and condition after use, and inspected upon return to daily use and owner's control.
- iv. If protective actions are necessary due to the nature of the incident, the families and properties of responders must be monitored and supported

to the greatest extent possible with a focus on life safety and property conservation.

b. Assumptions

- i. Essential supplies, personnel, material and equipment are available from local governmental agencies, non-governmental organizations, non-profit organizations, and private business and industry.
- ii. Additional resources may be available through state or federal government, state non-governmental agencies, state volunteer agencies active in disasters, private industries, and other special response or advocacy groups.
- iii. Local properties such as churches, department headquarters, agency headquarters, and other facilities will be converted to disaster purposes and used by responders to deliver services to the public.
- iv. Any cost of repair or use of the facility during a response (such as utility costs) may be considered a part of the incident expense and reimbursed under the same procedures as other like expenses.
- v. State and federal agencies have available resources. For specific procedures refer to Section III B. of the Base Plan.

3. CONCEPT OF OPERATIONS

a. General

- i. This section is intended to provide security support to critical facilities through the EMA Director and County Commissioners.
- ii. This section is intended to help the EMA Director and County Commissioners provide credentialing and protection for key workers in an incident through a standardized process of deployment, tracking, and demobilization.

b. Phases of Emergency Management

i. Mitigation

1. Develop written agreements with business and industry concerning the use of private resources.

2. Develop detailed deployment, tracking, and demobilization procedures.

ii. Preparedness

1. Identify dispersal locations.
2. Notify key resources of standardized procedures and process.
3. Participate in periodic exercises to exercise the protection of critical resources in a disaster incident.

iii. Response

1. Identify specific personnel, equipment and supplies to be dispersed.
2. Follow deployment, tracking, and demobilization procedures.
3. Make arrangements for protecting families of essential workers.
4. Coordinate dispersal operation.

iv. Recovery

1. Provide support by delivering essential government services.
2. Assist in recovery operations.

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. Organization

- i. The EMA Director and Incident Commander will share responsibility for critical resource management according to this Tab. They will delegate compliance with established procedures and policies throughout the response organization.

1. Facilities - The following areas have been designated as dispersal centers for essential government personnel, equipment and supplies.

- a. Richland County Administrative Offices, 50 Park Avenue East, Mansfield, Ohio.

- b. Richland County Dog Warden's Office, 810 Home Road, Mansfield, Ohio.
- c. Other sites as determined appropriate by the EMA Director and the Incident Commander.

b. Assignment of Responsibilities

- i. The EMA Director and the Incident Commander will share responsibility for the deployment, tracking, and demobilization of critical resources during an incident response.
 - 1. The documentation of resources ready for deployment, deployed, and demobilized will be created and maintained by the EMA Director in the EOC.
 - 2. The documentation of resources on site, those either in active response or being held in a Staging Area, will be tracked by the Incident Commander and later submitted to the EMA Director for after-incident reporting.
- ii. Responsibilities of all agency/department chief officers or coordinators with identified emergency roles are as follows.
 - 1. Identify personnel, specific types and amounts of assigned equipment and supplies that must be deployed, tracked, and eventually demobilized.
 - 2. Select viable dispersal location(s) for essential personnel, equipment and supplies in conjunction with the EMA Director.
 - 3. Coordinate dispersal arrangements with the agency officer responsible for emergency operations planning.
 - 4. Develop detailed dispersal procedures for all emergency support services to include law enforcement, fire and rescue, health and medical, public works, volunteers, non-profit and non-government agencies, involved private industries or businesses, and the EMA.
 - 5. Make arrangements for protecting and supporting the family members of essential personnel who may be required to relocate, shelter-in-place, or otherwise take protective action.

6. Ensure that individuals who are responsible for dispersal of the organization's or agency's assets are familiarized annually with the policies and standardized procedures for deployment, tracking, and demobilization.
7. Make provisions that will allow the government to use private business and industry resources needed to support movement to an operation at government dispersal sites.
8. Participate in periodic exercises to become familiar with emergency roles.

5. DIRECTION AND CONTROL

- a. The Incident Commander and EMA Director will be responsible for implementing and enforcing the established procedures for deployment, tracking, and demobilization to the agency and department chiefs and officers.
 - i. The Incident Commander will account for and track all resources deployed to the scene and/or the Staging Area for the incident.
 - ii. The EMA Director will track all resources deployed at locations other than the incident scene and/or Staging Area.
 - iii. The Incident Commander will communicate with the EMA Director regarding the resources deployed in response or held at the Staging Area.
 - iv. Both the Incident Commander and EMA Director may appoint a resource unit to perform the tasks associated with resource management to work under their direction.
- b. The Incident Commander will communicate resource needs to the Resource Unit within the Planning Section, and will request resources through the ICS organization.
- c. The agency/departments chiefs of all executive, legislative and judicial branches of local government will be responsible for coordinating government resource management activities.
- d. The chief officers, coordinators, or leaders of other nongovernmental agencies, nonprofit groups, volunteer groups, private business and industry, and any other groups or individuals who take part in a response will be responsible for

following the standardized procedures for deployment, tracking, and demobilization of resources.

- i. Any organization or department having family or property in need of protective action during a response must communicate this need to the Resource Unit in the Planning Section.
 - ii. Special protective actions for family and property of responders must be considered and approved by the EMA Director or Policy Group in the EOC.
- e. Any state or federal resources will be responsible for following deployment, tracking, and demobilization procedures and policies. The Resource Unit in the Planning Section will assist them to insure this is done, and will report to the Incident Commander and EMA Director.
 - f. Any property or personnel protection duties will be delegated to local law enforcement, and actions to perform such will fall under the law enforcement branch or group in the Operations Section.

6. ADMINISTRATION AND LOGISTICS

- a. The EMA Director will be responsible for preparedness and training of relevant entities for this ESF.
- b. Organizations involved in critical resource protection will be serviced and supplied in similar fashion to other incident organizations; if costs are submitted for reimbursement, these expenses will be so as well. If organizations bear their own costs and expenses, these expenses will be so as well.
- c. Organizations will be responsible for their own collection of information, reporting, and submittal of critical resource lists to the EMA Director.

7. AUTHENTICATION

Date of Adoption

Richland County EMA Director

Richland County Emergency Operations Plan

ESF 7: RESOURCE MANAGEMENT

Tab B: Volunteer and Donations Management

Primary Agency: Richland County EMA

Supporting Agencies: Richland County CERT
Richland County MRC
Ohio Special Response Team (OSRT)

1. PURPOSE

The purpose of this plan is to set in place a policy and procedure to utilize volunteers and donated goods during disasters. Richland County will utilize both affiliated and spontaneous volunteers in appropriate roles as well as receive donated goods and services to accomplish the objectives of an incident.

2. SITUATION AND ASSUMPTIONS

a. Situation

- i. Richland County public safety is staffed at a level that meets the average daily demand for firefighting, emergency medical, and law enforcement services; these departments include career, combination, and volunteer structures.
- ii. Richland County public safety departments can summon off-duty personnel to respond in a disaster situation.
- iii. A significant disaster in Richland County would quickly overwhelm the existing public safety personnel, and would continue to overwhelm departments even after the off-duty personnel were called in to assist.
- iv. Richland County would be dependent upon volunteer personnel in a variety of areas if a significant disaster were to occur, requiring help with shelters, feeding, first aid or mass fatality, damage assessment, debris clean up, or a variety of other tasks made necessary to meet the needs of those affected by the disaster.
- v. Some organizations exist to which volunteers are affiliated; those include the Richland County RSVP, Richland County Community Emergency Response Team (CERT), Richland County Medical Reserve Corps (MRC),

Ohio Special Response Team (OSRT), American Red Cross (ARC), the Amateur Radio Emergency Services unit (ARES), and The Salvation Army.

- vi. Volunteers who are not affiliated with these groups but are community members who are available and capable would be likely to show up to help in any significant disaster.
- vii. Other organizations like churches, civic clubs, advocacy groups, and institutions would likely provide a force of volunteers to help with specific jobs in disaster response and recovery.
- viii. Some organizations provide specific support through training for a particular capability, such as Volunteer Reception Center (VRC) and Donations Management.
- ix. Volunteers who help must be appropriate to the assigned task, have the capacity to perform the duties assigned, and be appropriate to help the specific group they have been assigned to assist.
- x. The Ohio Revised Code gives authority to manage volunteers during disasters to the EMA and Public Health Department. Township and municipal volunteer and combination fire departments that operate with volunteer personnel on a regular basis also have this authority.
- xi. Volunteer organizations are responsible for their own volunteers and act at the request of the Richland County EMA or Richland County Public Health.
- xii. Volunteer forces must be officially deployed, credentialed (prior to receiving an assignment or as part of organized volunteer agency), tracked, and demobilized as any other resource.

b. Assumptions

- i. The EMA Director will establish, in concert with the Resource Unit, Planning Section Chief, and IC the tasks within an operation that could be performed by volunteers, either affiliated or spontaneous.
- ii. Volunteer firefighters, police officers, and emergency medical personnel are considered the responsibility of their home department, and for the purposes of this plan are not considered affiliated or spontaneous volunteers. They are considered firefighters, EMTs, or police officers operating under the guidance and command of their organizations.

- iii. The EMA Director will give the order to deploy volunteer forces during a disaster response. The Health Commissioner may give the order to deploy Health Department volunteers to assist the operation at the request of the EMA Director.
- iv. Volunteer organizations will have policies and procedures that guide the actions of their volunteers and will enforce those guidelines during a disaster response.
- v. Volunteers who have contact with individuals, property, children, and any confidential or critical information will exercise good common sense and show respect for the confidential nature of the information, property or person.
- vi. Volunteer agencies may screen their affiliated volunteers for criminal history as is appropriate to their mission and guidelines, but under all circumstances will convey to the EMA Director or VRC Coordinator any information that may make a specific person ineligible to perform certain duties.
- vii. Volunteers will be trained to recognize safety concerns and to act appropriately and safely in a way commensurate with the tasks they perform.
- viii. Spontaneous volunteers who are not affiliated with one of the identified organizations may have skills that are unidentified, criminal backgrounds that are unknown, and work capabilities that are misrepresented; on the other hand, they may have exceptional skills and abilities, a strong work ethic, and physical abilities that can be utilized to accomplish disaster work.
- ix. Volunteers will report to and register through a Volunteer Reception Center at a location deemed appropriate by the EMA Director and Incident Commander.
- x. Donations of goods will be delivered to a location deemed appropriate by the EMA Director and the Incident Commander.
- xi. The EMA Director or designee will establish a list of goods and services that are needed by the responders or those affected by the disaster. Unneeded items will not be accepted.
- xii. Volunteer workers will fit into the ICS structure and will report to the appropriate command officer or supervisor within the ICS.

- xiii. Volunteers will provide their own protective gear, clothing appropriate for the work environment, work supplies, and other needs for response duties.
- xiv. Volunteers will be responsible for their transportation to and from the work site at their own expense.

3. CONCEPT OF OPERATIONS

a. General Overview

- i. Volunteer and donations management duties will be carried out by volunteers associated with local organizations.
- ii. A Volunteer Reception Center will be established upon the order of the EMA Director to stage and deploy a volunteer workforce that includes both affiliated and spontaneous volunteers.
- iii. Volunteer workers will be staged at the VRC and deployed to specific work sites or neighborhoods in an organized fashion after registering and credentialing at the VRC.
- iv. VRC duties will include assessing the disaster incident to determine where and how volunteer workers can be utilized; establishing job descriptions for volunteers that identify credentials or skills necessary to perform the job; and interviewing and organizing volunteers to best match the jobs that need to be completed.
- v. The VRC manager will establish the VRC according to Ohio's established Volunteer Reception Center Management manual and training, but will make what adaptations are necessary for the specific operation.
- vi. Volunteer firefighters and EMTs will deploy through the Staging Area and not through the VRC; these volunteers will be deployed with their affiliated fire or EMS agency.
- vii. Donated goods will be delivered to the Donations Center established at the direction of the EMA Director and managed by the Donations Center Manager.
- viii. All donated goods and services will be acknowledged and tracked, and donors will be recorded and recognized after the incident closes.

- ix. Donated goods and services will be matched to those who need the goods and services.
- x. Goods and services that are not needed for the incident will be declined with respect to the donor, or referred to another site or agency where they can be used.

b. Relationship Between Levels of Government

- i. Richland County will work closely with municipalities and townships to utilize local facilities and volunteers to assist in disasters.
- ii. Mutual aid agreements and pacts between counties or other local jurisdictions will be utilized to enhance personnel and supply needs at a local level.
- iii. The OEMA and FEMA will deploy resources at the request of the Richland County Commissioners through the Richland County EMA Director at the Emergency Operations Center.

c. Phases of Emergency Management

i. Mitigation

- 1. Places where volunteers can be utilized and donations may be useful can be identified in an effort to help affected victims return to normalcy quickly.

ii. Preparedness

- 1. Volunteer agencies and individuals will be identified, trained, exercised, and prepared for service.
- 2. Volunteer agencies will be supplied and equipped to perform their assigned jobs.

iii. Response

- 1. Volunteers will be deployed and utilized to support first responders and to perform jobs that should be assigned to them.
- 2. Donations appropriate to the incident will be accepted.

3. A Volunteer Reception Center will be established to manage and serve as a staging location for volunteers.
4. Volunteer jobs will be first assigned to those organizations that traditionally fill those roles, but if organizations are not able to meet the incident need, the VRC Manager is expected to make whatever adjustments are necessary to accomplish the objectives of the incident action plan.

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

- a. The Richland County EMA will coordinate the Volunteer Reception Center with assistance from CERT, MRC, and OSRT.
- b. Richland County CERT will assess the disaster incident and will establish a list of jobs that need to be done by volunteers and donations of goods and services that are needed by the incident survivors.
- c. Richland County MRC will assist with medical credentialing and assignment or appropriate medical volunteers to jobs that are open.
- d. The CERT, MRC, and OSRT will provide staff for the Volunteer Reception Center and the Donations Center.
- e. All three organizations will be trained and capable of performing Volunteer and Donations Management duties.

5. DIRECTION AND CONTROL

- a. The VRC will have a manager who is responsible for the operation of the VRC.
- b. The Donations Center will have a manager who is responsible for the operation of the Donation Center.
- c. Each center will be staffed with workers to fill functional units according to the needs of the operation, and workers will report to the site manager.
- d. The VRC Manager and DC Manager will be responsible to the EMA Director.
- e. The VRC and DC may be co-located at a single property, or may be independently located.
- f. The EMA will establish policies and procedures for the VRC and DC, and will have them available in a go-kit for use by the staff.

6. ADMINISTRATION AND LOGISTICS

- a. The EMA Director will establish and maintain policies and procedures for use at the VRC and DC.
- b. CERT, MRC, and OSRT volunteers should be trained in the procedures for both centers and be oriented to the forms and go-kits for each.

7. RESOURCE REQUIREMENTS FOR PLAN

- a. The EMA Director and the supporting agencies will work together to establish policies, procedures, and go-kits for the centers.
- b. The volunteers who will operate the centers should be trained annually on the center operations and processes.
- c. The VRC and DC functions should be exercised on occasion, determined by the EMA Director.

8. ADDENDA

There are no addenda for this Tab.

9. AUTHENTICATION

Date of Adoption

Richland County EMA Director

Richland County Emergency Operations Plan

ESF 7: RESOURCE MANAGEMENT

Tab C: Worker Health and Safety

Primary Agency: Richland County EMA

Supporting Agencies: All Agencies and Departments

1. PURPOSE

The purpose of this plan is to establish baseline safety and health standards for local response to incidents to protect the workforce involved in incident response, and to establish methods to prevent and manage injuries and illnesses when they do occur.

2. SITUATION AND ASSUMPTIONS

a. Situation

- i. Emergency scenes can be inherently dangerous due to physical dangers, communicable disease, and inclement conditions under which emergencies occur.
- ii. Workers can be at risk for injury due to equipment being used at the scene or unsafe conditions caused by the incident or environment.
- iii. All emergency scenes may be contaminated by hazardous chemicals or combinations of chemicals that are dangerous, and this contamination may be known or unknown to incident commanders.
- iv. Workers may have increased vulnerability to injuries due to previous injuries, illnesses, disabilities, or medical conditions.
- v. Illness or injury can be physical or mental.
- vi. Volunteers who work on incident or training scenes are responsible for their own medical care and payment of services unless otherwise covered by Richland County and notified in writing of that coverage.
- vii. Paid personnel who work on incident or training scenes are covered by their respective health insurance policies and department coverage.

viii. Richland County does not provide worker's compensation coverage to volunteers or paid workers other than those persons who are employed by Richland County.

- ix. Workers may need special gear to protect themselves from the environment or hazards present on the disaster scene.
- x. Workers will need to wear appropriate clothing and protective gear, and take appropriate protective actions to remain safe.
- xi. Workers will take personal responsibility for their own safety and well-being on the scene, and will need to be aware of dangers and threats that may harm them.
- xii. Exposure to a threat may be known only after the exposure has occurred and preventive actions may be taken after the fact because there was no prior knowledge of the threat.
- xiii. Most disaster scenes will present threats that include the following:
 - 1. Slip, trip, and fall risk
 - 2. Hazardous materials or chemical exposure risk
 - 3. Environmental risk due to inclement weather, extreme cold, or extreme heat
 - 4. Back injury risk due to lifting and hauling heavy objects
 - 5. Risk of electrical shock or exposure to electrical generation or distribution
 - 6. Risk of exposure to utility components such as loose or downed wires, ruptured tanks or leaking tanks, damaged equipment, and other incident borne conditions
 - 7. Stress and other mental and emotional distress due to the consequences of the incident or the stress of the response
 - 8. Exposure to communicable illness
 - 9. Exposure to blood-borne or air-borne contaminants or pathogens

10. Other dangers and risks that are unique or particular to a specific incident

b. Assumptions

- i. Work assignments will not be given to workers inappropriate for or incapable of completing the task due to physical or mental disabilities.
- ii. Workers will advise supervisors if/when an assignment is inappropriately given to them. (I would remove this)
- iii. Workers have the right to refuse an assignment for reasons of personal injury, illness, or condition that would present extreme danger to their health and well-being. Disciplinary procedures may be implanted if this involves insubordination or untruthfulness.
- iv. Workers will exercise due caution at all times when involved in emergency scenes and exercises or training.
- v. Workers will advise supervisors any time an injury or illness occurs due to exposure on an emergency site or training site.
- vi. Workers will advise supervisors of any disability that makes their presence on a site harmful or dangerous to them.
- vii. Workers are expected to present to the workplace appropriately attired and geared to do the general type job they would typically be assigned.
- viii. Workers will be trained appropriately in the dangers and threats to which they will be exposed based upon the Richland County Hazard Identification and Risk Assessment.
- ix. Workers may be exposed to dangers or threats that are unusual and unanticipated, or unique to a given situation.
- x. Richland County EMA may not be aware of all dangers present on any given disaster scene due to the uncontrolled and sudden nature of disaster incidents.
- xi. Safety officers should have the appropriate knowledge of threats and risks, operational procedures, and other conditions at the site to be able to appropriately predict and forecast consequences and outcomes of tactical choice that endanger workers.

- xii. A separate medical unit within the Support Unit of the Logistics Section will be established during a response for the sole purpose of taking care of injured or ill responders. This unit is separate from operational section medical units.

3. CONCEPT OF OPERATIONS

a. General

- i. The Incident Commander and the EMA Director will both maintain a high level of concern for the health and safety of workers.
- ii. Safety officers may be named for various locations in the incident response structure. A Safety Officer as part of Command Staff may have assistants; the section chiefs may have safety officer assistants if the situation warrants; operational units may have safety accompaniment if the risk of injury or illness warrants such close attention.
- iii. A medical unit should be established in Logistics to serve the responders only.

b. Relationship Between Levels of Government

- i. Richland County will establish and maintain an overarching view of health and safety issues on any response, and command and general staff will work with the EMA director to take appropriate actions.
- ii. Local municipal or township departments may provide health coverage and worker's compensation benefits to disaster workers.
- iii. Individual organizations are responsible for their internal policies and procedures that cover health and safety issues.
- iv. The Richland County Health Commissioner and public health workers will provide assistance when the need is of a nature compatible with their responsibilities.
- v. The Richland County Commissioner's staff will assist the EMA Director if a large number of workers become ill or injured during a response, and they may ask for additional assistance from the municipal or township administrative offices if needed.

- c. Phases of Emergency Management
 - i. Mitigation activities will attempt to identify the risks and hazards that might be present, and to establish policy and procedure to manage those situations by identifying resources.
 - ii. Preparedness will involve training of workers in issues of health, safety, and well-being of responders.
 - iii. Response will utilize the safety officer position to establish the appropriate level of safety concern and procedure based upon the incident.
 - iv. Recovery will involve follow up and rehabilitation of workers injured in responses and development of after-action reviews to decrease further such occurrences.

4. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITY

- a. The EMA Director and the Incident Commander will share primary responsibility for ensuring a Safety Officer is identified, engaged, and maintained during an incident response.
 - i. The Incident Commander may name a Safety Officer as part of Command Staff; supplemental safety personnel may be added to Command and General Staff as is appropriate to the incident response.
 - ii. The EMA Director may work from the EOC to assess the safety concerns of the incident response organization, will work with outside resources to provide assistance and care as needed, and will work after the incident to insure that care and follow up is offered to workers who were injured or became ill because of their role in the incident response.
 - iii. A Medical Unit will be established in Logistics to provide immediate assistance to any worker who is injured or ill during a response; this will be a separate unit from any operational EMS units that serve the survivors and others external to the responders during an incident.
- b. The Richland County Commissioners will support and assist the EMA Director in assessing, managing, and providing assistance to workers who were injured or became ill due to the incident response.
- c. Municipal and township administrators will assist Richland County with health and safety issues as required.

- d. Other Richland County staff may assist the EMA Director and County Commissioners as needed to follow up and resolve health and safety issues after a response.

5. DIRECTION AND CONTROL

- a. The EMA Director and Incident Commander share overall responsibility for safety during a response.
- b. A Safety Officer shall be named as part of Command Staff.
- c. The Safety Officer may have Assistants in the Command Staff location if the incident is extremely unsafe, operational units are widely spread out, or other unique reasons cause the enhanced attention to safety to be necessary.
- d. An Assistant Safety Officer may be assigned to additional locations where threats to safety are present, such as but not limited to, operational units, divisions or groups, or branches and the Logistics Section.
- e. Richland County Public Health may be called upon to provide epidemiologists and sanitarians to assist with safety when appropriate.
- f. A medical unit will be established in the Support Unit of Logistics to serve any injured or ill responders or workers.

6. ADMINISTRATION AND LOGISTICS

- a. This section will be administered by the EMA Director and will be documented through records and reports kept by the EMA.
- b. All medical records of workers are confidential and held in the strictest of confidence.
- c. The Richland County Prosecutor will be consulted when a worker record is requested and confidentiality is a concern.

7. RESOURCE REQUIREMENTS FOR ESF

- a. The EMA Director and County Commissioners will establish a confidentiality and records policy and procedure for injury records and reports.
- b. The EMA Director will create and maintain injury and illness report forms to be used when someone is hurt or becomes ill due to incident response.

- c. The EMA Director will establish emergency medical assistance procedures and resources to be used during response.

8. ADDENDA

There are no addenda for this Tab.

9. AUTHENTICATION

Date of Adoption

Richland County EMA Director