

TUSCARAWAS COUNTY HEALTH DEPARTMENT



ATTACHMENT III TO THE ERP:
ERP ACTIVATION
STANDARD OPERATING
PROCEDURE

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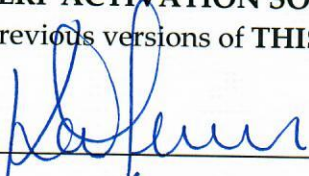
STATEMENT OF PROMULGATION

The Tuscarawas County Health Department (TCHD) **ERP ACTIVATION SOP** defines the steps to be taken upon notification or detection of an incident that requires or may require an emergency response by the Tuscarawas County Health Department.

Program areas are directed to implement training efforts and exercise these plans in order to maintain the overall preparedness and response capabilities of the TCHD.

TCHD will maintain this plan, reviewing it and reauthorizing it at least annually; findings from its utilization in exercises or real incidents will inform updates.

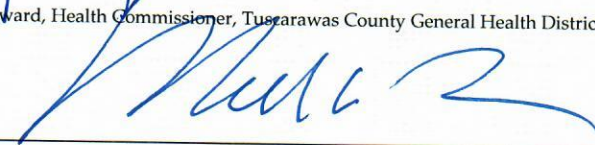
This **ERP ACTIVATION SOP** is hereby adopted, and all program areas are directed to implement it. All previous versions of **THIS PLAN** are hereby rescinded.



Katie Seward, Health Commissioner, Tuscarawas County General Health District

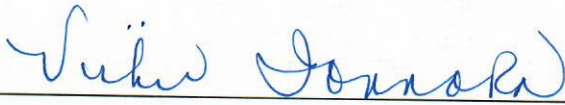
11/8/2017

Date



Board of Health President, Tuscarawas County General Health District

Date



Vickie Ionno, Health Commissioner, New Philadelphia City Health Department

11/27/17

Date



Board of Health President, New Philadelphia City Health Department

11/27/17

Date

RECORD OF CHANGES

The Health Commissioner for the Tuscarawas County Health Department authorizes all changes to the Tuscarawas County Health Department **ERP ACTIVATION SOP**. Change notifications are sent to those on the distribution list. To annotate changes:

- Add new pages and destroy obsolete pages.
- Make minor pen and ink changes as identified by letter.
- Record changes on this page.
- File copies of change notifications behind the last page of this EOP.

Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		

RECORD OF DISTRIBUTION

A single copy of this Tuscarawas County Health Department **ERP ACTIVATION SOP** is distributed to each person in the positions listed below.

Date Received	Program Area	Title	Name
		Health Commissioner, TCHD	Katie Seward
		Health Commissioner, NPCHD	Vickie Ionno

This plan is available to all Tuscarawas County Health Department and New Philadelphia Health Department employees on their respective agency websites. Two copies can also be found in the department operations center (DOC) in hard copy format. Additionally, each Director and the Public Health Emergency Preparedness Coordinator possess an individual copy.

DOCUMENT DESCRIPTION

The content of the **ERP ACTIVATION SOP** is intended to provide guidance for emergency operations in regards to any planned or unplanned public health event. Position descriptions, checklists, and diagrams are provided to facilitate that guidance. The information contained in this document is intended to enhance the user's experience, training, and knowledge in the application of the emergency response and management principles. This document complies with the intent and tenets of the National Incident Management System (NIMS).

DOCUMENT DESCRIPTION

This SOP defines the steps to be taken once the ERP is activated through the Initial Incident Assessment.

PROCEDURE

ACTIVATION CHECKLIST

This checklist lists the tasks to complete the activation of the ERP. The individual either assigned to a role or responsible for confirming the step being taken should list their name and position in the columns.

At the conclusion of this procedure, the PHEP Director or designee will file a copy of all documents completed.

Task
<input type="checkbox"/> Complete Initial Incident Assessment Summary
<input type="checkbox"/> Determine Activation Level
<input type="checkbox"/> Determine need for Department Operations Center (DOC) activation and activate as necessary
<input type="checkbox"/> (Refer to Attachment V – DOC Activation SOP)
<input type="checkbox"/> Identify command or coordination
<input type="checkbox"/> Identify Incident Commander/Department Coordinator
<input type="checkbox"/> Send Activation Notifications
<input type="checkbox"/> Identify plans needed for response
<input type="checkbox"/> Complete ICS 201 Form
<input type="checkbox"/> Define and staff organization (Complete ICS 207 form)
<input type="checkbox"/> Define 1 st operational period +
<input type="checkbox"/> Hold initial incident briefing with ICS 201 form
<input type="checkbox"/> Prepare and distribute initial SitRep to identified recipients
<input type="checkbox"/> Begin preparing IAP for next operational period

ACTIVATION LEVELS

Activation levels provide an easy reference for the scope of the initial activation and provide the basis of determining what functions should be activated. The group that completes the Initial Incident Assessment Summary will use that information to determine the activation level. See Activation Table at back of this plan and in section 5.2.3 of the *ERP Basic Plan*.

IDENTIFY COMMAND OR COORDINATION

If activation is necessary, the assessment group will consider the demands of the incident and choose an appropriate IC/DC.

DETERMINE THE NEED FOR DEPARTMENT OPERATIONS CENTER (DOC) ACTIVATION

If sufficient incident coordination is needed for incidents activated to Level 4, the DOC may be activated. The DOC is always activated for incidents activated to Level 3 or above. The process for activation of the DOC is detailed in **Attachment V – DOC Activation Standard Operating Procedures**.

ACTIVATION NOTIFICATIONS

The following organizations and groups will be notified upon activation:

Responsible Party: PHEP Director or IC/DC
<input type="checkbox"/> Executive Leadership (required) – TCGHD BOH or NPCHD BOH
<input type="checkbox"/> TCHD/NPCHD Directors
<input type="checkbox"/> PHEP Coordinator
<input type="checkbox"/> NECO Region 5 Public Health Regional Coordinator
<input type="checkbox"/> Tuscarawas County Emergency Management Agency
<input type="checkbox"/> Ohio Department of Health
<input type="checkbox"/> Other (as applicable):

Activation notifications include, at a minimum, the following eight (7) pieces of information:

- Copy of the Initial Incident Assessment Summary,
- Name of IC/DC (included in the Initial Incident Assessment Summary),
- Copy of the completed ICS 207 form, properly reflecting command or coordination titles
- Activation level (included in the Initial Incident Assessment Summary),
- Primary contact number for the response organization,
- Estimated time for distribution of the first Situation Report,
- DOC activation status.

Notification will be completed via normal communications channels including telephone, cell phone, and OPHCS within at least one (1) hour of the conclusion of the Initial Incident Assessment Meeting.

DEFINE AND STAFF THE RESPONSE ORGANIZATION

The IC/DC will review the positions required to be staffed for the determined activation level and select individuals to fill those roles in accordance with Section 9 of the *ERP Basic Plan*.

The Planning Section Chief will complete ICS Form 202 and the Resource Chief will complete ICS Form 203. See Attachment IV - Incident Command System (ICS) SOG.

IDENTIFY PLANS NEEDED FOR RESPONSE

In consultation with the assessment group, the IC/DC will identify any TCHD response annexes or plans that may be needed. This is just an initial determination, as incident needs may change.

Table 1 – Incident/Activation Levels

Type	Description	Incident Response
Type 5 (Routine Incident)	<ul style="list-style-type: none"> Respond to on a daily basis Day-to-day SOPs Programmatic resources are sufficient. 	<ul style="list-style-type: none"> Normal, day-to-day staff Public information: local; regional (optional)
ACTIVATE EMERGENCY RESPONSE PLAN AND DOC		
Type 4 (Small to Moderate Scale Incident)	<ul style="list-style-type: none"> One county jurisdiction is affected Response may be handled without (or require limited) regional / outside assistance or resources. The incident may escalate and require regional/outside assistance if not addressed early in the incident cycle. 	<ul style="list-style-type: none"> IC/DC Public Information (regional, contiguous jurisdictions) DOC Level 1 TC EMA Director notified Possible TC EOC activation
Type 3 (Moderate to Large Scale Incident)	<ul style="list-style-type: none"> One or more county jurisdictions are affected Response may require coordination across jurisdictions The incident may escalate and require regional/state assistance if not addressed early in the incident cycle. 	<ul style="list-style-type: none"> IC/DC Possible Area Command or Unified Area Command Public Information: establish JIC Planning Operations Resources Staffing Support DOC Level 2 TC EOC
Type 2 (Large Scale/Complex Incident)	<ul style="list-style-type: none"> One or more regions (and/or states) are affected Response requires coordination from regional, cross regional and state level to ensure an integrated response. The incident is expected to escalate. 	<ul style="list-style-type: none"> FULL STAFFING Assigned personnel and resources will require regional and state augmentation Possible Area Command or Unified Area Command IC/DC Public Information: establish JIC Planning Operations Resources Staffing Support DOC Level 3 TC EOC State EOC
Type 1 (National Incident)	<ul style="list-style-type: none"> The region, state, and/or nation are affected Response requires coordination from both a regional, cross regional, state, and federal level Federal assistance required based on incident complexity. 	<ul style="list-style-type: none"> FULL STAFFING Personnel and resources will require regional and state augmentation Possible Area Command or Unified Area Command IC/DC Public Information: establish JIC Planning Operations Resources Staffing Support DOC Level 3 TC EOC State EOC

Table 2 – Incident Activation Decision Tree

