

# Lawrence County Health Department Emergency Response Plan base plan

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**LAWRENCE COUNTY HEALTH DEPARTMENT  
EMERGENCY RESPONSE PLAN**

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# LAWRENCE COUNTY HEALTH DEPARTMENT EMERGENCY RESPONSE PLAN

## PREFACE

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Homeland Security Presidential Directive (HSPD)-5, mandates the development of a National Response Plan (NRP) to align Federal coordination structures, capabilities, and resources into a unified, all discipline, and *all-hazards* approach to domestic incident management. This approach is unique and far reaching in that it, for the first time, eliminates critical seams and ties together a complete spectrum of incident management activities to include the prevention of, preparedness for, response to, and recovery from terrorism, major natural disasters and other major emergencies.

The Department of Health and Human Services and Centers for Disease Control and Preventions' Public Health Emergency Preparedness (PHEP) program's main focus is to develop emergency-ready public health departments. Some activities include evaluation and upgrade of State and local public health preparedness, and increasing integration with federal, state, local, private sector, and non-governmental organizations. These emergency preparedness and response efforts are intended to support the National Response Plan and the National Incident Management System.

The Ohio Department of Health (ODH), Office of Health Preparedness, manages grant funds to support the Public Health Infrastructure (PHI) Program and PHEP Program. The goal of the PHI and PHEP programs is to address bioterrorism, outbreaks of infectious disease and other public health threats at the county and regional public health level.

The PHEP grant deliverables provide the guidance for planning within the Public Health Planning regions of Ohio. This plan is a product of Federal and State requirements to provide an efficient and timely response to a Public Health emergency and to assist in the mitigation of events that could ultimately affect the public's health.

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# LAWRENCE COUNTY HEALTH DEPARTMENT EMERGENCY RESPONSE PLAN

## PUBLIC HEALTH and MEDICAL SERVICES

**PRIMARY AGENCY:** Lawrence County Health Department

**SUPPORT AGENCIES:** American Red Cross  
St. Mary ER/KDMC Outreach  
SEO Epidemiologists  
Lawrence County Coroner  
Local Veterinarians

## INTRODUCTION

The Lawrence County Health Department (LCHD) Emergency Response Plan (ERP) shall serve as the operational framework for responding to all emergencies and disasters that impact the public health and medical system in Lawrence County. The plan is an all-hazards plan that establishes a comprehensive framework for the management of the public health response to incidents within Lawrence County. The plan is activated when it becomes necessary to assess incidents or to mobilize resources identified herein in order to protect the public's health. The plan assigns roles and responsibilities to the Lawrence County Health Department's program areas and response personnel within these programs for responding to emergencies and events. The ERP is intended to be executed in conjunction with both the more detailed annexes and appendices included as part of this document. Additionally, the ERP is designed to work in conjunction with the Southeast Central Regional (SCO) Emergency Response Plan and the State of Ohio Emergency Response

## Purpose

The Lawrence County Health Department has the primary responsibility for protecting the public health of the residents within Lawrence County. LCHD is responsible for coordinating emergency preparedness, and is identified as the lead agency for response to public health emergencies. The Lawrence County Emergency Response Plan (ERP)/Emergency Support Function-8 (ESF-8), Public Health and Medical Services, provides a mechanism for coordinated local assistance to supplement resources and implement protective actions in response to the public health needs resulting from emergency/disaster situations.

Federal and State agencies divide their planning into 15 annexes, with identified "leads" for each annex. ESF-8: Public Health and Medical Services is the only annex in which public health is the "Lead" agency; for other activities, Public Health provides support.

Emergency Support Functions (ESF): A grouping of governmental and certain private sector capabilities into an organizational structure to provide support,

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resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help individuals impacted by the incident and communities return to normal following domestic incidents.

### Scope

The framework of the LCHD ERP was developed using a modified functional approach which consists of an ESF-8 model base plan with general annexes, and functional appendices. These are supplemented by implementing instructions which will be utilized to execute all or portions of the LCHD ERP in conjunction with the roles and responsibilities identified in the Lawrence County Emergency Operations Plans (EOP). The LCHD ERP utilizes an all-hazards planning and preparedness approach. It is meant as a guide for an all-hazards emergency response & deviation from the plan may be necessary as unforeseen incidents occur.

### Public Health Law, Authority and Policies

#### Authority

Ohio Revised Code (ORC) Chapters 3701, 3707 and 3709 and Ohio Administrative Code (OAC) Chapter 3701-3 provide authority to ODH and local health districts (LHDs) with respect to human infectious diseases, including pandemic influenza.

- ORC 3701: deals with the authority of ODH, and
- ORC 3707 and 3709 deal with the authority of local health boards and districts, respectively.

For more specific federal and state laws, statues, executive orders, etc, see:

- Annex 4: Epidemiological Response Plan;
  - EPI Team Notebook
- Appendix 1: Mass Dispensing;
- Appendix 8: Volunteer Management (liability protection); and
- Implementing Instruction: Containment: Legal Authority (isolation and quarantine).

#### Basic Authorities for Response

Basic authorities define essential authorities vested in the Incident Commander (IC). These authorities are listed below:

- IC may utilize and execute any approved component (i.e., attachment, appendix or annex) of the ERP;
- IC may direct all resources identified within any component of the ERP in accordance with agency policies;
- IC may set response objectives and develop/approve an incident action plan (IAP), as applicable, in accordance with overall priorities established by the agency administrator or policy group;
- IC may authorize incident-related in-state travel for response personnel;



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- IC may authorize exempt staff to work a schedule other than their normal schedule, as needed;
- IC may approve incident expenditures totaling up to \$5,000.

### Limitations of Authorities

Any authorities not included in the Basic Authorities require additional authorization to execute. Key limitations on authority are detailed below:

- IC must engage health department administration when staffing levels begin to approach any level that is beyond the total number of staff at the health department;
- IC must adhere to the policies of LCHD regarding overtime/comp-time and should clarification on these policies or exemption be required, the IC/DC must engage the health department administration;
- IC must seek approval from the Financial Agent for incident expenditures totaling more than \$5,000. This is to be understood as total incident expenditures, not just the total cost for a single transaction.
- All expedited actions (such as: request for overtime, execution of contracts, or purchases exceeding pre-determined limits) will be initially approved by the Fiscal/Logistics Section Chief and provided by the Incident Commander for approval

### Legal Counsel Engagement

During any activation of the emergency response plan, legal counsel may need to be engaged. The specific topics that may require targeted engagement of legal counsel include the following, but not limited to:

- Isolation and quarantine,
- Drafting of public health orders,
- Execution of emergency contracts,
- Protected health information,
- Interpretation of rules, statutes, codes and agreements.

There are no internal approvals required to engage legal counsel; the Health Commissioner, Incident Commander, their designee or supervisory staff may reach out. Contact information for legal counsel can be found in LCHD Health Alert Network (HAN) Directory.

### LCHD County Board of Health (BOH)

The county Board of Health (BOH) will be notified whenever the LCHD ERP is activated and the incident is expected to go beyond one operational period. The BOH may also be notified (for BOH situational awareness) at the Health Commissioner (HC), Health Administrator (HA), or designee's, discretion for any incident which may adversely affect public health but not rise to the level of necessitating ERP activation.

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The Health Commissioner, or designee will notify the BOH by phone, or email. At a minimum, the BOH President will be contacted to inform the board of the incident and response operation initiation.

### NIMS Adoption and Compliance Statement

Plans, exercises, & trainings are developed and structured to be consistent with local, regional, state, & federal regulations, standards, and policies and to comply with the National Response Framework (NRF), National Incident Management System (NIMS) – Homeland Security Presidential Directives (HSPD) - 5, and National Infrastructure Protection Plan (NIPP) contributing to the National Preparedness Goal - HSPD-8. The national incident management system (NIMS) has been adopted by Ohio (Ohio Revised Code 5502.28) as the standard procedure for incident management in this state. All departments, agencies, and political subdivisions within the state utilize the system for incident management.

### ESF-8 Integration into County Emergency Operations Plan (EOP)

The LCHD ERP is integrated as part of the Lawrence County All-Hazards Emergency EOP. The Lawrence County All-Hazards EOP is the single legal document that describes responsibilities of agencies and individuals for carrying out specific actions in or in preparation for an emergency or disaster in Lawrence County. The LCHDERP functions, as a part of Lawrence County EOP, to provide specific information for the preparedness, response, mitigation, and recovery responsibilities of the LCHD for public health-related disaster situations in Lawrence County.

Lawrence County Health Department is a participating member of the Scioto/Lawrence Counties Healthcare Coalition and the Southeast Central Ohio Healthcare Coalition. LCHD maintains representation at coalition meetings and actively partakes in the planning and execution of all coalition events, including training and exercises. This is a planning coalition and does not respond to incidents as a healthcare coalition.

The local healthcare coalition, which is made up of ESF-8 partners and other response partners, comes together formally three (3) to four (4) times a year, with the goal of increasing medical response capabilities in the community, county, and region, by:

- Preparing for the needs of individuals at-risk & the general population in the community/county in the event of a public health emergency;
- Coordinating activities to minimize duplication of effort and ensure coordination among local planning, preparedness, response, & de-escalation activities;
- Maintaining continuity of operations in the community vertically with the local jurisdictional emergency management organizations;
- Unifying the management capability of the healthcare system to a level that will be necessary if the normal day-to-day operations & standard operating procedures of the health system are overwhelmed, & disaster operations become necessary;

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- Promoting support of sufficient jurisdiction-wide situational awareness to ensure that the maximum number of people requiring care receive safe & appropriate care; Assist in the integration of each partners emergency response plans;
- Integrating agency/partners response plans into the county operations plan;
- Discussing activities each partner, or group of partners, have completed, or needs assistance with;
- Sharing new resources; and
- Planning for needed training and exercise.

### ESF-8 Agencies and Resources Coordination

The Lawrence County Health Department is the LEAD/Primary agency for ESF-8 activities at the local-level, South Central Ohio Public Health at the regional-level, and ODH at the state-level. Local Public Health Resources have been identified in advance of an emergency/disaster. Local ESF-8 resource requests will be coordinated with the local EMA. State-level ESF-8 resources can be activated upon request from the local Emergency Management Agency (EMA) when local resources have been exhausted. (See Annex 6: Resource Management and associated Resource Management Implementing Instructions)

### LCHD ERP Integration During Emergency Response Activities

LCHD ERP Annexes, Appendices, and Implementing Instructions integrate with the LCHD ERP in response to incidents; the plan or plan(s) integrated depend upon the actual incident. Upon initial activation of the LCHD ERP, the following plan(s) would be integrated as follows:

Response Level	Plan(s) to interfaces with:
Local	Lawrence County EOP Local Healthcare Agencies' ERP Other Response Partner ERPs
Regional	SCO Regional Public Health ERP
State	Ohio Emergency Management Agency

At the regional level, LCHD interfaces with the Southeast Central Emergency Preparedness region. This region consists of 10 counties in Southeast Central Ohio. The region meets on a monthly basis to review and update plans, discuss exercises and response activities. All health departments in the Southeast Central region utilize the same plan template for their ERP. The plans produced by the region are designed to work in concert with the plans of other medical organizations and define how agencies collaborate during responses that affect one or more of the counties in the region.

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At the state level, LCHD interfaces with ODH to support public health and medical response respectively. LCHD does reference ODH plans in their plan reviews. LCHD plans are designed to identify, access and integrate with state plans for support and resources made available to the local health department during an emergency.

### Administrative Triad

The LCHD will maintain a full-time administrative triad (Health Commissioner/Administrator, Director of Environmental Health, & Director of Nursing). In the event of a vacancy, LCHD will follow the procedures within the employee personnel manual.

### Populations with Access or Functional Needs

The definition used to describe "Access and Functional Needs" can be found in Attachment B: Glossary. It is the policy of the Health Department that it will take appropriate action in accordance with this plan to mitigate any harm to the citizens or property in the county, including those with access or functional needs (i.e. Long Term Care, Pediatrics, Geriatrics, Mental Health, Language Barriers, and sheltering). LCHD has adopted The Arc of the United States' "People-First Language" in all components of our ERP in an effort to emphasize the person, not the disability. All components use of both appropriate terminology for access and functional needs and person-first language throughout the ERP, consistent with the standards described in Attachment A of Appendix 7: Functional Needs. See the "reference" section at the end of this document for resources related to this. By placing the person first, the disability is no longer the primary, defining characteristic of an individual, but one of several aspects of the whole person. People-First Language is an objective way of acknowledging, communicating, and reporting on disabilities. It eliminates generalizations and stereotypes, by focusing on the person rather than the disability. See Attachment B for definition of "access and functional needs". See Appendix 7: Functional Needs for additional details of "access and functional needs" inclusion.

### Scioto County/Lawrence County Healthcare Coalition

It is the policy of the Lawrence County Health Department to participate in the Scioto County/Lawrence County Healthcare Coalition for emergency preparedness. This group is comprised of Emergency Management Directors from Scioto County and Lawrence County, health department staff, as well as healthcare, social services, Red Cross, mental/behavioral health, Area Agency on Aging representatives.

## **Phases of Emergency Management for Public Health**

### Mitigation

Mitigation activities are those designed to either prevent the occurrence of an emergency or long-term activities to minimize the potentially adverse effects of an emergency.

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## Preparedness

Preparedness activities, programs, and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted in this phase.

## Response

Response is activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster. It helps to reduce the casualties and damage and to speed recovery. Response activities include direction and control, emergency information and warning, mass dispensing, and other similar operations.

## Recovery

Recovery is the phase that involves restoring systems to normal. Short-term recovery actions are taken to assess the damage and return vital life support systems to minimum operating standards; long term recovery actions may continue for months or maybe even for years.

## **SITUATION AND ASSUMPTIONS**

### **Situations**

Lawrence County is a rural, medically underserved county with limited resources for emergency preparedness and response activities. It is located in the foot hills of Appalachia and has a total area 457 square miles, of which 453 square miles is land, 3.9 square miles is water. Forested land (81.92%) includes

- Wayne National Forest,
- Dean State Forest

Major waterways in Lawrence County include: the Ohio River, Symmes Creek, Pine Creek, Storms Creek, Ice Creek, Paddle Creek

United States and Ohio highways include: US 52, OH 93, OH 141, OH 243, OH 7.

With a population of 61,109 (July, 2016, estimates) the residents that are:

- Below the poverty line – 21%;
- 65 years old, or older – 17.1%
- Caucasian (non-Hispanic white) – 95.6%;
- English speaking (as their primary language) – 98.1%
- Disabled (non-institutionalized) – 16.4%

For more specifics in accordance with our CMIST profile see attachment E

Unemployment is usually higher than the state average and the businesses/agencies that employ the greatest number of full- and part-time employees are:

- Emerson Electric/Liebert Corp.
- Ironton City Schools

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- JoLin Health Center
- Lawrence County Government
- McGinnis, Inc.
- Mcsweeney's Inc.
- Ohio University
- Rock Hill Local Schools
- South Point Local Schools
- SunCoke Energy
- Walmart Stores, Inc.

Medical care services in Lawrence County include:

- 1 hospital (ED only); 1 hospital with no ED (free-standing surgery center)
- 44 physicians (private practice and/or practicing in one of clinics)
- 8 – Medical clinics;
- 13 – Dental offices;
- 1 – Outpatient mental/behavioral health clinic; and
- 9 – Nursing homes/assisted living facilities

Lawrence County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and impact the public health. Possible hazards, from the Lawrence County Hazard Assessment, indicated include, but are not limited to, floods, tornados/severe wind storms, severe winter storms, earthquakes, landslides/subsidence, wild fires, power outages, human infectious disease, HAZMAT spills, civil disturbances, and terrorism.

Potential impacts include the following:

- Community-wide limitations on maximal health for residents;
- Widespread disease and illness;
- Heat-related illnesses and injuries;
- Hypothermia;
- Overwhelmed medical facilities;
- Insufficient resources for response, especially medical countermeasures;
- Insufficient personnel to provide adequate public health response;

Recurring events in the county that may affect Public Health include:

- Rally on the River
- Lawrence County Fair
- Other scheduled events can be found on the Lawrence County Chamber of Commerce website ( [www.lawrencecountyohio.org](http://www.lawrencecountyohio.org) )

### Neighboring (Adjacent) Jurisdictions and Potential Hazards/Threats

Lawrence County is bordered by five counties: Scioto, Jackson, Gallia and Kentucky counties include Greenup and Boyd. Incidents or events originating in these

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counties may impact Lawrence County and its residents. In addition, such incidents or events may create an increased need for precautionary and/or mitigating public health measures in Lawrence County. For example, infectious and vector-borne diseases may reach Lawrence County via bordering counties' highways, waterways, railways, and air travel routes. See the Lawrence County Hazard Vulnerability Analysis (HVA) or Threat and Hazard Information & Risk Assessment (THIRA) for additional information regarding potential Lawrence County public health hazards/threats.

Lawrence County and all bordering counties also have forested areas, which could present potential threats to the public and infrastructure in the event of forest fire and/or subsequent watershed runoff. Additionally, significant bodies of water impacting Lawrence County and the bordering counties include the Ohio River, Storms Creek, Symmes Creek and 83 other creeks and streams, all of which have the potential to impact the public and infrastructure in the event of flooding.

### **Assumptions**

The below listed items are assumed to be facts for planning purposes, in order to make it possible to execute the ERP.

This plan and all its parts are kept on the "community office" drive of the health department server and LCHD staff have electronic access to this plan and all its parts, including staff notification and medical surge.

Disasters:

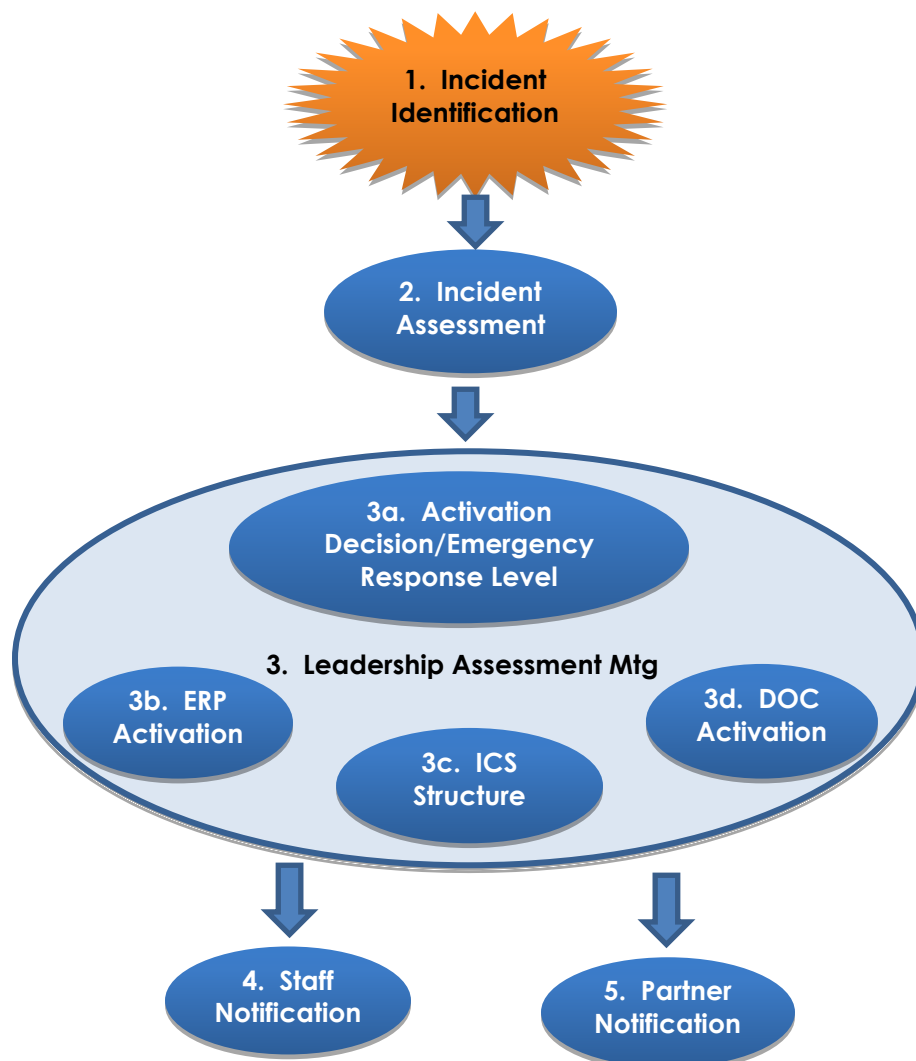
1. May occur at any time with little or no warning.
2. Require significant information - sharing at the unclassified and classified levels across multiple jurisdictions and between public and private sectors.
3. Involve single or multiple geographic areas.
4. May have significant county and state impact and/or require significant county and state information sharing, resource coordination, and/or assistance.
5. The LCHD is capable of handling the day-to-day public health situations that occur Lawrence County.
6. At least one method of communications will be available for use. See "Annex 2: Communications" for available methods to communicate.
7. Public Health problems that overwhelm the LCHD during disaster will be supported by LHDs in the Southeast Central Ohio region, and ODH when requested.
8. Wide spread outbreaks that affect major areas of the state or nation, such as pandemic influenza, may reduce the available assistance to Lawrence County.

## **CONCEPT OF OPERATIONS**

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The State of Ohio has adopted the Emergency Support Functions (ESF) format for their emergency planning which corresponds to the format of the National Response Framework. The ESF is the primary mechanism through which federal assistance to the state and state assistance to local governments is managed during emergencies. ESFs detail the roles and responsibilities of state, federal and other public and private agencies that are charged with carrying-out functional missions to assist jurisdictions in response to disasters. Each ESF is headed by a Primary Agency that coordinates and reports activity for that ESF. The Primary Agency is supported by a number of Support Agencies, which are selected based upon their legislative authorities, knowledge, resources, and capabilities for responding to a specific type of disaster. Any of the Primary or Support Agencies to an ESF can function as a Lead Agency by taking the lead for and carrying out missions that are assigned to the ESF.

Diagram 1. ERP Activation Process



1. **Incident Identification.** Health department discovers or is [notified of incident](#).
2. **Incident Assessment.** Completed. See Annex 1: Direction and Control, pg 1.3 (II: DirectControl: Initial Incident Assessment form) for details.
3. **Leadership Assessment Mtg.**



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- a. Activation/Emergency Response Level. Determined. See: "[Emergency Response Level](#)" and "[Internal Staff and Partner Activation Levels](#)" for details.
  - b. ERP Activation. Determined. See "[ERP Activation Authority](#)" for details.
  - c. Incident Command Structure. Determined. See "Annex 1: Direction and Control", page 1.5 for Public Health Lead structure.
  - d. DOC Activation. Determined. See: "Annex 1: Direction and Control", page 1.9 for details.
4. **Staff Notification.** Completed. See: "[staff notification](#)" and II: "Comm: Incident Notification and Staff Call-Down" for details.
  5. **Partner Notification.** Completed. See: "Annex 2: Communications", page 2.3 for details.

In an incident, LCHD would institute the Incident Command System (ICS) as directed in Annex 1: Direction & Control. The Health Commissioner or the person who he designates as his backup will assume command of the incident for the health department. General roles and responsibilities will be determined by the Incident Commander (IC) based upon the type of incident after the Incident Action Plan (IAP) has been established and approved by the Incident Commander.

- As a Lead Agency, LCHD would establish the standard command system as established by NIMS.
- In a support function, and if the Lawrence County EOC is activated, LCHD would have a liaison in the EOC. The LCHD Liaison would coordinate all agency actions that support any County EOP Annex is coordinated through the County EOC.

A Department Operations Center (DOC) may be established to determine how LCHD is going to operate based upon the magnitude and type of incident.

If a need would arise for a Multi-Agency Coordination Center (MACC), LCHD could be responsible for the co-lead, response support, or no response role during the incident. For these types of incidents, the LCHD incident commander assigns a Liaison who coordinates the agency's support of the incident. Support activities include the following:

- Support incident management policies and priorities.
- Support logistical and resource tracking.
- Support resource allocation decisions using incident management priorities.
- Coordinate public health-related incident information.

### **Public Health Incident Lead Agency versus Support Agency Roles**

#### Public Health Lead Agency

Every day, LCHD helps protect the health of the community. During an incident, these services become even more essential. When an incident is a public health emergency, such as a disease outbreak, LCHD will be the "Lead" agency; the agency designated to take primary responsibility for, and coordination of the interagency oversight of the day-to-day conduct of an ongoing incident/operation. See Annex 1: Direction and Control for

#### Public Health Primary Agency

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In any incident that is not of a public health emergency, LCHD/CIHD, or other support partners will manage and support the ESF-8 responsibilities as the primary agency.

In the aftermath of any disaster, the community's health care system may be damaged or become overwhelmed addressing individual health concerns. And the community may face a wide range of public health concerns, including:

- Sanitation and hygiene concerns due to crowded shelters, lack of utilities, or unsafe water.
- Spread of disease carried by insects, rodents, or other vectors.
- Measures to control infection, including prompt treatment of infections and immunizations.
- Supplies of medical equipment and products, including drugs, medical devices, blood, and blood products.
- Environmental health measures to ensure the safety of residents and response workers.
- Behavioral health needs of community members and response workers.
- Veterinary medical needs for service and companion animals.
- Mass fatality management, including the decontamination and identification of remains.
- Access to needed health care, including displaced individuals who need help managing chronic diseases.

### Public Health Support Agency

There are five (5) additional ESFs that public health has been assigned to as a "support" agency, they are:

#### ESF-3: Engineering and Public Works

- Coordinate with Environmental Protection Agency (EPA) and assist in sanitation measures

#### ESF-5: Information and Planning

- Information sharing and planning for public health

#### ESF-6: Mass Care

- Shelter inspections

#### ESF-11: Agriculture

- Food inspections

#### ESF-15: Emergency Public Information

- Public health specific information/education for the public
- Using established Essential Elements of Information (EEL) standards as determined in II: Communications: Situation Reporting.

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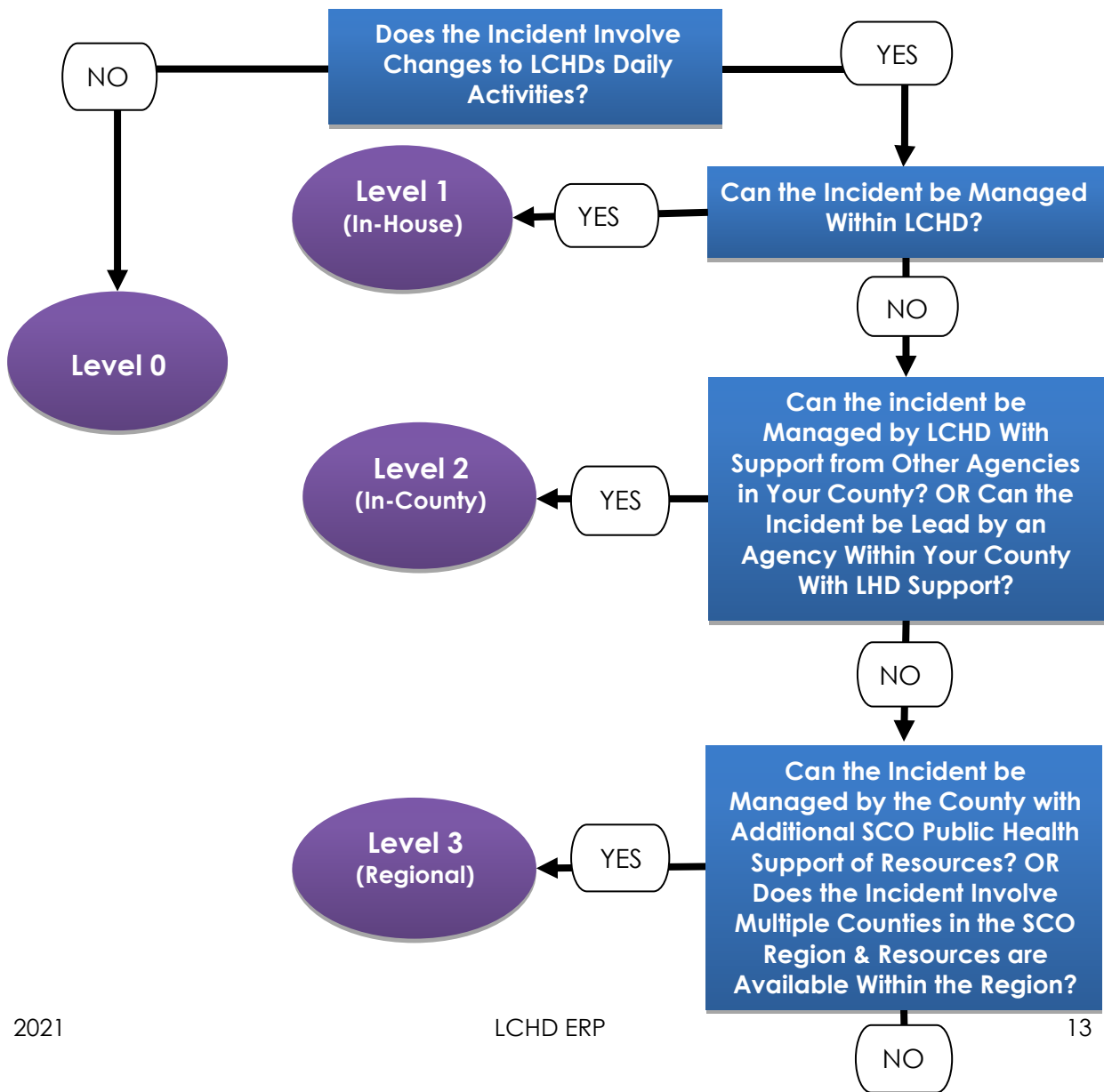
See Annex 1: Direct and Control for integration into an ICS structure led by another agency.

## Declaration of Emergency

LCHD/CIHD's role in the emergency declaration process is to provide subject matter expertise and situational information. LCHD cannot declare an emergency or disaster; only the County Commissioners and/or City Mayor may do so. The Health Commissioner/Medical Director may be asked by the elected officials to weigh in on the effects of a disaster and its public health implications. If the Governor declares a disaster, then LCHD will coordinate with other local, regional, state and federal agencies through the county EOC.

## Emergency Response Levels (ERLs)

Diagram 1. ERLs from "LHD only" through "State" involvement flowchart.



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## Emergency Staffing Levels

Staffing levels will be determined in accordance with the activation level. Just as the activation level could change, staffing levels will remain flexible throughout the incident and adjusted as needed. Staffing levels will be evaluated in development of the IAP and updated for each operational period.

Activation levels and their associated recommended minimum staffing levels supplied from trained agency staff members within the agency are detailed in the table below.

## Internal Staff Activation Levels

Internal Activation Level	Description	Minimum Command Function & Staffing Recommendations
<b>Level 0: Routine Operations</b>	Routine incidents to which LCHD responds on a daily basis and for which day-to-day resources are sufficient.	Normal, Day-to-Day Staff
<b>Level 1A: In-House: Situation Awareness &amp; Monitoring</b>	<p>An incident with limited severity, size, or actual/potential impact on health and can be handled within a department, or with less than 25% of staff members.</p> <ul style="list-style-type: none"> <li>Requires a minimal amount of coordination and agency engagement to conduct response;</li> <li>Situational awareness and limited coordination are the primary activities.</li> <li>Example: Power outage in a nursing home.</li> </ul>	<p>Response Lead/Incident Commander (1) Public Information (1)</p> <p>County EMA receiving Situational updates</p>
<b>Level 1B: In-House: Partial Activation</b>	<p>An incident with limited-to-moderate-severity, size, or actual/potential impact on health. Fifty (50) %, or less of staff involved in response</p> <ul style="list-style-type: none"> <li>Requires significant coordination and agency engagement to conduct response,</li> <li>May have limited involvement with county partners.</li> <li>Examples: disease outbreak within the county.</li> </ul>	<p>Response Lead/Incident Commander (1) Public Information (1) Planning/Resources Support (1) Operational Coordination (1)</p> <p>DOC likely activation.</p> <p>County EMA receiving Situational updates</p>
<b>Level 1C: Full Activation</b>	An incident with moderate-to-high severity, size, or actual/potential impact	Response Lead/Incident Commander (1)

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Internal Activation Level	Description	Minimum Command Function & Staffing Recommendations
	<p>on health. More than fifty (50) % of staff involved in response.</p> <ul style="list-style-type: none"> <li>Requires an extreme amount of coordination and agency engagement to conduct response;</li> <li>May be of such magnitude that the available HD assets that were put in place for the response are being depleted; &amp;</li> <li>Engagement with agencies in county likely.</li> </ul>	<p>Public Information (1) Planning/Resources Support (1) Operational Coordination (1)</p> <p>DOC likely activation.</p> <p>County EMA receiving Situational updates</p>
<b>Level 2: In-County Involvement</b>	<p>An incident with moderate-to-high severity, size, or actual/potential impact on health. More than fifty (50) % of staff involved in response.</p> <ul style="list-style-type: none"> <li>Requires an extreme amount of coordination and agency engagement to conduct response;</li> <li>May be of such magnitude that the available HD assets that were put in place for the response are being depleted; &amp;</li> <li>Engagement with agencies in county likely.</li> <li>Example: water disruption within a municipality.</li> </ul>	<p>Incident Commander (1) Public Information (1) Planning Support (1) Operational Coordination (1) Resource Support (1) Liaison Officer (1)</p> <p>DOC activated</p> <p>Regional Public Health Preparedness Coord receiving situation updates</p> <p>County EOC may be activated</p>
<b>Level 3: Region Involvement</b>	<p>An incident with limited-to-moderate-severity, size, or actual/potential impact on health. Fifty (50) %, or less of staff involved in response</p> <ul style="list-style-type: none"> <li>Requires significant coordination and agency engagement to conduct response,</li> <li>Engagement with agencies in region likely.</li> </ul> <p>Examples: multicounty disease outbreak;</p>	<p>Incident Commander (1) Public Information (1) Planning Support (1) Operational Coordination (1) Resource Support (1) Liaison Officer (1)</p> <p>DOC activated</p> <p>County EOC may be activated</p> <p>Regional Coordination Center Open for situational awareness across region</p>
<b>Level 4: State involvement</b>	<p>An incident with moderate-to-high severity, size, or actual/potential impact on health. More than fifty (50)% of staff involved in response.</p> <ul style="list-style-type: none"> <li>Requires an extreme amount of coordination and agency</li> </ul>	<p>Incident Commander (1) Public Information (1) Planning Support (1) Operational Coordination (1) Resource Support (1)</p>

## LAWRENCE COUNTY HEALTH DEPARTMENT EMERGENCY RESPONSE PLAN

Internal Activation Level	Description	Minimum Command Function & Staffing Recommendations
	<p>engagement to conduct response;</p> <ul style="list-style-type: none"> <li>• May be of such magnitude that the available assets that were put in place for the response are being depleted; &amp;</li> <li>• Engagement with agencies in region and state likely.</li> </ul> <p>Examples: Pandemic influenza</p>	<p>Liaison Officer (1)</p> <p>DOC activated</p> <p>County EOC may be activated</p> <p>Regional Coordination Center Open for situational awareness across region</p>

Command staff and SME staff are denoted in an LCHD staffing pool list. See #34 StaffPool.

### Emergency Response Plan (ERP) Activation Authority

The Emergency Preparedness division has the primary responsibility for coordinating emergency preparedness and responds for the LCHD. The Health Commissioner bears the responsibility for facilitating the activation of the LCHD ERP. The LCHD ERP may only be activated under the authorization of the Health Commissioner or by the identified backup personnel to the Health Commissioner. Once the ERP is activated, the Emergency Response Coordinator, in collaboration with the health commissioner, assigns staff to fill the planning functions in the incident organization. Should the Health Commissioner be unavailable or elect to designate the authority, the ERC would facilitate the LCHD ERP activation.

The ERP may be activated, as deemed necessary and based on the incident assessment, by the Health Commissioner, Administrator, or identified backups, during a bioterrorism event, disaster, or public health emergency that is impacting, or has the potential to impact the health of the residents of Lawrence County.

### Typical Sequence of Emergency Activities

1. Identify the threat. Any LCHD staff member who becomes aware of an incident requiring or potentially requiring activation of the ERP are to immediately notify their supervisor. Incidents meeting any of the following criteria may implicate the need for public health involvement:
  - Any incident that is not considered a day-to-day activity
  - Anticipated impact on or involvement of divisions in LCHDbeyond their day to day capacity
  - Potential escalation of either the scope or impact of the incident;
  - Novel, epidemic or otherwise unique situation that likely requires a greater-than-normal response from LCHD/CIHD
  - LCHD anticipates the need to request support from outside agencies
  - Significant or potentially significant mortality or morbidity;
  - The Lawrence County EMA has activated the EOC.

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- See Annex 1: Direct and Control for incident assessment and the expected timeframe.
2. Notification of staff and appropriate response partners of critical Information requirements. Notification of staff and response partners shall be initiated by the IC or his/her designee using the HANS's list and LCHDcall down list. Once the IC determines that the notification process needs to be implemented, the ERC or other admin staff will start notifying other staff or response partners. This decision will be based upon the current situational awareness report. The use of email, texting and other available communications will be utilized. See section: "Essential Elements of Information and Situation Reporting" of Annex 2: Communications and Implementing Instructions (II): Comm: Communications Matrix; Initial Notification and Staff Call-Down; Ohio Public Health Communications System (OPHCS) Protocol; HAN Directory; and Situation Report. Also see: Annex 1: Direction and Control.
  3. Formulate Incident Command structure. See Annex 1: Direction and Control for Public Health Lead structure and any other annexes or appendices that may be appropriate for the incident.
  4. Creation of Public Health Objectives and an Incident Action Plan (IAP). The Incident Commander/response lead may set Specific, Measureable, Attainable, Relevant, Timely (SMART) objectives and develop/approve an IAP in accordance with overall priorities established by the Board of Health, or its designee. See Annex 1: Direction and Control, Implementing Instructions: DiectControl: IAP and ICS forms for additional information.
  5. Assessment of Public Health/Medical Needs. Determine if this incident will require more human and/or material resources than are on-hand, or if this may be a prolonged incident. See "Emergency Response Levels" above.
  6. Enhance existing surveillance systems to monitor the health of the general and medical needs population.
  7. Identify Public Health Resources for sustained operations. This may include the need for additional staff/trained public health individuals. See Annex 2: Communications for staff notification. See Annex 6: Resource Management, and Appendix 8: Volunteer Management for additional staffing pools available.
  8. Documentation and a description of the activation, notifications, and services enhanced, services reduced/eliminated, and other pertinent information should begin. The Incident Command System (ICS) form 201 may be used, or other documents deemed more appropriate by LCEMA or ODH. See Implementing Instructions (II): DirectControl:
    - ICS Forms and Instructions;
    - Incident Action Plan (abbreviated form)
    - Operations (Ops) Schedule form (See II:Direct&Control: OpsSchedule); and
    - Shift Change Briefing form (See II: Direct&Control: Shift Change Brief).

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9. Collect, analysis and disseminate information. The Planning Chief will be responsible for collection and tracking of all activities logs and communications documents throughout the incident. To aide in centralized communication, LHD will create & maintain a dedicated network directory for all response personnel to store incident-related documentation. Further, information will be compiled and analyzed in a spreadsheet format, including a timeline of events, a directory of involved personnel, and any other data that might be pertinent to response within the network directory folder. Information will be reported via situation reports to the recipients of those reports at the times and disbursement schedules established.
10. Implement/execute the response to address the objectives.
11. Prepare/communicate Situational Reports (SITREPs) to staff and appropriate response partners daily or as dictated by the incident intensity. LCHD will utilize Implementing Instruction (II) Communications: Situational Report for this purpose, as this document provides the incident name, time period, name/title of individual preparing the report, date and time of report, and significant events/information occurring during the reporting timeframe

Standard Recipients who receive all situation reports include:

- SITREPs will be sent electronically to LCHD leadership (Environmental health director, Director of Nursing, Health Commissioner and Fiscal Officer), for their situational awareness. In addition SITREPs will be sent electronically to all operational staff. Hardcopies of SITREPs will be available in the LCHD DOC, if active.
- At the discretion of the LCHD Incident Commander, any SITREP may be forwarded electronically to other local, regional or state partners for their situational awareness. These additional recipients will be identified on a per-incident basis, based upon their informational needs
- SITREPs frequency is detailed in the table below:

Activation Level	SITREP Frequency
Level 1A Situation Awareness	At beginning of each operational period.
Level 1B Partial Activation	At least at the beginning and end of each operational period.
Level 1C Full Activation	At least at the beginning, middle and end of each staff shift or operational period, whichever is more frequent.

12. Monitor/assess the effectiveness of the response and modify as needed. Assess staffing levels during the development of the IAP for each operational period.
13. Demobilization. Begin reducing response activities as incident begins to resolve. See “Implementing Instructions (II): DirectControl: Demobilization” for guidance in demobilization.
14. Recovery Operations.



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15. After Action Review. Review the actions taken, or should have been taken, to determine where response improvements can be made.
16. Review and revise plans.

### ASSIGNMENT OF RESPONSIBILITIES

#### Organization Responsibilities

Annex E of the Lawrence County Emergency Operations Plan details the primary and support roles of the Lawrence County Health Department. Below is a partial list:

1. Assessment of county health and medical needs – Primary role.
  - Assistance in assessing potable water and waste water/solid waste disposal issues and coordination to provide potable water and wastewater/solid water disposal equipment.
2. Public Health Surveillance – Primary role.
  - Surveillance and investigations to determine disease patterns and potential disease outbreaks and implement prevention strategies.
3. Provision of public health and medical related services, supplies, and personnel – Primary role.
  - Provide logistical support for public health personnel in the field.
  - Provide pharmaceuticals, medical equipment, and supplies as available (includes the coordination and tracking of medical resources and equipment).
  - Provide consultation for the need to decontaminate people, buildings, and/or the environment, when applicable.
  - Provide mass dispensing clinics for the prophylaxis of the entire county population, if necessary.
4. Identification of areas where public health problems could occur – Primary role.
  - Public Health assessments of conditions at the site of the emergency to determine health needs and priorities.
5. Provision of medical related information releases and public health recommendations and related releases to the public – Primary role.
6. Research and consultation on potential health hazards, medical problems, and appropriate levels of Personal Protection Equipment (PPE), when applicable. – Primary role.
7. Monitoring of the availability and utilization of health systems' assets – Support role.
  - Supply, restock, and prioritize health-related equipment and supplies.
8. Coordination of behavioral health assistance – Support role.
9. Environmental sampling and analysis/collecting specimens for lab testing – Support role.

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- Coordination with ODH on specimen submission of possibly hazardous or contaminated substances throughout an emergency.
- Testing of products for public consumption.

10. Veterinary support – Support role.

11. Assistance and support for mass casualty and mass fatality incidents – Support role.

- Assist with Triage Operations.
- Assist in the identification of mass burial sites.
- Assist in the handling of infectious/contaminated bodies.

12. Coordination with other local, regional, state, and federal partners – Support role.

- Assess and make recommendations concerning the public health needs of emergency responders.
- Staff the ESF-8 desk at the Lawrence County Emergency Operations Center.

**Departmental Operations Center’s Assignment of Responsibilities**

See the “Job Action Guides, located in Attachment C of this document, for description/list if responsibilities assigned to the:

- Incident Commander
- Planning Section Chief
- Operations Section Chief
- Logistics Section Chief
- Fiscal Section Chief
- Security Officer
- Safety Officer

**Support and Partner Agency Roles and Responsibilities**

Agency	Public Health Emergency Roles/Responsibilities	MOU/MOA Established
Lawrence County EMA	Resources acquisition and coordination	No
Lawrence County Sheriff's Office	Provide security for health department response activities/equipment/ pharmaceuticals	Signed Point of Dispensing (POD) Site Security Worksheet
Fairland Local School District and Ironton City School District	Provide school facilities for the use of POD (Point of Dispensing) operations. Provide Information and guidance for locating and supervising children in the community.	Yes

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Agency	Public Health Emergency Roles/Responsibilities	MOU/MOA Established
Lawrence County EMS	Have staff on standby at POD sites for transport to medical facilities. Provide assistance to nursing staff for triage operations and possibly provision of vaccines or medications.	No
Healthcare Clinics	Provide medical staff for response activities, if possible.	Yes
Pharmacies	Provide pharmaceutical handling assistance for POD operations, if possible	Yes
Mental Health	May help coordinate mental health service activities in the county.	Yes
Lawrence County Coroner	Mass fatality management, including the decontamination and identification of remains.	No
Area Veterinarians	Provide medical needs for service and companion animals	No
Area Hospitals	Access to needed health care, including displaced individuals who need help managing chronic diseases.	No
Lawrence County Board of Developmental Disabilities	Assist in identification of individuals with access and/or functional needs as a result of the incident	No
Lawrence County Jobs and Family Services	Assist in identification of county residents who may have access and/or functional needs in the area where the incident has occurred.	No
Ironton/Lawrence County Senior Citizen Centers	Assist in identification of Lawrence County's Senior Citizens who may require assistance related to incident	No
Nursing Facilities & Centers for Independent Living	Supervise and care for residents in facility	No
Home Health Agencies	Supervise, monitor, and care for their clients	No
Lawrence County	Provide staffing support to response in form of trained volunteers	No

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Agency	Public Health Emergency Roles/Responsibilities	MOU/MOA Established
Medical Reserve Corps		
SEO & SCO Epidemiologists	Assist with disease surveillance, prevention, and recommendations for treatment.	Yes
SCO Regional Coordination Center	Provide communications to/between public health and healthcare partners in the SCO region. Assist in location of resources within the region	Yes
Public Health Agencies in SCO region	Provide "reciprocal emergency management aid and assistance in case of any hazard too great to be dealt with unassisted."	Yes
Red Cross	Provide volunteer assistance or possibly food/refreshments for response personnel, if possible. Provide mass care services, via ESF #6	No
Ohio Environmental Protection Agency	Provide information/assistance to the health department on the clean-up or decontamination of environments that pose risk to public health.	No
Ohio Department of Health	Provide subject matter experts for consultation and guidance on emergency situations, provide laboratories for testing of samples, and provide available equipment/pharmaceuticals to local health departments for emergency response activities.	No
Ohio Emergency Management Agency	Assist the County EMA is locating needed resources.	No
Federal Agencies	<p>bilities of federal public health agencies may be <a href="http://www.fema.gov/media-library-data/20130726-support_function_annexes_introduction_2008_.p">//www.fema.gov/media-library-data/20130726-support_function_annexes_introduction_2008_.p</a></p> <p>ies do not usually communicate or utilize federal resources without State agency request.</p>	No

**ADMINISTRATION, FINANCE, AND LOGISTICS**

**Administration**

LCHD will create & maintain an "Incident" folder on the health department's server for all response personnel to store ALL incident-related documentation, including expedited actions. Hard copy documents will be scanned and placed in the folder

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daily. The Fiscal/Logistics Section Chief will have access to the records and will allow access to staff involved in the incident. Any documentation that the Incident Commander deems as sensitive, will be noted and the fiscal/logistic chief will be notified. The Fiscal/Logistics Section Chief will restrict the sensitive files to staff involved in the incident. The LCHD record retention policy will be followed in regards to timeframe the documentation is kept. The retention policy states all records will be kept for seven years after the incident.

The Fiscal/Logistics Section Chief will be responsible for providing a brief for all expedited actions during the incident operational briefings and also during shift change briefs. These expedited actions will be documented, tracked, and monitored in the operational activity log ICS 214 form or chronology of events document and reviewed with the Incident Commander, as needed.

Documentation/Record Retention: During an incident all staff will abide by the LCHD Records Retention Policy.

### Resource Requests

The Health Commissioner or Incident Commander will contact the Lawrence County EMA at the Emergency Operations Center to request resources; materials, equipment, and/or staff. All public health resources, local and regional, will be requested through the Lawrence County EMA for uniformity of documentation. These resources will be utilized before requests are made outside the southeast central region. See Annex 6: Resource Management for additional details for resource requests.

If it is determined that the local and regional resources will be insufficient to provide the projected need of response, State and Federal assets may be considered. The Lawrence County EMA will then approach the Ohio Emergency Management Agency with this request. The Ohio EMA will then contact the appropriate agency, i.e., the ODH at the ESF-8 desk at the Ohio Emergency Operations Center, to make the official request. In addition to making the formal request, it is appropriate for the Lawrence County Health Department to contact the ODH or the ESF-8 desk at the Ohio Emergency Operations Center for a consultation. See Annex 6: Resource Management for additional details.

### Emergency Funding

Government at all levels has the ability to make funding available to agencies in emergency response events. This can be accomplished by either of two primary methods:

- Funds provided as an increase to an existing grant and marked with incident-related obligations. This method may only require a short acceptance process with key personnel signatures.
- Funds provided separately through a 'new' grant application process. In an emergency response event, the process may be abbreviated by suspending some application elements and shortening the grant execution period.

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LCHD will use 'GrantsTracker' to accelerate the approval process and receipt of the funding. In addition, LCHD will work with key stakeholders to gain approval of the contract relationship and support additional funds availability as needed. LCHD Board of Health (BOH) policy XXXXX grants permission to the Health Commissioner to enter into contracts or receive funding on behalf of LCHD during emergency response events without prior BOH approval.

### **Emergency Funding Allocation**

In an emergency response event, LCHD can request a waiver of the standard budgeting processes from the BOH, and with BOH President approval, the Health Commissioner can allocate funds to critical response programs. The allocations will stand until the next regular BOH meeting, when they will be reviewed. If there are no BOH objections following the review, the allocated funds may continue to be used as assigned. This determination will continue with the funds until the emergency response event has ended.

### **Emergency Funding Expenditure**

All PHEP purchases must be pre-approved by the direct supervisor and the Administrator. Purchases over \$1000 are considered equipment, and single-item purchases over \$5000 must be approved by the BOH under normal day-to-day operations. In an emergency response event, policy XXXXX grants the Health Commissioner authority to apply funds as needed to address 'an emergent/critical public health emergency'. Furthermore, procurement/hiring of staff will be modified in an emergency response event, with emergency staff possibly installed in a position after an interview with their direct supervisor. After passing a background check, the employee would then be able to begin work.

### **Cost Recovery**

Cost recovery activities begin when the incident begins. Documentation of response activities and resources used and requested are essential to request reimbursement from incident funding sources when available during the recovery period of an incident. Information needed to prove cost, including time sheets, receipts, activity logs. The Fiscal Chief is responsible for starting this process and establishing a file on the LCHD server to collect those documents. See the "[Administration and Finance](#)" section above for the establishment of a LCHD server file to be used.

Post-incident, the Administration, Fiscal, and Preparedness Division will be the "cost recovery" lead. The director will assign LCHD staff to assist in the collection, organization, and submission of cost recovery reimbursement requests. All requests for reimbursement will be initiated from LCHD through Lawrence County Emergency Management Agency. More detailed information about cost recovery can be found in LCHD's Annex : COOP/ Recovery Plan.

Eligible costs/work that may be eligible for recovery include:

- Labor
- Equipment
- Materiel
- Rented equipment

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- Mutual aid

Established funding sources through which reimbursement may be available can be found in LCHD's Annex 7: COOP/Recovery Plan.

### TRAINING AND EXERCISE

A Multi-Year Training and Exercise Plan (MT&EP) has been developed and is updated annually to provide a timeline of training and exercising activities to take place throughout each PHEP Grant Fiscal Year cycle. The MT&EP incorporates NIMS training requirements and Homeland Security Exercise and Evaluation Program (HSEEP) training and training documentation. The PHEP Coordinator ensures all new and current staff complete and maintain the appropriate level of NIMS and other emergency preparedness training for their identified emergency response roles.

Review of the LCHDERP is part of the orientation training for new core emergency response staff including the Administrator, Director of Nursing, Director of Environmental Health, the Public Health Supervisor, and the PHEP Coordinator. Core emergency response staff must, additionally, review the emergency plans on an annual basis.

#### Exercising

The health department conducts and participates in exercises, both locally and regionally, to test and validate plans, checklists, and response procedures and to evaluate the training and skills of response personnel.

Target Capabilities include: Community Preparedness, Community Recovery, Emergency Operations Center, Emergency Public Information and Warning, Fatality Management, Information Sharing, Mass Care, Medical Countermeasure Dispensing, Medical Materiel Management and Distribution, Medical Surge, Non-Pharmaceuticals, Public Health Surveillance and Epidemiological Investigation, Responder Health & Public Safety, and Volunteer Management. Corrective actions identified through the exercise are addressed in future plan revisions and training & exercise programs.

In a planned exercise, the LCHD will utilize experienced evaluators to analyze response activities. The evaluators will utilize the Homeland Security Exercise and Evaluation Program (HSEEP) compliant Exercise Evaluation Guide (EEG), created by the exercise design team. Planning an exercise evaluation typically includes: selecting lead evaluator and define evaluation team requirements; developing EEGs, which include objectives, core capabilities, capability targets, and critical tasks; recruiting, training, and assigning evaluators; developing and finalizing evaluation documentation; and conducting a pre-exercise C/E Briefing. Through this process, an evaluation team can develop a thorough plan to address how the exercise will be evaluated. Evaluation Team Early in the exercise planning process, the exercise planning team leader should appoint a lead evaluator to oversee all facets of the evaluation process. The lead evaluator participates fully as a member of the exercise planning team and should be familiar with the exercise's objectives.

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In order to analyse response activities, the LCHD or Incident Commander will appoint an evaluator/record keeper as soon as possible to document actions. All those involved will then provide input in the hotwash for evaluation and AAR/IP purposes. An algorithm can be found in the LCHD Multi-year Training and Exercise Plan to assist in determining the need to develop an AAR/IP.

The AAR/IP development begins with a hotwash. A hotwash should occur as soon as possible but no later than 72 hours following the exercise or conclusion of response operations. The lead agency will coordinate the hotwash and AAR/IP. When another agency is preparing the AAR/IP, the LCHD AAR/IP coordinator will work to ensure the health department's findings and lessons learned are reflected in the AAR/IP. The LCHD AAR/IP coordinator will be the Emergency Response Coordinator and/or their designee.

The Lawrence County Multi-Training and Exercise Plan outlines the AAR/IP process, implementation of corrective actions and methodology used to track the corrective actions.

Any activation of the Emergency Response Plan will result in the need for an AAR/IP.

### **PLAN DEVELOPMENT AND MAINTENANCE**

#### **Development**

The Lawrence County ERP design and content is coordinated with other public health jurisdictional plans within Homeland Security Region 7, the South Central Ohio Public Health Region, Southeast Ohio Hospital All-Hazards Plan, and the ODH ESF-8 Plan.

The LCHDERP, and its annexes, appendices, and implementing instructions, are to be kept current through an ongoing revision system. The PHEP Coordinator, in collaboration with the core emergency response staff and the Lawrence County Board of Health, are responsible for ensuring that all necessary revisions to the plans are made and distributed to the necessary plan holders. Plan revisions may also be coordinated with the input from support agencies identified within this plan.

Plan holders are prohibited from making changes, revisions, or additions to individual copies of the plan. Revisions are to be made on one master copy maintained by the PHEP Coordinator and distributed to the proper plan holders.

Plan Holders include:

- Lawrence County Health Department/City of Ironton Health Department
- Lawrence County EMA (electronic)
- Lawrence County EMS (electronic)
- Lawrence County Sheriff's Office (electronic)

#### **Availability of Emergency Response Plans to Staff**

The "Original" is kept on LCHD/CIHD's "community office" server where all staff members have access electronically. One hard copy is kept in the LCHD Emergency Response Coordinator's office.



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**Availability of Emergency Response Plans to the Public**

The LCHDERP (base plan) is available for review by the public via the LCHD website ([www.lawcohd.org](http://www.lawcohd.org)). The Emergency Response Coordinator (ERC) will be responsible for communicating to LCHD/CIHD's Public Information Officer (PIO) and the Health Educator (individual responsible for managing and updating the LCHD's website) when the emergency response plan has been revised and new version is available for public publishing. Comments to the plan can be made through a link on that website page. Public comment to the ERP will be accepted via the website link and tabled in addition to the proposed changes between revision cycles for consideration

Copies of the LCHDERP and its accompanying Annexes, Appendices, and Implementing Instructions may be requested by the public. Requests for copies of the plans must be made to the ERC or the Health Department Administrator. Plan content will be released in accordance with Ohio Sunshine Laws and LCHDRecords Release Policy. Exempt plans or plan content will be reviewed by the ERC and Administrator before release. Any ERP information provided to the public must be approved by the Health Department Administrator.

**Maintenance**

The LCHDERP and accompanying Annexes, Appendices, and Implementing instructions will be reviewed and updated on an annual basis for content changes based on information gathered from exercises, trainings, actual incidents, and Federal/State guidelines. Updates to notifications and contact lists within the plan will be made as changes occur.

**REFERENCES**

Title	Location
Adjacent county's(ies') Emergency Support Function - 8	
Ohio Emergency Operations Plan (EOP) Emergency Support Function (ESF) #8	<a href="http://ema.ohio.gov/EOP_Overview.aspx">http://ema.ohio.gov/EOP_Overview.aspx</a>
Ohio EOP ESF #8, Tab A: Medical Countermeasure Management & Dispensing Plan	<a href="http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_TabA_MCM_MANAGEMENT_AND_DISPENSING_PLAN.pdf">http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_TabA_MCM_MANAGEMENT_AND_DISPENSING_PLAN.pdf</a>
Ohio EOP ESF #8, Tab B: Chempak Plan	<a href="http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_CHEMPACK_PLAN_TAB_B.pdf">http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_CHEMPACK_PLAN_TAB_B.pdf</a>
Ohio EOP ESF #8, Tab C: Human Infectious Disease Incident Plan	<a href="http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_HUMAN_INFECTIOUS_DISEASE_INCIDENT_PLAN_TAB_C.pdf">http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_HUMAN_INFECTIOUS_DISEASE_INCIDENT_PLAN_TAB_C.pdf</a>
Ohio EOP ESF #8, Tab D: Acute Mass Fatality Incident Response	<a href="http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_ACUTE_MASS_FATALITIES_IN">http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_ACUTE_MASS_FATALITIES_IN</a>

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Title	Location
Plan	CIDENT_RESPONSE_PLAN_TAB_D.pdf
Ohio EOP ESF #8, Tab E: Non-Acute Mass Fatality Incident Response Plan	<a href="http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_NON-ACUTE_MASS_FATALITIES_INCIDENT_RESPONSE_PLAN_TAB_E.pdf">http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_NON-ACUTE_MASS_FATALITIES_INCIDENT_RESPONSE_PLAN_TAB_E.pdf</a>
Ohio EOP ESF #8, Tab F: Mass Casualty/Medical Surge Incident Response Plan	<a href="http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_MASS_CASUALTIES_MEDICAL_SURGE_PLAN_TAB_F.pdf">http://ema.ohio.gov/Documents/Ohio_EOP/EOP_Overview/ESF8_MASS_CASUALTIES_MEDICAL_SURGE_PLAN_TAB_F.pdf</a>
Lawrence County Emergency Operations Plan	CD and Hardcopy at ERC desk, Additional Hardcopy in Health Commissioners Office. Electronic Copy in dropbox accessible by Regional PHEP Coordinator
The Arc of the United States. "Media Center: What Is People-First Language". (2016)	<a href="http://www.thearc.org/who-we-are/media-center/people-first-language">http://www.thearc.org/who-we-are/media-center/people-first-language</a>

**LAWRENCE COUNTY HEALTH DEPARTMENT  
EMERGENCY RESPONSE PLAN  
PROMULGATION DOCUMENT/SIGNATURE PAGE**

The LCHDEmergency Response Plan (ERP) replaces and supersedes all previous versions of the LCHDERP. This plan shall serve as the operational framework for responding to all emergencies, minor disasters, major disasters and catastrophic disasters that impact the public health and medical system in Lawrence County. This plan may be implemented as a stand-alone plan or in concert with the Lawrence County Emergency Operations Plan (Lawrence EOP) when necessary.

The plan is activated when it becomes necessary to assess incidents or to mobilize the resources identified herein in order to protect the public's health. The ERP incorporates the National Incident Management System (NIMS) as the standard for incident management.

The plan assigns roles and responsibilities to LCHDprogram areas and specific response teams housed within these programs for responding to emergencies and events. The base plan of the ERP is not intended as a standalone document but rather establishes the base for more detailed planning by the staff of the LCHDin partnership with internal and external subject matter experts and community stakeholders. The ERP Base Plan is intended to be used in conjunction with both the more detailed annexes and appendices included as part of this document or with the standalone plans held by the department. Additionally, the ERP is designed to work in conjunction with the Lawrence EOP.

The successful implementation of the plan is contingent upon a collaborative approach with a wide range of partner agencies and organizations that are responsible for crucial resources and tasks during incident operations. The plan recognizes the significant role partner agencies and organizations perform during incidents.

The LCHDEmergency Response Plan (ERP) establishes the base for coordination of LCHDresources and response to provide public health and medical services during an emergency or disaster. The fundamental assumption is that a significant emergency or disaster may overwhelm the capability of our local government or the healthcare system to carry out operations necessary to save lives and protect public health. Consequently, LCHDresources are used to provide public health and medical services assistance throughout the county.

All LCHDprogram areas are directed to implement training efforts and exercise these plans in order to maintain the overall preparedness and response capabilities of the agency. LCHDwill maintain this plan, reviewing it and reauthorizing it at least annually; findings from its utilization in exercises or real incidents will inform updates.

This ERP was originally adopted on July 01, 2010. The current version is hereby adopted on the date indicated below, and all LCHDprogram areas are directed to implement it. All previous versions of the HCHD ERP are hereby rescinded.

\_\_\_\_\_  
Dr. Kurt Hoffman, Health Commissioner  
Lawrence County Health Department

\_\_\_\_\_  
date

**LAWRENCE COUNTY HEALTH DEPARTMENT  
EMERGENCY RESPONSE PLAN**

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**LAWRENCE COUNTY HEALTH DEPARTMENT  
EMERGENCY RESPONSE PLAN**

**SUMMARY OF CHANGES**

Date of Change	Version	Change #	Summary of Change	Initials*
06/21/16	2016	1	Made changes on pages 1, 3, 4, & 27 to ensure "People First" Language	Melissa Melissa LCHD ERC
		2	Review for acronym use & definition	Melissa Mullins LCHD ERC
		3	Verified hyperlinks active	Melissa Mullins LCHD ERC
		4	Reviewed for spelling errors	Melissa Mullins LCHD ERC
		5	Added sections on page 3 to explain: <ul style="list-style-type: none"> <li>• Functional Needs Population</li> <li>• Athens County Integrated Healthcare Disaster Planning Committee</li> <li>• Health Department Triad</li> </ul>	Melissa Mullins LCHD ERC
		6	Added list of Target Capabilities on page 3	Melissa Mullins LCHD ERC
06/20/17	2016a	1	Added additional acronyms to Attachment A	Melissa Mullins LCHD ERC
		2	Added additional definitions to Glossary, Attachment B	Melissa Mullins LCHD ERC
		3	Added additional Job Action Guide to Attachment C	Melissa Mullins LCHD ERC
		4	Added an attachment for Plan Development History	Melissa Mullins

**LAWRENCE COUNTY HEALTH DEPARTMENT  
EMERGENCY RESPONSE PLAN**

Date of Change	Version	Change #	Summary of Change	Initials*
			(Attachment D)	LCHD ERC
		5	Hyperlinks verified as active and	Melissa Mullins LCHD ERC
09/19/17	2017	1	"Authority" moved to introduction pages	Melissa Mullins LCHD ERC
		2	Added references to Annex 1 in "Typical Sequence of Activities"	Melissa Mullins LCHD ERC
		3	Promulgation Letter re-drafted	Melissa Mullins LCHD ERC
		4	Added "Attachment D: Plan Development History"	Melissa Mullins LCHD ERC
		5	Added "Attachment E: CMIST profile"	Melissa Mullins LCHD ERC
		6	Updated "Attachment A: Acronyms" and "Attachment B: Glossary"	Melissa Mullins LCHD ERC
		7	Added "Planning P" to Attachment C	Melissa Mullins

**LAWRENCE COUNTY HEALTH DEPARTMENT  
EMERGENCY RESPONSE PLAN**

Date of Change	Version	Change #	Summary of Change	Initials*
				LCHD ERC
		8	Added Base Plan attachments to TOC	Melissa Mullins LCHD ERC
		9	""Basic Authorities" & "limitations of Authority" added to "Authority" section	Melissa Mullins LCHD ERC
		10	"Legal Counsel Engagement" added to "Authority" section	Melissa Mullins LCHD ERC
		11	"Healthcare Coalition" added to introduction section	Melissa Mullins LCHD ERC
		12	Description of adjacent/neighborhood jurisdictions added	Melissa Mullins LCHD ERC
		13	Description & use of MACC added to "Concept of Operations"	Melissa Mullins LCHD ERC
		14	"Declaration of Emergency" added to "Concept of Operations"	Melissa Mullins LCHD ERC
		15	More details added to "Level 1" of "Emergency response Levels"	Melissa Mullins LCHD ERC
		16	Illustration of how local, regional, & state plans integrate into each other added under "Assignment of Responsibilities"	Melissa Mullins LCHD ERC
		17	Administration, Finance, and Logistics section added	Melissa Mullins LCHD ERC
		18	Resource Request section moved to the "Administration, Finance, and Logistics section"	Melissa Mullins LCHD

**LAWRENCE COUNTY HEALTH DEPARTMENT  
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Date of Change	Version	Change #	Summary of Change	Initials*
				ERC
		19	Added additional details to "Exercising" section	Melissa Mullins LCHD ERC
		20	"Summary of Changes" re-formatted	Melissa Mullins LCHD ERC
06/19/18	2018	1	Reviewed for acronym definitions, spelling errors, & readability.	Melissa Mullins LCHD ERC
		2	Reviewed for implementing instruction title changes, i.e., Communications = Comm	Melissa Mullins LCHD ERC
		3	Added subtitle: " ESF-8 Preparedness Healthcare Coalition", pg 4.	Melissa Mullins LCHD ERC
		4	Completed sentence , pg 11 (Public Health Lead Agency.	Melissa Mullins LCHD ERC
		5	Clarified Emergency Response Level 3 description 3 , pg 15	Melissa Mullins LCHD ERC
		6	Combined terms: "PHEP Coordinator" & "Emergency Response Coordinator" to = " Emergency Response Coordinator throughout the document	Melissa Mullins LCHD ERC
		7	Changed title of Appendix 1 & Appendix 5 in the Table of Contents.	Melissa Mullins LCHD ERC
		8	Verified hyperlinks throughout , including the reference section.	Melissa Mullins LCHD ERC



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Date of Change	Version	Change #	Summary of Change	Initials*
10/18/18	2018a	1	Added definition of "Psychological First Aid" to Attachment B of the YCHD ERP"	Melissa Mullins LCHD ERC
		2	Added a section on Emergency Funding, Emergency Funding Allocation, & Emergency Funding Expenditures under "Administration, Finance, & Logistics", pg 24-5	Melissa Mullins LCHD ERC
		3	Added section on Cost Recovery under "Administration, Finance, & Logistics", pg 25	Melissa Mullins LCHD ERC
		4	Added section, "Emergency Funding", pg 24	Melissa Mullins LCHD ERC
		5	Added section, "Emergency Funding Allocation", pg 24	Melissa Mullins LCHD ERC
		6	Added section, "Emergency Funding Expenditures", pg 24	Melissa Mullins LCHD ERC
		7	Added new attachment: "ERP Attachment F: Social Vulnerability Index", pg 34	Melissa Mullins LCHD ERC

\* key to "initials" in the far right column:

ERC-mm      SCO's health department PHEP Coordinators – Melissa Mullins, BSS,ERC,SIT