

EMERGENCY  
OPERATIONS  
PLAN

OCTOBER 11, 2001

EXHIBIT A

## TABLE OF CONTENTS

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PROMULGATION STATEMENT

The City of Gahanna is a viable government possessing all of the elements to provide for the day-to-day needs of its residents. The government is internally organized and has the essential contracts with other organizations to enable it to cope with the day-to-day emergencies that are routinely presented.

Disasters and large-scale emergencies necessitate a sudden escalation in the material needs of the community and a reorganization of resources and personnel in order to address emergency response. Many lives can be lost in the confusion and disorganization that accompanies a lack of a full planning effort. Planning to cope with the effects of a disaster includes many diverse but interrelated elements which must be woven into an integrated emergency management system involving all departments of local government and private support agencies, plus the citizens of Gahanna.

Planning for the protection of the population must be a cooperative effort to avert or minimize the effects of natural, technological (including hazardous materials), civil or other related disasters; protect lives and property; and restore the affected area to its pre-disaster status with a minimum of social and economic disruption.

This plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to city officials and department heads, specifying their roles during an emergency or disaster situation. It is developed pursuant to Section 5502.271 and Chapter 3750 Ohio Revised Code and the Ordinance of the City of Gahanna dated November 6, 2000.

*Rebecca W. Stinchcomb*

Rebecca W. Stinchcomb  
Mayor

\_\_\_\_\_  
Mike O'Brien  
President of Council

10/18/01  
(Date)

\_\_\_\_\_  
(Date)

## FOREWORD

This plan provides the City of Gahanna the basis for a systematic approach to the solution of problems created by the threat or occurrence of disasters/emergencies. It identifies the responsibilities, functions, operational procedures and working relationships between the governmental entities and their various departments; private support groups; and the residents of Gahanna.

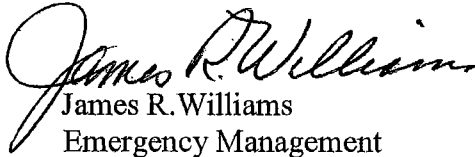
The City of Gahanna Emergency Operations Plan was jointly developed by the Gahanna Emergency Management Director, in cooperation with representatives from the various departments and jurisdictional elements that have been tasked with emergency responsibilities. The first step in the planning process was the identification of the threats and hazards for the jurisdiction to provide a basis for the basic plan and the functional annexes. The second step assessed the resources of each element of government and the third was to develop response procedures based solely on the resources.

As in any venture, goals were identified to be achieved, with the major goal to save lives and protect property. This goal is to be accomplished by reaching objectives, which develop programs, and emergency operational capabilities that address mitigation, preparedness, response and recovery for natural, technological, civil or other emergencies.

Regular review of the plan as well as emergency test, exercises and actual emergency occurrences will serve to refine and clarify emergency responsibilities and contribute to the ongoing planning process initiated by the responsible organizations which developed this document.

Appreciation is expressed to all individuals and organizations that provided input to the plan. Their input was instrumental in creating an Emergency Operations Plan for the protection of the citizens and property of the City of Gahanna.

October 11, 2001  
(Date)

  
James R. Williams  
Emergency Management  
Director

## HAZARD ANALYSIS

### Identification

These are the hazards that could affect the City of Gahanna. They are listed by possibility, not probability and do not reflect any analysis for occurrence.

1. Flood
  - a. Flash Flooding from rainfall in isolated areas
  - b. Major stream flooding on creeks in the Gahanna area
  - c. Overflow of retention ponds in developed areas
2. Tornado
3. Winter Storm
  - a. Ice storm
  - b. Major snowfall (greater than 10 inches in a twenty four hour period)
4. Hazardous Materials Incident
  - a. Fixed facility (industrial area)
  - b. Transportation related
5. Drought/ Water shortage
6. Major wide-area fire
7. Air crash
8. Terrorism
  - a. Major national/state supported event
  - b. Local individual initiated event
  - c. School related violence
  - d. Multi-person hostage incident
9. Earthquake
10. Medical Epidemic
11. Dam failure
12. Nuclear incident
  - a. Transportation related
  - b. Fixed facility

## BASIC PLAN

### I. PURPOSE

The purpose of this Emergency Operations Plan is to predetermine, to the extent possible, the actions to be taken by the governmental elements in the City of Gahanna to prevent avoidable disasters and to respond quickly in order to protect the lives and property of the residents of the City of Gahanna and to further establish and expedite the actions to recover from disaster.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

1. The City of Gahanna is now a thriving community with a strong industrial base and a growing residential population currently listed at just over 35,000 until the results of the 2000 census are determined.
2. The community is located in the northeast quadrant of Franklin County and is bounded on the east by Jefferson Township, on the north by Plain Township and Blendon Township, on the west by Mifflin Township and the City of Columbus and on the south by the City of Columbus.
3. Interstate highway 270 travels along the west boundary and transects the city on the south side. U.S. route 62 generally bisects the city running from southwest to northeast. Hamilton Road is a major north-south roadway currently under planning for expansion to four-plus lanes through the entire city.
4. A major railway is located along the south boundary with siding access into the city's industrial area.
5. Interstate 670 connects Gahanna to downtown Columbus.
6. Port Columbus International Airport is located less than ½ mile from the south boundary with the main approach and take-off avenues over the city.
7. Big Walnut Creek is a major waterway running through the city from north to south extending basically from the Hoover Dam in Westerville to the confluence with Alum Creek in Groveport.
8. From the overall county perspective, the City of Gahanna is a suburb of Columbus making up a significant portion of the metropolitan area with the majority of residents working in the Columbus area.
9. Gahanna has increased its industrial area and office centers such that many residents from other areas in the region travel to work in Gahanna.
10. High-risk hazards most likely to affect the City of Gahanna are; flooding (both riverine and urban), tornado, winter storm, dam failure, and hazardous materials incidents both transportation and fixed site.
11. Franklin County government elements are in general support of operations in the City of Gahanna and will be coordinated through Franklin County Emergency Management Agency.

12. City of Gahanna Emergency Operations Plan is developed in concert with Franklin County Emergency Operations Plan.

B. Assumptions

1. The City of Gahanna has the capabilities, person-power, equipment, supplies and skills of public and private agencies and groups that can be focused on maximizing preservation of lives and property before, during and recovering from an emergency event.
2. Emergencies may require elements of Gahanna government to coordinate and cooperate among diverse governmental and private organizations in order to protect the lives and property of Gahanna residents.
3. The location and extent of some emergencies can be predetermined, other emergencies may occur with little or no warning.
4. The organizations tasked in this plan are aware of their emergency responsibilities and will fulfill these assignments when required.
5. The resources of Gahanna will be full committed, or will be perceived to be exhausted prior to requesting assistance from the county or state.
6. Agencies tasked in this plan will develop or have developed procedures and processes that will permit the accomplishment of assigned tasks.

### III CONCEPT OF OPERATIONS

- A. The basis for the development of this plan and the delegation of emergency authority to ensure that emergency-related legal authority can be exercised, is provided for in the Ohio Revised Code (ORC) Sections 5502.21-5502.99, 305.12,311.07 and Chapter 733.
- B. The primary goals of emergency management are to save lives and protect property by developing appropriate operational capabilities. Dividing emergency management activities into the following categories facilitates reaching these goals: mitigation, preparedness, response and recovery.
  1. Mitigation is any action taken to eliminate or reduce the consequences of any type of an incident.
  2. Preparedness is achieved from activities that anticipate the occurrence and the necessary steps to insure timely and appropriate response to an incident.
  3. Response is the action taken immediately prior to, during or directly after an emergency occurs to save lives, minimize damage to property and enhance the effectiveness of recovery.
  4. Recovery is a short-term process consisting of activity to return vital life support systems to operating standards; and a long-term

process, consisting of actions designed to return society to safe and normal levels of activity.

5. Mitigation, preparedness, response and recovery take place in recognized time periods. Mitigation activities occur in pre-emergency and post recovery time frames. Preparedness is pre-emergency action and response is a trans-emergency action. Recovery occurs in the post-emergency time period.

- C. The government of the City of Gahanna, under the leadership of the Mayor, is responsible for providing basic services to its constituents both during normal circumstances and when a major incident occurs. When the city has depleted all of its resources or it is clear that the magnitude of the event will be greater than the local resources, the city will ask for assistance from other local jurisdictions (Columbus, Reynoldsburg, Whitehall, Jefferson Township, Plain Township), private industry or Franklin County. If the incident is of a magnitude that involves multiple jurisdictions in the county, resource requests will be processed through the county EOC.
- D. Each element of Gahanna government or direct supporting agency will develop procedures that will enable them to accomplish the tasks assigned in this plan.
- E. Organizational Agreements.
  1. Mifflin Township Fire Department has Mutual Aid Compacts with other fire departments in Franklin and Licking Counties.
  2. The City of Gahanna has an Agreement with the Franklin County Health Department for health services.
  3. The City of Gahanna has an Agreement with the American Red Cross for disaster services.
  4. There is a countywide agreement for mutual aid among police departments involving the City of Gahanna.

#### IV. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Organization
  1. The City of Gahanna is a signatory to the Franklin County Countywide Agreement for Emergency Management under the provision of Section 5502.26 ORC. The city is not represented on the Executive Committee for the county organization.
  2. The City of Gahanna has appointed an Emergency Management Director whose functions are:
    - a. Establish a program for emergency management which is not inconsistent with the Franklin County program and is in compliance with Section 5502.271 ORC.



- b. Develop and implement, when needed, a city emergency operations plan.
- c. In cooperation with the mayor coordinates emergency response from the emergency operations center and supports fire, law enforcement and other city authorities directing emergency response at the scene.

B. Responsibilities/Functions

- 1. The following organizations are tasked with primary and support emergency assignments. A detailed listing of assignments is found in each annex to this plan. Each tasked organization has its own specific Standard Operating Procedures, which provide more detailed delineation of how the assigned responsibilities will be executed.
- 2. Emergency Management Director is responsible for:
  - a. See Annex A, EOC/Direction & Control
  - b. Establish and coordinate the city emergency operations center.
  - c. Implement the City of Gahanna Emergency Operation Plan.
  - d. Arrange for training and exercises for the plan.
  - e. Resource management
  - f. Damage Assessment
  - g. Multi-jurisdictional coordination
- 3. Mifflin Township Fire Department is responsible for:
  - a. See Annex F, Fire and Rescue
  - b. The Fire Chief is the Incident Commander at the scene in most situations.
  - c. Fire control
  - d. Hazardous materials incident response
  - e. Emergency medical service
  - f. Search and rescue
  - g. Radiological monitoring
  - h. Determining the need for evacuation.
  - i. Damage assessment support
- 4. Gahanna Police Department is responsible for:
  - a. See Annex E, Law Enforcement
  - b. Law and order
  - c. Traffic control
  - d. Evacuation
  - e. Criminal Investigation
  - f. Insurrection suppression
  - g. Protection of vital facilities.
  - h. Communication support

5. Service Department is responsible for:
  - a. Coordination of activities of elements of the Service Dept.
  - b. See Annex G, Engineering/Public Works
  - c. See Annex H, Service Support
6. Division of Water and Sewer Resources is responsible for:
  - a. Water supply
    - (1) Coordinates with City of Columbus on all water supply issues, shortages and emergencies.
    - (2) Maintains maps for all water lines in City of Gahanna.
    - (3) Repair all water line beaks and problems in City of Gahanna.
  - b. Sewer services
    - (1) Obtain portable sanitary facilities as needed.
    - (2) Make repairs to city sewer line as needed following emergency.
  - c. Sanitation
    - (1) Support debris removal
    - (2) Coordinate with City Engineer and Service Director to identify temporary dumping sites for debris.
    - (3) Serve as point of contact with EPA during emergency period.
7. Division of Streets is responsible for:
  - a. Debris removal
  - b. Support law enforcement by providing street barricades.
8. Division of Building Regulations is responsible for:
  - a. Lead damage assessment team. Coordinate with adjacent jurisdictions for additional personnel to assist in damage assessment and inspection.
  - b. Inspect, barricade and condemn hazardous damaged structures.
  - c. Coordinate with Supt. of Streets and Mifflin Fire Department to assist in inspection, barricading and condemning.
  - d. Recommend recovery processes according to Code.
  - e. In coordination with Department of development, maintain a listing of all hotels, motels, rooming houses and major apartment complexes in Gahanna for potential use as housing in a time of emergency.
  - f. Provide building inspection services for all recovery reconstruction following a disaster.
9. City Engineer is responsible for:
  - a. Storm water management activities

- b. Providing advice and consultation to various city service elements in disaster operations.
  - c. Advises the Executive Group on disaster impacts on city facilities.
  - d. Aids the city damage assessment effort.
10. City Attorney is responsible for:
- a. Preparation of emergency legislation.
  - b. Preparation and processing of Emergency Proclamations for the Mayor.
  - c. Rendering legal opinions as needed.
  - d. Operating from the EOC.
11. Department of Parks and Recreation is responsible for:
- a. Making park facilities available as staging areas.
  - b. Providing staff and equipment to the Supt. of Streets for use in debris removal and transportation.
  - c. Maintaining operation of senior center as shelter and senior coordination point.
12. Department of Finance and Accounting is responsible for:
- a. Maintaining accounting records of disaster/emergency event costs for possible recovery from federal or state sources.
  - b. Providing funding for emergency purchases and hiring necessitated by the emergency event.
13. Department of Development is responsible for:
- a. See Annex D, Emergency Public Information
  - b. Maintaining a listing of motels, rooming houses for potential shelter availability.
14. City Council is responsible for:
- a. Being prepared to go into emergency session to enact legislation that would be relevant to the needs presented by disaster or emergency.
  - b. Review of present Code of Ordinances to determine the need for standing legislation that could be invoked by the Administration to alleviate the needs of the City and its residents before, during and after disaster.
15. Franklin County Health Department is responsible for:
- a. Providing services detailed in the contract between City of Gahanna and Franklin County Department of Health.

## V. DIRECTION AND CONTROL

- A. See Annex A, Direction and Control

- B. The City of Gahanna EOC (referred to in the Franklin County EOP as a Community Coordination Center) is located in the police department, second floor.
- C. The City will use the existing communication capabilities of the police and service departments.
- D. Mifflin Township Fire Department and Gahanna Police Department will coordinate radio use.

## VI. CONTINUITY OF GOVERNMENT

- A. The City of Gahanna is legally responsible for establishing all the procedures necessary to maintain governmental functions after a major incident.
- B. As a minimum the following will be included in continuity of government actions:
  - 1. The safe keeping of city records e.g. fiscal data and lists, data processing files and backup data.
  - 2. Tools for implementing emergency legislation.
  - 3. Contingency planning.
  - 4. Line of succession
  - 5. Alternate meeting locations
- C. This information will be included in each functional annex under "Continuity of Government".

## VII. ADMINISTRATION AND LOGISTICS

- A. Administration-See Annex H (Service Support)
  - 1. The Emergency Management Director in coordination with the Mayor's office conducts administration of emergency management activities for the City of Gahanna.
- B. Logistics- See Annex H (Service Support)
  - 1. The Service Director is the chef of logistics in time of emergency.

## VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Emergency Management Director will coordinate this plan with all elements of city government to insure that concepts are current, clear and that any changes are fully staffed before final versions or revisions are made.

- B. The plan will be reviewed annually and after each emergency event or exercise of the plan occurs.
- C. An after action review will be conducted after each emergency event, exercise or implementation of the plan.
- D. Tests and exercises will be conducted as appropriate to evaluate the plan.

IX. AUTHORITIES AND REFERENCES

- A. U.S. Government
  - 1. The Civil Defense Act of 1950(PL 81-920, as amended)
  - 2. The Disaster Relief Act of 1974(PL93-288)
  - 3. Emergency Planning and Right-to-Know Act of 1986, Superfund Amendment and Reauthorization Act, Title III.
  - 4. The 1977 Defense Authorization Act (PL94-361)
- B. State Of Ohio
  - 1. Ohio Revised Code 161.0 thru .29- Continuity of Government
  - 1. Ohio Revised Code 733.03-Powers and duties of Mayors of cities.
  - 2. Ohio Revised Code 5502.21 thru .99-Emergency Management.
- C. City of Gahanna
  - 1. City of Gahanna Administrative Code 131.01 thru .05 Emergency powers (Mayor).
  - 2. Ordinance 0254-2000, dated November 6, 2000.

X. AUTHENTICATION

- A. The City of Gahanna Emergency Operation Plan is hereby approved and will be executed upon order.

*Rebecca W. Stinchcomb*

Rebecca W. Stinchcomb  
Mayor

OFFICIAL

*James R. Williams*  
James R. Williams  
Emergency Management Director

Annexes:

- A-Direction and Control
- B-Communications
- C-Notification and Warning
- D-Emergency Public Information
- E-Law Enforcement
- F-Fire and Rescue
- G-Engineering and Public Works
- H-Service Support
- I-Public Health
- J-Medical
- K-Evacuation
- L-Shelter/Mass Care
- M-Damage Assessment
- N-Gahanna-Jefferson Schools
- O-Resource Management