



EAST LIVERPOOL CITY HEALTH DISTRICT

Surge Capacity and Emergency Event Policy

Adopted 2/19/2020

Referenced Salem City Health District Policy

PURPOSE STATEMENT

To provide a method, in the event an emergency occurs or that a significant event exceeds the capacity of East Liverpool City Health District available staffing and/or resources, East Liverpool City Health District Health Commissioner or designee, will contact Columbiana County Health Commissioner to initiate the Columbiana Emergency Operations Plan (EOP).

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POLICY:

In the event of an emergency or surge capacity (EOP Activation Level Criteria shown below), East Liverpool City Health District will respond as directed by the incident commander, to all matters of urgent public health consequence utilizing the Columbiana County Emergency Operations Plan (EOP) and other emergency response plans currently in place by Columbiana County Health District.

PROCEDURE:

1. A. During regular Health Department business hours, call regarding matters of emergent public health consequences and communicable disease reporting will be forwarded to the Health Commissioner.
- B. After business hours, the East Liverpool Police Department Dispatch personnel shall contact a member of the East Liverpool City Health District utilizing the 24/7 call down information.
2. The staff receiving the call must take name and telephone number in the event a call is lost during transfer.
3. Staff is to immediately notify the Health Commissioner via telephone or text. NO voicemails will be left.
4. Health Commissioner will assess the emergency and decide (with possible inclusion of the East Liverpool City Health District department heads) what activation level (following Attachment 1 criteria) the emergency requires.
5. Activation levels classified as Type 4 or a definite Type 3, the East Liverpool City Health District will initiate the *Significant Event Policy* to respond to the emergency.
6. Activation levels classified by East Liverpool City Health Commissioner as a Type 2, type 1, or undecided type 3 emergencies, the ELCH Health Commissioner will call the Columbiana County Health commissioner (Appendix 23 CCEOP).



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7. Both Health Commissioners (with possible inclusion of knowledgeable staff) will discuss and decide the emergency type and activation level. This will then prompt the activation of the Columbiana County EOP.

8. The Columbiana County Emergency Operations Plan (EOP) will be used to guide activities for the emergency.

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9. The Commissioner may determine the need to issue a health alert to key response partners via OPHCS.

10. A critical health message to the public about an event that may be of emergent public health consequence will be made. The Public Information Officer for East Liverpool City Health District (PIO), and Incident Commander will design and issue message.

11. The Board of Health will then be contacted for information and for assistance, if directed by the Incident Commander. The Board members will report to the office or alternate site, if so requested. Board of Health members will function as volunteers under the direction of the Incident Commander. They may be utilized in the following manner:

- Main information desks (with prepared response information)
- Direct victims/families media/public, etc, as directed by the Incident Commander
- Collect intake or exit data
- Restock supplies as directed
- Participate in update sessions to provide status reports
- Others duties as assigned

12. East Liverpool City Health District will continue to operate until Columbiana County Emergency Operations Plan until directed by the Incident Commander that the event has ended.

13. East Liverpool City Health District will follow all after action reporting and directive of the Columbiana County Health Commissioner.

14. Guidance will be issued by the Incident Commander and East Liverpool City PIO to public regarding recovery after an event.

EVALUATION:

After Action Report

REFERENCES:

Columbiana County Emergency Operations Plan

East Liverpool City Health District Significant Event Policy



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Attachment 1

| Activation Level | Description | Minimum Command Function & Staffing Recommendations |
|--|--|---|
| Routine Operations- Type 4 | Routine incidents to which CCHD responds on a daily basis and for which day-to-day SOPs and programmatic resources are sufficient | Normal, Day-to-Day Staff DOC not activated |
| Situation Awareness & Monitoring-Type 3 Moderate/Large Incident | <ul style="list-style-type: none"> An emergency with limited severity, size, or actual/potential impact on health or welfare but that cannot be handled at the programmatic level Requires a minimal amount of coordination and agency engagement to conduct response; situational awareness and limited coordination are the primary activities Examples: Power outage in a nursing home; water disruption requiring limited county support | <ul style="list-style-type: none"> Response Lead (1) Public Information (1) Situation Awareness Section (1) <p>Consider activation of the DOC</p> <p>State EOC unlikely to be activated</p> |
| Partial Activation-Type 2 Large/Complex Incident | <ul style="list-style-type: none"> An emergency with moderate-to-high severity, size, or actual/potential impact on health or welfare Requires significant coordination and agency engagement to conduct response, likely with significant engagement from other county partners; County EOC may be activated Examples: Widespread radiation contamination in a facility; multicounty disease outbreak requiring significant local support; water disruption requiring substantial county support and guidance | <ul style="list-style-type: none"> Response Lead (1) Public Information (1) Partner engagement (1) Situational Awareness (2) Planning Support (1) Operational Coordination (1) Resources Support (1) Staffing Support (1) <p>DOC activation required</p> <p>State EOC may be activated</p> |
| Full Activation-Type 1 (National Incident) | <ul style="list-style-type: none"> An incident with extensive severity, size, or actual/potential impact on health or welfare; may be of such magnitude that the available assets that were put in place for the response are completely overwhelmed Requires an extreme amount of coordination and agency engagement to conduct response; almost certain engagement of multiple county partners; State EOC most likely activated Examples: Pandemic influenza; nuclear power meltdown; mass casualty incident | <p>FULL STAFFING:</p> <ul style="list-style-type: none"> Response Lead (1) All Section/Function Leads and key support staff (16+) All other functions and positions, as identified by activated plans <p>In addition to the activation of the above response organization, engagement of the CCHD Policy Group is also recommended.</p> <p>DOC activation required</p> <p>State EOC activated</p> |



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from chemical plume; bioterrorism attack

APPENDIX 23 – INTERNAL/EXTERNAL POINTS OF CONTACT

DOCUMENT DESCRIPTION

This appendix includes a list of External Points of Contact (POCs) that can provide CCHD

with incident external points of contact (POC) specific information or situational awareness.

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This document is intended to provide public health a quick reference for the notification and warning of general stakeholders as required during plan activation. This document is not inclusive as additional stakeholders may be included (based on event/incident generated demands). Information conveyed at minimum should include but is not limited to the following: Type of Emergency, Area Affected, Present Situation, Current/Planned Objectives, Plan Activation/Operational Status, and Return Contact Information.

| Position / Agency | Point of Contact/Service | Contact Information |
|---------------------|--------------------------------------|---|
| Health Commissioner | Wesley J. Vins Incident Commander | Work: 330-424-0272 Mobile:330-646-7028 Email: wvins@columbiana-health.org |
| Director of Nursing | Jennifer Davis Clinic Operations | Work: 330-926-5617 Mobile: 330-730-0045 Email: jdavis@columbiana-health.org |



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| Director of Environmental Health | Lori J. Barnes Shelter Inspections | Work: 330-812-3868 Mobile: 330-926-0399 Email: lbarnes@columbiana-health.org |
| Director of Finance & Personnel | Karen Clark Purchase Orders/Staff Payroll | Work: 330-926-5707 Mobile: 330-313-4948 Email: kclark@columbiana-health.org |
| Medical Director | Jack Amato Standing Orders | Work: 330-424-0272 Mobile: 216-288-5065 Email: jamato@columbiana-health.org |
| Legal Counsel | Columbiana County Prosecutor Krista Peddicord | Work: 330-424-0140 Email: kpeddicord@colcoprosecutor.net |
| PHEP Program Director | Paula S. Cope Planning/Logistics | Work: 330-424-0272 Mobile: 330-692-2067 Email: pcope@columbiana-health.org |
| East Liverpool Health Commissioner | Carol Cowan Strike team leader | Work: 330-386-7400 Mobile: 330-831-0229 Email: health@eastliverpool.com |
| Salem City Health Commissioner | Lynle Hayes Operations | Work: 330-332-1618 Mobile: 330-398-8860 Email: lhayes@cityofsalemohio.org |
| Position / Agency | Point of Contact | Contact Information |
| Emergency Management / Public Safety | Columbiana County Emergency Management Agency (CCEMA) | Working Hours: 330-424-9725 After Hours: 330-424-7255 Email: peggy.clark@ccoema.org |
| Director Job and Family Services | Eileen Dray-Bardon Case Management | Work: 330-424-7006 Email: www.columbianacountyjfs.org |
| Director Community Action Agency | Shari Green Access and Functional Needs | Work: 330-424-7221 Email: Shari.Green@caaofcc.org |
| Deputy Engineer | Columbiana County Engineers Office Roads/Transportation | Work: 330-424-1740 Email: engineer@cceng.org |
| Deputy Sheriff | Columbiana County Sheriff Law Enforcement/Public Safety | Work: 330-424-7255 Email: kdowling@cccclerk.org |
| Regional Public Health Coordinator (RPHC) | Christopher Barker Regional Health Resource Leader | Work: 330-926-5716 Mobile: 330-283-6521 Email: cbarker@schd.org |
| | Sarah Metzger Regional Medical Resource Leader | Work: 330-873-1500 Mobile: 330-329-4203 Email: smetzger@arha.org |



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| Regional Healthcare Coordinator ¹ (RHCC) | | |
| American Red Cross | Kristen Gallagher Program Specialist | Work: 330-392-2551 x118 After Hours: 330-360-5488 Email: Kristen.gallagher2@redcross.org |
| Ohio Department of Health | Bureau of Health Preparedness State Assets | General: 614-466-3543 24/7 (Emergency): 614-722-7221 Email: bhp@odh.ohio.gov |

Specific Notification and Warning Requirements (as applicable):

| Position / Agency | Point of Contact | Contact Information |
|--------------------------------------|--|--|
| Ohio Department of Health | Outbreak Response and Bio-terrorism Investigation Team (ORBIT) | ORBIT: 614-995-5599 ODRS Help Desk: 614-752-5190 Surveillance: 614-995-5599 (smed@odh.ohio.gov) ODH Lab: 888-634-5227 (odhlabs@odh.ohio.gov) Fax: 614-564-2456 Email: orbit@odh.ohio.gov |
| Ohio Department of Health | Radiation Protection | Radiation Protection: 614-644-2727 24/7: 614-722-7221 Fax: 614-466-0381 Email: bradiation@odh.ohio.gov |
| Ohio Department of Health | Vital Statistics | Vital Statistics: 614-466-2531 Email: vitalstat@odh.ohio.gov |
| Ohio Department of Health | Environmental Health | General: 614-466-1390 Food Safety: 614-644-7416 Private Water/Septic: 614-644-7558 Zoonotic: 614-752-1029 (zoonoses@odh.ohio.gov) Fax: 614-466-4556 Email: beh@odh.ohio.gov |
| Ohio Environmental Protection Agency | | Air Pollution: 614-644-2270 / Fax: 614-644-3681 Drinking/Ground Water: 614-644-2752 / Fax: 614-644-2909 Surface Water: 614-644-2001 / Fax: 614-644-2745 Materials/Waste Management: 614-644-2621 / Fax: 614-728-5315 NE District General: 330-963-1200 / Fax: 330-487-0769 General ERIE (Duty Office): 614-644-3194 Emergency: 800-282-9378 Spill Hotline: 614-224-0946 |

¹ Regional Healthcare is optional (based on generated demands) but included to support healthcare notification/warning.



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| Ohio Department of Agriculture | General: 614-728-6201 Food Safety: 614-728-6250 (foodsafety@agri.ohio.gov) Meat Inspections: 614-728-6260 (meat@agri.ohio.gov) Animal Health: 614-728-6220 / Disease: 800-300-9755 |
| Ohio Department of Natural Resources | General: 614-265-6565 Natural Resources NE Region General: 330-896-0616 |
| Ohio Department of Health Laboratory | General: 888-634-5227 ODHLabs@odh.ohio.gov |