

RESOLUTION No. 4-1987

Union Township, Butler County, Ohio

Be It Resolved by the Township Trustees of Union Township,

that the Union Township Disaster Operation Procedures, dated February 3, 1987, are hereby adopted as Township operational policy for the purpose of directing the Township's response to any disaster situation occurring in the Township. A copy of the procedures are attached.

Adopted the 3rd day of February 19 87

Attest: Patricia Williams  
Township Clerk.

Signatures of Township Trustees  
Township Trustees

UNION TOWNSHIP, BUTLER COUNTY, OHIO  
DISASTER OPERATION PROCEDURES

FEBRUARY 3, 1987

I. Mission Statement

Prepare and coordinate all township departments and outside support agencies to take actions within their sphere of interest to save lives, minimize damage, maintain and restore damaged facilities essential to the health, safety and welfare of the residents of the affected area of Union Township.

II. Implementation

- A. The disaster plan shall be implemented when the ranking supervisor determines that available resources are not sufficient to handle the magnitude of an incident which is above and beyond the occasional use of other resources to control a minor incident.
- B. The ranking supervisor at the scene shall:
  - 1. Determine the nature and extent of the problem.
  - 2. Contain, isolate and protect.
  - 3. Initiate any necessary warnings.
  - 4. Request appropriate backup and assistance.
- C. The ranking supervisor will be the Incident Commander and shall maintain control of the situation until relieved by either a superior officer from his or her department or by a ranking officer from the department which will have the primary function of controlling the situation.
- D. The Incident Commander shall be responsible for the coordination of all reporting agencies.

I. Execution

- A. Upon receipt of confirmation of information reporting the occurrence of a major disaster (or a situation which could potentially become a major disaster), the Union Township Communication Center will notify the township department heads and the Township Administrator. If, in the opinion of the Incident Commander at the disaster site, the affected area will require outside assistance to alleviate the effects of the disaster, the Incident Commander will direct the communication center to summon the required outside resources.
- B. The Incident Commander will:
  - 1. Take immediate necessary steps to preserve life and property.
  - 2. Establish a command post.
    - a. Summon necessary assistance.

- b. Establish a preliminary communication network.
    - c. Notify appropriate agencies.
- C. Personnel manning the command post, once it is established and functioning, shall:
  - 1. Analyze the situation.
  - 2. Determine strategy for handling the situation.
  - 3. Determine what additional resources are required.
  - 4. Issue operation orders.
- D. Working field units will:
  - 1. Carry out operation orders.
  - 2. Update the command post on field operations and current disaster status.

#### IV. Township Departmental Responsibilities

- A. Fire Department
  - 1. Preservation of life and property through:
    - a. Extinguishment of fires.
    - b. Rescue of trapped personnel.
    - c. Treatment and transport of medical emergencies
    - d. Mitigation of hazards.
    - e. Any other duties assigned by the Incident Commander.
- B. Police Department
  - 1. Preservation of life and property through:
    - a. Evacuation of affected areas.
    - b. Traffic control.
    - c. Prevention of looting.
    - d. Mitigation of hazards.
    - e. Any other duties assigned by the Incident Commander.
- C. Maintenance Department
  - 1. Assess the damage to Township streets, structures and properties and take action as required by the situation through:
    - a. Assistance to the Police and Fire Department where needed.
    - b. Clearing debris, repairing streets and maintaining drainage.
    - c. Coordinating repairs with county departments
    - d. Assisting with refuse disposal.
    - e. Mitigation of hazards.
    - f. Any other duties assigned by the Incident Commander.

D. Township Communications Center

1. Provide for the effective flow and distribution of information between and among departments and assisting agencies through:
  - a. covering of all communications until a command post is established.
  - b. Gather all pertinent information for the command post.
  - c. Dispatch outside agencies as requested by the Incident Commander.
  - d. Request additional help in dispatching when deemed necessary. (In the event that the communications center is unable to make contact with the command post, the dispatcher may summon additional help based on his or her own judgement)
  - e. Perform any other duties assigned by the Incident Commander.

E. Township Administrator

1. Functions as Command Post team member
  - a. Assists in the coordination of activities and notification of cooperating agencies.
  - b. Renders final determinations on actions when a consensus decision can not be made by the team.
2. Media relations manager.
  - a. Coordinates media information.
  - b. Prepares and distributes press releases.
  - c. Establishes a media center when necessary.
3. Coordinates local elected official actions.
  - a. Submits progress reports to Trustees.
  - b. Prepares and coordinates required emergency legislation.
  - c. Secures authorization for emergency expenditures.
4. Post incident evaluation preparation.
  - a. Coordinates evaluation completion.
  - b. Determines financial responsibilities and initiates settlement of any claims.
  - c. Initiates required plan changes.
5. Administrative and Clerk's Office Staff to perform any other duties assigned by the Incident Commander.

V. County, State and Federal Agencies Responsibilities.

- A. As Union Township cannot legislate County, State or Federal agencies, we can only request their assistance when needed and advise them of our situation.
  1. Refer to Union Township Resource Reference List when necessary.
  2. Once they are requested and they respond, they will report to the Township Command post to coordinate efforts with the Incident Commander.

## VI. Other agencies and Resources.

- A. Other agencies shall be used as their specialties and abilities allow.
  - 1. It shall be the Incident Commander's responsibility to determine which of these agencies will be requested and what their assigned tasks will be.
  - 2. Refer to the Union Township Resource List for a list of appropriate resources and agencies.

## VII. Conclusion of Disaster Operation.

- A. There shall be a debriefing and evaluation at the conclusion of any operation where these disaster procedures are utilized.
  - 1. The location and time of the debriefing and evaluation shall be established by the Township Administrator.
  - 2. Each township department shall be represented at the meeting.
    - a. Outside agencies may be represented at the discretion of the Township Administrator.
  - 3. The results of the meeting will be used to update and revise the appropriate township and departmental disaster procedures.

## VIII. Disaster Committee

- A. The Township Administrator will coordinate a quarterly or semi-annual meeting with each township department for the purpose of reviewing, updating and revising the Union Township Disaster Operation Procedures whether or not a disaster has occurred since the last such meeting.
  - 1. This meeting shall also consider what type of training, equipment and resources will be needed to ensure that the procedures are fully functional
  - 2. One member of the disaster committee shall have the responsibility for ascertaining that the resource list is updated regularly.

SUBJECT: TRAINING IDEAS FOR DISASTER PREPARATION

- 1) Hazardous Material Training
  - a) How to approach
  - b) How to handle
  - c) Types of resources
- 2) Evidence and Traffic Control
- 3) Breathing Apparatus Usage
- 4) Seminar with Railroad Company on Hazardous Material Accidents
- 5) Equipment Use
  - a) Cross training with other departments equipment
- 6) Method for Proper Evacuations
- 7) Disaster Response Concepts
  - a) Use our disaster procedure as basis
- 8) Communications Training
- 9) Mock Disaster Practice