

ANNEX A (DIRECTION AND CONTROL) to GAHANNA EOP

I. PURPOSE

This annex addresses the facility, personnel, procedures and support requirements for activation of the City of Gahanna Emergency Operation Center and for directing and controlling the conduct of emergency operations from that center, or from an alternate facility during operations. The function of the EOC is to facilitate the coordination of governmental and non-governmental groups during an unusual situation.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Gahanna Emergency Operations Center (EOC) is located in Gahanna, Ohio on the second floor of the police department 460 Rocky Fork Blvd and serves as the city's primary EOC.
2. In the event that the primary EOC is unusable for any reason, the alternate EOC will be activated in Gahanna, Ohio on the second floor of The Fleet Maintenance Building, Science Blvd., Gahanna, Ohio. (Appendix 1)

III. CONCEPT OF OPERATIONS

A. General

1. Intent. Large scale emergency operations in Gahanna will be controlled and coordinated from a central location where city officials can obtain critical information to make decisions and can coordinate the use of resources. This location the Emergency Operations Center will then provide for the capabilities of; information gathering, data analysis, resource coordination, operational actions, decision making, policy establishment and the dissemination of official information. The decision to activate the EOC is made by the mayor or the emergency management director. Key city officials will after being notified report to their assigned locations in the EOC. These officials will designate those employees who will report to the EOC for support functions. When the EOC is not activated, an Incident Command Post (ICP) will be used to provide direction and control of emergency operations.

B. Information Gathering

1. Information relative to the emergency/disaster will be provided to the EOC by the various communication systems used by the city, radio, telephone, television, National Weather Service, LEADS and direct observation reports.

2. Written records of messages and information are essential to EOC operations. The format for the written message form is shown at Appendix 2.
 3. Information will be forwarded from the dispatching center and displayed data will be available on emergency service activities. The communication center will monitor the fire, police and service nets to provide information to the EOC.
 4. Telephones in the EOC will link work groups with their base office to also obtain data.
- C. Data Analysis
1. This function is performed in the EOC Operations Room where data is fed from the communication center and various emergency service organizations.
 2. Data is fed to the EOC controller for further processing to the appropriate agency.
 3. Damage Assessment activities are performed in the EOC after receiving damage reports from field agencies relative to effects of the emergency/disaster in the city.
- D. Resource Allocation
1. A resource listing is shown in Annex O, Resource Management. Decisions to allocate and use these resources will be made by the Executive Group in the EOC.
 2. Internal and organizational resources will be used by first responders. As additional needs are identified requests will be forwarded to the EOC where allocation decisions can be made to make maximum use of existing resources. When it is apparent that need exceed the resources requests will be made to the county or other jurisdictions for support. This does not preclude the implementation of mutual aid or automatic response functions.
 3. Coordinated use of resources will preclude the overuse of a single resource base and will better distribute the assets in the community to handle the priority tasks.
 4. Requests for special equipment not available in the city or surrounding jurisdictions will be coordinated by the EOC.
- E. Operational Actions
1. Each responding local agency will be represented in the EOC. As actions are taken by these organizations information on the actions will be briefed to the EOC staff.
 2. Additional taskings and prioritization of tasks will be determined by the EOC staff and implemented or directed by the Executive Group.
 3. A log of events and operations will be maintained in the EOC. See Appendix 3.
- F. Decision Making

1. Tactical and on-scene decisions will be made by the Incident Commander.
2. The Executive Group after analysis of information and the situation in the city will make more strategic decisions, which will impact the overall health and safety of the residents.
3. Decisions to request assistance from higher levels of government will be made by the Executive Group.

G. Information Dissemination

1. Information flow to the public and the media is an important part of emergency management.
2. Information will only be released to the media through a designated public information officer who will be located in the EOC with access to the operations and executive groups.
3. Official information based upon decisions and policy established by the Executive Group will be shared with all departments and agencies involved in the emergency/disaster through the representatives in the EOC. This will be accomplished through periodic briefings and direct communication with response groups.
4. Every effort will be made to inform the public of necessary actions required by them or of critical actions the city is taking.
5. Information from the EOC will be shared with the county EOC and other appropriate levels of government.

IV. ORGANIZATION AND ASSIGNMENTS

A. Organization.

1. The City of Gahanna EOC is organized into four major functional groups:
 - a. Executive Group
 - b. Operations Group
 - c. Communications Group
 - d. Administrative Group
2. The groups will be organized to consist of the following:
 - a. Executive Group
 1. Mayor
 2. Emergency Management Director
 3. Police Chief
 4. Mifflin Township Fire Chief
 5. Gahanna Jefferson School Superintendent
 6. Service Director
 7. Safety Director

- b. Operations Group
 - 1. Police Department Representative
 - 2. Mifflin Township Fire Department Representative
 - 3. Deputy Director Service Department
 - 4. American Red Cross Representative
 - 5. City Engineer
 - 6. Parks and Recreation Representative
 - 7. County Health Department Representative
 - 8. Franklin County EMA liaison
- c. Communications Group
 - 1. Communications officer
 - 2. Radio operators
 - 3. Dispatchers
 - 4. Telephone personnel
 - 5. Journal clerk
 - 6. Message controller
- d. Administrative Group
 - 1. Office manager
 - 2. Secretaries
 - 3. Typists
 - 4. Loggers
 - 5. Other EOC support staff.

V. DIRECTION AND CONTROL

A. Command.

- 1. The mayor or senior officer from the City Of Gahanna will be the decision maker and will direct the city operations during an emergency.
- 2. This person will normally operate from the EOC but, at times may be located in a forward center usually with a select group of persons who will be in contact with the EOC.
- 3. Radio and cell phones will link any mobile command group with the EOC.
- 4. Critical information will be disseminated to the appropriate persons for the decision making process. This is the responsibility of the Emergency Management Coordinator.

B. Control.

- 1. Normal communications (land line telephone, cellular phone and radio) will be used for direction and control purposes.
- 2. Both the Service and Police nets will be used and monitored at all times.
- 3. The city will monitor the Mifflin Township Division of Fire radio net and will communicate as needed on this net.

4. Notification of city officials and departments will occur as indicated in Appendix 6 (Notification) to this Annex

VI. CONTINUITY OF GOVERNMENT

A. Succession of Command.

1. The line of succession for the Mayor of Gahanna is from the Mayor to the President of City Council.
2. The line of succession for the Emergency Management Director is from the Emergency Management Director to the Chief of Police.
3. The line of succession for each department head is in accordance with the procedures developed by each department.
4. Each staff member shall be responsible for notifying his/her replacement in the line of succession.
5. EOC staffing will be on a 24-hour-a-day basis in 2 shifts consisting of 12 hours each.

B. Preservation of records.

1. Preservation of important records and measures to ensure continued operation and reconstitution is necessary for the city government during and after catastrophic disasters or other emergencies. All department heads will ensure that all legal documents of both a public and private nature recorded by the department head be protected and preserved in accordance with applicable state and local laws.
2. The Director of Network Operations is the chief person responsible for and to assist other officers in the preservation of city records.

VII. ADMINISTRATION AND LOGISTICS

A. EOC Forms and Records

1. Message forms will be used to record all information coming into the EOC via telephone or radio. (Appendix 4)
2. Each individual receiving a telephone or radio message will copy the data onto the message form and when sending a message the form will be used to write out the message for record purposes.
3. All messages incoming or outgoing will be recorded on a master log by the sender or receiver.
4. A copy of each message will be provided to the Administration desk for master message logging. After logging, messages will be sent by the Administration desk to the proper action agent.
5. Initial Disaster Reports will be completed as soon as possible and forwarded to the Operations group in the EOC. These reports will be collected and a master report will be sent to the County EOC. (Appendix 5).

B. EOC Staff actions

1. Staff will maintain accurate records to document any costs that may be incurred from public and private sources in the process of dealing with the emergency.
2. All records and reports will be retained until all operations are complete and recovery has been accomplished. Costs records will be necessary until all reimbursement has been received and accounts closed.

C. Disaster Effects Reporting

1. When reports of damages, injuries or other effects of disaster or emergency are received in the EOC or received at an emergency services dispatch point, emergency response personnel will be deployed to the site to verify reports and provide assistance.
2. Radio and telephone personnel must acknowledge authenticate and document reports by recording information on the message forms and log each message.

D. EOC Security

1. When the EOC is activated the Gahanna Police Department will furnish a security detail to control access.
2. The EOC access point is the main glass double door on the second floor of city hall and all personnel requiring access will enter there.
3. An EOC access roster will be maintained and individuals will be required to furnish identification and sign in at the security point.
4. Each department tasked to work in the EOC is responsible for furnishing the names of personnel requiring access to the EOC.
5. Media representatives and other visitors will only be allowed access to the EOC upon approval of the Mayor or the Emergency Management Director.

E. Fiscal and Administrative

1. Fiscal procedures followed during an emergency are the same as those on a routine day-to-day operation. Purchase orders will be required and vouchers will be used
2. All purchase orders will be signed by the Fiscal Officer or Service Director.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Director is responsible for this Annex and will insure that the appropriate changes and updates are made as required.
- B. The mayor's secretary will maintain a roster of city employees and the telephone numbers for emergency contact.

IX. AUTHORITIES AND REFERENCES

- A. Authorities
 1. Sees basic Plan Paragraph IX.
- B. References

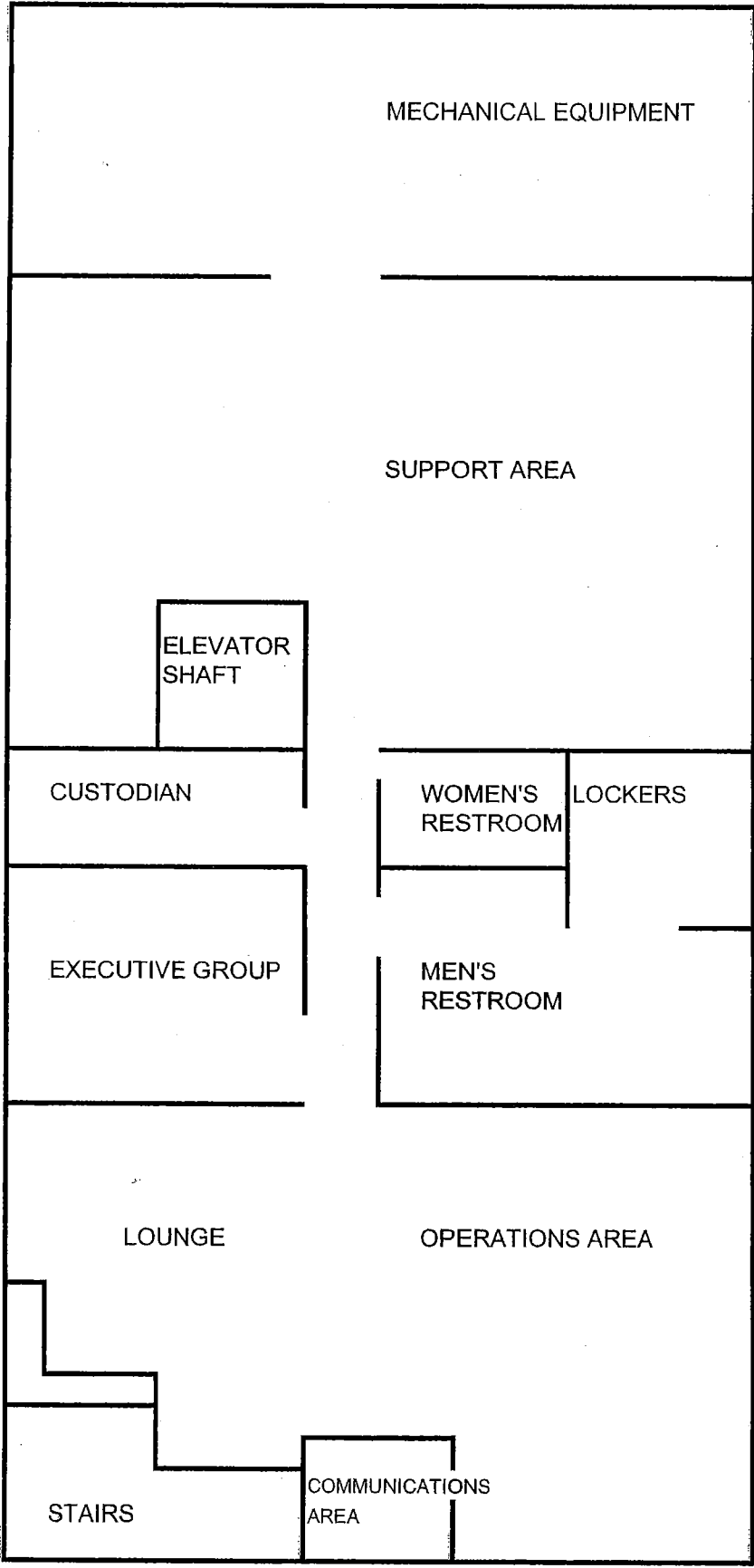
1. See Basic Plan Paragraph IX.

X. AUTHENTICATION

James R. Williams
Emergency Management Director.

Date

- Appendix 1 Alternate EOC
- Appendix 2 Message format (to be completed)
- Appendix 3 Message Log (to be completed)
- Appendix 4 Message Form (to be completed)
- Appendix 5 Disaster Report (to be completed)
- Appendix 6 Notification Process



**ALTERNATE
OPERATIONS CENTER**

**2ND FLOOR FLEET
MAINTENANCE FACILITY**

**SCIENCE BLVD.
GAHANNA, OH 43230**

Appendix 6 (Notification) to Annex A Direction and Control

1. Whenever the EOC is activated either in full or in part, the following notification scheme will be followed;
 - a. When the police dispatch is aware of an incident and the Mayor may need to make a decision to activate the EOC, dispatch will inform the Chief of Police who in turn will notify the mayor and emergency director.
 - b. When the Mayor as a result of coordination with the Chief of Police, Service Director or Emergency Director, decides to open the EOC in full or in part, the Mayor will notify or direct a designee to notify the President of City Council or the Vice President of Council if the President is unavailable. The notification will state the nature of the event causing the EOC activation and a brief detail of current city actions. The President or Vice President of Council will then notify the other members of Council.
2. If Gahanna residents first notify the Council person with whom they choose to contact, that Council person will notify the President or Vice President of Council who in turn will contact the mayor with details of the incident.

Annex H, (SERVICE SUPPORT) to City Of Gahanna EOP

I. PURPOSE

The purpose of this Annex is to detail the measures for service support for the City of Gahanna in the event of an emergency or disaster.

II. SITUATION

- A. An emergency event of a serious nature with great magnitude could affect the City Of Gahanna at any time. (See Hazard Analysis).
- B. The City of Gahanna will respond to an emergency/ disaster using the forces and governmental structure it presently has.
- C. If the disaster is multi-jurisdictional or of a large magnitude, county and state resources may become available for service support.
- D. Assumptions:
 - 1. Gahanna service support facilities will continue to be structured as currently available.
 - 2. Funds will be made available for critical supply items.

III. CONCEPT OF OPERATIONS

- A. The normal organizational support for the government of the City of Gahanna will need to be continued in any emergency situation. Certain special adjustments or inclusions to this support will be made to accommodate the situations presented by the effects of the emergency. These adjustments are set forth in this Annex. The lead role for service support will continue to be provided by the Public Service Director and the elements of the Service Department.
- B. If the magnitude of the support requirements exceeds the organic capabilities of the city resources, the Service Director will inform the Mayor and will assess the situation regarding requesting assistance from the county or other external governmental assets.
- C. The Director of Public Service may contract for services up to the amount of \$15,000 for each service required.

IV. MATERIAL AND SERVICES

A. Supply

- 1. Food and Feeding
 - a. American Red Cross will provide food for emergency workers at designated feeding points.
 - b. American Red Cross will operate feeding stations at shelters and mass care facilities.
- 2. Individual Equipment
 - a. All individual operating equipment, uniforms and gear will be responsibility of parent organizations and will not be centrally re-supplied during emergency.

3. Petroleum, Oil and Lubricants
 - a. All items will be available at the City of Gahanna garage on Science Blvd.
 4. Engineering Supplies
 - a. Engineering support items will be prioritized by the City Engineer.
 - b. Engineer supply area will be located at the City Streets garage.
 5. Ammunition and Pyrotechnics
 - a. Gahanna Police Department will procure.
 - b. City Street Department responsible for flares for traffic control signals.
 6. Repair parts available at the City garage.
- B. Transportation
1. Gahanna-Jefferson school buses will be used to evacuate schools as needed.
 2. Gahanna-Jefferson school buses available for large scale movement of persons within the city.
 3. COTA buses available through Franklin County EMA.
 4. Transportation of debris and other cargo is responsibility of Street Division.
- C. Services
1. Construction
 - a. No permanent construction by city government elements will be initiated during the emergency or make immediate repairs of a permanent nature.
 - b. Temporary construction and/or repairs are authorized to relieve emergency conditions.
 2. Mortuary
 - a. Victims suffering fatal injury will be collected at a site to be determined by the Franklin County Coroner.
 - b. City of Gahanna Emergency Management Director is responsible to notify coroner in all cases of disaster or emergency.
- D. Maintenance
1. Maintenance service is available at the City Garage.
 2. Priority of maintenance during disasters/emergencies is, in order;
 - a. Mifflin and Jefferson Fire Departments.
 - b. Gahanna Police Department
 - c. Gahanna Street Department
 - d. Gahanna-Jefferson Schools
 - e. Gahanna Administrative vehicles
 3. City garage will develop capability to have mobile maintenance teams for service in areas of operation during emergency.

- V. DIRECTION AND CONTROL
- A. Service operations will be controlled from the office of the Public Service Director in city hall.
 - B. The Service Director will operate with the Executive Group in the EOC.
 - C. The service department radio net will be operational for direction and control of service elements
 - D. Field service support operations will originate from the city garage, street department garage and the golf course.
 - E. A representative from the following will be present in the EOC operations group:
 - 1. Street Department
 - 2. Water Department
 - F. All requests for local procurement will be processed through the Director of Public Service for the City of Gahanna.

Terry Emery
Service Director

ANNEX L, SHELTER AND MASS CARE

I. PURPOSE

The purpose of this Annex is to provide for suitable temporary emergency shelter and essential life support systems to people of the City of Gahanna displaced from their homes as the result of disaster or other emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

The City of Gahanna is responsible for the development of a capability to provide temporary shelter for its citizens in the event of an emergency. The American Red Cross will work closely with the city in determining the need and the procedures for establishing a shelter.

B. Assumptions

1. History indicates that under emergency conditions, a large number of evacuees will seek shelter with friends or relatives rather than go to the established shelters. A number of evacuees will also go to motels/hotels for housing which is provided through insurance companies. Thus only twenty (20) percent of the evacuating population will require public sheltering and feeding.
2. The American Red Cross will honor the contracts, agreements and assignments to operate the shelters.
3. Residents of shelters will not require any intensive health care.
4. Churches and schools will cooperate and furnish available space when requested in an emergency.

III. CONCEPT OF OPERATIONS

A. General

1. American Red Cross officials are directly responsible for organizing and operating shelters in coordination with the County Department of Human Service as assigned in the Franklin County Emergency Operations Plan.
2. Other non-profit organizations including the Salvation Army may assist in shelter operations.
3. Shelter officials will cooperate with the City Emergency Operations Center and officials to provide any necessary protective actions resulting from extraordinary circumstances relative to the emergency.

B. Notification and Warning of the General Public

1. When people are advised to evacuate by appropriate governmental officials, as outlined in Annex K (Evacuation)

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information on shelters will be made available as to which shelters are being used.

2. Emergency broadcasts will be made over local radio/TV stations.
3. Neighborhood by neighborhood announcements for emergency response vehicles will be made with public address systems.
4. Door-to-door notification by emergency response personnel working in the area will be made whenever possible.

C. Assembly Points

1. The Assembly points for the City of Gahanna are the elementary schools in the city. These are
 - a. For the area west of Big Walnut Creek and north of Route 62, Royal Manor School.
 - b. For the area west of Big Walnut Creek south of Route 62, Goshen Lane School.
 - c. For the area east of S. Hamilton Rd south of Havens Corners Rd. Lincoln Elementary School.
 - d. For the area east of Big Walnut Creek west of Hamilton Rd south of Morse Rd, Jefferson Elementary School.
 - e. For the area east of N. Hamilton Rd south of Morse Rd. and north of Havens Corners Rd, Highpoint Elementary School
2. The American Red Cross will operate these locations to assign persons to a shelter or care facility.
3. In the event of a very limited evacuation the city will announce in the evacuation warning the exact location of any assembly point for use in locating shelter.

D. Designation of Shelters

1. The American Red Cross in coordination with the City of Gahanna will use designated shelters.
2. The Red Cross is responsible for obtaining shelter agreements with the facility.
3. Evacuees will be assigned to shelters by the American Red Cross based upon the safe location of the structure, the availability of the shelters, the ability to reach the facility's 24 hour contact person and the living facilities available at the shelter. A listing of Gahanna shelters is shown in Appendix 1 to this Annex.
4. The American Red Cross will coordinate the special needs of individuals requiring shelter.

E. Mass Feeding

1. The American Red Cross (ARC) is primarily responsible for mass feeding operations.
2. ARC regulations and procedures entitled "Emergency Services-Mass feeding will govern mass feeding operations.

F. Shelter marking and Identification

1. The ARC has signs which it will bring to each shelter location when the shelter has been activated for identification to evacuees.

G. Shelter Supplies

1. Once a shelter has been established, the ARC will stock it with cots, blankets and enough health service materials for 3 days use.

H. Phases of Emergency Management

1. Mitigation

- a. Preparation of agreements with shelter facilities.
- b. Preparation of agreements with food suppliers for emergency mass feeding.
- c. Development of a public information program to make citizens aware of availability and location of shelters.

2. Preparedness

- a. Review and update of shelter lists.
- b. Preparation of Shelter Operation Procedures.
- c. Training for shelter managers and staff.
- d. Preparation of shelter management kits.

3. Response

- a. Selection of appropriate shelters in time of need.
- b. Open and staff shelters.
- c. Coordinate with city officials to insure that:
 - (1) Communications with shelter is established.
 - (2) Route to shelter are marked.
 - (3) Traffic control is established
 - (4) Security available if needed.

4. Recovery

- a. Keep shelters open as long as necessary.
- b. Arrange for return of evacuees to homes or other more permanent sites.
- c. Deactivate unnecessary shelters.

IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The American Red Cross will provide a representative at the City of Gahanna EOC upon activation. All requests for ARC assistance will be coordinated through this person.

B. Assignment of Responsibilities

1. American Red Cross

- a. Appoint shelter/mass care coordinator
- b. Review shelter listings annually
- c. Appoint shelter managers
- d. Train shelter managers
- e. Provide provisions for shelters
- f. Activate and deactivate shelters as needed
- g. Provide communication capabilities
- h. Arrange for medical support personnel at shelters

2. County Human Services
 - a. Administer food stamp program in accordance with established procedures
 - b. Administer other family support programs as described in County EOP.
3. City of Gahanna
 - a. Identify and list potential shelter facilities.
 - b. Provide security for shelters.

V. DIRECTION AND CONTROL

- A. The City of Gahanna will be responsible for the development of the Shelter lists and the planning necessary for the implementation of the shelter action. This responsibility rests with the emergency management director who is also responsible for coordinating with the American Red Cross liaison.
- B. The Columbus-Franklin County Chapter of the American Red Cross is responsible maintaining direction and control of assigned shelter and mass care activities when implemented in Gahanna.

VI. CONTINUITY OF GOVERNMENT

- A. The line of succession for the Columbus-Franklin County Chapter of The American Red Cross will be determined by the Chapter.

VII. ADMINISTRATION AND LOGISTICS

- A. The American Red Cross will maintain its own logistical operations.
- B. The American Red Cross will maintain and upgrade as necessary, the Memorandum of Understanding between the City of Gahanna and the American Red Cross.
- C. The American Red Cross will be responsible for supply procedures for its shelter operations.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The American Red Cross will be responsible for its own internal planning process.
- B. The City of Gahanna will be responsible for coordinating the upgrade and changes to Annex L of the EOP.

IX. AUTHORITIES AND REFERENCES>

- A. Authorities.
 1. Statement of Understanding Between The City of Gahanna and The American Red Cross, revised and signed August 25, 1994.

B. References.

1. Statement of Understanding Between The Federal Emergency Management Agency and The American Red Cross, revised August 1983.

X. ADDENDA.

- A. Appendix 1, Shelter List

XI. AUTHENTICATION.

(Date)

Columbus Area Chapter
American Red Cross

(Date)

City of Gahanna

Appendix 1 to ANNEX L

Gahanna Shelters

The following are the shelters in Gahanna capable of meeting the needs for congregated care of persons who must or are ordered to evacuate their homes in Gahanna.

Churches

Evangel Temple Assembly of God 817 N. Hamilton Rd Gahanna, OH 43230	471-6221
First Baptist Church of Gahanna 520 Havens Corners Rd Gahanna, OH 43230	471-3352
Gahanna Community Church 470 Havens Corners Rd Gahanna, OH 43230	471-2168
Good Samaritan Reformed Church 620 McCutcheon Rd Gahanna, OH 43230	471-4594
Mifflin Presbyterian Church 123 Granville Street Gahanna, OH 43230	471-4491
New Life Community Baptist Church 3690 Stygler Rd Gahanna, OH 43230	475-8500
Peace Lutheran Church 455 Clark State Rd Gahanna, OH 43230	471-8496
Shepherd Church of the Nazarene 425 S. Hamilton Rd Gahanna, OH 43230	471-3368

St. Matthew Catholic Church
807 Havens Corners Rd
Gahanna, OH 43230 471-0212

Stoneybrook United Methodist Church
458 Cherry Bottom Rd
Gahanna, OH 43230 471-0252

Schools

Gahanna Lincoln High School
140 S. Hamilton Rd
Gahanna, OH 43230

Gahanna Middle School East
730 Clotts Rd
Gahanna, OH 43230

Gahanna Middle School West
350 Stygler Rd
Gahanna, OH 43230

Gahanna Middle School South
349 Shady Spring Drive
Gahanna, OH 43230

ANNEX N (Gahanna-Jefferson Schools) To City Of Gahanna EOP

I. PURPOSE

A. The purpose of this annex is to incorporate the Gahanna-Jefferson Public Schools Emergency Plan into the City of Gahanna Emergency Operations Plan. The intent is to coordinate the provisions of both plans to insure that the taskings and provisions included in the Gahanna Emergency Operations Plan cover situations arising in or involving the facilities of the Gahanna-Jefferson School District.

II. SITUATION AND ASSUMPTIONS

A. Situation.

1. The Gahanna-Jefferson School District facilities are located in the City of Gahanna with the exception of Blacklick Elementary School, which is in Jefferson Township.
2. The Jefferson Township Fire Department will respond to medical and fire emergencies at Blacklick Elementary School with Mifflin Township Fire Department involved in automatic response.

B. Assumptions

1. Gahanna-Jefferson Schools will implement the Emergency Plan when situations arise in school facilities.
2. Notifications will be made in accordance with the plan.

III. CONCEPT OF OPERATIONS

A. General

1. When emergency/disaster situations arise in or involve the facilities of the Gahanna-Jefferson School District, the City of Gahanna will respond as requested according to the City Emergency Operations Plan.
2. The Gahanna-Jefferson Crisis Management Handbook is a stand-alone plan for the Gahanna-Jefferson Schools and is incorporated into the City of Gahanna Emergency Operations Plan as Annex O.
3. The Gahanna-Jefferson Schools Crisis management handbook will be the guide for school personnel in the handling of school related emergencies and for community related emergencies/disasters
4. The City of Gahanna will notify the Gahanna-Jefferson Administrative Office when the City is aware of emergencies/threats that will impact the school district.

5. Space is available for representatives of the Gahanna-Jefferson School District in the City of Gahanna EOC. As a minimum liaison officers will be provided to facilitate any assistance required by the school district in any type of an emergency.

IV. ORGANIZATION AND ASSIGNMENTS

A. Organization

1. The Gahanna-Jefferson School District is organized into the following structure.
 - a. Administration
 1. Superintendent
 2. Assistant Superintendent
 3. Administrative Staff
 4. Maintenance Division
 5. Transportation Division
 - b. High School
 1. Principal
 2. Assistant Principals
 3. Teachers
 - c. Middle Schools (3)
 1. Principals
 2. Assistant Principals
 3. Teachers
 - d. Elementary Schools (7)
 1. Principals
 2. Teachers
2. The Gahanna-Jefferson School District is not a formal part of the City of Gahanna government.

B. Assignments.

1. City Administration
 - a. The Mayor will be the senior decision maker for the city in the event of an emergency or disaster involving the facilities of the Gahanna-Jefferson School District.
 - b. The Emergency management Director will maintain liaison with the school officials during an emergency or disaster involving facilities of the Gahanna-Jefferson School District.

2. Police Department
 - a. The Gahanna Police department will provide law enforcement support to the Gahanna-Jefferson School District with the exception of the Blacklick Elementary School, which by documentation will be serviced by the Franklin County Sheriff.
 - b. See Annex E and the Basic Plan
3. Mifflin Township Fire Department
 - a. The Mifflin Township Fire Department will provide Fire and Emergency Medical Service support to the Gahanna-Jefferson School District with the exception of the Blacklick Elementary School which will be primarily served by the Jefferson Township Fire Department.
 - b. See Annex F and the Basic Plan.
4. Gahanna Service Department
 - a. For incidents directly involving facilities of the Gahanna-Jefferson School District with the exception of Blacklick Elementary School, which do not involve other areas of the city, the Service Department will respond to requests for assistance from the elements of the Service Department.
 - b. For incidents affecting the City of Gahanna and the facilities of the Gahanna-Jefferson School District, the Service Department will respond appropriately to the requests from the Gahanna-Jefferson School District.
 - c. See Annex H and the Basic Plan

V. DIRECTION AND CONTROL

- A. Gahanna-Jefferson School District officials will provide direction and control for all situations involving incidents within the school facilities.
- B. City of Gahanna will provide direction and control for all actions in situations beyond Gahanna-Jefferson School District property located in the city of Gahanna.
- C. Mifflin Township Fire Department will provide the Incident Commander for all situations involving fire or medical response for facilities involving the Gahanna Jefferson School District with the exception of Blacklick Elementary School.
- D. The Gahanna-Jefferson School District officials and the Gahanna Police Department will provide radio communication to each other in the event of an emergency situation
- E. See Annex A and the Basic Plan.

VI. CONTINUITY OF GOVERNMENT

A. Succession of Leadership

1. The Superintendent has overall responsibility for actions within the Gahanna-Jefferson School District. The line of succession is to the Assistant Superintendent for Instruction, then to the Executive Director of Business Management.
2. In individual facilities of the school district the Principal within the building has responsibility followed by the Assistant Principal(s) and designated teachers.

VII. ADMINISTRATION AND LOGISTICS

A. Gahanna-Jefferson School District is responsible for its own administrative and logistical support.

B. In an emergency situation requests may be forwarded to the City of Gahanna EOC for assistance from city resources.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

A. Under the provisions of Ohio Revised Code, the Gahanna-Jefferson School District is responsible for developing a school safety plan to include evacuation measures for each building in the district. The plan developed by Gahanna-Jefferson School District is hereby incorporated into the City of Gahanna Emergency Operations Plan as Annex O.

B. This Annex will be updated as changes are made to the Gahanna-Jefferson School District Crisis Management Plan.

B.

IX. AUTHORITIES AND REFERENCES

A. Authorities

1. See Paragraph IX of the Basic Plan

B. References

2. See Paragraph IX of the Basic Plan

X. ADDENDA

Appendix 1 – Gahanna-Jefferson School District Crisis Management Plan

XI. AUTHENTICATION

Date

Greg Morris, Superintendent