

CLEVELAND METROPARKS

EMERGENCY OPERATIONS PLAN

REFERENCE MANUAL

PREPARED BY

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EMERGENCY OPERATIONS PLAN (EOP) REFERENCE MANUAL

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ADMINISTRATION	GARFIELD PARK MANAGEMENT CENTER
ALBION STABLES RANGER OFFICE	GARFIELD PARK NATURE CENTER
BEDFORD MANAGEMENT CENTER	HINCKLEY MANAGEMENT CENTER
BEDFORD RANGER OFFICE	HINCKLEY RANGER OFFICE
BIG CREEK MANAGEMENT CENTER	HINCKLEY STABLES RANGER OFFICE
BIG MET GOLF	HISTORICAL INTERPRETER OFFICE
BRADLEY WOODS MANAGEMENT CENTER	HUNTINGTON BEACH RANGER OFFICE
BRECKSVILLE MANAGEMENT CENTER	HUNTINGTON MANAGEMENT CENTER
BRECKSVILLE NATURE CENTER	LOOK ABOUT LODGE
BROOKSIDE RESERVATION	LITTLE MET GOLF
BUILDING TRADES	MANAKIKI GOLF CLUBHOUSE
CANALWAY CENTER	MANAKIKI GOLF TURF
CHALET	MASTICK WOODS GOLF
EUCLID CREEK MANAGEMENT CENTER	MILL STREAM/BIG CREEK RANGER OFFICE
EUCLID CREEK RANGER OFFICE	MILL STREAM RUN MANAGEMENT CENTER
FORESTRY EAST	NATURAL RESOURCES
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NORTH CHAGRIN NATURE CENTER
OHIO & ERIE CANAL RANGER OFFICE
OHIO & ERIE CANAL/WASHINGTON PARK
MANAGEMENT
PARK OPERATIONS
RANGER HEADQUARTERS
RANGER EASTERN DIVISION OFFICE
RANGER SOUTHERN DIVISION OFFICE
RANGER WESTERN DIVISION OFFICE
ROCKY RIVER GOLF TURF
ROCKY RIVER MANAGEMENT CENTER
ROCKY RIVER NATURE CENTER

SHAWNEE HILLS CLUBHOUSE
SHAWNEE HILLS TURF
SITE CONSTRUCTION
SLEEPY HOLLOW GOLF CLUBHOUSE
SLEEPY HOLLOW GOLF TURF
SOUTH CHAGRIN MANAGEMENT CENTER
SOUTH CHAGRIN RANGER OFFICE
VISCOM
WASHINGTON GOLF CLUBHOUSE
WASHINGTON GOLF TURF
WEST CREEK MANAGEMENT CENTER
ZOO RANGER OFFICE

Emergency Operations Plan Overview

FOREWORD:

Cleveland Metroparks must be prepared to meet and resolve a variety of natural or manmade emergencies regardless of the magnitude or source of the incident. Recognizing that many large events, hazards, emergencies, or disasters may not be handled using the normal application of park personnel, resources and operating procedures. Cleveland Metroparks has prepared a comprehensive, efficient, and detailed Emergency Preparedness Manual (EPM), including, among other things, the Emergency Operations Plan (EOP) as a general guide for its employees and, an Emergency Action Plan (EAP) for each site within the Park District. The EOP, EPMs, EAPs, and other tables and attachments together comprise the EOP Reference Manual. The EOP Reference Manual is to be used when providing emergency response training to Cleveland Metroparks personnel.

PURPOSE:

The EOP addresses the proper handling of situations that may arise in and around the reservations and facilities that could cause harm to visitors or employees, or be detrimental to, or compromise, natural resources. The EOP is to be used in conjunction with:

1. The protocol established by Cleveland Metroparks Ranger Department entitled Hazardous Materials Response and Handling, General Order No. 5.05 (Attachment 1), as revised, and Emergency Operations Planning, General Order No. 5.04.
2. The Emergency Preparedness Manual (EPM) for each site.
3. The Emergency Action Plan (EAP) for each site within the Park District.

The EOP of Cleveland Metroparks and the resulting coordination of staff and equipment will be based upon principles established within the National Incident Management System (NIMS) and specifically, the Incident Command System (ICS). NIMS is a comprehensive, national approach to incident management that is applicable to all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable agencies like Cleveland Metroparks to work together with all other agencies during domestic incidents.

EMERGENCY OPERATIONS PLAN ALERT LEVELS

Cleveland Metroparks maintains three alert levels (see Table 1) to prepare employees to respond to incidents. Personnel must communicate an alert level to other employees in accordance with the Flow Chart of Notifications (see Table 2), as applicable, using park radios, telephones, e-mails, and faxes.

The three alert levels are Readiness, Standby, and Active:

- A. **Readiness Alert:** Condition whereby an emergency is possible which warrants readiness and information sharing. Supervisors inform employees of a situation and the nature of the incident. The supervisor informs employees that they have been designated as resources who might respond to the incident. Employees will provide supervisors with contact numbers and will be available to respond within one to two hours of being called to the incident.
- B. **Standby Alert:** Condition whereby an emergency is likely and warrants preparedness. Supervisors inform employees of a situation and request that they place themselves in a position to respond immediately. Supervisors inform employees of what equipment to prepare, which uniforms to bring, and the nature of the incident. Employees collect personal protective equipment (PPE) and uniforms (if necessary), and prepare equipment and transportation. Employees stabilize home and family matters. Employees maintain this condition until notified

otherwise Employees should monitor local media resources to obtain further information if available.

- C **Active Alert:** An emergency now exists or a planned response to a situation is being implemented. An ACTIVE ALERT must be initiated by the Incident Commander or Ranking Ranger Supervisor. An Active Alert is a condition whereby authorized personnel designates employee for assignments and give them starting locations. The supervisor notifies employees of their roles and hands out assignments. Employees report to carry out their assignments.

Table 1: CLEVELAND METROPARKS EOP ALERT LEVELS

Alert	Code	Definition
Readiness Alert	Yellow	An emergency <u>is possible</u> and warrants readiness and information sharing A response is being planned and communicated Employees are being informed of the nature of the incident Personnel are notified to be available within a designated amount of time IF called upon Employees are providing supervisors and Park District with emergency contact number(s)
Standby Alert	Orange	An emergency <u>is likely</u> and warrants preparedness A planned response may be initiated Employees are notified to position themselves to respond immediately Personnel are notified to prepare equipment and uniforms
Active Alert	Red	An emergency <u>exists</u> that poses a present danger A planned response is being initiated Employees are being designated for assignment by authorized personnel Personnel are notified of their assignments and starting locations

NOTIFICATION RESPONSIBILITIES

Table 2 outlines Cleveland Metroparks Flow Chart of Notifications to be used in the event of an incident that requires the efficient and timely sharing of information. District-wide emergency contact numbers may be found in EOP Section Five and each site-specific EPM. Site-specific emergency contact numbers may be found in each site-specific EPM.

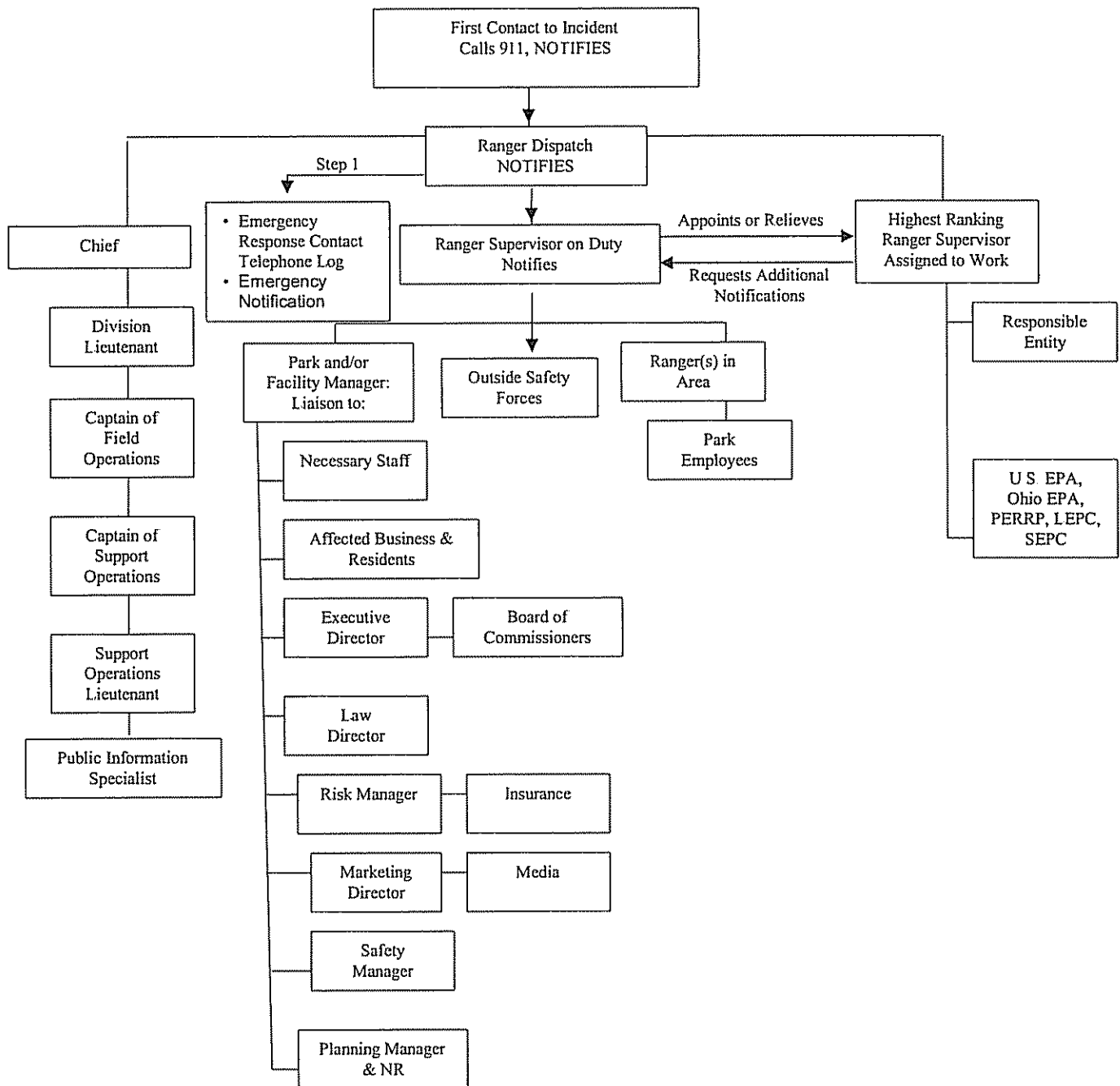
USING THE EOP WITH EPMs AND EAPs:

The general principles of the EOP are meant to be a **guide** in the event of an emergency, disaster, or planned event. Each employee should be aware of the general guidelines enunciated within the EOP and, more specifically, his or her responsibilities itemized within the EPM for his or her particular site.

The EPM attachments to this EOP **MUST BE REFERENCED** in the event of an incident. The attachments contain facts about equipment, reservations, specific facilities, etc. Attachments also include forms for reporting hazardous materials incidents and for documenting the ICS actions and the history of each event. An EAP for each site is attached and designed to address workplace emergencies and inform employees what to do in the event of a health and safety emergency at their locations. Within each EPM, an Employee Checklist of Immediate Actions (Employee Checklist) is maintained. Employee Checklists are brief guidelines designed to prompt employees to perform the necessary first steps in correct sequence upon the occurrence of an emergency, disaster, or planned event that falls within the parameters of the EOP.

EMERGENCY OPERATIONS PLAN (EOP) REFERENCE MANUAL	EMERGENCY PREPAREDNESS MANUAL (EPM)	EMERGENCY ACTION PLAN (EAP)
Contains:	Contains:	Contains:
EOP Attachments for all sites Emergency Preparedness Manual (EPM) with Emergency Action Plan (EAP) for each site	EOP Site-specific Emergency Action Plan (EAP) Attachments for specific site	Emergency evacuation and shelter in place procedures for each employee- occupied building at a particular site
Purpose:	Purpose:	Purpose:
Serves as central source and as the master document for Ranger Department to conduct training	Includes site-specific reference documents for use in the event of an incident	Provides emergency procedures in compliance with legal requirements
Location of Manual:	Location of Manual:	Location of Manual:
Ranger Headquarters Ranger Zone Offices	Each employee-occupied building that comprises a portion of a specific site	EPM for site in designated posted area in each employee-occupied building

Table 2: CLEVELAND METROPARKS FLOW CHART OF NOTIFICATIONS



*District-wide emergency contact numbers may be found in: EOP Section Five and each site-specific EPM.

*Notification sequence may be stopped, delayed, spread out, adjusted at any level deemed necessary or appropriate if further calls are judged unnecessary.

DEFINITIONS / KEY TERMS

Emergency Action Plan (EAP) – a site-specific, health and safety response plan designed to provide guidance to employees in dealing with workplace emergencies within each employee-occupied building. The EAP meets legal requirements, including procedures enunciated by 29 Code of Federal Regulations (CFR) Section 1910.38 and standards set forth under the Public Employment Risk Reduction Program (PERRP), and can be found at each of the Park District's workplaces, within the Employee Preparedness Manual (EPM) for that site.

Emergency Operations Plan (EOP) – a general guide for park employees designed to address the proper handling of situations (large events, hazards, emergencies, or disasters) when the normal application of personnel, resources, and operating procedures will not be adequate. The EOP includes an Emergency Preparedness Manual (EPM) for each employee-occupied building.

Emergency Operations Plan (EOP) Reference Manual - a compilation of the Park District's EOP, EPMs, EAPs, and other tables and attachments established as the central source for the assembly of each document and to serve as the master document for the Ranger Department to conduct training.

Emergency Preparedness Manual (EPM) – a comprehensive, efficient and detailed manual for each site within the Park District designed to provide employees with an all-inclusive resource for managing large events, hazards, emergencies or disasters. The EPM includes, among other items, the EOP, an EAP, and other tables and attachments designed to provide responders with the necessary resource and emergency contacts to manage the incident.

Emergency Responders – public safety officials certified or licensed, trained, and equipped to conduct operations considered necessary in the response to the incident.

Employee Checklist of Immediate Actions – A brief, sequential synopsis of essential actions to be performed at a particular site upon the occurrence of an incident.

First Contact – a person (ordinarily the first employee at the scene or otherwise notified) who creates, discovers, or initiates response to, an incident that warrants an emergency response.

Incident Command Post (ICP) – the location from which the Incident Commander oversees all incident operations. There is generally only one ICP for each incident, but it may change locations during the event. Every incident must have some form of an ICP. The ICP may be located anywhere, e.g., in a vehicle, trailer, tent, or within a building.

Incident Command System (ICS) – a standardized, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Incident Commander – the most qualified public safety official, tasked with the overall responsibility for managing the incident by objectives, planning strategies, and implementing tactics. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the Incident Commander.

National Incident Management System (NIMS) - a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. NIMS provides a consistent, nationwide template to enable all organizations to work together during domestic incidents.

Ranger Supervisor On-Duty – the Cleveland Metroparks Ranger Department Supervisor/Officer on-duty within the Park District and at or en route to the incident.

Ranking Ranger Supervisor – the highest ranking Cleveland Metroparks Ranger Department Supervisor/Officer at the incident.

Staging Area – temporary location at an incident where personnel and equipment are kept while waiting for tactical assignments. The resources in the Staging Area are always in available status. A Staging Area should be located close enough to the incident for a timely response but far enough away to be out of the immediate impact zone. There may be more than one Staging Area at an incident.

Trained Responders – public safety officials, workers or employees trained and equipped to conduct operations considered necessary in the response to the incident.

SECTION ONE: NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AND INCIDENT COMMAND SYSTEM (ICS)

- A. Throughout the United States, NIMS principles enable agencies to respond to a full spectrum of incidents and hazard scenarios, regardless of size and complexity. NIMS and ICS improve the coordination and cooperation between public and private entities during such incidents and scenarios. Emergency responders and coordinators of planned activities use the ICS to manage events (see Attachment 3). ICS is a cost-effective and efficient management system that will be used as an internal management tool for Cleveland Metroparks Ranger Department to manage a coordinated response. Cleveland Metroparks Rangers use ICS principles to manage large and small incidents. The system has considerable internal flexibility. It can grow or shrink to meet changing needs at the initiation or conclusion of an incident response. Local implementation of ICS is mandated by federal and state governments as a result of Homeland Security Presidential Directive-5 (HSPD-5). Therefore, Cleveland Metroparks has adopted ICS principles in the EOP and personnel will be trained in ICS principles.
- B. Training for NIMS and ICS is conducted in successive modules. ICS I-100 Orientation (Module #1) and NIMS IS-700 are self-study introductions that require no prerequisites. Both courses are designed to help responders learn the basic principles of NIMS and ICS. Both courses are mandated for Ranger Department personnel and the department is making the courses available to all Park District staff so they can learn fundamental ICS structure and terminology. These courses are intended for personnel assigned to an incident or an event who need to understand ICS and its application to the EOP. To obtain a copy or on-line resource for these training opportunities, Cleveland Metroparks staff should contact the training coordinator of the Ranger Department.
- C. ICS is organized around five major management activities: (i) Command, (ii) Operations, (iii) Planning, (iv) Logistics, and (v) Finance/Administration. The individuals within the Ranger Department who carry out these five management activities are:
1. **Command Staff** – Under normal ICS principles, the Incident Commander and the Information, Safety and Liaison officers constitute the Command Staff. For large incidents or events, Cleveland Metroparks may be in a support role secondary to public safety officials who are managing the Command Staff. The Command Staff sets objectives and priorities and has overall responsibility at an incident or event. The Incident Commander should be the most qualified and experienced individual responding to the incident.
 2. **General Staff** – The Command Staff assigns the General Staff to perform and manage the functions of: a) **Operations**, b) **Planning**, c) **Logistics**, and d) **Finance/Administration**. The individuals assigned to:
 - a. **Operations** receive the objectives from the Command Staff and conduct tactical operations to carry out a plan to achieve the objectives and direct all resources.
 - b. **Planning** develop the action plan to accomplish the objectives set by the Command Staff, collect/evaluate information and maintain resources.
 - c. **Logistics** provide support to the other staffs to meet incident or event needs. Logistics provide resources and all other services needed to support the incident response or event.
 - d. **Finance/Administration** monitor the costs related to the incident or event and provide accounting and procurement while managing the recording of time and cost analysis.

SECTION TWO: IMMEDIATE AND INTERIM ACTIONS OF DESIGNATED PERSONNEL

A. IMMEDIATE AND INTERIM ACTIONS FOR ALL PARK DISTRICT EMPLOYEES

The Ranger Department should be aware of the immediate and interim actions to be taken by all Park District employees in the event of an incident. The first person to the scene will not necessarily be a Ranger or a person qualified in First Aid (Trained Responder). These immediate and interim action steps are also contained in the site-specific EAP.

B. FIRST CONTACT RESPONSIBILITIES

In the event of an incident, the first employee at the scene or otherwise notified (First Contact) will activate the procedures in the EPM and site-specific EAP:

1. Activate alarm system (oral and/or electronic), accounting for employees on site and alerting employees to the incident, and call 911.
2. In the event that law enforcement is needed, contact Ranger Dispatch: (440 -333-4911) to advise that an emergency or threatening condition exists and if authorized through Ranger Dispatch, determine the alert level: Readiness Alert, Standby Alert, or ACTIVE ALERT;

OR

In the event of fire or other casualty, call local fire department or other emergency contact, as appropriate (see emergency contact numbers in EOP Section Five and each site-specific EPM), then contact Ranger Dispatch and if authorized through Ranger Dispatch, determine the alert level: Readiness Alert, Standby Alert, or ACTIVE ALERT.

3. Update Ranger Dispatch as necessary. Ranger Dispatch may request that the First Contact initiate the Flow Chart of Notifications.
4. Continue to take action as needed IF the scene is safe, as indicated in the site-specific EPM.

C. IMMEDIATE AND INTERIM ACTIONS FOR RANGER PERSONNEL

In the event of an incident, Rangers will be responsible for the following actions:

1. Ranger Dispatch – Once it receives a report of an incident from a First Contact, Ranger Dispatch will notify the Ranger Supervisor on Duty and will initiate the Flow Chart of Notifications.
 - a. Dispatches Ranger personnel toward the scene as needed.
 - b. Radios the following information to on-duty Ranger(s) using concise communication, free of codes to ensure clear messages and officer safety:
 - (1) Nature of the call.
 - (2) Precise location and identity of the complainant so that responding personnel can select the safest response route.

- c. Keeps caller on the line until Rangers arrive on scene if the caller is not at further risk for injury or contamination.
 - d. Contacts other individuals or entities at the direction of the Ranger Supervisor on Duty.
 - e. Documents contacts, as applicable, on Emergency Response Contact Telephone Log (see Attachment 3).
2. Ranger Supervisor on Duty (on-scene):
- a. Takes additional information from First Contact and makes an assessment of casualties, losses, hazards or other incident aspects.
 - b. After assessing the situation, advises Ranger Dispatch of the need for additional personnel or safety forces.
 - c. Determines appropriate alert level and advises Ranger Dispatch, Park and/or Facility Manager, and Ranger(s) in Area.
 - d. May establish an Incident Command Post and initiate an ICS structure.
 - e. Remains at scene until an Incident Commander is identified.
 - f. Acts as a liaison between Cleveland Metroparks and Trained Responders, members of neighboring response teams, and other safety forces on the scene.
 - g. Coordinates security, determines isolation or evacuation needs and coordinates use of emergency resources.
 - h. Assigns an individual to gather data to be reported.
 - i. Appoints Ranger to record all Ranger activities concerning the incident, including the allocation of resources and personnel, assignments and contacts made and resources required.
 - j. Works with law director to decide what information needs to be gathered and who will act as liaison with outside agencies for purposes of complying with legal requirements.
 - k. Instructs Ranger Dispatch to make contacts with individuals or entities beyond those in Flow Chart of Notifications, as needed.
3. Highest Ranking Ranger Supervisor:
- a. Acts as liaison with responsible entity.
 - b. Consults with law director and risk manager, then reports to state and federal agencies, if required, in accordance with Flow Chart of Notification.
4. Additional Reporting On-Duty Rangers – Report, as dispatched, to the established Incident Command Post and assigned duties and work locations by the Ranger Supervisor on Duty. However, if a designated Staging Area has been established for storing and assigning personnel and resources, additional on-duty rangers report to that Staging Area before reporting to the Incident Command Post. A Staging Area will be

established by the Incident Command Staff for larger incidents that involve many resources.

SECTION THREE: RESTRICTING ACCESS/SECURING THE INCIDENT AREA

Once Immediate and Interim Actions (Section Two) are complete, the Ranger Department will secure the affected area(s) if this has not yet been done. Rangers/Trained Responders will establish an inner and outer perimeter. An inner perimeter seals the hazardous area around an incident. An outer perimeter seals a working area for authorized emergency personnel only. Securing an affected area includes:

- Cordoning off the area;
- Preventing public access if conditions so warrant;
- Accounting for the whereabouts and determining the safety of everyone working/visiting in and around the incident area;
- Selecting a radio channel for dedicated communications and notifying all appropriate parties of the channel;
- Notifying personnel of radio silence, emergency traffic only and situations where NO radio/cell phone communications may be permitted;
- Selecting an alternative method of communication if radios cannot be used.

The ranking Ranger Supervisor/Incident Commander will determine when the site can re-open.

SECTION FOUR: EVACUATION OF THE INCIDENT AREA

If an evacuation was not ordered under Section Two, then the ranking Ranger Supervisor/Incident Commander may decide that evacuation of a site is necessary to protect visitors and employees. If evacuation is necessary, the Ranger Department will act as the lead unit, with assistance from managers and their respective staffs. Evacuation means removal from the affected area(s) of visitors and employees who are not essential to the response, rescue, recovery, or cleanup efforts. When feasible, evacuation routes should be uphill, upwind, and upstream of the hazard source. Using any available public address (PA) systems or other means of mass communication, three specific types of evacuation may be ordered:

Shelter in Place – Persons are directed to remain indoors, protected from the hazard(s).

Precautionary Evacuation – People in the affected area should be directed to leave using the same mode of transport that they arrived in and using the normal routes / lanes for egress. Inbound traffic may be restricted but NO unnecessary traffic will be permitted to move toward the incident or affected area. Incoming lanes and roads will remain clear of traffic and obstructions for responding emergency personnel.

Emergency Evacuation - People in the affected area must leave immediately, moving north, south, east, and west of the incident or affected area. People may not be able to access vehicles or the same transportation mode they arrived in. Inbound traffic WILL BE restricted by Rangers so that no traffic will move toward the incident or affected area. Incoming lanes shall be used for responding emergency personnel only. Evacuees should be clearly instructed and advised of routes that are to be used. People without transportation should continue to walk away uphill, upwind, and upstream of the incident and, if possible, shall be directed or shuttled to park buildings, transit hubs, or other buildings with sufficient space, facilities, and amenities.

Persons are to be evacuated from affected area in a safe, timely, and secure manner, without inducing panic. Personnel should not engage in lengthy, unnecessary conversations or explanations. Visitors and employees should be given clear, specific directions. All questions or complaints should be directed to Ranger supervisory staff not assigned to the evacuation. Rangers will check all-purpose trails, loop trails,

restrooms, and commonly visited sites to alert people to the evacuation. Visitors will be advised to leave the affected area.

Ranger Department personnel and surrounding police will guide the individuals being evacuated. If evacuation of nearby residential/commercial properties is necessary, then the appropriate private, municipal, or county safety force(s) will be responsible for this action.

Should anyone be in jeopardy or harm's way, the ranking Ranger Supervisor / Incident Commander, after consulting with other involved units or emergency services personnel, will order the rescue of such individual(s). Should specialized units be required, such as the Mounted Unit, Traffic or Enforcement Unit, the K9 Unit, Special Operations, or the Dive Team, call out(s) will be coordinated through Ranger Dispatch.

Non-essential Cleveland Metroparks employees will evacuate from the affected area. Employees remaining must be trained and equipped with appropriate personal protective equipment and communication devices. Hazardous Materials Response Teams, fire departments, trained Ranger Department personnel, and private entities' response teams are best qualified to remain on scene following an evacuation.

The "all clear," allowing persons back into the reservation, will be ordered by the ranking Ranger Supervisor / Incident Commander at the established Incident Command Post, after consulting with safety officials.

SECTION FIVE: EMERGENCY NOTIFICATION DIRECTORY AND EMERGENCY TEAM MEMBERS

- A. As reflected on the Flow Chart of Notifications of the EOP, notifications are not the exclusive responsibility of Ranger Dispatch. In the event of an incident, parties notifying or mobilizing additional staff and resources should be fully prepared to make such contacts from any location. A list of district-wide emergency contacts which are not unique to each site can be found in this Section Five (see Table 3). A list of local emergency contacts can be found in each EPM. Each Cleveland Metroparks site must maintain a full copy of its EPM and EAP with updated local emergency contact lists, including cell phone and pager numbers. Lists of emergency contacts, including cell phone and pager numbers, should be updated regularly, and changes to the lists should be published to the training coordinator of the Ranger Department and to each other party who maintains a copy of the EOP.
- B. Certain written notices must be made and forms submitted by the Ranger Department to satisfy ICS requirements (see Section One, Attachment 2), and, in the event of environmental incidents which occur within Cleveland Metroparks, by Park Operations personnel to satisfy legal requirements (Attachment 4).

TABLE 3: DISTRICT-WIDE EMERGENCY CONTACTS

Baker & Hostetler Emergency Response Team	Contact Available Pager 24/7	Number 888-360-7908
a. Maureen A. Brennan, Environmental Law Attorney	Office	216-861-7957
	Home	216-321-3764
b. Patricia Poole, PERRP, OSHA, and Emergency Response Attorney	Office	216-861-7661
	Home	216-334-1171
	Mobile	216-533-7375
Federal & State Health & Safety Authorities	Contact	Number
a. National Response Center		800-424-8802
b. Ohio Environmental Protection Agency (EPA)		800-282-9378
c. Ohio Emergency Response Commission		800-282-9378
d. Ohio EPA Emergency Services		614-224-0946
e. Local Emergency Response Committee		Respective county #
f. Northeast Ohio Regional Sewer District (NEORS), Southern Plant (24 hrs/7days per week)		216-641-3200
g. Chemical Safety Board (for Root Cause Investigations)		202-261-7600
h. Public Employment Risk Reduction Program (PERRP)/Occupational Safety & Health (OSHA)		888-671-6858
i. Ohio Bureau of Underground Storage Tanks	(BUSTR)	800-686-2878
Federal, State & County Authorities	Contact	Number
a. Cuyahoga County Emergency Management Agency (EMA)		216-443-5700
b. Geauga County EMA		440-285-9200
c. Lake County EMA		440-256-1415
d. Lorain County EMA		440-329-5117
e. Medina County EMA		330-722-9240
f. Portage County EMA		330-297-3609
g. Summit County EMA		330-643-2558
h. Highway Patrol (OSP) Main-Columbus		614-466-2660
i. OSP Medina Post		330-725-4921
j. OSP Elyria Post		440-365-5045
k. OSP Chardon Post		440-286-6612
l. Bureau of Alcohol, Tobacco & Firearms (ATF)		216-522-3374
m. Coast Guard (USCG)– Emergency		216-937-0111
n. Federal Bureau of Investigations (FBI)–Cleveland		216-522-1400
o. Department of Transportation (DOT)		202-366-4000
p. US Army 52 nd WMD Civil Support Team (CST)		866-4WMDCST

SECTION SIX: TRAINING

- A. The Ranger Department training coordinator will conduct drills or table top exercises among Cleveland Metroparks staff to ensure the effectiveness of the EOP, EPMs, EAPs and the readiness of all managers and supervisors. The training coordinator will include in the training reference to guides that are available (see Attachment 4 and Attachment 5) for Park Operations personnel general reference in the event of an incident. Each fulltime and parttime employee must attend a training session and, if requested, shall sign a training confirmation sheet (see Attachment 6) to document his or her attendance and agreement to comply with the EOP and any applicable EPM and a confirmation of receipt sheet (see Attachment 7) to evidence delivery of the EOP and attachments to a particular site.
- B. Periodically, neighboring agencies and private entities including BP/Amoco, Hopkins Airport, Jacobs Field, Fairview General Hospital and other hospitals, etc. conduct drills required by governing bodies. When appropriate, Cleveland Metroparks should ask to observe or to participate in these mock drills and should also invite neighboring agencies to participate in Cleveland Metroparks sponsored drills. "Participation" includes contacting first response teams and entities associated with the mock event. Practice drills identify strengths and deficiencies within Emergency Operations Plan prior to an actual incident.
- C. Debriefings will be held after each exercise to critique and assess the effectiveness of the EOP and to make necessary adjustments/updates to the EOP, correcting each identified deficiency.
- D. The Ranger Department training coordinator should conduct periodic tours of any reservation/facility involving an established response team, neighboring response team, Cleveland Metroparks Rangers assigned to the area, Park Operations employees, park concessions and affiliates within the reservation, neighboring fire and police department(s), neighboring industries, and Cleveland Metroparks emergency response and remediation contractors.
- E. The Ranger Department training coordinator should schedule or chair at each reservation/facility an annual meeting among Cleveland Metroparks employees and neighbors to review and update the EOP, EPMs and EAPs. A tour of the reservation/facility may be a part of the meeting. Invite:
 - a. Cleveland Metroparks Personnel:
 - (1) Cleveland Metroparks Ranger Department:
Captain of Field Operations, Division Lieutenant, and Division Sergeant
 - (2) Cleveland Metroparks Department of Operations:
Park Superintendent, Park Manager, and maintenance personnel
 - (3) Cleveland Metroparks Administration:
Director of Law
Appropriate counsel, including Baker & Hostetler LLP
Risk Manager
Director of Planning, Design & Natural Resources
Chief of Natural Resources
Director of Marketing & Visitor Services
Natural Resources Area Managers
Safety and Environmental Manager
 - b. Neighbors and Affiliates:
 - (1) Chief of Police or designee
 - (2) Chief of Fire or designee

- (3) Neighboring industry Environmental Control Technicians or First Responders
- (4) Neighboring industry Health, Safety & Environmental Coordinators
- (5) Railroad Safety Coordinators or representative
- (6) Neighboring utility representatives

- F. For purposes of training and, as necessary, correcting any deficiency in, or improving the efficiency of, the EOP from time to time, Cleveland Metroparks employees who implement the EOP and participate in an emergency response in the event of an actual incident and the implementation of the EOP immediately thereafter should submit to the Ranger Department a response critique related to said incident. The EOP should be modified to correct any deficiencies or to improve its efficiency.
- G. After an actual incident and the implementation of the EOP, the Cleveland Metroparks employees who implemented the EOP and participated in the emergency response should evaluate its effectiveness. The EOP should be modified to correct any deficiencies or to improve its efficiency.

SECTION SEVEN: POST INCIDENT: CLEANUP/RESTORATION OF THE INCIDENT AREA

Thereafter, the Ranger Department should document and photograph the incident area and monitor surrounding areas for noticeable changes to the environment or natural resources in addition to specific post incident activities (see Attachments 5A through 5H), departmental guidelines establish parameters for follow-up by, or on behalf of, Cleveland Metroparks: Cleveland Metroparks employees may be involved in the cleanup if the scene and materials have been deemed safe by qualified emergency service responders or qualified personnel:

- A. When a third party causes an incident on Cleveland Metroparks property, Cleveland Metroparks may require the responsible party to restore the environment to its pre-incident condition. Those responsible will restore, rebuild or repair any amenities on Cleveland Metroparks property that are damaged, destroyed, or injured as a result of the incident. To facilitate immediate cleanup following an incident, the Park Manager or other authorized Cleveland Metroparks employee may grant emergency access to the responsible party and/or its subcontractor(s) either orally or in writing. A formal written permit will be issued by the Cleveland Metroparks Real Estate Contract Manager as soon as possible after any oral permit is issued.
- B. When Cleveland Metroparks is responsible for the cleanup following an incident on park property, Cleveland Metroparks, if appropriate, will take the necessary steps to restore the environment to pre-incident condition. If the incident affects natural resources, the Planning, Design and Natural Resources Department (PDNR) will identify the resources and the impact of the incident on them. PDNR will determine if restoration is feasible.

ATTACHMENT 1

CLEVELAND METROPARKS RANGER DEPARTMENT GENERAL ORDER NO. 5.05
HAZARDOUS MATERIALS RESPONSE AND HANDLING

This order is to be read in conjunction with the EOP.

General Order 5.05 of the Cleveland Metroparks Ranger Department Policies and Procedures Manual was established for members of the Ranger Department. The subject matter within this attachment should be used as a reference by other park employees while responding to, or handling hazardous materials incidents. This General Order does not supersede existing policy and procedure that may have been established for park operations or other personnel within Cleveland Metroparks.



Cleveland Metroparks Ranger Department:

Critical Incident

Subject: Hazardous Material Response and Handling		General Order Number: 5.05
Effective Date: Revised 9/05/2006, formerly Policy 10.22	Reference: Emergency Operations Planning 5.04 Cleveland Metroparks Emergency Operations Plan (EOP) Cleveland Metroparks Emergency Action Plans (EAP)	
Approval: Chief Gregory M. Loftus		No. of Pages: 9

A. Policy

Cleveland Metroparks Ranger Department policy in managing or assisting other agencies during incidents involving hazardous materials shall be the protection of life and property.

B. Procedure

1. Notification of a Hazardous Material Spill or Suspicious Packages or Substances

The following guidelines have been established in the event that dispatch receives a call from park staff or a visitor reporting a "suspicious package or substance."

a. Dispatch Procedures

- i. Radio the following information to the assigned ranger(s) and sergeant:
 1. nature of the call
 2. the precise location and identity of the complainant so that the responding ranger(s) can select the safest response route
 3. radio traffic should be clear and free of codes to insure concise communication and officer safety
- ii. If the caller is not at further risk for injury or contamination, dispatch should try to keep the caller on the line until the first responder arrives on scene

b. Operational Procedures

- i. It is NOT the responsibility of the first responder to disregard their own

personal safety for the identification of the hazard. First responders should protect themselves first.

- ii. Rangers WILL NOT accept any suspicious packages, hazardous materials, or suspected hazardous materials from anyone. Rangers who suspect that an item, package or container may pose a hazardous materials threat should move a safe distance away from the item and consult the North American Emergency Response Guidebook for direction concerning potential hazards, public safety measures, or emergency responses.
- iii. Recognize, document and communicate any of the following items:
 1. Vapor clouds
 2. Smoke
 3. Injured persons
 4. Environmental damage
 5. Evidence of explosive devices
 6. Booby-traps & secondary devices
 7. Surrounding populations
 8. Dispersion pathways
 9. Suspicious persons around the scene
- iv. Determine wind direction (before arrival if possible), stay upwind/uphill/upstream of the scene and avoid inhalation of all gases, fumes and smoke
- v. Avoid driving through, walking into, or touching any questionable materials
- vi. Responding rangers should first assess the incident from a safe distance. The North American Emergency Response Guidebook should be used to determine that distance (330 feet/100 meters in the absence of a specific distance). Rangers may then gather details about the reported substance or item and the person(s) involved or exposed.
- vii. Responding rangers should look at the areas adjacent to the incident site for potential ignition sources, including:
 1. Traffic and emergency vehicles
 2. Open flames
 3. Lightning or static discharges
 4. Electrical sources and downed power lines
 5. Radios and flashlights
 6. Flares
 7. Heat-producing chemical reactions
- viii. **Identification of the Hazard**
 1. Responding Rangers trained to the Awareness Level or Operations Level of hazardous material response should consult one of the following available resources to identify (a) the present hazard, and (b) the harm associated with it:
 - a. The North American Emergency Response Guidebook (ERG)

- b. The Center for Emergency Preparedness MSDS (Material Safety Data Sheet) pocket Dictionary
 - c. The U.S. Department of Transportation (USDOT) DOT Chart #12 – Hazardous Materials Marking, Labeling & Placarding Guide
2. Rangers shall try to identify the hazard from a safe distance where there is no threat to the responder. If the situation is non-changing and static, rangers may use some additional methods of identification from the scene including:
- a. Occupancy and location
 - b. Container shapes and sizes
 - c. Markings and coloring
 - d. Placards and labels
 - e. Shipping papers, Material Safety Data Sheets (MSDS), or facility pre-plans
 - f. Senses, other employees, and witnesses

ix. Confirmed Exposure

1. Initiation of The Incident Command System: ICS will be implemented for scene management. At the onset of the incident, the senior emergency response official reporting to the emergency must establish an Incident Command System. A detailed summary of actions must be recorded until an Incident Commander arrives or is appointed. The Chief of Fire or designee will be in charge until the scene has been rendered safe for all people and resources.
2. If rangers confirm an exposure, spill, contamination or validated threat, the Chief, Law Director, Captain of Field Operations, Captain of Support Operations, the detective bureau and the local fire department should be contacted immediately to assist with an assessment, rescue, decontamination, and evidence gathering. Photographs should be taken to document any fumes or clouds and direction of travel.
 - a. The primary investigation of such an occurrence will be the responsibility of the detective bureau
 - b. Local fire/emergency personnel will make an assessment and utilize hazardous materials units if necessary
 - c. The Chief, Captain of Field Operations or Captain of Support Operations will then notify the FBI for investigation if needed
3. If an employee or visitor comes in contact with a potential contaminant, they should use the skills and resources consistent with their level of training to contain the contaminant from a safe distance, if it is possible to do so without coming into direct contact with the contaminant.
 - a. Rangers shall assess the threat level
 - b. The person reporting the incident shall be informed to do

the following in order to protect themselves and prepare for emergency personnel to arrive

- i. Remain calm and calm others who may be in the area as well
 - ii. Do not try to clean up the substance and do not remove the substance from its container or its present location
 - iii. If the contaminant is indoors, affected persons should leave the room, close the doors and windows, and isolate the area (including turning off ventilation systems like air conditioners or heat) then move to a designated decontamination zone.
 - iv. Affected persons should avoid putting their hands near their face or head and should avoid touching others. They should wash their hands with soap and water immediately and then shower with soap and water if appropriate. Do not use bleach or disinfectants on the skin.
 - v. Contaminated clothing should be removed and placed in a plastic bag or some other container which can be effectively sealed. Emergency personnel need to be notified of these articles upon arrival.
- c. Rangers shall not enter the facility and the affected person(s) should not exit until instructed to do so by emergency personnel
 - d. Medical needs of individuals exposed shall be assessed and appropriate care will be provided, as soon as possible
 - e. A Ranger Department liaison will be established and will be in contact with those involved to provide follow-up information and instruction regarding the incident
 - f. The names, addresses and phone numbers of each employee and the identification of all visitors on site should be recorded by the rangers on scene. Incidents involving rangers, park employees, or visitors who are (a) exposed to, or (b) contaminated by a hazardous material must be documented in detail using a Ranger Incident Report.

x. Unconfirmed Exposure

1. If there is no indication that anyone was contaminated, rangers on scene should interview the reporting person(s) and try to determine the exact location of the package or substance, how it may have arrived, and a detailed description of the package or substance
2. The area or facility where the item was last seen should be

secured and should not be entered until the interview with the reporting person(s) is completed

3. A determination should be made based on all pertinent information whether or not to view and collect the substance or to contact other agencies for assistance
 - a. Any threats or information relating to hazardous or explosive material should be handled by the appropriate emergency personnel and the detective bureau should be contacted.
 - b. The FBI states that "evidence should be triple-bagged at the scene and transported per chain of custody requirements" to the pre-determined drop-off site.
 - i. Samples shall be transported in accordance with procedures established by the FBI and the Cuyahoga County Police Chiefs Association
 - ii. Coordination of the transport will be arranged through the detective bureau

xi. Interagency Coordination

1. The State of Ohio has a plan in place for responding to a biological threat. If there was:
 - a. A written note indicating a biological agent, or
 - b. A verbal threat prior to the delivery of an item, or
 - c. "Product" or some visible substance present, then...the local health department, the Ohio Department of Health, and the FBI should be notified. If the item involves the U.S. Mail, then the U.S. Postal Inspectors office will be notified.
2. The local health department determines that an exposure has occurred and the FBI begins a criminal investigation that the threat is credible
3. Notification of these agencies is made by the Chief, Captain of Field Operations, or Captain of Support Operations

c. Response Procedures

- i. Hazardous material first responders trained to the awareness level should never pass into the contaminated area of a release for any reason outside of duty to save lives. Rangers must not exceed their level of training and protection.
 1. Rangers at the Awareness Level of Training are trained to witness or discover a hazardous substance release and subsequently initiate an emergency response sequence by notifying dispatch and ranger supervisors.
 2. Rangers at the Operations Level of Training are trained to respond to releases or potential releases of hazardous substances as part of the initial response in order to protect

nearby persons, property, or the environment while containing the release from a safe distance to keep it from spreading and prevent exposures. Rangers at the Operations Level will respond in a DEFENSIVE manner and WILL NOT try to stop the release.

d. Personal Protective Equipment (PPE)

Sworn Ranger Department personnel who have received Awareness Level or Operations Level Hazardous Material training will be issued one First Responder Kit for hazardous material response. Rangers are responsible for: caring for the equipment; cleaning the equipment according to the Ohio HAZMAT & WMD Awareness for the First Responder guide; reporting lost, damaged, expired, or used equipment; and storing the kit in a secure, dry area. Kits should be stored in the work-site, not in the patrol vehicle. Rangers will bring the kits on patrol when responding to a hazardous material incident or when a credible threat raises an advisory system to high or severe levels.

i. Rangers trained and equipped as Awareness Level and Operations Level First Responders will only wear the prescribed personal protective equipment (PPE) in accordance with the following:

1. Rangers can wear personal protective clothing to protect them from the rapid migration of a hazardous release, or from contact with a contaminated victim while performing perimeter tasks.

Ranger PPE includes:

- a. Tyvek-F splash protection suits
 - b. Boot covers
 - c. Rubber gloves
2. Rangers can wear the air-purifying respirator (APR) for escape purposes only. Ranger APR includes:
 - a. Mine Safety Appliance Company (MSA) Millennium APR
 - b. MSAP-100 filters (2)
 - c. Mask Carrier
 3. Rangers equipped as Awareness Level and Operations Level First Responders should not be in the release area, however, if the hazard moves toward the ranger or if the ranger unavoidably becomes involved in a hazard, the ranger should don the APR and move immediately to a safe area.

ii. Donning the APR

When putting on (donning) the APR, the ranger must ensure a proper fit. When taking it off (doffing), the ranger must be cautious to not become contaminated by the outer portion of the APR. The following is a step-by-step procedure for donning the APR

1. Check the filter/canister approval to ensure that it is a P100 filter
2. Inspect the canister to ensure that its service life is suitable
3. Thread the filter canister into the face piece and tighten by hand (place it opposite the dominant hand/side)

4. Loosen the harness head straps on the face piece so the end tabs are at the buckles
5. Hold the face piece by the straps and put your chin in first
6. Pull the harness back over your head
7. Tighten the lower (neck) harness straps first by pulling them straight back, not out. Tighten the temple straps the same way. Tuck in the ends of the straps so that they lay flat across the head
8. Push the headband pads toward the neck and repeat step 7. if necessary, tighten the front strap for visibility and fit. Tuck in the ends of the straps so they lay flat across the head.
9. Perform the air-tightness seal:
 - a. Cover the air inlets over the filter with a palm
 - b. Breathe in and hold breath for 10 seconds. If the seal is good, the face piece will collapse and remain collapsed against the face
 - c. If the face piece does not remain collapsed, or you notice any leakage, readjust the straps and test again. If the leak is not corrected, DO NOT use the APR
 - d. Test the exhalation valve by exhaling. If the valve is stuck, there will be a heavy rush of air around the face piece. There may be a need to sharply exhale at first to "crack" the valve. If this sharp exhale does not release the valve, DO NOT use the APR.

iii. Donning the PPE

The following is a step-by-step procedure for donning the APR. Follow the checklist so that no proactive measure is forgotten:

1. Remove all jewelry, gun belt, uniform shirt and items from pockets
2. Inspect the Tyvek-F suit for holes, rips and tears
3. Inspect the APR
4. Remove filter canister from packaging and put the canister onto the APR
5. Put on the Tyvek-F suit (pull over shoes and clothing up to waist)
6. Put on outer chemical resistant booties and secure booties to suit with duct tape
7. Pull up and zip Tyvek-F suit
8. Put on a pair of EMS-style nitrile gloves
9. Put on outer gloves, placing the suit sleeves over the top of the gloves, taping suit to gloves
10. Put on gun belt or utility belt outside Tyvek suit
11. Attach mask carrier to belt and place APR in carrier with filter attached and ready for quick donning

*** The ranger is now ready to work in support areas. If the conditions change, perform the following steps while exiting the area

12. Don the APR
 13. Pull up the hood on the Tyvek-F suit
 14. Leave area immediately
- iv. Doffing the PPE and the APR
- The following is a step-by-step procedure for doffing the PPE and APR. The checklist is followed to prevent contamination from reaching inner personal clothing.
1. Move to a safe area where the hazardous material is not present (this area becomes the "warm zone" in association with the release area/exposure area).
 2. Open the plastic decon bag
 3. Step into the decon bag
 4. While standing inside the open decon bag:
 - a. Remove and place any items worn on the exterior of the suit (mask carrier, gun belt and accessories, weapons, radiation detector, etc.) in plastic bag.
 - b. Un-tape and remove outer booties, leaving them inside the decon bag
 - c. Remove tape from the outer gloves and place the tape in the plastic decon bag. DO NOT remove outer gloves.
 - d. Keeping the outer gloves on, pull back Tyvek-F suit hood, unzip and remove suit by rolling down from the top, inside out. DO NOT touch the outside of the suit. Remain standing inside the suit.
*** If an outer glove is accidentally removed, DO NOT put it back on
 - e. Remove outer gloves and place them in the plastic decon bag keeping recommended nitrile gloves on
 5. Carefully step out of the Tyvek-F suit and the decon bag away from the hazard or affected hot/warm zones. Place the suit in the plastic decon bag.
 6. Remove APR by leaning forward, tucking your chin into your chest and pulling the mask straight out away from the face. Place mask in plastic decon bag.
 7. Remove nitrile gloves and place in plastic decon bag
 8. Fold the top of the plastic decon bag inward, taking care not to touch the inside of the bag or any of its contents
 9. Leave the plastic decon bag in place for technicians to remove as waste
*** Caution: Care should be taken by perimeter patrol to maintain security of those items that were doffed into the plastic decon bag. Rangers who have left weapons in the decon bags should notify perimeter law enforcement personnel to maintain visual surveillance of those decon bags.
 10. Proceed to hygiene facilities to wash hands and face or shower completely
 11. Report to the designated medical monitoring station for vital-

sign check

- v. Rangers can consult the Ohio HAZMAT and WMD Awareness for the First Responder guide or the laminated appendix inside the issued First Responder Safety Kit for donning and doffing steps.

ATTACHMENT 2

INCIDENT COMMAND SYSTEM (ICS) SAMPLE REPORTING FORMS AND DOCUMENTATION

The forms included in this attachment could be copied and utilized by personnel trained to use the principles of Incident Command System. Personnel trained and authorized to use Incident Command should document all activities, people and resources associated with an emergency or significant event.

Completed forms should be collected and maintained by one person, appointed by the Incident Commander, so that a final report can be prepared for purposes of recovery and critique.

Incident Briefing, ICS Form 201
Incident Objectives, ICS Form 202
Organization Assignment List, ICS Form 203
Assignment List, ICS Form 204
Incident Radio Communications Plan, ICS Form 205
Medical Plan, ICS Form 206
Organizational Chart, ICS Form 207
Incident Status Summary, ICS Form 209
Status Change Card, ICS Form 210
Check-in List, ICS Form 211
General Message, ICS Form 213
Unit Log, ICS Form 214
Operational Planning Worksheet, ICS Form 215
Incident Action Plan Safety Analysis, ICS Form 215(a)
Radio Requirements Worksheet, ICS Form 216
Radio Frequency Assignment Worksheet, ICS Form 217
Support Vehicle Inventory, ICS Form 218
Colored Card Stock (crew, helicopter, aircraft, and dozer), ICS Forms 219(2), 219(4), 219(6) & 219(7)
Air Operations Plan, ICS Form 220
Demobilization Plan, ICS Form 221
Demobilization Checkout – page 1, , ICS Form 221 (cont)
Instructions for completion of demobilization checkout
Individual Personnel Rating, ICS Form 226
Resource Order Forms, pp. 1-3, ICS Form 308

INCIDENT BRIEFING	1 Incident Name	2 Date	3 Time
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4. Map Sketch

5. Current Organization

Incident Commander

Planning

Operations

Logistics

Finance

Div. _____

Div. _____

Div. _____

Div. _____

Air

Air Operations _____

Air Support _____

Air Attack _____

Air Tanker Coord _____

Helicopter Coord _____

Page 1 of

6 Prepared by (Name and Position)

[illegible]

INCIDENT OBJECTIVES	1 Incident Name	2 Date	3 Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8 Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)	10. Approved by (Incident Commander)		

ORGANIZATION ASSIGNMENT LIST			Communications Unit	
1 Incident Name			Medical Unit	
			Security Unit	
			Food Unit	
2. Date		3 Time		
4. Operational Period			9. Operations Section	
			Chief	
			Deputy	
5. Incident Commander and Staff			a. Branch I - Division/Groups	
Incident Commander			Branch Director	
Deputy			Deputy	
Safety Officer			Division/Group	
Information Officer			Division/Group	
Liaison Officer			Division/Group	
6. Agency Representative			Division/Group	
Agency			b. Branch II - Division/Groups	
Name			Branch Director	
			Deputy	
			Division/Group	
			Division/Group	
			Division/Group	
			Division/Group	
7. Planning Section			Division/Group	
Chief			Division/Group	
Deputy			c. Branch III - Division/Groups	
Resources Unit			Branch Director	
Situation Unit			Deputy	
Documentation Unit			Division/Group	
Demobilization Unit			Division/Group	
Technical Specialists			Division/Group	
Human Resources			Division/Group	
Training			Division/Group	
			d. Air Operations Branch	
			Air Operations Branch Director	
			Air Attack Supervisor	
			Air Support Supervisor	
8. Logistics Section			Helicopter Coordinator	
Chief			Air Tanker Coordinator	
Deputy			10. Finance Section	
Supply Unit			Chief	
Facilities Unit			Deputy	
Ground Support Unit			Time Unit	

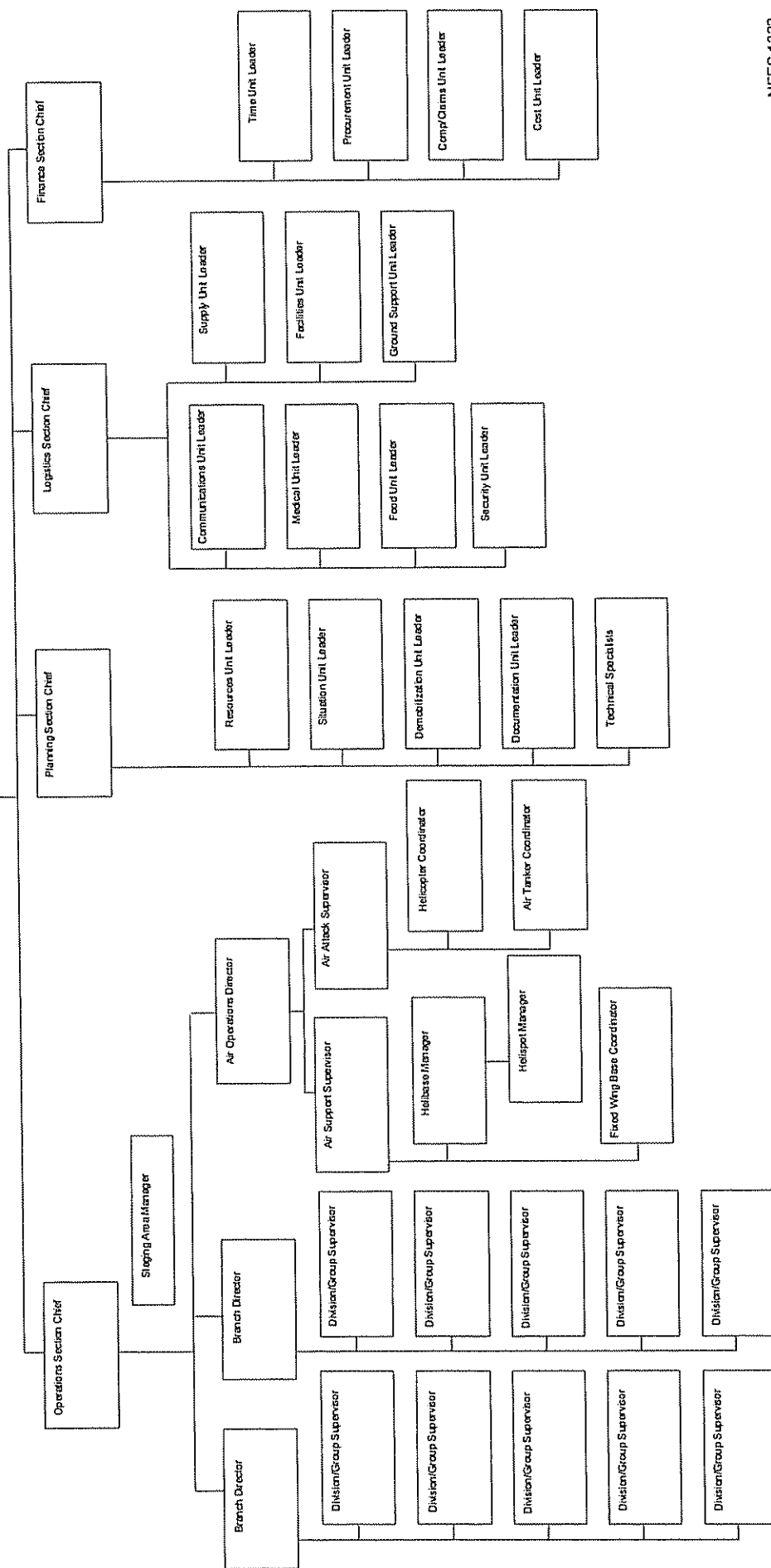
Procurement Unit	
Compensation/Claims Unit	
Cost Unit	

DIVISION ASSIGNMENT LIST				1 Branch		2 Division/Group		
3 Incident Name				4 Operational Period Date: Time:				
5. Operations Personnel								
Operations Chief				Division/Group Supervisor				
Branch Director				Air Attack Supervisor No				
6. Resources Assigned this Period								
Strike Team/Task Force/ Resource Designator		Leader		Number Persons	Trans Needed	Drop Off PT /Time	Pick Up PT /Time	
7 Control Operations								
8 Special Instructions								
9. Division/Group Communication Summary								
Function	Frequency	System	Channel	Function	Frequency	System	Channel	
Command		King NIFC		Logistics		King NIFC		
Tactical Div/Group		King NIFC		Air to Ground		King NIFC		
Prepared by (Resource Unit Leader)			Approved by (Planning Section Chief)			Date		Time

INCIDENT RADIO COMMUNICATIONS PLAN					1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time
4. Basic Radio Channel Utilization							
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks		
King							
NIFC							
King							
NIFC							
King							
NIFC							
King							
NIFC							
King							
NIFC							
King							
NIFC							
King							
NIFC							
King							
NIFC							
5. Prepared by (Communications Unit)							

MEDICAL PLAN	1	Incident Name	2	Date Prepared	3	Time Prepared	4	Operational Period		
5. Incident Medical Aid Station										
Medical Aid Stations			Location			Paramedics Yes No				
6. Transportation										
A. Ambulance Services										
Name		Address		Phone		Paramedics Yes No				
B. Incident Ambulances										
Name		Location				Paramedics Yes No				
7. Hospitals										
Name	Address		Travel Time Air Ground		Phone		Helipad Yes No		Burn Center Yes No	
8. Medical Emergency Procedures										
Prepared by (Medical Unit Leader)						10 Reviewed by (Safety Officer)				

Incident Commander	<table border="1"> <tr> <td>Safety Officer</td> </tr> <tr> <td>Union Officer or Agency Representative</td> </tr> <tr> <td>Information Officer</td> </tr> </table>	Safety Officer	Union Officer or Agency Representative	Information Officer	Incident Name _____
		Safety Officer			
		Union Officer or Agency Representative			
Information Officer					
Operational Period _____					
Date _____ Time _____					



INCIDENT STATUS SUMMARY

FS-5100-11

1 Date/Time		2. Initial <input type="checkbox"/> Update <input type="checkbox"/> Final <input type="checkbox"/>		3 Incident Name				4 Incident Number																
5 Incident Commander		6 Jurisdiction		7 County		8 Type Incident		9 Location		10 Started Date/Time														
11 Cause		12 Area Involved		13 % Controlled		14 Expected Containment Date/Time		15 Estimated Controlled Date/Time		16 Declared Controlled Date/Time														
17 Current Threat				18 Control Problems																				
19 Est. Loss		20 Est Savings		21 Injuries		Deaths		22 Line Built		23 Line to Build														
24 Current Weather				25 Predicted Weather				26 Cost to Date				27 Est Total Cost												
WS Temp		WS Temp		WD RH		WD RH																		
28. Agencies																								
29 Resources																						TOTALS		
Kind of Resource		SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	SR	ST	
ENGINES																								
DOZERS																								
CREWS Number of Crews:																								
Number of Crew Personnel:																								
HELICOPTERS																								
TANKERS																								
TRUCK COS.																								
RESCUE/MED.																								
WATER TENDERS																								
OVERHEAD PERSONNL																								
TOTAL PERSONNEL																								
30. Cooperating Agencies																								
31. Remarks																								
32. Prepared by						33. Approved by						34. Sent to:												
												Date Time By												

General Instructions

Completion of the Incident Status Summary will be as specified by Agency or municipality. Report by telephone, teletype, computer, or facsimile to the local Agency or municipality headquarters by 2100 hours daily on incidents as required by Agency or municipality (reports are normally required on life threatening situations, real property threatened or destroyed, high resource damage potential, and complex incidents that could have political ramifications). Normally, wildland agencies require a report on all Class D (100 acres plus) and larger incidents (unless primarily grass type in which case report Class E (300 acres or larger). The first summary will cover the period from the start of the incident to 2100 hour the first day of the incident, if at least four hours have elapsed; thereafter the summary will cover the 24 hour period ending at 1900 (this reporting time will enable compilation of reporting data and submission of report to local agency or municipality headquarters by 2100 hours) daily until incident is under control. Wildland fire agencies will send the summary to NIFC by 2400 hours Mountain Time.

1. Enter date and time report completed (mandatory).
2. Check appropriate space (mandatory).
3. Provide name given to incident by Incident Commander or Agency (mandatory).
4. Enter number assigned to incident by Agency (mandatory).
5. Enter first initial and last name of Incident Commander (optional).
6. Enter Agency or Municipality (mandatory).
7. Enter County where incident is occurring (optional).
8. Enter type of incident, e.g. wildland fire (enter fuel type), structure fire, hazardous chemical spill, etc. (mandatory).
9. Enter legal description and general location. Use remarks for additional data if necessary (mandatory).
10. Enter date and zulu time incident started (mandatory - maximum of six characters for date and four characters for time).
11. Enter specific cause or under investigation (mandatory).
12. Enter area involved, e.g. 50 acres, top three floors of building, etc. (mandatory).
13. Enter estimate of percent of containment (mandatory).
14. Enter estimate of date and time of total containment (mandatory).
15. Enter estimated date and time of control (mandatory).
16. Enter actual date and time fire was declared controlled (mandatory).
17. Report significant threat to structures, watershed, timber, wildlife habitat or other valuable resources (mandatory).
18. Enter control problems, e.g. accessibility, fuels, rocky terrain, high winds, structures (mandatory).
19. Enter estimated dollar value of total damage to date. Include structures, watershed, timber, etc. Be specific in remarks (mandatory).
20. Enter estimate of values saved as result of all suppression efforts (optional).
21. Enter any serious injuries or deaths which have occurred since the last report. Be specific in remarks (mandatory).
22. Indicate the extent of line completed by chains or other units of measurement (optional).
23. Indicate line to be constructed by chains or other units of measurement (optional).
24. Indicate current weather conditions at the incident (mandatory).
25. Indicate predicted weather conditions for the next operational period (mandatory).
26. Provide total incident cost to date (optional).
27. Provide estimated total cost for entire incident (optional).
28. List agencies which have resources assigned to the incident (mandatory).
29. Enter resource information under appropriate Agency column by single resource or strike team (mandatory).
30. List by name those agencies which are providing support (e.g. Salvation Army, Red Cross, Law Enforcement, National Weather Service, etc. mandatory).
31. The Remarks space can be used to (1) list additional resources not covered in Section 28/29; (2) provide more information on location; (3) enter additional information regarding threat control problems, anticipated release or demobilization, etc. (mandatory).
32. This will normally be the Incident Situation Status Unit Leader (mandatory).
33. This will normally be the Incident Planning Section Chief (mandatory).
34. The ID of the Agency entering the report will be entered (optional).

DESIGNATOR

NAME/ ID. NO. _____

STATUS

☐ ASSIGNED ☐ AVAILABLE ☐ O/S REST
☐ O/S MECHANICAL ☐ O/S MANNING
_____ ETR (O/S= Out of Service)

FROM	LOCATION	TO
	DIVISION/GROUP	
	STAGING AREA	
	BASE/ICP	
	CAMP	
	ENROUTE	ETA
	HOME AGENCY	

MESSAGES

TIME _____ RESTAT
PROCESS ☐

ICS
FORM

210 6/83

STATUS CHANGE CARD

NFES 1334

*

INCIDENT CHECK-IN LIST				1. Incident Name		2. Check-in Location (complete all that apply)					3. Date/Time					
<input type="checkbox"/> Personnel <input type="checkbox"/> Engines <input type="checkbox"/> Helicopters				Check one: <input type="checkbox"/> Handcrew <input type="checkbox"/> Dozers <input type="checkbox"/> Aircraft		<input type="checkbox"/> Base <input type="checkbox"/> Camp <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP Restat <input type="checkbox"/> Helibase										
4. List Personnel (overhead) by Agency & Name -OR- List equipment by the following format:				5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	
Agency	Single	Kind	Type	I.D. No/Name	Order/Request Number	Date/Time Check-in	Leader's Name	Total No. Personnel	Manifest Yes No	Crew or Individual's Weight	Home Base	Departure Point	Method of Travel	Incident Assignment	Other Qualifications	Sent to RESTAT Time/Int

GENERAL MESSAGE**TO:****POSITION:****FROM:****POSITION:****SUBJECT:****DATE:****TIME:****MESSAGE:****SIGNATURE:****POSITION:****REPLY:****DATE:****TIME:****SIGNATURE/POSITION:**

[illegible]

OPERATIONAL PLANNING WORK SHEET															1. Incident Name		2. Date Prepared		3. Operational Period (Date/Time)		4. Reporting Location		7. Requested Arrival Time	
5. Division/ Group or Other Location		Resources by Type (Show Sinks team as ST)										Time Prepared		6.		7.								
Work Assignments		1		2		3		4		5		6		7		8								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16							
	Req																							
	Have																							
	Need																							
	Req																							
	Have																							
	Need																							
	Req																							
	Have																							
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	Req																							
	Have																							
	Need																							
	Req																							
	Have																							
	Need																							
	Req																							
	Have																							
	Need																							
Total Resources - Single	Req																							
	Have																							
	Need																							
Total Resources - Sink teams	Req																							
	Have																							
	Need																							
Prepared by (Name and Position)																								

INCIDENT ACTION PLAN SAFETY ANALYSIS		1. Incident Name	2. Date	3. Time
Division or Group	Potential Hazards	Mitigations (e.g. PPE, buddy system, escape routes)		
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
	Type of Hazard:			
Prepared by (Name and Position)				

RADIO REQUIREMENTS WORKSHEET

1. Incident Name

2. Date

3. Time

4. Branch

5. Agency

6. Operational Period

7. Tactical frequency

8. Division/Group

Division/Group

Agency

Agency

9.

ID No.

Radio Requirements

Agency

ID No.

Radio Requirements

Agency

D No.

Radio Requirements

Agency _____

ID No.

Radio

Radio Requirements

Page 1 of 1

10. Prepared by (Name and Position)

GREEN CARD STOCK (CREW)

AGENCY	ST	KIND	TYPE	I.D. NO.
ORDER/REQUEST NO.		DATE/TIME CHECK IN		
HOME BASE				
DEPARTURE POINT				
LEADER NAME				
CREW ID NO./NAME (FOR STRIKE TEAMS)				
NO. PERSONNEL		MANIFEST <input type="checkbox"/> YES <input type="checkbox"/> NO		WEIGHT
METHOD OF TRAVEL <input type="checkbox"/> OWN <input type="checkbox"/> BUS <input type="checkbox"/> AIR				
OTHER				
DESTINATION POINT				ETA
TRANSPORTATION NEEDS <input type="checkbox"/> OWN <input type="checkbox"/> BUS <input type="checkbox"/> AIR				
OTHER				
ORDERED DATE/TIME		CONFIRMED DATE/TIME		
REMARKS				
ICS 219-2 (Rev. 4/82) CREW NFES 1344				

AGENCY	TF	KIND	TYPE	I.D. NO./NAME
INCIDENT LOCATION				TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR				
NOTE				
INCIDENT LOCATION				TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR				
NOTE				
INCIDENT LOCATION				TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR				
NOTE				
INCIDENT LOCATION				TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR				
NOTE				
U.S. GPO: 1990-794-001				

AGENCY	ST	KIND	TYPE	ID NO
ORDER/REQUEST NO		DATE/TIME CHECK IN		
HOME BASE				
DEPARTURE POINT				
PILOT NAME				
DESTINATION POINT				ETA
REMARKS				
INCIDENT LOCATION				
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR				
NOTE				
INCIDENT LOCATION				TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR				
NOTE				

ICS 219-4 (Rev. 4/82) HELICOPTER NFES 1346

AGENCY	TYPE	MANUFACTURER	ID NO
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			

U.S. GPO: 1988-594-771 NFES 1346

ORANGE CARD STOCK (AIRCRAFT)

AGENCY	TYPE	MANUFACTURER	ID NO
ORDER/REQUEST NO		DATE/TIME CHECK IN	
HOME BASE			
DATE TIME RELEASED			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			

ICS 219-5 (4/82) AIRCRAFT

AGENCY	TYPE	MANUFACTURER NAME/NO	ID NO
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			
INCIDENT LOCATION		TIME	
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR			
NOTE			

U.S. GPO: 695-162-1985 NFES 134B

YELLOW CARD STOCK (DOZERS)

AGENCY	ST	TF	KIND	TYPE	ID NO
ORDER/REQUEST NO			DATE/TIME CHECK IN		
HOME BASE					
DEPARTURE POINT					
LEADER NAME					
RESOURCE ID NO S/NAMES					
DESTINATION POINT					ETA
REMARKS					
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
ICS 219-7 (Rev 4/82) DOZERS NFES 1349					

AGENCY	ST	TF	KIND	TYPE	ID NO
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
INCIDENT LOCATION					TIME
STATUS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> O/S REST <input type="checkbox"/> O/S PERS <input type="checkbox"/> AVAILABLE <input type="checkbox"/> O/S MECH <input type="checkbox"/> ETR					
NOTE					
U.S. GPD: 1990-794-006					

DEMOBILIZATION CHECKOUT		
1. Incident Name/Number	2. Date/Time	3. Demob. No
4. Unit/Personnel Released		
5. Transportation Type/No		
6. Actual Release Date/Time	7. Manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No Number	
8. Destination	9. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:	
10. Unit Leader Responsible for Collecting Performance Rating		
11. Unit/Personnel		
You and your resources have been released subject to sign off from the following: <u>Demob. Unit Leader check the appropriate box</u>		
Logistics Section		
<input type="checkbox"/> Supply Unit _____		
<input type="checkbox"/> Communications Unit _____		
<input type="checkbox"/> Facilities Unit _____		
<input type="checkbox"/> Ground Support Unit Leader _____		
Planning Section		
<input type="checkbox"/> Documentation Unit _____		
Finance Section		
<input type="checkbox"/> Time Unit _____		
Other		
<input type="checkbox"/> _____		
<input type="checkbox"/> _____		
12. Remarks		
13. Prepared by (include Date and Time)		

Instructions for completing the Demobilization Checkout (ICS form 221)

Prior to actual Demob Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demob and release. If any, add to line Number 11.

Item No.	Item Title	Instructions
1.	Incident Name/No.	Enter Name and/or Number of Incident
2.	Date & Time	Enter Date and Time prepared.
3.	Demob. No.	Enter Agency Request Number, Order Number, or Agency Demob Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force ID Number(s) and Leader's name or individual overhead or staff personnel being released.
5.	Transportation	Enter Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. <i>Additional specific details should be included in Remarks, block # 12.</i>
6.	Actual Release Date/Time	To be completed at conclusion of Demob at time of actual release from incident. <i>Would normally be last item of form to be completed.</i>
7.	Manifest	Mark appropriate box. If yes, enter manifest number. <i>Some agencies require a manifest for air travel.</i>
8.	Destination	Enter the location to which Unit or personnel have been released. <i>i.e. Area, Region, Home Base, Airport, Mobilization Center, etc.</i>
9.	Area/Agency/ Region Notified	Identify the Area, Agency, or Region notified and enter date and time of notification.
10.	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. <i>Not all agencies require these ratings.</i>
11.	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check, (unit requirements as needed), <i>i.e. Safety Officer, Agency Rep., etc.</i>
12.	Remarks	Any additional information pertaining to demob or release.
13.	Prepared by	Enter the name of the person who prepared this Demobilization Checkout, including the Date and Time.

DEMOBILIZATION CHECKOUT

ICS-221

1 INCIDENT NAME/NUMBER		2 DATE/TIME	3 DEMOB NO
4 UNIT/PERSONNEL RELEASED			
5 TRANSPORTATION TYPE/NO			
6 ACTUAL RELEASE DATE/TIME		7 MANIFEST YES NO NUMBER _____	
8 DESTINATION _____		9 AREA/AGENCY/REGION NOTIFIED NAME _____ DATE _____	
10 UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING			
<p>11 UNIT/PERSONNEL YOU AND YOUR RESOURCES HAVE BEEN RELEASED SUBJECT TO SIGNOFF FROM THE FOLLOWING:</p> <p>(DEMOB UNIT LEADER CHECK <input checked="" type="checkbox"/> APPROPRIATE BOX)</p> <p><u>LOGISTICS SECTION</u></p> <p><input type="checkbox"/> SUPPLY UNIT _____</p> <p><input type="checkbox"/> COMMUNICATIONS UNIT _____</p> <p><input type="checkbox"/> FACILITIES UNIT _____</p> <p><input type="checkbox"/> GROUND SUPPORT UNIT LEADER _____</p> <p><u>PLANNING SECTION</u></p> <p><input type="checkbox"/> DOCUMENTATION UNIT _____</p> <p><u>FINANCE/ADMINISTRATION SECTION</u></p> <p><input type="checkbox"/> TIME UNIT _____</p> <p><u>OTHER</u></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>			
12 REMARKS _____ _____			
221 ICS 1/83			

INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT
(ICS FORM 221)

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with the Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11

Item Number	Item Title	Instructions
1	Incident Name/No	Print Name and/or Number of incident
2	Date/Time	Enter Date and Time prepared
3	Demob No	Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable
4	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force I D Number(s) and Leader's name or individual over-head or staff personnel being released.
5	Transportation Type/No	Method and vehicle I D Number for transportation back to home unit. Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, block #12.
6	Actual Release Date/time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7	Manifest	Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel.
8	Destination	Location to which Unit or personnel have been released, i.e., Area, Region, Home base, Airport, Mobilization Center, etc.
9	Area/Agency/Region Notified	Identify Area, Agency, or Region notified and enter date & time of notification.
10	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. Note: not all agencies require these ratings.
11	Unit/Personnel	Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e., Safety Officer, Agency Representative, etc.
12	Remarks	Any additional information pertaining to demobilization or release.

[illegible]

ATTACHMENT 3

Emergency Response Contact Telephone Log

	<u>Party Contacted</u>	<u>Date Contacted</u>	<u>Time Contacted</u>	<u>Estimated Time of Arrival / Location of Initial Assignment</u>
1.	On Duty Rangers			
2.	Ranger Supervisor On Duty			
3.	Special Operations Lieutenant			
4.	Division Lieutenant			
5.	Captain – Field Operations			
a.	Captain – Support Operations			
b.	Chief			
6.	Public Information Specialist			
7.	Highest ranking Ranger Supervisor Assigned to Incident			
8.	Outside Safety Forces (Fire/EMS)			
9.	Outside Safety Forces (Law Enforcement)			
10.	Park Manager / Facility Manager			
11.	Executive Director			
12.	Law Director			

13.

Risk Manager			
--------------	--	--	--
14.

Marketing Director			
--------------------	--	--	--
15.

Safety and Environmental Manager			
----------------------------------	--	--	--
16.

Planning, Design and Natural Resources Director			
---	--	--	--

Others Contacted

1.

--	--	--	--
2.

--	--	--	--
3.

--	--	--	--
4.

--	--	--	--
5.

--	--	--	--

ATTACHMENT 4

ENVIRONMENTAL: FORMS FOR REPORTING INCIDENTS AND CHART

This attachment contains three forms that should be used to document and report environmental incidents which occur within Cleveland Metroparks. It also contains a chart identifying the types of releases that the law requires Cleveland Metroparks to report to government agencies. The following three forms are included and should be completed by park operations personnel responsible for the affected area of an incident.

1. Environmental Incident: Incident Report Form, Cleveland Metroparks Ranger Department.
2. Environmental Spill: Ohio State Emergency Reporting Requirements for Air Excess/Air Contaminant Emissions for Reports required to be made by law to Ohio EPA (Form A).
3. Environmental Spill: Ohio State Emergency Reporting Requirements for Spills, Releases of Oil, Hazardous Substances or Waste (Form B).

Certain releases must be reported to U.S. EPA or Ohio EPA or other government agencies according to law. For example, a visible sheen of oil on a navigable water must be reported to U.S. EPA and Ohio EPA. The second and third forms can assist responders in gathering the information needed to make these mandatory notifications.

Consult with the Cleveland Metroparks law director before giving or sending information to a government agency using these forms.

After the forms is a chart entitled "Ohio State Report Requirements for Environmental Spills or Releases." This chart lists agencies and when the Cleveland Metroparks needs to contact them.

ATTACHMENT 4A

ENVIRONMENTAL INCIDENT: INCIDENT REPORT FORM
CLEVELAND METROPARKS RANGER DEPARTMENT

Reporting Ranger _____ Ranger No. _____

Date of Incident _____ Time of Incident _____

Location of Incident _____

Description of Incident _____

Source of Spill/Incident _____

Cause of Spill/Incident _____

Type of Material Spilled _____

Quantity Spilled _____

Number of Injuries _____ Number of Deaths _____

Was evacuation necessary? Yes___ No___ Number evacuated _____

Was there damage to Metroparks property? _____

Estimated cost _____ Who provided the estimate? _____

Additional information _____

ATTACHMENT 4B

ENVIRONMENTAL SPILL: OHIO STATE EMERGENCY REPORTING REQUIREMENTS FOR AIR EXCESS/AIR CONTAMINANT EMISSIONS

FORM A.

This document marked "Ohio State Emergency Reporting Requirements for (Air Excess/Air Contaminant Emissions)" contains the telephone numbers and addresses for the Ohio EPA District Offices to which one must report air contaminant spills/releases. Form A also lists specific information which must be reported to Ohio EPA to fulfill both oral and written notification requirements. This form must be filled out prior to telephoning the appropriate Ohio EPA District Office. A copy should be retained in site-specific and risk manager files. Record only facts, not opinions.

OHIO STATE EMERGENCY REPORTING REQUIREMENTS
FOR AIR EXCESS/AIR CONTAMINANT EMISSIONS

If your facility experiences a malfunction permitting air contaminants to be emitted in excess of applicable emissions standards, report as follows:

CONTACT: Ohio Environmental Protection Agency, District Office of Delegate Agency

HOW: (800) 282-9378 (24-hour number)

WHEN: Immediately

AND: In writing if malfunction lasts 72 hours

WHEN: Within 2 weeks

INFORMATION TO BE REPORTED IN WRITING:

1. What kind of malfunction occurred?

2. When did the malfunction occur (date and time)?

3. What was the cause of the malfunction?

4. Why was the malfunction unavoidable, i.e., not due to poor maintenance or operation practices or other preventable conditions?

5. What corrective action has been taken?

6. What action has been taken to eliminate or minimize emissions until corrective action has been completed?

IMPORTANT: A copy of this completed form should be retained in site-specific and risk manager files.

ATTACHMENT 4C

ENVIRONMENTAL SPILL: OHIO STATE EMERGENCY REPORTING REQUIREMENTS FOR OIL, HAZARDOUS SUBSTANCES, OR WASTE

FORM B.

This document, marked "Ohio State Emergency Reporting Requirements for Spills/Releases of Oil, Hazardous Substances or Waste," is to be used in reporting spills or releases of oil, hazardous substances or waste from any facility. Part I lists the information which must be reported to the Ohio EPA Office for Emergency Response to fulfill oral notification requirements and Part I should be filled out prior to telephoning Ohio EPA. Part II lists the information which must be submitted to the Ohio EPA Office of Emergency Response to fulfill written report requirements. Retain a copy of the completed Parts I and II of Form B in site-specific and risk manager files.

**OHIO STATE EMERGENCY REPORTING REQUIREMENTS FOR
SPILLS/RELEASES OF OIL, HAZARDOUS SUBSTANCE OR WASTE**

If your facility experiences a spill or release of oil or any hazardous substance or waste in any amount capable of threatening health or the environment, report as follows:

CONTACT: Director, Ohio EPA

HOW: By telephone (800) 282-9378 (24-hour number)

WHEN: Immediately

and

HOW: In writing

WHEN: Within 5 days of incident (period may be extended to 15 days if permission is obtained by facility from the Director of the Ohio EPA)

and

CONTACT: Applicable local authorities if evacuation may be advisable

HOW: By telephone [to be supplied by facility manager]

WHEN: Immediately

INFORMATION TO BE REPORTED TO OHIO EPA:

Part I (Oral Report)

1.	What is the name, address and telephone number of the facility and of the person reporting this incident?	
2.	What is the name, address and telephone number of the owner/operator of the facility?	
3.	What is the date and time of the incident?	
4.	What type of incident occurred, i.e., release, fire or explosion?	
5.	Briefly describe the incident and its cause.	

6.	What substance and in what quantities were released?	
7.	Describe the extent of any injuries caused by the incident.	
8.	Assess any actual or potential harm to health or the environment, incise or outside the facility, caused by the incident.	
9.	Specifically discuss any information about the release of any hazardous waste that may endanger public drinking water supplies.	
10.	Estimate the quantity and disposition of any recovered material.	

IMPORTANT: Part I should be completed prior to telephoning Ohio EPA. A copy of the completed form should be retained in your files and a copy should be sent to the law director at Cleveland Metroparks Administration.

Part II (Written Report)

1.	What is the name, address and telephone number of the facility?	
2.	What is the name, address and telephone number of the owner/operator of the facility?	
3.	What is the date and time of the incident?	
4.	What type of incident occurred, i e., release, fire or explosion?	
5.	How long did the incident last or is expected to last?	

6.	What was the cause of the incident?	
7.	What substance and in what quantities were released?	
8.	Describe the extent of any injuries caused by the incident.	
9.	Assess any actual or potential hazards to health or the environment caused by the incident.	
10.	Estimate the quantity and disposition of any recovered material.	
11.	Has the cause of the incident been corrected?	
12.	Describe any measures undertaken at the facility to prevent the recurrence of similar incidents.	
13.	Provide any additional information requested by Ohio EPA.	

IMPORTANT: A copy of Part II should be retained in your files and a copy should be sent to the law director at Cleveland Metroparks Administration.

TABLE 4

**OHIO STATE REPORTING REQUIREMENTS FOR
ENVIRONMENTAL SPILLS AND RELEASES**

Substance	Reportable Quantity	Telephone Contact	Report When & By Whom	Written Report to Ohio EPA Unless Stated Otherwise
Underground Storage Tanks				
Flammable or combustible substances (O.A.C. § 1301:7-28(K))	25 gallons or amount producing visible sheet on water or 25 gallons if spill cannot be removed within 24 hours same as above	Fire Marshall	Within 24 hours by the owners and operators	If required by Fire Marshall
Petroleum (not used oil) (O.A.C. § 1301:7-36)		Fire Marshall	Within 24 hours by the owners and operators	To fire official and Fire Marshall: report of all initial corrective action within 20 days of confirmation or discovery of the release (unless otherwise directed); free product removal report within 30 days of confirmation or discovery of the release
Generators of Hazardous Waste (O.A.C. § 3745-65-56)	a release which could effect health or the environment	Ohio EPA	Immediately by the emergency coordinator of the owner or operator	Written notice within 15 days
Hazardous waste from facilities holding a treatment, storage or disposal permit from Ohio EPA (O.A.C. § 3745-50-58(L))	any amount which violates permit and may endanger health or environment	Ohio EPA	Within 2 hours from the time the permittee becomes aware of the circumstances	Written notice within ____ days of the time the permittee becomes aware of the circumstances (unless otherwise directed)
Any release, fire or explosion resulting in emergency situation (O.A.C. § 3645-54-56)	any amount posing imminent or actual harm or hazard to health & safety or any release threatening human health or environment outside the facility	Ohio EPA emergency response team at 1-800-282-9378 and local authorities and local authorities if evacuation may be advisable	Immediately by the emergency coordinator or his designee	Within 15 days
Hazardous waste stored in tanks (O.A.C. § 3754-55-96)	any release, unless 1 pound which is immediately contained and cleaned up	Director, Ohio EPA	Within 24 hours of detection by the owner of operator	Within 15 days

CHART

Malfunction of air pollution equipment	any amount exceeding facility permit limits	Ohio EPA District Office	Immediately by the person responsible for such equipment	If malfunction lasts 72 hours, submit written report within 2 weeks
(O.A.C. § 3745-15-06) Any pollutant released into the waters of the State (O.A.C. § 3745-33-05)	amounts more frequently than or at a level in excess of NPDES permit or any amount if discharger has no NPDES Permit	Ohio EPA	Immediately by the permittee	Submit a new permit application
Hazardous Substance or extremely hazardous substance (O.R.C. 3750.06)	amount equal to or exceeding reportable quantity prescribed in § 3750.02 (does not apply to any release from a facility that results in exposure to persons solely within the site or sites on which the facility is located)	Community emergency coordinator of each emergency planning district likely to be affected by the release, the fire department have jurisdiction where the release occurred, director of the EPA or his representative		After written report, update report is due within 3 days after learning of additional information
Hazardous Substance released from a vessel or facility (40 C.F.R. § 302)	Equal to or exceeding reportable quantity (RQ) released in a 24-hour period	National Response Center 1-800-424-8802	As soon as he has knowledge of release, by person in charge of vessel or facility	None specified
Extremely hazardous or substance released from a facility which produces, uses or stores same (40 C.F.R. § 355) (hazardous substance releases are subject to § 302 and § 355 reporting requirements)	Greater than or equal to 1 pound (except those substances for which RQs have been established at other levels pursuant to § 311(b)(4) of the Clean Water Act (Appendix T))	Community emergency coordinator for the local emergency planning committee (LEPC) of any area likely to be affected by the release and the state emergency response commission (SERC) of any State likely to be affected; if no local emergency planning committee than notify relevant local emergency response personnel; a transportation-related release may report to the 911 operator	Immediately by owner or operator	As soon as practicable after release
PCBs (40 C.F.R. § 761.125) (additional reporting requirements are imposed for PCB spills under Clean Water Act and CERCLA)	Concentrations of 50 ppm or greater	EPA regional office (the Office of Pesticides and Toxic Substances branch)	Not later than 24 hours after discovery by responsible party	

Continuous Release Reporting Requirements (40 C.F.R. § 302) (40 C.F.R. § 355) *effective 9-24-90	Report the intent of the person in charge of the facility to establish the release as continuous and stable in quantity and rate	NRC, SERC of any State likely to be affected by the release, and the LEPC in any local area likely to be affected	When intent is established by person in charge of facility	Within 30 days of telephone contact notify EPA, SERC, LEPC; within 30 days of first written notification submit follow up report to EPA only
Statistically significant increase in a release	Any amount which exceeds the upper bound of previous reported normal range of the releases within 24-hour period	NRC, SERC, LEPC	As soon as it is known that the release exceeded the upper bound of the reported normal range by the person in charge	If a change results or will result in a number of releases that exceed the reported normal range, the release may continue to be reported as SSIs, or the normal range may be modified to reflect the change; if normal range changed, notify EPA within 30 days; if initial information becomes invalid notify EPA within 30 days.

NOTE

THIS PROTOCOL WILL APPLY TO ANY ENVIRONMENTAL INCIDENT OR CHEMICAL SPILL OCCURRING IN THE RESERVATION, REGARDLESS OF THE PRIMARY LOCATION, IT DOES NOT JUST APPLY TO BP/AMOCO BUT TO ALL OTHER LOCATIONS AS WELL

ATTACHMENT 5¹

HAZARD MITIGATION PROCEDURES AND ATTACHMENTS

Hazard Mitigation Procedures are quick reference guides that should be reviewed in the event of a specific hazard. Each provides general information about response and safety. The mitigation procedures are not policy. Employees should refer to the attachments that contain data for the specific emergency. Each attachment may aid in the planning for safe and appropriate responses for the following hazardous situations:

Hazard Mitigation: EARTHQUAKE Planning – Attachment #5A

Hazard Mitigation: FLOOD / FLASH-FLOOD Planning – Attachment #5B

Hazard Mitigation: TORNADO Planning - Attachment #5C

Hazard Mitigation: THUNDERSTORM Planning - Attachment #5D

Hazard Mitigation: WINTER STORMS Planning - Attachment #5E

Hazard Mitigation: EXTREME HEAT Planning - Attachment #5F

Hazard Mitigation: Airline / Transportation Incident Planning - Attachment #5G

Hazard Mitigation: Weapons of Mass Destruction (WMD) Planning - Attachment #5H

¹State of Ohio – Security Task Force: Bio-Terrorism Training Series, Module 1 (Aug. 2002)
Public Entity Risk Institute – Internet Symposium Papers (Nov. 2001)
St. Paul Risk Control – Catastrophe Response Plans (Jan. 2002)
US Dept. of Justice – Managing WMD Incidents – Executive Level Training Module (Dec. 2002)
The American Red Cross – www.redcross.org & ARC 2200 (Jan. 1994), ARC 4457 (July, 1998)
The Ohio Emergency Management Agency – www.state.oh (Sept. 2001)
The Federal Emergency Management Agency – www.fema.gov/library (Sept. 2001)
State and Local Guide (SLG 101) – Federal Emergency Management Agency (Sept. 1996)
Lucas County Senior Officials Handbook – Lucas County JRTTF (Jan. 2003)

Hazard Mitigation: EARTHQUAKE Planning – Attachment 5A

1. Introduction and Hazard Nature

An earthquake is a sudden, violent shaking or movement of part of the earth's surface caused by the abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface. The resulting hazard may consist of one or more of the following:

Ground Motion – Vibration and shaking of the ground is the most far-reaching effect and causes the most damage.

Ground Surface Fault Ruptures – Ground shaking is the result of a rupture of a fault beneath the surface. When that shaking results in a surface rupture, an opening of up to 20 feet may occur.

Liquefaction – The ground temporarily loses its strength, behaving like a viscous fluid, similar to quicksand, rather than a solid.

Landslides – Rock falls and slides of rock fragments on slopes.

Secondary Hazards – Resulting consequences may include fires, HAZMAT incidents and releases, dam failures etc.

2. Risk Area

Wide areas of the United States have some vulnerability to earthquakes. Thirty-nine States face the threat of a major damaging earthquake and are considered to be earthquake hazard areas.

3. Earthquake Planning Considerations

Damage Assessment – Ground and aerial surveys should be conducted to determine the scope of the damage, casualties and the status of key facilities (roads and lands included).

Search and Rescue - Trapped and injured persons should be removed, first aid shall be safely administered, and assistance in transporting seriously injured persons to medical facilities should be rendered. The data from the damage assessments should be used by incident commanders to identify facilities and areas where searches and rescues are to be conducted. Priorities for conducting these operations should be established. These priorities should be communicated to the incident command post and emergency operations center. Request local, state and federal assistance. Local and state teams may be overwhelmed. Federal teams may augment emergency response efforts to locate, extract and provide for the immediate medical treatment of trapped victims.

Access Control & Re-entry - As soon as conditions permit, immediate actions should be taken to control the area severely impacted by the earthquake. Control access to the area until it is safe. Only emergency response personnel should be permitted to enter. Establish protocol determining the appropriate time to allow evacuees and the public to re-enter the area.

Debris Clearance - Another high priority action includes the SAFE identification, removal and disposal of rubble. Landslides, wreckage, and other materials may block or hamper the performance of emergency response functions. This includes demolition and other actions to clear obstructed roads, repair or reinforcement of roads or bridges and construction of emergency detours or access roads.

Inspection, Condemnation and Demolition – SAFE inspections of buildings and other structures should be done by Planning, Design and Natural Resources (PDNR) staff or qualified personnel to determine whether it is safe to inhabit or use them following the earthquake. Prioritize, inspecting structures that are

critical to emergency services operations first. Designate those that may be occupied and identify / clearly mark those that are unsafe. Inspect structures that may threaten public safety. Identify / clearly mark those that are unsafe. Inspect dams and levees. Arrange for the demolition of condemned structures and clear a safe area around them.

Utilities and Lifeline Repairs – Arrange for the SAFE restoration and repair of electrical power, natural gas, water, sewer, telephone and other communications systems to minimize the impact on critical services and the public.

4. Warning

Earthquakes usually occur without warning. Although some earthquakes have been successfully predicted, a reliable warning system has not been developed.

5. Emergency Public Information

The flow of accurate and timely emergency information is critical to the protection of lives and property. Provisions should include the preparation and dissemination of notifications, updates, warnings and instructional messages. Warnings and advice on the continuing threat of fire, unsafe areas, building collapses, aftershocks, and other hazards should be relayed.

6. Evacuation

People should be evacuated from structures that have been damaged and are likely to receive more damage when aftershocks occur.

7. Mass Care

If possible, identify mass care facilities in low seismic risk areas that are also out of the way of secondary effect threats (flooding, fires etc) Identify structures for use that are structurally sound, well retrofitted or built to code. Rank facilities based on the amount of earthquake resistance and protection each one offers.

Hazard Mitigation: FLOOD / FLASH-FLOOD Planning – Attachment 5B

1. Introduction and Hazard Nature

Flooding occurs when normally dry land is inundated with water. Flooding may result from: bodies of water overflowing their banks, including artificial bodies like dams and levees, rapid accumulation of runoff or surface water, weather related storm surges or erosion. Two parameters of concern for flood planning include the suddenness of onset (flash floods) and the flood elevation in relation to topography and structures. Others include the velocity or energy of the moving water, debris carried by water and the extended duration of flood conditions.

2. Risk Area

Flooding can occur any time, but predominates in the late winter and early spring due to melting snow, broken ice jams and rainy weather patterns. All States are at a risk from flooding. In addition to a rainy climate, local risk factors include:

Rivers, Streams and Drainage ways – These are often subject to overflowing and their size can be misleading. Overflowing banks and high-velocity, low elevation flooding can be damaging and dangerous. Six to twelve inches of moving water provides a substantial risk.

Dams and Levees – Both pose a high or significant hazard to life and property if failure occurs. Structural failure adds additional problems of water velocity and debris to the already dangerous flood condition.

Steep Topography – This increases runoff water velocity and debris flow. Lack of vegetation to slow runoff and debris is another factor.

Cold Climate Conditions – Flooding problems are associated with ice jams. In the spring, ice breaks away and then collects at constriction points in rivers and streams. By trapping water behind it and then later giving way, an ice jam heightens flood levels both upstream and downstream.

3. Identifying Hazards

Susceptibility to floods will in most cases be a matter of historical record, as will flood elevations. The National Weather Service (NWS) maintains a list of communities with potential flash flood problems. Stream flow data for large watersheds is kept by the United States Geological Survey (USGS) in cooperation with state and local agencies.

4. Flood Planning Considerations

The extent of the initial response depends on warning time. The cause of the flooding and distance from the origin are factors. Storms may produce floods in a few minutes to a few hours and areas downstream may have from twelve hours to several days to prepare. Flash flooding occurs within six hours of a heavy rainfall. Dam failure may occur within hours of the first signs of breaching.

5. Flood Fighting

Reservations should address the following relevant considerations:

Obtain and keep a current list of all dams, levees and waterways.

Coordinate with surrounding agencies to facilitate expeditious notification and information exchange in the event of an emergency.

Map areas likely to be inundated with floodwaters.

Identify potential locations for the placement of temporary levees and make those locations known.

Pre-plan for labor and equipment needs in the event that flood fighting (levee building and sand bagging) takes place.

Search and Rescue – Conduct aerial and waterborne search and rescue once flooding occurs. Make provisions for the rescue of stranded animals and for the disposal of dead ones.

Continuity of Operations – Relocate resources, vital records, and equipment to assure continuation of services and to prevent damage/loss.

Inspection and Condemnation – Structures may be weakened by water pressure and debris flow. Interiors will be filled with mud and filth and building materials will be water logged. It will be necessary to SAFELY inspect structures to determine whether they are safe to use, using qualified Planning, Design and Natural resources personnel:

Identify structures that may threaten public safety.

Designate buildings and structures that may be SAFELY occupied.

Identify / mark structures that are UNSAFE and will be condemned.

6. Warning

The National Weather Service (NWS) is responsible for most flood warning efforts.

Automated Warnings – List locations and telephone numbers for automated dam and river warning systems within or upstream of the reservation.

7. Emergency Public Information

Public information begins with the communication of risks to the community and the visitors. They should be educated about what levels of warning imply. Prepare and disseminate notifications, updates and instructional messages accordingly.

When Floods Develop Slowly – provide the public information and instruction on expected elevation of flood waters, when to evacuate, transportation options if needed, designated travel routes, status of road closures, and locations of assistance centers.

8. Evacuation

Planning for evacuation should account for knowledge of high elevation areas, routes facing possible inundation, pickup points with communication sources, transportation for public and visitors, and coordination and implementation of efforts with adjacent jurisdictions.

Hazard Mitigation: TORNADO Planning - Attachment 5C

1. Introduction and Hazard Nature

A tornado is nature's most violent storm. It can devastate a building or an area in seconds. A tornado will appear as a rotating, funnel-shaped cloud, exposing the ground to whirling winds with speeds up to 200 miles per hour. A tornado spins violently and is unpredictable. It may or may not be visible and may or may not be associated with another weather or storm event. It may sound like a train or plane. They may occur anywhere in the United States and most travel a distance of about ten miles, although some have been tracked for nearly two hundred miles.

2. Mitigation

Identify and communicate locations in the workplace where staff should move in the event of a tornado. Avoid places with wide-span roofs, i.e. auditoriums and large hallways. A basement or storm cellar is ideal. If there is no lower floor, seek an area away from outside walls and windows. Find the middle section of the lowest level of the building, move under something sturdy and remain until the threat has passed. Use your arms and hands to protect your head and face from falling and flying debris.

If you are outside during a tornado, move quickly to a sturdy building for cover. Never try to out drive a tornado. If you are in a car, get out immediately. If cover is unavailable, lie flat in a low spot or a ditch. Be aware of moving water and flash flooding. Use your arms and hands to protect your head and face.

Know terms commonly used for reporting weather emergencies:

TORNADO WATCH: Weather conditions are right for tornados to develop. A watch does not necessarily mean that a tornado will develop. Listen to local TV and radio for updates on conditions. Watch for changing weather conditions, debris or an approaching tornado.

TORNADO WARNING: A tornado has been sighted and conditions are dangerous. Move to a safe place immediately.

WARNING SYSTEM: Be familiar with audible and other reporting systems in your area. The use of a battery operated or emergency radio is appropriate.

3. Post Incident

Following a tornado, carefully manage the following activities:

Help injured or trapped persons and give first aid when possible

Do not move the seriously injured unless in immediate danger of further injury

Activate emergency notification list

Obtain the latest emergency information from radio or television

Stay out of damaged buildings until re-entry has been authorized

SAFELY clean up spills, leave the building if you smell gas or chemical fumes

Inspect utilities in damaged or affected structures.

Check for *gas leaks* - If you detect gas odors or hear a loud hiss or blowing noise, contact a qualified professional at once to open a door or window. Leave the structure immediately. Turn off the gas from the outside main and call for help from an adjacent, safe structure. Once the gas has been turned off, it should only be turned back on by a qualified professional.

Inspect for *electrical system damage* - Watch for sparks, broken or frayed wires, or the smell of burnt insulation. Contact a qualified professional to turn off electricity at the main fuse box or circuit breaker. Leave the structure immediately. Do not step in water to get to the source. Electrical power should only be restored by a qualified professional.

Inspect for *sewer and water line damage* - If you detect damaged lines, avoid using sinks, toilets or drains until a plumber or representative of the water company has been notified. Avoid using water from the tap until it has been identified as safe.

Hazard Mitigation: THUNDERSTORM Planning - Attachment 5D

1. Introduction and Hazard Nature

Severe thunderstorms with lightning, high wind and heavy rain may be predicted and observed as they approach or they may develop or hit without warning. It is important to learn and recognize the danger signs

2. Mitigation

Dark, towering or threatening clouds and distant lightning or thunder are thunderstorm danger signs. Become familiar with thunderstorm watch and warning terms.

Severe Thunderstorm Watch – Weather conditions are such that damaging winds of 58 mph or greater **or** hail, ¾ inch in diameter or larger are likely to develop.

Severe Thunderstorm Warning – A severe thunderstorm has been sighted or indicated by weather radar.

3. Avoiding Risks and Hazards

Indoors – Secure light, outdoor objects or bring them inside. Shutter windows securely and brace outside doors. Avoid electrical equipment, telephones and particularly televisions because lightning could follow wires upon strikes. Bathtubs, sinks and basins along with faucets and metal pipes can also transmit electricity.

Outdoors - Attempt to get to a structure or car. If cover is unavailable, get to an open space and crouch low to the ground, with hands on knees. Never stand beneath a single large tree in the open and be aware of flooding potential. Avoid tall structures, posts, power lines, and bodies of water or potential lightning rods like camping gear, bicycles or golf carts/clubs.

* If you are in an open area and you feel your hair begin to stand on end, this may be an indication that lightning is about to strike. Quickly isolate yourself from metals, crouch down, putting your hands to your knees while keeping your feet together. Do not lie flat on the ground.

In a Vehicle – Pull safely to the shoulder, away from trees, poles or debris. Remain in the vehicle, with flashing hazards on, until the rain, wind have subsided. Do not attempt to drive through flooded areas. If a vehicle stalls in water, abandon it before water levels rise to a more dangerous level.

4. Post Incident

Check injured persons for severity of injuries. A person who has been injured by lightning does NOT carry an electrical charge that can shock others. If burned, call EMS immediately. Look for serious burns at entrance / exit wounds. Lightning may cause breathing and circulation problems. CPR may be necessary to sustain the victim's life until EMS arrives.

Following a thunderstorm with lightning, carefully manage the following activities:

Help injured or trapped persons and give first aid when possible

Do not move the seriously injured unless they are in immediate danger of further injury

Activate emergency notification list

Obtain the latest emergency information from radio or television

Stay out of damaged buildings until re-entry has been authorized

SAFELY clean up spills, leave the building if you smell gas or chemical fumes

Inspect utilities in damaged or affected structures.

Check for *gas leaks* - If you detect gas odors or hear a loud hiss or blowing noise, contact a qualified professional at once to open a door or window. Leave the structure immediately. Turn off the gas from the outside main and call for help from an adjacent, safe structure. Once the gas has been turned off, it should only be turned back on by a qualified professional.

Inspect for *electrical system damage* - Watch for sparks, broken or frayed wires, or the smell of burnt insulation. Contact a qualified professional to turn off electricity at the main fuse box or circuit breaker. Leave the structure immediately. Do not step in water to get to the source. Electrical power should only be restored by a qualified professional.

Inspect for *sewer and water line damage* - If you detect damaged lines, avoid using sinks, toilets or drains until a plumber or representative of the water company has been notified. Avoid using water from the tap until it has been identified as safe.

Hazard Mitigation: WINTER STORMS Planning - Attachment 5E

1. Introduction and Hazard Nature

A major winter storm can pose varied threats, hidden dangers and can be lethal. Preparing for cold weather conditions and responding to them effectively can reduce the dangers caused by winter storms.

2. Mitigation

Be familiar with winter storm watches and warnings in addition to severe weather warnings. Pay particular attention to details within (temperature, accumulation, ice, wind, etc.), the duration of the storm and the affected area.

Winter Storm Watch – Severe winter weather may affect the area

Winter Storm Warning – Severe winter weather conditions are coming

Wind Chill – Calculation of how cold it feels when combining strong winds with cold temperatures

Blizzard – Large amounts of falling or blowing snow are combined with sustained winds in excess of 35 mph for several hours or more

Plan for the loss of the regular heat source in your facility due to utility disruptions. Use SAFE alternate sources of heat and fuel. Remember to install and check smoke detectors prior to their use. Have disaster supplies on hand in the event that a commute is disrupted. Battery operated radios, lighting options, alternate power sources and first aid kits are critical. A supply of food and drink should be maintained along with essential hygiene items and personal medications and prescriptions. An ABC fire extinguisher should be nearby (water may be unavailable). Warm clothing, blankets and extra uniforms/coats should be kept at the work place.

3. Avoiding Risks and Hazards

Indoors – Remain indoors if possible and dress warmly. Conserve resources & fuels. Listen to weather reports for the latest information on radio / television.

Outdoors – Wear loose fitting, layered, lightweight clothing to prevent chill and perspiration. Outer layers should be water and wind resistant. Take frequent breaks and remain warmed up as you work outdoors. Cover your mouth to protect lungs from extremely cold air. Avoid overexertion and watch for signs of frostbite and hypothermia.

Frostbite – A severe reaction to cold exposure that can permanently damage a victim. A loss of feeling and a white or pale appearance to the skin are early signs.

Hypothermia – A condition brought on when the body temperature drops below 90 degrees Fahrenheit. Symptoms include uncontrollable shivering, slowed speech, memory lapses, stumbling, drowsiness or exhaustion.

Care for Frostbite or Hypothermia – Begin warming the victim slowly and seek immediate medical assistance. Warm the victim's trunk first, using your own body heat if needed. * Arms and legs should be warmed last because stimulation of the limbs can drive cold blood to the heart. Dress the victim in dry clothes and wrap the entire body in a blanket. Avoid caffeine or alcohol.

4. Post Incident

Following a tornado, carefully manage the following activities:

Help injured or trapped persons and give first aid when possible

Do not move the seriously injured unless they are in immediate danger of further injury

Activate emergency notification list

Obtain the latest emergency information from radio or television

Stay out of damaged buildings until re-entry has been authorized

SAFELY clean up spills, leave the building if you smell gas or chemical fumes

Inspect utilities in damaged or affected structures.

Check for *gas leaks* - If you detect gas odors or hear a loud hiss or blowing noise, contact a qualified professional at once to open a door or window. Leave the structure immediately. Turn off the gas from the outside main and call for help from an adjacent, safe structure. Once the gas has been turned off, it should only be turned back on by a qualified professional.

Inspect for *electrical system damage* - Watch for sparks, broken or frayed wires, or the smell of burnt insulation. Contact a qualified professional to turn off electricity at the main fuse box or circuit breaker. Leave the structure immediately. Do not step in water to get to the source. Electrical power should only be restored by a qualified professional.

Inspect for *sewer and water line damage* - If you detect damaged lines, avoid using sinks, toilets or drains until a plumber or representative of the water company has been notified. Avoid using water from the tap until it has been identified as safe.

Hazard Mitigation: EXTREME HEAT Planning - Attachment 5F

1. Introduction and Hazard Nature

Heat related emergencies are a result of sustained, high temperatures combined with too much activity, too much time in the sun or too much time in overheated environments. Be able to recognize symptoms of heat related illnesses and be prepared to give first aid if necessary.

2. Mitigation

Keep heat outside and cool air inside. Protect windows from direct morning and evening sunlight using shades, awnings or louvers. Shade can reduce heat entering a structure by as much as 80%. Conserve electricity. If AC is not available, go indoors and remain on the lowest floor possible. Drink plenty of water and eat well-balanced meals. Protect your face head and body by wearing a wide-brimmed hat and loose fitting, light colored clothing that covers as much skin as possible. Allow the body 2-3 days to get acclimated to a heat wave for the first two to three days. Avoid direct sun; sunburns slow the skin's ability to cool itself.

Learn the symptoms of the following heat disorders and know first aid steps:

Sunburn symptoms include skin redness, pain, possible swelling, blisters, fever and headaches. First aid includes showering with soap, applying dry, sterile dressings to blisters and getting medical attention.

Heat cramp symptoms include painful spasms in the legs or abdominal muscles and heavy sweating. First aid includes application of pressure or massage to relieve spasms and sips of water (unless nausea continues).

Heat exhaustion symptoms include heavy sweating, weakness, a weak pulse, fainting, vomiting, and cold, pale, clammy skin. First aid includes moving the victim to a cool place, getting him to lie down, loosening clothing, application of cool, wet cloths and allowing sips of water.

Heat stroke symptoms include a high body temperature (106° +), hot and dry skin, a rapid and strong pulse, lack of sweat and possible unconsciousness. First aid includes calling EMS, 911 or transport to a medical facility. Heat stroke is a serious condition. Undue delay can become fatal. Move victim to a cool location, a cool bath or a cool sponging to reduce the body temperature. Remove clothing but do not allow fluid intake.

Hazard Mitigation: AIRLINE / TRANSPORTATION INCIDENT Planning - Attachment 5G

1. Introduction and Hazard Nature

Cleveland Metroparks has lands adjacent to highways, railroads, and airports. In the event of a serious incident involving one or more modes of transportation, the district should be prepared to respond to the emergency and function accordingly. The primary function of the ranger department and park employees would be to protect life and property at the scene of a transportation incident. Secondary functions would include protecting the scene of the incident and assisting all responding agencies in conducting lawful investigations in order to determine the cause and nature of the incident.

2. Risk Area

Greater Cleveland, by virtue of its varied modes of transportation and highway structure, is at risk for incidents involving all modes of transportation.

3. Mitigation

Cleveland Metroparks and its employees are dedicated to the safety and protection of visitors, lands and resources alike. Some transportation emergencies may be avoided by safe driving and proper maintenance of park vehicles and roads. Vigilance and keen observation by park employees when working around highway overpasses and underpasses, roadways, railroads and airport perimeters may also alert authorities to potential hazards.

Ranger department and operations personnel should participate in local emergency planning efforts of communities and entities like Cleveland Hopkins Airport. Copies of emergency & disaster plans for adjacent airports and neighboring affiliates should be retained and referenced in the event of an incident.

4. Planning

With little or no warning of accidents, planning for transportation disasters should incorporate language and training for multijurisdictional responses. A universal plan such as the Incident Command System (ICS) and its principles should be activated by first responding personnel.

Communication with neighboring agencies, the affected communities and investigating authorities will begin immediately. Depending on the location, type and severity of the incident, a number of agencies may be contacted. Ranger dispatch, at the request of the incident commander or responding supervisor, shall contact emergency response units (police, fire and rescue) first. The appropriate authority, responsible for the investigation of the incident should be contacted second. Transportation authorities include:

Ohio Highway Patrol (Transportation emergencies including aviation incident)
National Transportation Safety Board (NTSB)
United States Dept. of Transportation (USDOT)
Federal Aviation Administration (FAA)
Federal Highway Administration (FHWA)
Federal Transit Administration (FTA)
Federal Railroad Administration (FRA)
National Highway Traffic Safety Administration (NHTSA)

5. Warning

Warning of a potential incident may come from a neighboring agency or authorities involved with aviation, railroads, etc. Details of the emergency should be relayed to ranger dispatch immediately and forwarded to the supervisor on duty. Unless specific details have been provided, the supervisor or officer-in-charge

shall coordinate an evacuation (if necessary) of the affected area. He/she shall contact Cleveland Metroparks Marketing personnel to determine if emergency public information about the affected area is necessary.

6. Post Incident

Functions of ranger department and park personnel following a transportation disaster would vary depending on the magnitude and nature of the incident. Generally, the following will act as a guide for response and investigation of an incident.

Rescue victims, assist emergency units and render first aid if necessary

Identify an incident commander, establish an incident command post, and apply incident command principles to coordinate multi-agency response

Conduct an organized assessment of victims, hazards and losses

Activate emergency notification list

Secure the scene, establishing inner and outer perimeters and allow only authorized personnel to enter

Evacuate the affected and surrounding areas if necessary

Preserve evidence

Assure notification of additional emergency and investigative authorities

Assist local, state and federal authorities with resources and investigation

Special Considerations – Vehicles including aircraft, trains, watercraft, motor vehicles, and military vehicles may carry cargo that is hazardous in nature. Cargo may include chemical, biological, radiological, nuclear and high explosive (CBRNE) agents or substances.

Reporting Responsibilities – Reports and authority at the scene of an incident may be the responsibility of other investigative agencies. The ranger department should maintain proper, detailed documentation of actions taken by all park personnel and communications. Utilizing ICS principles, the incident commander will assign the task of completing and collecting all ranger and park operations reports, data and supplements.

Hazard Mitigation: WEAPONS OF MASS DESTRUCTION (WMD) Planning - Attachment 5H

1. Introduction and Hazard Nature

A weapon of mass destruction (WMD) event may or may not be an act of terrorism. Criteria for a WMD incident includes the use of poison gas, any weapon involving a disease organism, any weapon designed to release radiation or radioactivity at a level dangerous to human life or destructive devices including any explosive, incendiary or poison gas, weapons converted to expel projectiles (excluding shotguns) with a bore greater than ½ inch in diameter, or a combination of parts...from which a destructive device can be assembled.

Terrorism, on the other hand, defines the crime or source of the event, not the weapon or device. The FBI defines acts of terrorism as; the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. Terrorism can be classified as international or domestic, depending on the source and motivation. Types of potential attacks vary and it is critical to recognize a planned, suspected, or actual incident so that information can be quickly relayed to the proper authorities. The methods used to target victims or facilities may include:

- Ambushes
- Arson
- Assassinations
- Biological Agent Attacks
- Bombings
- Booby Traps
- Chemical Agent Attacks
- Computer Crimes (Cyber-attacks)
- Financial Attacks
- Nuclear Contamination
- Sabotage

2. Risk Area

Cleveland Metroparks and the Greater Cleveland area, by virtue of its urban setting and world events, cannot rule out the possibility of victimization in the future. Therefore, each reservation should assess its surroundings and do a risk analysis, identifying potential targets and planning for organized responses to incidents at or near those facilities. Cleveland Metroparks Rangers should receive and disseminate information and warnings from other branches of local, state and federal government in an effort to educate its personnel and prepare them to recognize hazards.

3. Planning

A coordinated response to a WMD incident is highly recommended. The response should include managing the incident by using a coordination of agencies and involvement of many law enforcement and support personnel. The effective and efficient use of a management system (Incident Command) should minimize the dangers and confusion of a major incident while controlling the dynamics and complexity of the response.

The Cleveland Metroparks EOP and the Incident Command System should be implemented when one of the following complex problems result from a WMD incident:

- A series of rescue problems results from the incident
- An incident requires an evacuation, shelter in place, traffic control, or crime scene protection
- An incident which moves from one jurisdiction to another or involves multiple jurisdictions at onset
- An incident involving mass casualties OR involving mass decontamination

Responses to WMD incidents mirror responses to fires, disasters or hazardous materials. The safety of park employees, emergency personnel and visitors is the primary focus of a planned response.

4. Mitigation

Understanding the dangers of WMD incidents and how to avoid exposure may decrease the likelihood of casualties in the event of an incident in Greater Cleveland. There are six types of harm classified as consequences of WMD events:

- Asphyxiation (lack of oxygen, air or blood)
- Chemical (exposure to toxic substances)
- Etiological (bacteria, viruses or toxins)
- Mechanical (projectiles or shrapnel)
- Radiological (exposure to radiations)
- Thermal (extreme heat or cold)

Routes of exposure include inhalation, ingestion, absorption or injection. Reducing the concentration of exposure is done by providing yourself three methods of protection from the source: TIME, DISTANCE and SHIELDING. Recognizing a potential exposure and moving quickly from a source (TIME) is the first method of protection. Increasing your DISTANCE from the contamination source and providing SHIELDING from the agent/substance are the second and third safe methods. Personnel and visitors should always move upwind, uphill and upstream from the source.

5. Post Incident

Following the confirmation of a WMD incident, activation of the park EOP and establishment ICS principles, Rangers and Operations personnel can coordinate their response efforts in four phases.

NOTIFICATION (*From receiving the threat to termination of incident*)

Activate emergency notification list

Notify local, state and emergency managers along with state and federal authorities who have jurisdiction in the matter and resulting investigation

Initiate EOP and begin Incident Command by establishing a command post

RESPONSE (*From site management to incident stabilization*)

Identify threats and assess the scene

Evacuate and establish an inner / outer perimeter with HOT, WARM and COLD zones

Establish an initial crime scene perimeter

Consult with responding fire/hazmat units for safe distances based on observations

Provide a steady, reliable stream of information to all agencies and park divisions

RECOVERY (*From incident stabilization to termination*)

Operational recovery including restoration, recovery, removal and decontamination

Administrative recovery including collection of documentation, restocking / supplying, repairs and replacement of damaged equipment and supplies

TERMINATION (*From completing a contamination survey to complete hazard remediation*)

Restore critical services and normal operations

Critique the incident and modify plans that exist

Restructure policies and develop deterrents

ATTACHMENT 6

TRAINING CONFIRMATION

1. I have received and reviewed a copy of the Cleveland Metroparks Emergency Operations Plan (EOP). I understand that it is my responsibility to update any site-specific information in the EOP with attachments. I have read the EOP and understand my role and the role of my co-workers in executing the EOP.

Date	Signed
Date	Signed
Date	Signed
Date	Signed
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Date	Signed
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Date	Signed

CONFIRMATION OF RECEIPT

- [illegible]

ATTACHMENT 8

FLEET / EQUIPMENT / TITLED AND LICENSED VEHICLE INVENTORIES

Park-wide inventories are a valuable resource for managers who are coordinating responses to incidents where their own resources are overwhelmed. Inventories may be used by park personnel or neighboring agencies to plan for coordinated responses. Inventories of fleet vehicles, equipment, and titled and licensed vehicles that may be used in the event of an incident should be maintained as attachments in the EOP and each EPM (including detailed and updated locations for storage of fleet and other heavy equipment found in each reservation and within each specific facility, including concessions, within Cleveland Metroparks). The equipment and storage locations will be authorized and made available under the direction of the Chief of Rangers, the Director of Park Operations, and/or the Fleet Manager. Inventories should be updated annually.

ATTACHMENT A

EMPLOYEE CHECKLIST OF IMMEDIATE ACTIONS (First Contact)

- Activate an alarm system (oral and/or electronic), accounting for employees on site and alerting employees, and call 911
- Contact Ranger Dispatch for a law enforcement emergency at (440-333-4911)

OR

Call the local fire department/other emergency contact (see EOP Section Five and EPM) to report a fire or other casualty

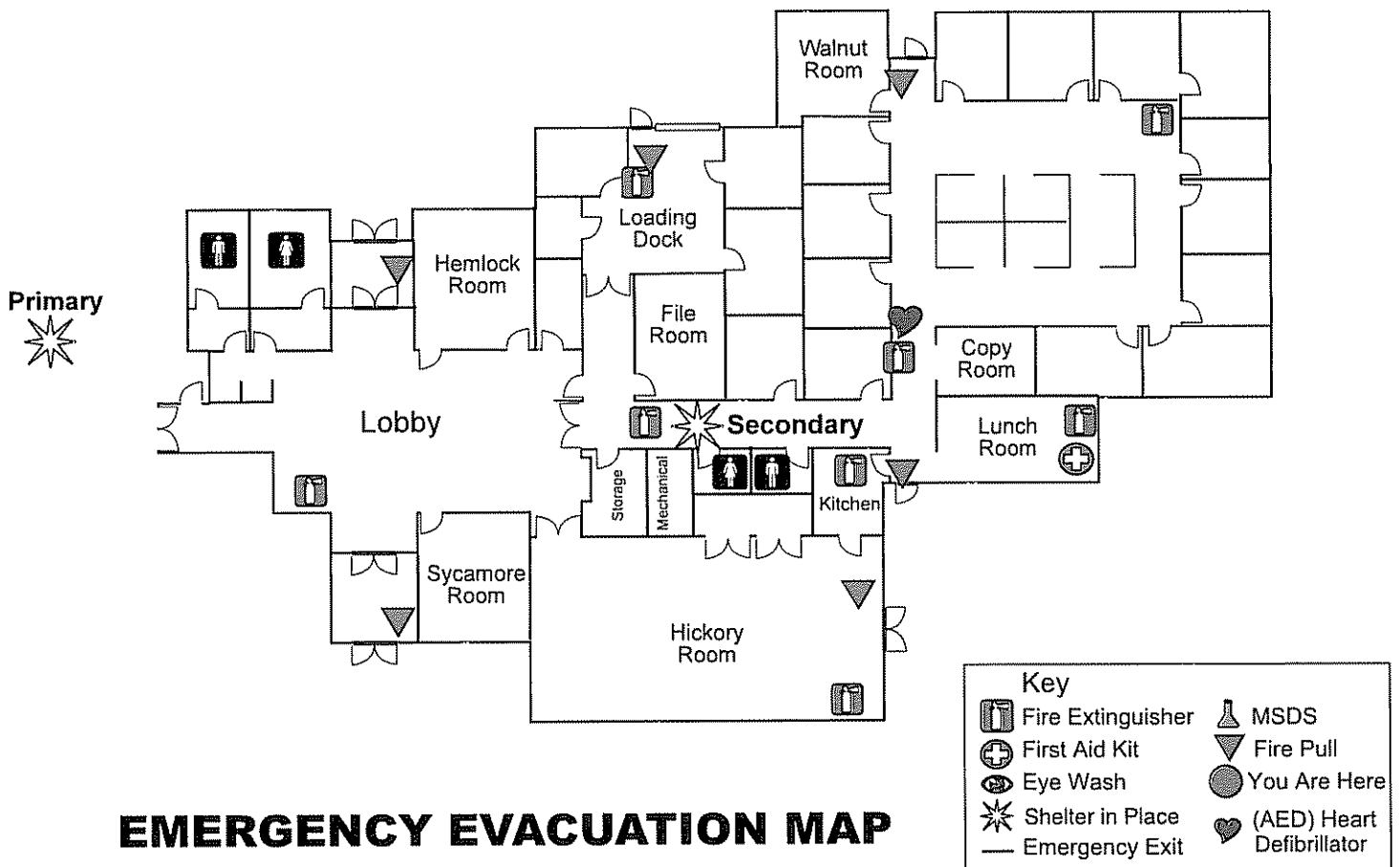
- Determine the alert level if authorized by Ranger Dispatch
- Update Ranger Dispatch as necessary
- Initiate Flow Chart of Notifications if directed by Ranger Dispatch
- Continue to take action (per EPM) as needed IF the scene is safe
- Restrict access/secure the incident area (EOP Section 3)
- Evacuate if necessary (EOP Section 4)
- Make Incident Assessment.

ATTACHMENT B

MAP OF RESERVATION / FACILITY WITH ESCAPE ROUTES, BUILDING / FACILITY EVACUATION PLANS OR BUILDING FOOTPRINTS

Reservation maps, building foot-plans and evacuation plans (if applicable) should be entered and updated on a regular basis. Some park buildings may not have true evacuation plans, detailing routes of egress, etc. Employees should not create these documents without approval/review from authorized personnel.

Rocky River Park Ops



EMERGENCY EVACUATION MAP

12/5/2006

ATTACHMENT C

EMERGENCY ACTION PLAN (EAP) FOR RESERVATION / FACILITY SPECIFIC HEALTH AND SAFETY MATTERS

Emergency Actions Plans (EAP) are brief, quick reference health and safety guides to ensure employee safety during an emergency. The EAP incorporates procedures for reporting fire and other emergencies as required.



EMERGENCY ACTION PLAN

Location:
As of:

EMERGENCY CONTACTS

Ranger Dispatch 440-333-4911

When dialing from an in-house phone: Dial "9" then the Number

The following may be contacted in the event of an emergency:

Life Threatening Emergency	9 • 1 • 1	Emergency Medical Services
Ranger Dispatch – Emergency	440-333-4911	Cleveland Metroparks Rangers
Ranger – Non-emergency	440-331-5530	Rangers HQ Non-emergency
Responding Fire Station		City Fire Department
Hazardous Material Spill	216-771-1365	Cuyahoga County
Spills in Waterway	216-937-0141	U.S. Coast Guard

CONTACT	CONTACT NUMBER	TITLE
Name		Manager
Name		Lead Person
Name		Director
Name		Chief or Superintendent
Name		Risk Manager
Name		Safety and Environmental Manager

	Designated safe area:
Primary on site location	
Secondary on site location	
Off site location	
Shelter in Place	

EMERGENCY CONTACT INFORMATION

Procedures for Employees who Remain to Operate Critical Facility Operations - 29 CFR 1910.38 (c)(3)

There are no critical facility operations requiring employees to remain

Procedures to Account for Employees - 29 CFR 1910.38 (c)(4)

Each facility shall designate an employee whose responsibilities include the following:

- *Takes attendance of his or her group at the designated meeting/safe area,*
- *Ensures all persons are accounted for*
- *Reports "all accounted for" or any missing persons to the Incident Commander (Ranger in charge or fire department personnel)*
- *Keeps all evacuees together until given further instructions by Incident Commander (Ranger in charge or fire department personnel)*
- *Assumes role of department contact to answer questions.*
- *Prevents re-entry - under no circumstances should anyone re-enter the evacuated building until permitted by the Incident Commander (Ranger in charge or fire department personnel).*

The designated employee for Park Operations Administration location is the Administrative Assistant or Analyst.

Procedures for Employees Performing Rescue or Medical Duties - 29 CFR 1910.38 (c)(5)

Certified first aid responders are to provide first aid assistance within their capabilities to employees requiring it during emergency situations. *Local EMS and the Ranger department* shall be notified immediately in an event requiring attention beyond basic first aid. *The first aid responders for Park Operations Administration facility are posted – staff.*

Contact Information - 29 CFR 1910.38 (c)(6)

The following personnel can be contacted regarding further information about duties under this written Emergency Action Plan:

- Nicole Lorenzo-Luna, Safety and Environmental Manager, 440-331-8641(W), 440-679-1246 (C).

WRITTEN PROGRAM (29 CFR 1910.38)

ATTACHMENT D

NEIGHBORING AGENCY / PRIVATE ENTITY EMERGENCY RESPONSE PLAN (S)

Emergency Operations Plans (EOP) from neighboring entities should be attached in this section. Critical plans include, but are not limited to, those from airports, hospitals and industries that border Cleveland Metroparks reservations. Cleveland Metroparks personnel should refer to these plans when responding to or planning for an incident involving one or more of these neighboring agencies or entities.

Copies of neighboring plans should be filed within the Emergency Preparedness Manual (EPM) at Ranger Headquarters / Communications Center and inside the EPM copies within the reservation / facility. Each facility should have in its EPM copies of neighbors' EOPs understanding that some facilities will not have any.

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