

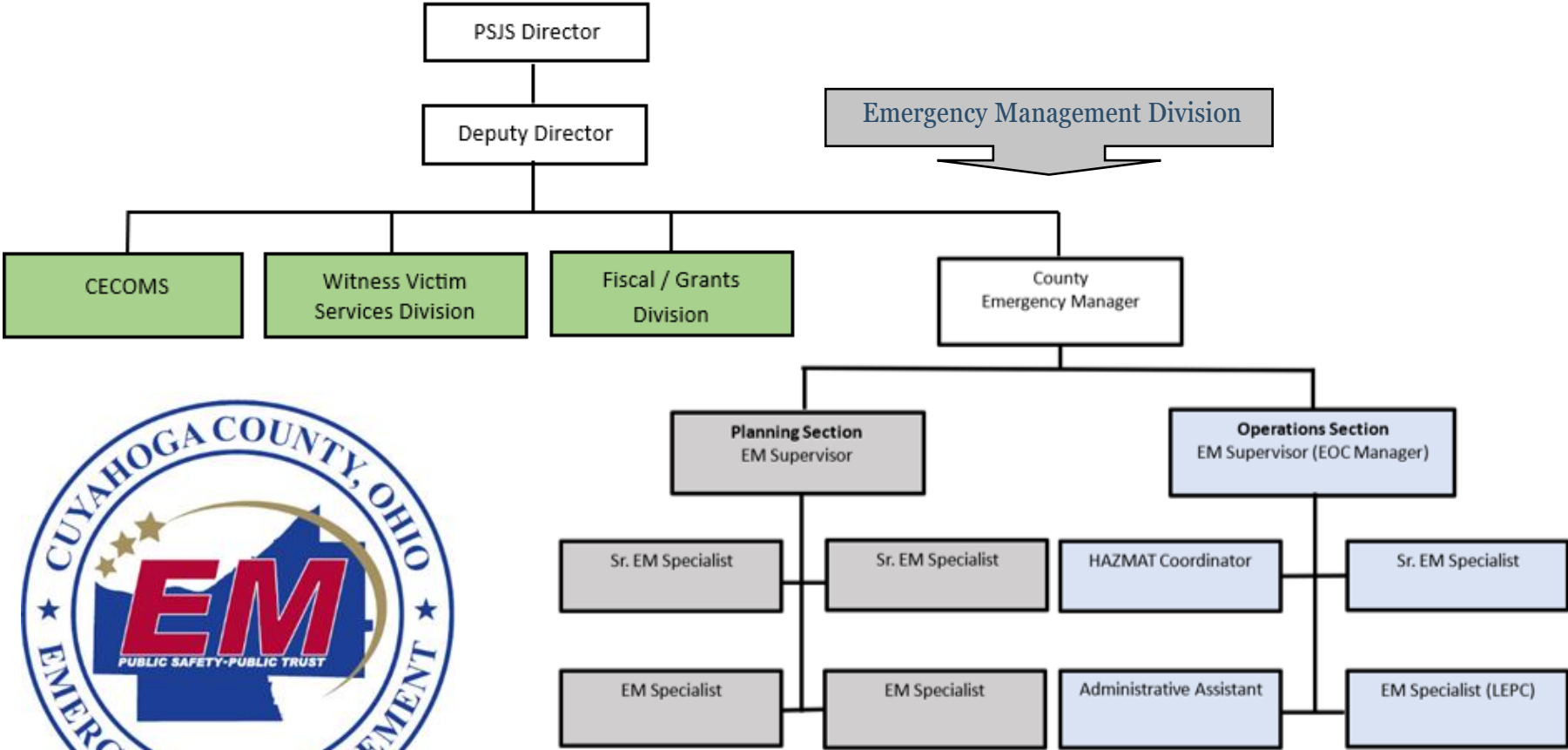


Cuyahoga County Office of Emergency Management

Department of Public Safety &
Justice Services

*OHS Advisory Board Meeting
May 21, 2026*

Office of Emergency Management



Some of our Public Safety Partners..



59
Communities



76 Police
Agencies



34 Specialty Teams



52 Fire Response
Agencies



26 Public Safety
Answering Points (PSAPs)



19 Hospitals



> 35 NGOs



14 Utilities



31 School Districts



8 colleges/
universities

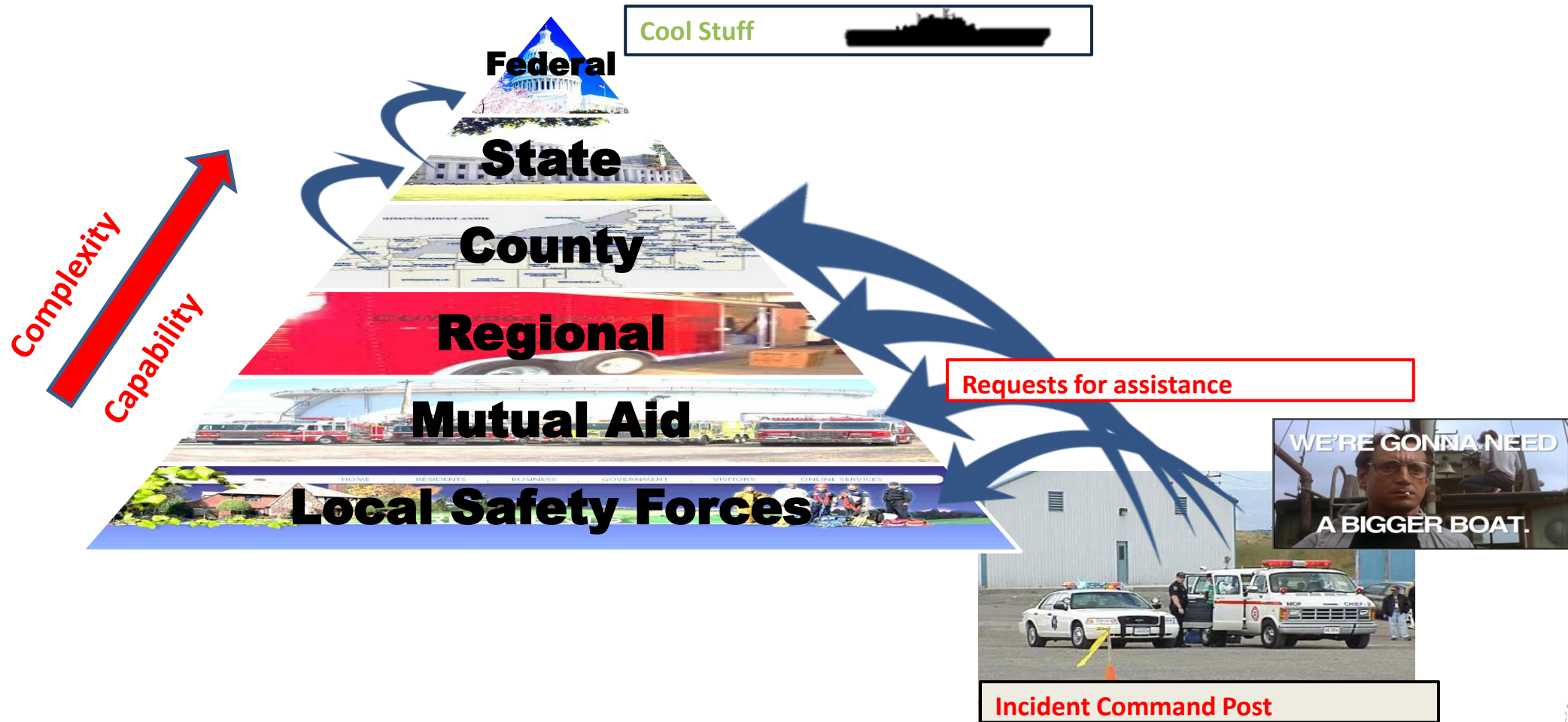
Our Planning Environment...



Cuyahoga County and its communities are at risk of a range of natural, human-caused, and technological hazards.



National Incident Management System (NIMS)



Our Planning Environment...



The **Cuyahoga County Office of Emergency Management** recognizes the need to continually enhance planning and coordination with the **Whole Community**, especially it's 59 political subdivisions.



What We Do: *Planning*

- Writing and disseminating plans related to emergency preparedness, response, recovery, and mitigation.
- Develop plans for the Cuyahoga County Office of Emergency Management and Cuyahoga County departments and divisions.
- Work closely with municipal governments and partner agencies to provide support and guidance for the development of local plans.



What We Do: *Training*



- Provide oversight on regional **National Incident Management System (NIMS) and Incident Command System (ICS)** Training
- Guidance on training plans/activities
- Coordinating agency for **countywide training**
 - Federal / US Department of Homeland Security (DHS) approved courses and seminars
 - All-Hazards/regional collaborative classes
 - Specialized classes tailored to specific disciplines
- Develop and maintain **Integrated Preparedness Plan** to comprehensively prioritize and track public safety training and exercises in County over a multi-year period



What We Do: *Exercise*



- Plan and conduct **All-Hazards Exercises** that include all disciplines
- Coordinate exercise scheduling through **Integrated Preparedness Plan**
- Assist with grant process for exercise funding
- All exercises follow **Homeland Security Exercise Evaluation Program (HSEEP)** guidance
- Evaluate Cuyahoga County's ability to respond to catastrophic disasters



What We Do: *Operations*

- Emergency Operations Center (EOC)
- Logistics
 - Special Event Trailers, emergency equipment
- In-field support
 - UAS Team (Drones)
 - Damage Assessments



What We Do: *Operations*



Local Emergency Planning Committee (LEPC) Support

- Mandated by the Emergency Planning and Community Right-to-Know Act of 1986 as well as section 3750.03 of the Ohio Revised Code (ORC).
- Planning group comprised of individuals who have a knowledge and awareness of hazardous materials incident planning and response.
- Emergency Management staff members support the LEPC in fulfilling its responsibilities, which include:
 - Supporting first responders with hazardous materials information and training
 - Overseeing annual chemical reporting for regulated facilities
 - Maintaining records for all spills and releases of hazardous chemicals in Cuyahoga County



What We Do: *Outreach*

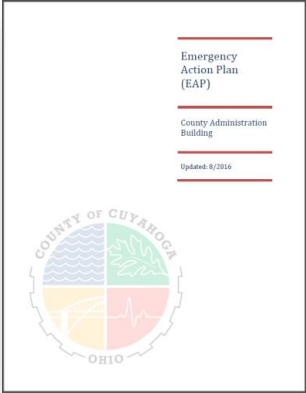


- Participate in various **activities/events** with communities in Cuyahoga County
- Provide year-round emergency preparedness **education** to various target audiences
- Promote **Whole Community approach** to incorporate businesses and non-profit sector focusing on:
 - Disaster Preparedness / Emergency Readiness
 - Local involvement and community resiliency
- Outreach Programs include:
 - Special events (National Preparedness Week, Shake-Out, etc.)
 - Printed material
 - Publications

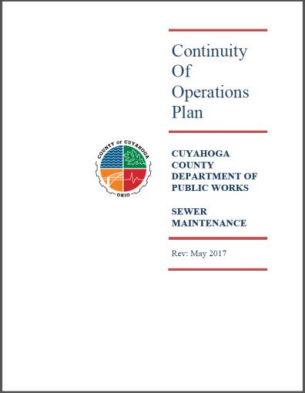


Planning for Facilities: Emergency Action Plans (EAPs) & Continuity of Operations Plans (COOPs)

<i>EMERGENCY OPERATIONS</i>	<i>CONTINGENCY PLANNING</i>
“Putting out the fire” Immediate response and damage control	“After the fire is out” Emphasis on recovery and resumption of services



vs.

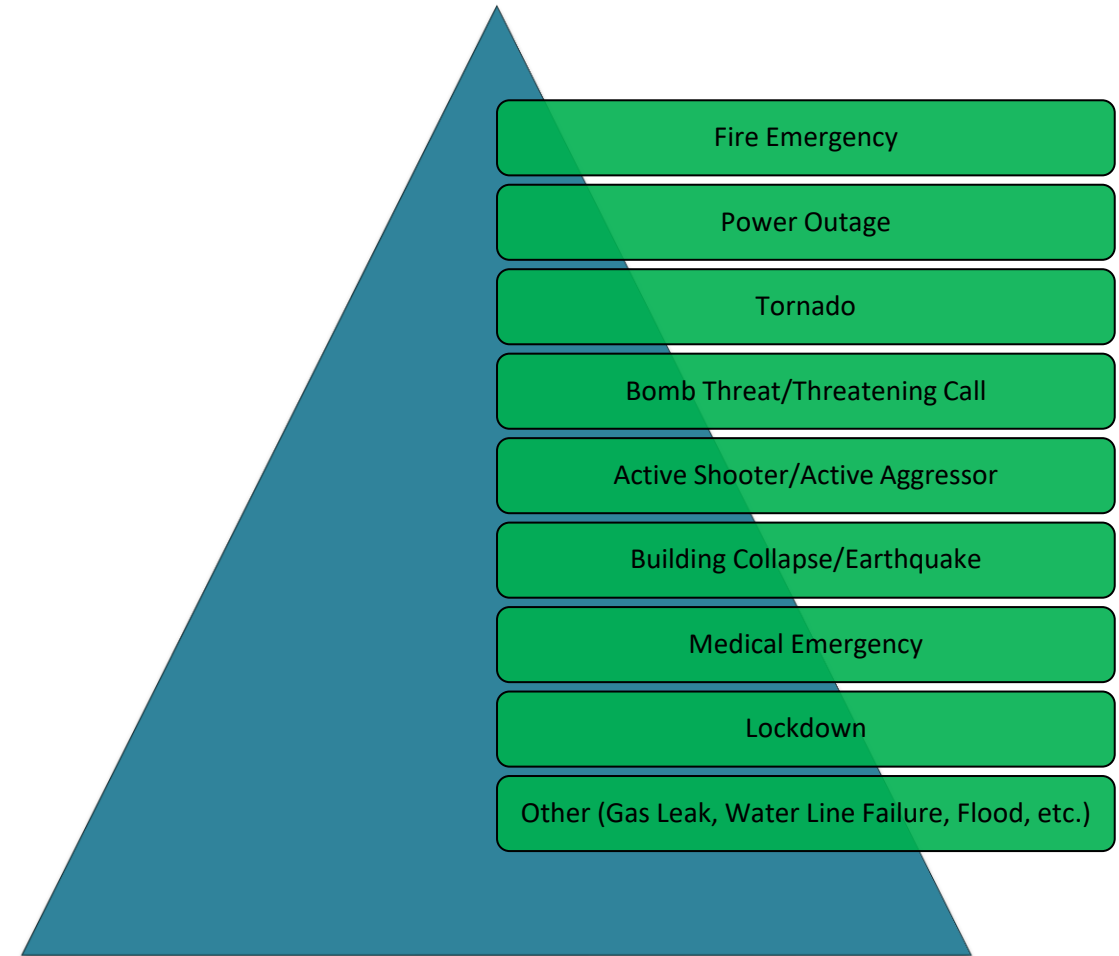


Emergency Action Plan (EAP)



Components:

- Plan Scope
- Information related to specific roles and responsibilities.
- Procedures for specific emergencies that may affect county buildings.
- Training and Drill information
- Supporting documents



Emergency Action Plan (EAP)



Employee Responsibilities

- **Before an incident:**
 - Employees should be familiar with all procedures for incidents outlined within the EAP.
 - Employees should be familiar with their closest exit and a secondary exit.
 - Employees should be aware of all fire alarm pull box, panic alarms, and fire extinguisher locations on their floor.
- **During an incident:**
 - Follow instructions from floor captains, security, and/or emergency responders.
 - If told to evacuate, leave building using appropriate exit and go to designated assembly area.
 - Never re-enter the building until the “All Clear” is given by the Fire Department or other appropriate agency.
- **After an incident:**
 - Provide to floor captain with and feedback that would be beneficial to improve preparation and response to an incident.



Emergency Action Plan (EAP)



Fire Emergency Example:

- If you notice signs or witness a fire call 911 and pull the nearest fire alarm pull station.
- If you hear or see activation of fire alarm system. Immediately evacuate the building.
 - **Always check any closed doors before opening them.**
 - **Remember to close doors behind you**
- Have clients or customers accompany you outside the building.
- Utilize closest stairwell and exit
- Go to designated assembly area
- Remain in designated assembly area until first responder or protective services advise otherwise.



Emergency Action Plan (EAP)



Fire Emergency Example:

Fire Extinguisher Procedures

- Utilization of a fire extinguisher can help to extinguish or slow a fire.
- If using a fire extinguisher, always identify an evacuation route. **NEVER LET THE FIRE, SMOKE OR HEAT** come between you and this evacuation route.
- Discharge the fire extinguisher at an effective distance, using the P.A.S.S. technique.
 1. Pull – Pin
 2. Aim – nozzle at base of fire
 3. Squeeze – squeeze handle
 4. Sweep – sweep nozzle back and forth until fire appears to be extinguished.
- Back away from extinguished fire in case it reignites
- **EVACUATE IMMEDIATELY IF**
 - Fire spreads or
 - Extinguisher is empty and fire is not out.



Emergency Action Plan (EAP)



Tornado Example:

- If a Tornado Watch is issued, have radio or tv on, to hear alerts and weather conditions.
- If a Tornado Warning is issued
 - Proceed to an inner stairwell or Area of Refuge.
 - Direct the public and other county employees to these same locations.
 - Avoid windows
 - Do not go outside
 - Stay in shelter location until all clear is given.
- Report any structural damage to leadership and first responders

know the difference between a tornado
Watch and **Warning**

Be Prepared...
a tornado is possible

Take Action!
a tornado is imminent

<input checked="" type="checkbox"/> Check for forecast updates	Take shelter immediately <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Monitor sky conditions	Seek further information <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Know where to take shelter	Check for forecast updates <input checked="" type="checkbox"/>

Be Weather-Ready

Weather-Ready Nation
National Oceanic and Atmospheric Administration

National Weather Service
weather.gov/tornado

Emergency Action Plan (EAP)



Special Considerations:

Persons with Disabilities or Access and Functional Needs

- It is crucial that each department maintains a consistently updated list of individuals with functional and/or access needs.
- Each person's specific needs and emergency contact information must also be tracked by the Floor Captains.
- Keep in mind that visitors with needs that may be unaccounted for must also be taken into consideration during an evacuation.



Limited English Proficiency

- If you have personnel within your department that operate under Limited English Proficiency (LEP), ensure they are identified beforehand and report them to CCOEM and The Office of Health and Safety.
- Their information needs can be translated before an emergency occurs and communication becomes much more fluid if this type of information is provided before a disaster occurs.
- Emergency planners and managers are required by law (e.g., Title VI of the Civil Rights Act) to ensure that people with LEP are not at risk during an emergency due to a lack of communication.

Continuity of Operations Planning (COOP)



Continuity of Operations Planning (COOP)



Why Continuity?

Regular Day

Day to day, the whole community works together to provide essential functions, capabilities, and services to each other.



Continuity Event

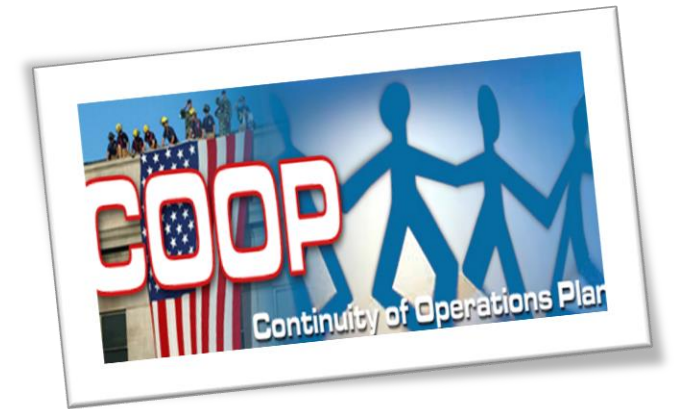
An event can disrupt the performance of essential functions, capabilities, and services at all levels.



Continuity of Operations Planning (COOP)



- Continuity Of Operations Planning is an effort within organizations to ensure that **mission essential functions continue** during all types of emergencies.
- COOP is intended to serve as a **supplemental tool** to other organizational plans, such as: Emergency Action Plans, general operating plans, and other strategic plans.



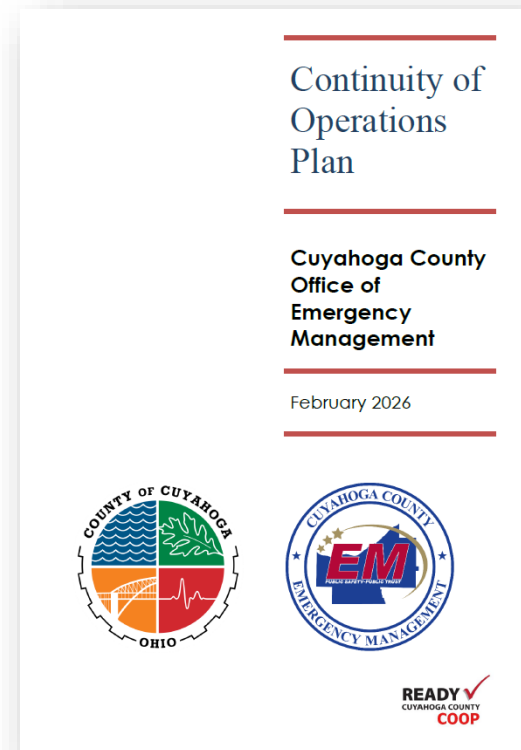
Continuity Of Operations Planning cannot prevent disasters or other large-scale emergencies from disrupting operations.

But an effective Continuity of Operations Plan can ensure that **essential services are restored as quickly and as completely as possible.**

Continuity of Operations Planning (COOP)



- The COOP documents the basic information and procedures to enable organizations to resume mission essential functions and to sustain operations after an emergency of any scale, such as:
 - Tornado
 - Pandemic
 - Power Outage
 - Flood
 - Active Aggressor



Continuity of Operations Planning (COOP)



COOP Components



Continuity of Operations Planning (COOP)



Components: Mission Essential Functions

- Defined as those vital functions, stated or implied, that organizations are required to perform by statute, executive order, or internal policy.
- Important because they establish the planning parameters that will drive all other COOP planning activities, e.g.: Staff, Vital Records/Critical Systems, Equipment, Supplies, & Facilities

IDENTIFY AND PRIORITIZE!

Prioritized Mission Essential Functions

- 1.) **EXAMPLE:** Process employee payroll
- 2.) **EXAMPLE:** Maintain Emergency Notification System
- 3.) **EXAMPLE:** Process and schedule Court Dockets and Hearings

Continuity of Operations Planning (COOP)



Components: Continuity Personnel

- Continuity Personnel are defined as those individuals within your organization that have been assigned specific roles and duties to perform during a COOP activation.
- Consider creating an Emergency Relocation Group (ERG).
- Consider cross-training all ERG personnel to complete MEFs and conducting “telework.”

Considerations:

Use titles, rather than names

Continuity of Operations Planning (COOP)



Components: Alternate Facilities and Locations

- Emergencies or potential emergencies can affect the ability of organizations to perform essential functions from their primary facilities/locations. Alternate Locations should provide:
 - Sufficient space and equipment
 - Capability to perform essential functions within 12 hours
 - Reliable logistical support, service and infrastructure systems
 - Consideration for health, safety, and emotional well-being of personnel
 - Interoperable communications

Considerations: What specifications would you need to operate at another facility?

Depending on the resources available, alternate locations can be classified as one of the following three types:

1. **Hot Site:** An alternate location that is operationally ready with computer systems, telecommunications, other information technology infrastructure. The site can accommodate personnel required to perform essential functions; personnel may or may not be permanently assigned to the location.
2. **Warm Site:** An alternate location that is equipped with some computer, telecommunications, other information technology, and environmental infrastructure which is capable of providing backup after additional personnel, equipment, supplies, software, or customization is provided.
3. **Cold Site:** A facility that is not staffed on a day-to-day basis by personnel from the primary facility. Organizations may be required to pre-install telecommunication equipment and IT infrastructure upon selection and purchase and deploy designated IT essential personnel to the facility to activate equipment and systems before it can be used.

Continuity of Operations Planning (COOP)



Components: Orders of Succession

- The order under which the responsibilities and authorities of one person are passed to another when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.

Considerations: Use titles rather than names.

Continuity of Operations Planning (COOP)



Components: Delegation of Authority

- **Delegation of Authority** is an official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met
- Takes effect when normal channels of direction and control are disrupted

Continuity of Operations Planning (COOP)



Components: Essential Records, Files, Databases

- Identify records, files, and databases that are necessary to continuing your mission essential functions
- Identify specific individuals in your organization responsible for maintenance, retrieval, and security of vital records, files, and databases
- Back-up electronic records and files. **Pre-position at an alternate facility if possible**
- **Two types of vital records:** Static (do not often change) and Active (constantly changing or being updated). Both are important to maintain and back-up

Considerations: The identification and availability of essential records prior to a COOP activation is critical to supporting Mission Essential Functions.

Continuity of Operations Planning (COOP)



Components: Reconstitution

- Reconstitution is the process by which agency personnel resume normal agency operations at the primary operating facility.
- Agencies must outline a plan to return to normal operations after agency leaders determine that reconstitution operations can begin.

Questions?

For more information about CCOEM
and its programs, please contact us via
email at:

ema@cuyahogacounty.gov.

