



# Emergency Operations Plan

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## **TAB A: Emergency Operations Plan Activation Checklist**

### **Initial Actions:**

1. Notification to Village Manager by any employee with knowledge of event or by an Incident Commander. \_\_\_\_\_
2. The Village Manager activates Disaster Preparedness Committee. \_\_\_\_\_
3. The Village Manager and Disaster Preparedness Committee members shall meet to assess the situation: \_\_\_\_\_
4. Committee will determine level of severity. \_\_\_\_\_
5. Advise Mayor. \_\_\_\_\_
6. Open EOC if warranted and activate personnel notification system. \_\_\_\_\_
7. Disaster Preparedness Committee advises Council. \_\_\_\_\_
8. If warranted, the Mayor or his/her delegate declares a state of emergency. \_\_\_\_\_
9. The Emergency Operations Center Coordinator (Village Manager or his/her Designee) will communicate with the Licking County Emergency Management Agency, public utilities, and other appropriate agencies whose services may be needed. See attachments for listings. \_\_\_\_\_
10. EOC members sign in at EOC. \_\_\_\_\_
11. The Emergency Operations Center Coordinator will refer to the check list of things to do. See TAB B. \_\_\_\_\_

This document recorded by Public Information Officer.

Note: Tiered Response – The Village Manager may activate all or portions of this plan deemed necessary for a response. Responses will be in three levels defined in #3.1.

**TAB B: EOC Coordinator's Personnel Notification List**

EOC Coordinator checks off personnel to be notified and inserts notification message. EOC Coordinator gives notification list to police dispatcher or village receptionist to make contacts.

- Chief of Police.
- Granville Township Fire Chief.
- Public Information Officer (Clerk of Council).
- Village Planner.
- Finance Director.
- Service Director.
- Utilities Director.
- Water Plant Supervisor.
- Waste Water Plant Supervisor.
- Mayor.
- Police Sergeants.
- Denison Security Chief.
- Licking County EMA Director.
- Village Council.

Provide the contacts with the following message:

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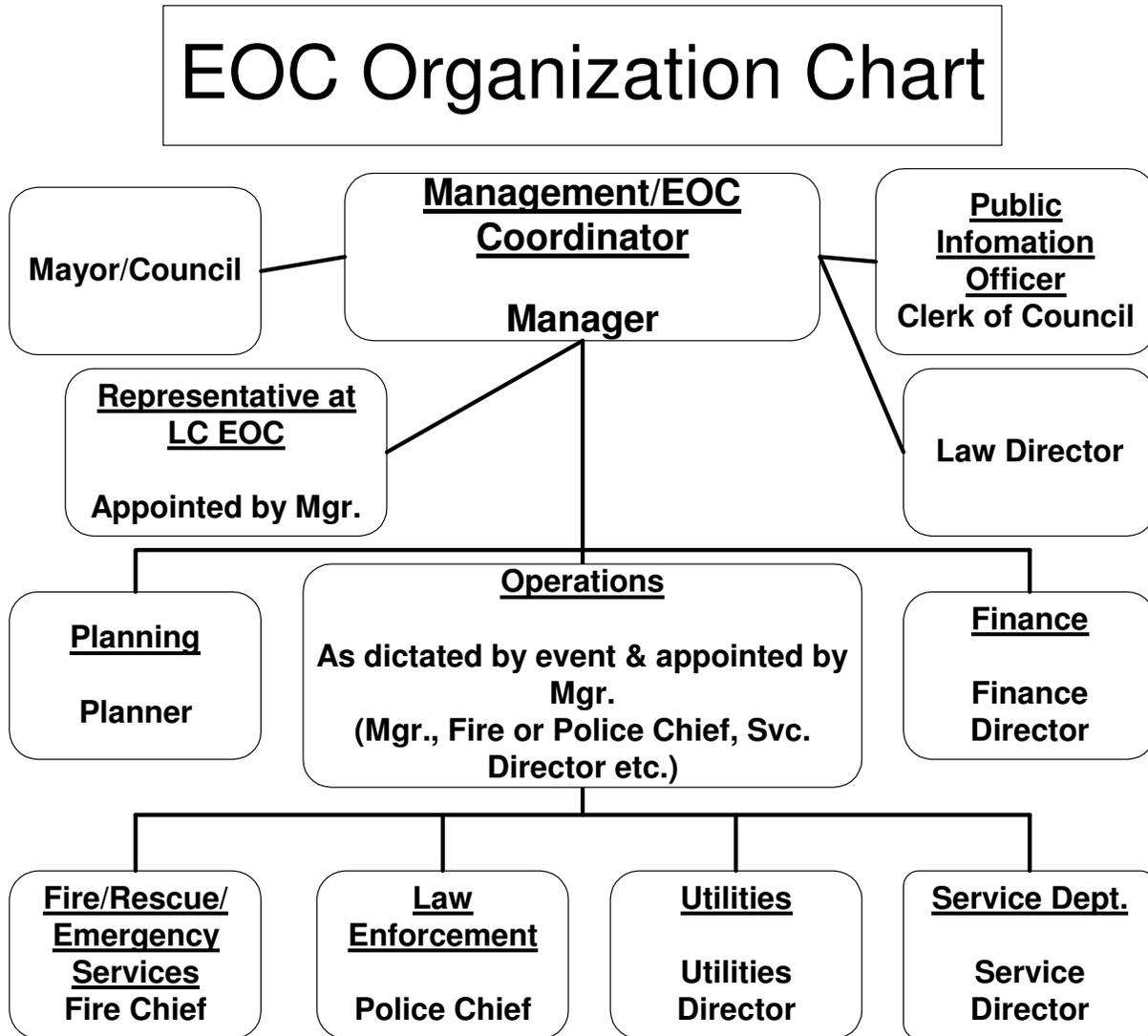
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## **TAB C: EOC Coordinator's Check List**

- Inform the community.
  - Radio Stations
  - Village Alert System – email/phone
  - Television Stations
  - Newspapers
- Notify personnel of activated Emergency Operations Center and location.
- Complete identification of the emergency: Type, Size, and Location.
- Get maps of effected area.
- Get recording documents.
- List resources needed.
- Communications and other needed equipment checked out to EOC.
- Complete, or have completed, EOC Equipment Checklist. See Attachment L.
- Notify appropriate agencies.
- Check utilities.
- Identify hazards.
  - What roads are impassable?
  - Where are the high-water problems?
  - Etc.
- Check weather forecast.

**TAB D: EOC Organization Chart**



## **TAB E: Emergency Operations Center (EOC)**

### **1. EOC Information**

The Emergency Operations Center located at the Village Offices, 141 E. Broadway, Granville, Ohio may be activated in case of emergency/disaster and will be manned on a 24-hour basis or as directed by the Village Manager. The EOC is activated in order to support and coordinate Village responses to an escalating incident or disaster aftermath. The activation of the EOC relieves the on-scene Incident Commander of the burden of external coordination and the securing of additional resources.

- A. The objective of the Emergency Operations Center is to assist in the coordination of total community resources in the event of a serious emergency/disaster situation.
- B. The Village Manager or his/her designee has control over and the responsibility for the overall operation of the emergency operations center. He will insure the direct supervisory link between the departments, any incident commanders and the EOC.
- C. In the event of an emergency/disaster, all emergency operations center personnel and all village employees may be required to report to their respective duty stations. EOC personnel will remain confined to the EOC for the duration of their tour of duty or as directed by the Village Manager. The bottom tier of the EOC organization chart ("J") may be assigned as on scene Incident Commanders. In that event, they will send a representative to the EOC.
- D. A secondary location for the Emergency Operations Center will be the Granville Township Fire Department, 133 N. Prospect St., or the Granville Water Plant on Palmer Ln., Granville, Ohio. The use of the secondary EOC will be contingent upon the ability of the primary EOC to function.

### **2. Communications Capabilities from the Emergency Operations Center**

- A. Communication capabilities available at the Emergency Operations Center include emergency power, radio base station and mobile radio with the capability of converting to a base station. Back-up base stations are located at the Water Plant, the Service Department, the conversion of a Granville Police cruiser, and the Licking County Emergency Management Agency's mobile operations center.
- B. Citizens Band radios are located at the Granville Township Fire Department.
- C. Disaster Warning System
- D. The Granville Police Department or the Licking County Emergency Management Agency will attempt to activate the disaster warning sirens using their encoders. Other considerations might include activating the Emergency Broadcasting System (EBS) for radio and television warnings. The EBS can be activated through LCEMA.
- E. The Village Manager may implement the Village/Township emergency notification system.
- F. Each member of the Disaster Preparedness Committee shall contact the communications center upon notice of the warning.
- G. An emergency phone line for citizen information shall be provided at the Granville Police Department. The Village Manager or his/her delegate acting as Public Information Officer (PIO) for the situation will provide the police department with releasable information.

## **TAB F: EOC Coordinator**

The Village Manager or his/her delegate may exercise the emergency power and authority necessary to fulfill general powers and duties as defined in section 4.04 of the Village Charter. The judgment of the Village Manager shall be the sole criteria necessary to invoke emergency powers.

- A. The Village Manager, as executive head of the municipal government, shall be the Director of the Civil Preparedness Forces of the Village of Granville and shall be responsible for their organization, administration, and operations. Civil Preparedness Forces are defined as the employees, equipment, and facilities of all Village departments, boards, institutions, and commissions. The Civil Preparedness Forces shall include all volunteer personnel, equipment, and facilities contributed by, or obtained from, volunteer persons and/or agencies, without remuneration. The Village Manager shall exercise the emergency power and authority necessary to fulfill his general powers and duties as defined by the Village Charter, the Village Code, and other appropriate authorities.
- B. During an emergency situation the Village Manager or his/her delegate may exercise authority in enforcing any of the following regulations:
  - a) Those prohibiting and/or restricting the movement of vehicles.
  - b) Those pertaining to the movement of persons from areas deemed to be hazardous or vulnerable to the disaster.
  - c) Those necessary to preserve public peace, health, and safety.
- C. The Village Manager or his/her Designee:
  - a) May work with the Mayor and Council to request that the state or a political subdivision send aid to the Village of Granville, when Village resources are no longer adequate to cope with an emergency/disaster.
  - b) Shall obtain vital supplies, equipment, and other needed items found lacking which are required, binding the Village for the fair value of same.
  - c) May obtain emergency services of any village employee, and if needed, those of other personnel inclusive of citizen volunteers.
  - d) Shall maintain liaison with state and federal authorities and other nearby political subdivisions.
- D. The Village Manager shall be responsible for planning, coordination, and operation of the activities and shall also maintain liaison with authorities of the state and/or federal government and nearby political subdivisions.
- E. The Village Manager will oversee the completion of an Incident Action Plan (IAP) in coordination with the Planning Officer, Operations Officer and Incident Commanders.

## **TAB G: EOC Member Responsibilities**

1. Public Information Officer (PIO) duties shall be the responsibility of the Clerk of Council.
  - A. Responsible for notification of the citizens of Granville when information from the Incident Action Plan (IAP) is available. Included in this plan shall be information on temporary housing, location of staging areas, and information regarding the procedures for utilities shut-off., etc.
  - B. Coordinate press releases with the EOC Coordinator, arrange a schedule of press releases with the media as needed and set up interviews with personnel (as authorized by the EOC Coordinator).
2. Operations Officer will be appointed by the EOC Coordinator according to the needs of the event.
  - A. Responsible for managing tactical operations going on at the incident site directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions.
  - B. Responsible for the delivery and coordination of disaster assistance programs and services, including emergency assistance, human services assistance, and infrastructure assistance.
  - C. The Operations Officer directly manages all incident tactical activities and implements the IAP from the EOC.
3. Planning Officer duties will be performed by the Village Planner.
  - A. Responsible for the collection, evaluation, and dissemination of operational information and data related to the incident, and for the preparation and documentation of the IAP.
  - B. Responsible for maintaining/gathering intelligence/information on the current and forecasted situation and on the status of resources assigned to the incident.
4. Finance Officer duties will be performed by the Finance Director.
  - A. Responsible for tracking incident costs, reimbursing accounting and coordinating/administering support for EOC personnel during disaster operations.
5. Chief of Police will channel and assume control of all incoming law enforcement personnel from his point of operations in the Emergency Operations Center. He will further coordinate all law enforcement activities. See attachment "E".
  - A. Police Department personnel may serve as field coordinators, when incoming assistance is great enough, and assist in direction and control. Other areas of responsibility include, but are not limited to:
    - a) Control of traffic under all conditions.
    - b) Protection of vital installations, equipment, and resources.
    - c) As possible, provide law enforcement communication, i.e., radio, telephone, courier and other means as available between agencies for controlling areas.
    - d) Assistance as necessary in the dissemination of warning mobile audible units, personal contact, or other available means.
    - e) The coordination of law enforcement activities.
6. Fire Chief or his/her delegate shall be responsible for coordinating emergency activities including emergency medical assistance. See attachment "I", Fire Department Assistance Annex.

7. Service Director will operate from the Emergency Operations Center. The Service Director will channel and assume control of all incoming utility and service personnel and equipment, i.e., power companies, telephone companies, gas companies and heavy equipment operations. See attachment "G".
  - A. Service Department must be familiar with the assigned area and capable of decision making for minor problems. Such coordinators must maintain direct contact with the Service Director, or his/her delegate. All other personnel will operate under the supervision of the coordinators. While it will be necessary for field coordinators to make minor decisions, all major decisions will be originated with the Service Director or this delegate.
  - B. Service Department will assess the damage to public utilities, streets, bridges, structures and take actions as required by the situation. See attachment "F" and "H", Information for Termination of Residential Utilities.
8. Utilities Director will assess the damage to public utilities and assist in coordinating with utility companies, while supervising the preservation of Village water and wastewater capabilities. The Utilities Director will also be responsible for maintaining and preparing secondary EOC capabilities at his facilities.
9. Mayor and Council may convene to perform their legislative and administrative powers as the situation demands. Further responsibilities for these officials may be delegated by the Village Manager. Nothing in this plan shall be construed as abridging or curtailing the powers or restrictions of the Mayor and Village Council as defined in Article 2 of the Village Charter.
10. Law Director will be consulted as needed, but does not have to be in the EOC.
11. Denison University Liaison may be activated to coordinate the University's response with the Village. The liaison may operate either out of the EOC or at Denison as the situation requires.

## **Attachment A. – Emergency/Disaster**

The Village of Granville is a participant in the Licking County Emergency Operations Plan (EOP) coordinated by the Licking County Emergency Management Agency. This meets the Village's obligation under the Ohio Revised Code for a program of emergency management and an all-hazard Emergency Operations Plan.

The Village EOP is intended to coordinate local response under that plan and to supplement the County plan in situations of a strictly local emergency/disaster. This plan provides procedures for locally initiating warnings, providing emergency public information and shelter. Other procedures (such as evacuations) are covered in the Licking County EOP.

The Village has also resolved that the National Incident Management System is the standard for implementing Incident Management by the Village of Granville.

### **1. Definitions**

- A. Emergency/Disaster - Includes, but is not limited to, actual or threatened attack, civil disturbance, hazardous materials incident, extraordinary fire, severe weather, epidemic, or other impending situations endangering lives or property, or constituted government.
- B. EOP – Emergency Operations Plan.
- C. NIMS – National Incident Management System.
- D. EOC – Emergency Operations Center is a location from which centralized management of an emergency response is performed.
- E. TES – Temporary Emergency Shelter.
- F. Disaster Preparedness Committee – consists of the Village Manager, Clerk of Council and the Chief of Police.
- G. The three tiers of emergency response are;
  - a) **Level 1 – Minor Emergency Event** – Handled by Manager and/or responsible department.
  - b) **Level 2 – Serious Emergency Event** – Implementation of as many resources as necessary.
  - c) **Level 3 – Disaster Event** – Full plan implementation.

### **2. Priorities**

In the event that activation of this plan becomes necessary, operational decisions shall be governed by the following priorities:

- A. Preservation of lives.
- B. Protection of property.
- C. Minimization of hardships.
- D. Normalization of community life.
- E. Preservation of municipal records.

### **3. Activation of Licking County EOP and/or Request for State Disaster Assistance**

- A. Notification by Village Manager to Licking County EMA of an incident.
- B. Disaster declared by Village or County.
- C. All local resources are unable to meet needs.
- D. LCEMA contacts Ohio EMA.
- E. Ohio EMA notifies Governor's Office.
- F. Ohio EMA will contact FEMA if further assistance is required.

## **Attachment B. – Emergency Shelters**

### **1. Temporary Emergency Shelter (TES)**

Temporary Emergency Shelters (TES) have been established in and around the Village of Granville for those persons displaced by the emergency/disaster situation. Whenever possible, citizens are encouraged to arrange for housing with other members of their families or with friends outside the disaster area in lieu of using the TES.

Temporary Emergency Shelters will be staffed by the Local Chapter of the American Red Cross and/or other volunteers designated by the Village Manager. A shelter manager shall be appointed by the Red Cross or the Village Manager, and this person shall oversee all shelter operations. Where more than one shelter is in operation, a list of the TES managers shall be submitted to the Emergency Operations Center. All communications with the shelter(s) shall be through the TES manager.

Provisions for the TES:

Provisions for the Temporary Emergency Shelters, i.e. cots, food, medical supplies, blankets, clothing etc. will be supplied by the Red Cross. If these supplies are depleted, or additional supplies are required, all requests for such shall be made through the Emergency Operations Center in accordance with normal municipal practices.

Note: No pets shall be allowed at the shelter areas. When a given emergency does not warrant immediate evacuation, persons reporting to the TES are requested to bring the following personal items: a pillow, a blanket, and necessary medications.

### **2. Locations of Primary TES and Staging Areas**

Six primary shelters and/or staging areas have been identified for the Granville Village area. These shall also be utilized as initial staging areas for evacuees until the Red Cross has been advised of the situation by the Emergency Operations Center and they have established a suitable TES. Upon initiation of an evacuation, citizens and those providing additional transportation for the evacuees to shelters shall be advised as to which staging area they are to report.

The following is a list of the primary shelter/staging area locations:

- A. Granville High School, New Burg St.
- B. Denison University Field House, Off N. Pearl St.
- C. St. Edward's Catholic Church, 785 Newark-Granville Rd.
- D. The Church of Jesus Christ of Latter-day Saints, 2486 Newark/Granville Rd.
- E. Bryn Du Mansion Field House, 537 Jones Rd.
- F. Curtis West, Denison University.

Additional Temporary Emergency Shelters have also been identified in and around the Granville Village area. These shall be used as needed for housing evacuees. The Red Cross shall activate and manage these TES locations only as they are needed.

If the area of the emergency/disaster situation is such that the primary shelter/staging areas identified above cannot be used, the Red Cross shall advise the Emergency Operations Center of the next closest TES location that may be utilized.

### **3. Assistance to Residents**

#### A. Persons remaining in their homes –

- a) Provisions for water will be coordinated by the Granville Fire Department. Containers should be provided by residents. Local governments will procure containers only in cases of extreme emergency.

#### B. Persons planning to leave their homes (evacuating) –

- a) When a given emergency does not warrant immediate evacuation, persons reporting to the TES are requested to bring the following personal items: a pillow, a blanket, and necessary medications.
- b) The Emergency Operations Center will provide residents with utility shut off instructions.
- c) The Emergency Operations Center will provide residents with current information about evacuation staging areas and shelter locations.
- d) No pets shall be allowed at the shelter areas.

#### C. Provisions for the Sick/Elderly

- a) Transportation for non-ambulatory persons shall be provided by area emergency medical units under the direction of the Granville Township Fire Department. Persons requiring special medical attention or equipment (i.e. respirator, intravenous therapy, etc.) shall be transported to the nearest advanced medical care facility. All others shall be transported to the TES. The Red Cross will assist in evaluating whether or not an individual should be transferred to an advanced care facility.

## Attachment C. – Utilities and Service Listings Annex

	<u>Contact</u>	<u>Phone #</u>
<u>Utilities:</u>		
<u>Power Companies</u>		
AEP Ohio Power	Jeff Lanoline Emergency	349-4062 888-237-2221
<u>Gas Companies</u>		
Columbia Gas		888-203-7090 800-344-4077
<u>Telephone Companies</u>		
Windstream Ohio		800-782-6206
<u>Water Departments</u>		
Granville Water Plant		587-0165
Newark Water Department		670-7940
Heath Water Department		522-1420
<u>Service Agencies:</u>		
Red Cross	Executive Director Rod Cook	349-9442
United Way	Deb Dingul	345-6685
Salvation Army		345-8120
YMCA	Alan Ceculti	345-9622
Ohio EPA	Emergency	800-282-9378
Licking Co. Emergency Management Agency	Director	670-5577
Ohio Emergency Management Agency		614-889-7150
911 Center	Assistant Coordinator John Wieber	345-2345
ODOT		323-5230
Granville Exempted Schools	Board Office	587-8100
Granville Bus Garage	Transportation Supervisor	587-8106
Licking Memorial Hospital		348-4000
National Weather Service	Wilmington	937-383-0331

## Attachment D. – Communications Annex

	<u>Contact</u>	<u>Phone #</u>
<b>Radio Repair:</b>		
B&C Communications	Area Sales Rep. Jerry Brady	800-829-9924
D & R Communications	Senior Technician David Skeen	614-402-6234
<b>Telephone Repair:</b>		
Windstream		800-782-6206
<b>Computer/Network Repair:</b>		
Mid-Ohio Technical Services	Dennis A. George	740-739-4600
<b>Radio Stations:</b>		
WCLT, Newark (AM-1430, FM-100.3)		740-345-6944
WTHH-WNKO (AM-790, FM-101.7)		740-522-8171
<b>Television Stations:</b>		
WHHO Channel 53		614-485-5300
WSFJ Chanel 51		740-323-0771
WOSU Channel 34		614-292-9678
WTTE Channel 28		614-481-6672
WBNS Channel 10		614-468-3700
WSYX Channel 6		614-481-6672
WCMH Channel 4		614-263-4444
<b>Alternative Resources:</b>		
Newark Amateur Radio Club	Dennis Wolfe	740-522-9548
CRES Amateur Radio Club	Dave Woolf	W8ZPF
REACT Region 4	Jim Dyke	330-280-4857
<b>Call Signs:</b>		
Licking County Fire Control	KQH904	740-345-2345
Licking County Sheriff's Office Dispatch	KBG751	740-670-5555
Newark PD Dispatch	KGS44	740-670-7201
<b>Base Radios:</b>		
Police Department, Service Department, Water Plant.		

## **Attachment E. – Law Enforcement Assistance List Annex**

<b><u>AGENCY</u></b>	<b><u>Phone #</u></b>
Alexandria PD	740-924-2001
Buckeye Lake PD	740-928-0999
Heath PD	740-522-2141
Hebron PD	740-928-9402
Johnstown PD	740-967-9911
Kirkersville PD	740-927-7766
Licking County Sheriff's Office	740-670-5555
Licking Memorial Healthcare Systems PD	740-348-4000
Newark PD	740-670-7201
Ohio National Guard Armory	740-344-6454
Ohio State Highway Patrol, Post 45	740-587-0786
OSU PD	614-292-2121
St. Louisville PD	740-745-5454
Union Twp. PD	740-929-3111
Utica PD	740-892-2211

### **Mutual Aid Agreement:**

On file with PD.

## Attachment F. – Service and Utilities Damage Response Activities Annex

### 1. Streets:

- A. Debris Cleared.
- B. Street and bridge repair.
- C. Repair storm sewers as required.

### 2. Water:

- A. Maintain water pressure.
- B. Provide potable water with the assistance of the Granville Township Fire Department.
- C. Repair water mains as required.
- D. Provide for testing water as needed.

### 3. Sewer:

- A. Repair structures of mains and pumping station as needed.
- B. Ensure treatment facility is operating at a safe capacity to ensure flow is maintained throughout system.

### 4. Engineering:

- A. Estimate of damage to public property as basis for applications for federal assistance.

### 5. Building Inspector:

- A. Provide for damage assessment.
- B. Condemn and post unsafe structures.
- C. Issue permits for temporary occupancy (for specified period of time).
- D. Salvage unclaimed property.

### 6. Refuse:

- A. Maintain regular disposal operation.
- B. List unauthorized items location and report to service department.
- C. Maintain salvage depot for unclaimed and damaged property removed from public and/or private property at:
  - Site 1 – Granville Waste Water Plant
  - Site 2 – Granville Water Treatment Plant

### 7. Granville Service Department:

- A. Village refuels of emergency and service vehicles. [Reserved. Currently no capability.]
- B. Commercial fuel sources:
  - Site 1 – Certified Oil Company, 466 S. Main St.
  - Site 2 – Sunoco/Certified, 1956 Lancaster Rd.
  - Site 3 – Duke & Duchess Station, 1175 W. Church St.

## Attachment G. – Utility Resources Available Annex

### Electricians:

1. Goodin Electric	605 Garfield Ave.	740-522-3113
2. Holland Electric	161 O'Bannon Ave.	740-345-9651
3. Legend Electric	13026 Flint Ridge Rd.	740-323-2222
4. Weekly Electric	1960 Mt. Vernon Rd.	740-366-0095
5. Jess Howard Electric	6630 Taylor Rd. Blacklick, Ohio	614-861-1300

### Heating:

1. Dor-Mar Heating and Air Conditioning	228 E. Main St.	740-345-6639
2. Luikart Heating and Cooling	358 Wilson St.	740-344-5497
3. Houston Plumbing and Heating	742 Montgomery Rd., NE	740-763-3691
4. Gutridge Plumbing Inc.	88 S. 22 <sup>nd</sup> St.	740-349-9411

### Plumbing:

1. Frank Romei and Son	4635 Granview Rd.	740-587-0236
2. Gutridge Plumbing Inc.	88 S. 22 <sup>nd</sup> St.	740-349-9411
3. Houston Plumbing and Heating	742 Montgomery Rd., NE	740-763-3691
4. Mid-Ohio Mechanical (commercial)	1264 Weaver Dr.	740-587-3362

### General Contractors:

1. Doll Layman Construction	937-667-4544	937-671-3348
2. Xylem Flygt Pumps Scott Meyers	Milford, Ohio	513-276-9264
3. Xylem Flygt Pumps John Miller	Columbus, Ohio	614-561-1770
4. Harris Industrial Services	Marietta, Ohio	740-350-4702
5. Kirk Brothers	Alveda, Ohio	419-595-4020

### Heavy Equipment Contractors:

1. Doll Layman Construction	4195 Gibson Dr Tipp City	913-667-4544
2. Ventura Brothers	740-501-4252	740-281-7648
3. Law General Contracting	9128 Mt. Vernon Rd.	740-745-3420
4. Nuway Services	3441 Sportsman Club	740-587-2451
5. TLV Services	4240 Morse Rd.	740-587-0044
6. Claggett & Sons	3396 Sharon Valley Rd.	740-366-5641
7. Robertson Construction SVS	1801 Thornwood Dr.	740-929-1000
8. Layton Inc.	169 Dayton Rd.	740-349-7101

## Attachment H. – Information for Termination of Residential Utilities Annex

The following is a list of instructions designed to assist citizens in securing their residence, in the event that it becomes necessary for utilities to be turned off.

### 1. Gas:

All homes with gas heat or appliances have a main shut off valve (usually near the meter) and a line valve or shut off for each appliance. Know where these shut off valves are and have them tagged. If you must leave your home, these few items will assist you in preserving your property.

- A. Turn off the main shut off valve (if the main valve does not have a “wheel” type handle, turn the valve head until it is directly across the pipe in the shape of a cross) – turn it to the right, or clockwise, to close.
- B. Shut off all line valves – these are normally located in the gas line close to each appliance.
- C. Check each appliance to insure that the pilot light has gone out after turning off all valves.
- D. Make sure that all appliance controls are in the “off” position.
- E. Notify your gas supplier.
- F. When relighting you gas appliances, reverse this procedure. Start by turning on the main valve, and then proceed to open each line valve and relight each appliance.

### 2. Water:

- A. Turn the main water shut off valve “off”. Located at your water meter.
- B. Turn off and drain your water heater (nearly all heaters have a garden hose connection on the front, bottom half of the tank marked “drain”). Shut off main power in breaker panel.
- C. Open all faucets and bleed the lines dry.
- D. Leave the faucet open.
- E. Where pipes are located in cabinets, etc., leave the cabinet doors open.
- F. Empty and dry out all water closets and commodes, or pour anti-freeze directly into the bowl and tank. Pour one quart into the bowl and two quarts into the tank. Fill traps with anti-freeze to prevent odors coming into dry traps.

### 3. Electric:

All residents have either a fuse box or a circuit breaker box. Know where it is and how it works – ask a friend or relative, or an AEP company representative to help you if you have questions or doubts. If you decide to turn off the power in your residence, the following guidelines will be of assistance.

- A. Do not reach in the fuse box.
- B. Turn the outside handle of the fuse box to the “off” position. Turn face and body away from box when shutting off the service. This should turn off all of the power.
- C. Be sure all electrical appliances are disconnected.
- D. If your home has a circuit breaker box, turn all circuits to the “off” position. All circuits should be marked so you may turn off only the desired circuits.
- E. Notify your power provider.
- F. If you are unsure of the operation of your electrical system, “Find out First”.

## **Attachment I. – Fire Department Assistance List Annex**

### Dispatch Centers

Licking County Fire Control - KQH 904    tcoe@lcounty.com    740-345-2345

### Fire Departments

Alexandria-St. Albans Twp. FD    740-924-2211

Heath FD    heathcityhall@heathohio.gov    740-522-4585

Hebron FD    weeklychief11@midohio.twcbc.com    740-928-4721

Licking Twp. FD    itfc@netpluscom.com    740-323-0211

Madison Twp. FD    740-763-3393

Monroe Twp. FD    monroetownship@gmail.com    740-967-2976

Newark FD    740-349-6750

West Licking Joint FD    740-927-8600

### Medical Personnel

Courtesy Ambulance    740-522-8588

Cherry Westgate Family Practice    740-587-0087

Mt. Carmel Medical Group    740-587-0870

### Fire Marshal

State Fire Marshal    websfm@com.state.oh.us    888-252-0803  
614-752-8200

### Chemical Emergencies & Treatment

Poison Control Center    800-222-1222

CHEMTREC    **PROVIDED BY FD**

## **Attachment J. – Line of Succession Annex**

### 1. Village Manager

- A. Acting Village Manager – Appointed by the Village Manager or by Council in the event that the manager is unavailable or incapable of performing his/her duties.

### 2. Village Planner

- A. Assistant Planner.

### 3. Finance Director

- A. Tax Commissioner.

### 4. Utilities Director

- A. Water Plant Supervisor.
- B. Wastewater Plant Operator

### 5. Service Director

- A. Foreman.

### 6. Chief of Police

- A. Senior Sergeant.

## **Attachment K. – Records Preservation Annex**

The Village carries the responsibility of preserving key records maintained in its facilities during an emergency/disaster.

### **1. Departments Responsible for Records to be Preserved.**

- A. Police department
- B. Zoning
- C. Administration
- D. Income Tax
- E. Finance
- F. Water/Wastewater
- G. Service Department
- H. Mayor's Court

### **2. Records Preservation Plan.**

- A. List of responsible employees from each department maintained by Clerk of Council.
- B. Clerk of Council will coordinate with each department for the maintenance of their records.

**Attachment L. – EOC Equipment Checklist.**

	<u>Number</u>	<u>Location</u>	<u>Inspected</u>
<input type="checkbox"/> Portable Radios	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Laptop Computer	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> PowerPoint projector/screen	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Telephone/Fax	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Writing Material (pads/pencils)	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Typewriter	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Tables	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Chairs	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Conference Call Capability	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Easel	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Chalk Board	_____	_____	<input type="checkbox"/>
<input type="checkbox"/> Generator	_____	_____	<input type="checkbox"/>