

STANDARD OPERATING GUIDE

EMERGENCY MANAGEMENT AGENCY

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Authority: Ohio Revised Code Chapter 5502; Clinton County Emergency Operations Plan (EOP); National Incident Management System (NIMS); Applicable County Resolutions and Policies.

Prepared by: **Clinton County Emergency Management Agency**

1. Purpose

The purpose of this Standard Operating Guide (SOG) is to establish the organizational structure, operational philosophy, core responsibilities, and administrative framework of the Clinton County Emergency Management Agency (EMA).

This document provides overarching guidance for EMA operations involving preparedness, response, recovery, mitigation, planning, coordination, and continuity activities conducted in support of Clinton County, Ohio.

Clinton County EMA serves as the countywide coordinating agency for emergency management activities and supports local jurisdictions, emergency services, public officials, nongovernmental organizations (NGOs), private sector partners, and state and federal agencies before, during, and after emergencies or disasters.

This SOG establishes the foundation for the 08-Series Standard Operating Guides and defines the agency-level expectations, principles, and responsibilities that support the Clinton County Emergency Operations Plan (EOP), annexes, playbooks, and supporting planning documents.

Clinton County EMA is primarily a coordination and support organization. The agency does not replace field incident command agencies or tactical responders. Instead, EMA facilitates multi-agency coordination, resource support, situational awareness, public information coordination, and policy-level emergency management support.

2. Scope

This SOG applies to all Clinton County EMA personnel, volunteers, support staff, contractors, partner agency representatives assigned to EMA operations, and any personnel operating under the direction or coordination of the Clinton County EMA.



This guidance applies to:

- Day-to-day EMA operations
- Emergency Operations Center (EOC) activities
- Planning and preparedness activities
- Incident coordination activities
- Resource management activities
- Disaster recovery coordination
- Public information support activities
- Volunteer and NGO coordination
- Hazard mitigation activities
- Training and exercise operations
- Administrative and operational continuity activities

This SOG is intended to provide organizational guidance and operational expectations. Detailed procedures for specific functional areas are contained within supporting SOGs and operational documents.

3. Authority

The Clinton County Emergency Management Agency operates under the authority granted through Ohio Revised Code (ORC) Chapter 5502 and other applicable state laws, regulations, county resolutions, and emergency management guidance.

The agency operates in support of the Clinton County Emergency Operations Plan (EOP) and coordinates emergency management activities consistent with the principles of the National Incident Management System (NIMS) and Incident Command System (ICS).

The Clinton County EMA Director serves as the county emergency management coordinator and is responsible for the development, maintenance, coordination, and implementation of county emergency management programs.

Additional authorities and guidance may include:

- Ohio Revised Code Chapter 5502
- Applicable county resolutions and administrative policies
- Federal Emergency Management Agency (FEMA) guidance
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- Ohio Emergency Operations Plan
- Clinton County Emergency Operations Plan
- Local Emergency Planning Committee (LEPC) requirements under applicable law

Nothing within this SOG supersedes the legal authority of local elected officials, law enforcement agencies, fire departments, public health authorities, or incident commanders operating under established law or emergency authority.



4. Mission Statement

Plan. Prepare. Protect.

The mission of the Clinton County Emergency Management Agency is to support the protection of life, property, infrastructure, and community stability through coordinated emergency management activities focused on preparedness, planning, mitigation, response coordination, public information, and recovery support.

The agency supports countywide emergency management through:

- Preparedness planning
- Situational awareness
- Coordination and communication
- Resource support
- Public information coordination
- Recovery assistance
- Hazard mitigation initiatives
- Multi-agency collaboration

5. Core EMA Principles

The Clinton County Emergency Management Agency operates under the following guiding principles:

- Coordination over command
- Whole-community planning and preparedness
- Lifeline stabilization and continuity
- Scalable and flexible operations
- Information-driven decision making
- Support to local jurisdictions and partner agencies
- Operational simplicity and practicality
- Redundant communications and continuity planning
- Relationship-based coordination
- Capacity building through preparedness, partnerships, training, planning, and community engagement
- Regional mutual aid and inter-county EMA support
- All-hazards preparedness and planning
- Long-duration and catastrophic incident preparedness
- Professionalism and accountability

5.1. Agency Identity

Clinton County EMA is primarily a coordination and support agency. The agency does not replace field command operations or tactical response agencies.

Operational incident command remains the responsibility of the Authority Having Jurisdiction (AHJ) and designated incident command personnel.



Many rural emergency management agencies operate with limited staffing and rely heavily on regional cooperation, professional relationships, and mutual aid support during large-scale or prolonged incidents. Inter-county emergency management assistance plays a critical role in sustaining operational coordination, Emergency Operations Center (EOC) staffing, damage assessment operations, public information support, and recovery coordination during major disasters.

The role of EMA is to:

- Facilitate multi-agency coordination
- Support information sharing
- Coordinate resource requests
- Assist with public information coordination
- Support Emergency Operations Center (EOC) operations
- Assist local jurisdictions with planning and preparedness
- Regional mutual aid and inter-county support cooperation
- Coordinate with state and federal partners
- Support disaster recovery operations

6. Organizational Structure

The Clinton County Emergency Management Agency operates as a county government agency responsible for countywide emergency management coordination and support.

The agency structure is designed to support both day-to-day emergency management activities and scalable emergency operations during incidents requiring expanded coordination.

6.1. EMA Staffing

The agency staffing structure may include:

- EMA Director
- EMA Administrative Assistant
- EMA Volunteers
- Part-time personnel
- Contracted support personnel
- Technical specialists
- Partner agency liaisons
- Exercise and planning support personnel

Many county emergency management agencies in Ohio operate with limited staffing and may rely on personnel who perform multiple responsibilities beyond traditional emergency management functions. Depending on local organizational structures, EMA personnel may also support programs such as LEPC administration, communications coordination, floodplain management, risk management, public safety support functions, grant administration, or other county responsibilities. Operational planning, workload prioritization, regional cooperation, and scalable support mechanisms should recognize these staffing realities and account for periods of reduced personnel availability.

The EMA Director maintains overall responsibility for agency operations, planning, coordination, and administration.



6.2. Supporting Programs

Clinton County EMA may support or coordinate the following programs and functions:

- Local Emergency Planning Committee (LEPC)
- EMA volunteer programs
- NGO and voluntary agency coordination
- D4H Incident Manager administration
- Public preparedness outreach
- Training and exercise coordination
- Hazard mitigation planning
- Weather monitoring and threat awareness
- Emergency Operations Center support
- Resource coordination activities

7. Core Functional Responsibilities

The Clinton County Emergency Management Agency supports countywide emergency management activities through planning, preparedness, coordination, mitigation, and recovery operations.

7.1. Planning Philosophy

The agency utilizes a scalable, practical, and flexible planning philosophy focused on operational usefulness rather than excessive complexity.

Planning efforts should:

- Support real-world operational use
- Utilize scalable frameworks
- Maintain operational simplicity
- Support all-hazards coordination
- Incorporate civil defense and continuity considerations for catastrophic, wartime, or national-level emergency conditions
- Incorporate lifeline-oriented planning concepts
- Utilize modular annexes and playbooks
- Remain adaptable to changing threats and operational conditions
- Encourage interoperability and coordination

7.2. Operational Priorities

During emergency operations, the agency prioritizes activities in the following general order:

- Life safety
- Incident stabilization
- Lifeline stabilization
- Protection of property and infrastructure
- Situational awareness
- Public information coordination
- Recovery support



These priorities may shift depending on incident conditions, operational tempo, available resources, and community impacts.

7.3. Planning

The agency supports emergency planning activities including:

- Emergency Operations Plan (EOP) maintenance
- Functional annex development
- Hazard annex development
- Playbook development
- Area studies and planning support documents
- Hazard Identification and Risk Assessment (HIRA)
- Continuity planning support
- Special event planning support
- Resource planning and coordination
- Threat and hazard analysis

7.4. Preparedness

Preparedness responsibilities may include:

- Training coordination
- Exercise coordination and evaluation
- Public preparedness outreach
- Weather monitoring and threat awareness
- Interagency planning support
- Warning and notification coordination
- Readiness assessments
- NGO and volunteer coordination
- Planning workshops and meetings

7.5. Response Coordination

During incidents and emergencies, Clinton County EMA may support:

- Emergency Operations Center coordination
- Resource coordination and mission tracking
- Situation reporting and situational awareness
- State coordination requests
- Public information coordination
- Interagency communications support
- Incident support coordination
- Damage assessment coordination
- Emergency protective measure coordination
- Coordination with neighboring jurisdictions



7.5.1. Inter-County EMA Mutual Aid Support

Clinton County EMA recognizes the importance of inter-county emergency management mutual aid, particularly among rural jurisdictions with limited staffing and operational depth.

During significant incidents, disasters, or extended operations, rural emergency management agencies frequently rely on neighboring EMA personnel for operational support, coordination assistance, and surge staffing capabilities.

Clinton County EMA may provide support to impacted jurisdictions when local capabilities become strained or overwhelmed. Support may include:

- Emergency Operations Center (EOC) staffing support
- Damage assessment assistance
- Public information support
- Resource coordination assistance
- Situation reporting support
- Planning support
- Logistical coordination
- Incident documentation support
- Communications coordination
- Recovery coordination assistance

Likewise, Clinton County EMA may request similar support from neighboring jurisdictions when local capabilities become insufficient during emergencies or disasters.

Mutual aid support between emergency management agencies is based heavily on professional relationships, operational trust, regional coordination, and the understanding that rural jurisdictions often face similar staffing and operational limitations.

Since 2019, Clinton County EMA has provided mutual aid and coordination support to multiple Ohio counties following tornado-related disasters and other significant incidents.

Operational mutual aid support should remain flexible, scalable, and coordinated through established county, regional, and state emergency management channels whenever practical.

7.6. Recovery Support

Recovery support activities may include:

- Damage assessment coordination
- Disaster declaration support
- Recovery planning coordination
- NGO and volunteer coordination
- Public assistance coordination support
- Debris management coordination support
- Recovery information sharing
- State and federal recovery coordination



7.7. Mitigation

Mitigation activities may include:

- Hazard mitigation planning
- Risk reduction initiatives
- Infrastructure resilience support
- Public preparedness education
- Community resilience initiatives
- Civil defense preparedness considerations
- Continuity planning support
- Threat trend analysis

7.8. Day-to-Day Agency Operations

Routine agency operations may include:

- Situational awareness monitoring
- Weather monitoring
- Meetings and coordination activities
- Planning support
- Grant administration support
- Public inquiries and assistance
- Resource maintenance and inventory management
- Reporting requirements
- State coordination activities
- Training administration
- Technology management
- Documentation and records management

8. Operational Readiness

The Clinton County Emergency Management Agency maintains operational readiness to support both routine emergency management activities and expanded emergency operations.

Operational readiness includes maintaining personnel availability, technology readiness, situational awareness capabilities, communications redundancy, and continuity considerations.

8.1. Monitoring and Threat Awareness

EMA personnel may monitor:

- National Weather Service products
- Local incident activity
- Infrastructure disruptions
- Hazardous materials incidents
- Regional and statewide threats
- Public safety notifications
- Lifeline disruptions



- Situational intelligence and open-source information

8.2. Notification Expectations

EMA personnel may be subject to notification procedures involving:

- Significant incidents
- Severe weather threats
- EOC activations
- Hazardous materials incidents
- Infrastructure disruptions
- Public safety emergencies
- State coordination requests

Detailed notification procedures are contained within supporting SOGs and operational procedures.

8.3. Technology Readiness

EMA technology systems should be maintained in an operationally ready condition when feasible.

Technology readiness considerations may include:

- Internet connectivity
- Cloud-based systems
- D4H Incident Manager availability
- Communications equipment readiness
- Power resiliency
- Backup systems
- Mobile technology support
- Field technology kits
- Starlink systems and satellite communications
- Paper fallback procedures

8.4. Vehicle and Equipment Readiness

Agency equipment and operational support assets should be maintained in a ready condition when feasible.

This may include:

- Communications equipment
- Mobile technology kits
- Portable power systems
- EOC support equipment
- Weather monitoring systems
- Response support supplies
- Vehicles and transportation support equipment

8.5. Continuity of Operations Considerations

The agency should maintain continuity planning considerations for:

- Reduced staffing operations



- Remote operations
- Alternate work locations
- Communications continuity
- Technology failure contingencies
- Power outage contingencies
- Critical records continuity
- Supply chain disruptions
- Long-duration incidents

9. Emergency Operations Center (EOC) Coordination

The Clinton County Emergency Operations Center (EOC) supports multi-agency coordination during incidents requiring expanded coordination, resource management, policy support, or enhanced situational awareness.

Detailed operational procedures are contained within:

- 08.04 – EOC Activation & Operations

9.1. Operational Coordination Philosophy

Clinton County EMA supports coordination operations and does not replace field incident command.

Incident command responsibilities remain with the Authority Having Jurisdiction (AHJ) and designated field command personnel.

The EOC supports:

- Multi-agency coordination
- Resource coordination
- Policy-level coordination
- Situational awareness
- Information sharing
- Public information support
- State and federal coordination
- Lifeline coordination and stabilization

9.2. Relationship to EOC

Clinton County EMA serves as the coordinating agency for EOC operations and support.

During activations, EMA personnel may support:

- EOC management
- Coordination activities
- Situation reporting
- Resource tracking
- Communications coordination
- Public information coordination
- State coordination requests



- Operational planning support

9.3. Technology Ecosystem

The agency utilizes a combination of cloud-based systems, mobile technologies, communications platforms, and redundant systems to support operational coordination.

Technology ecosystem considerations may include:

- Cloud dependency awareness
- Data redundancy
- Mobile operations support
- Cyber resilience considerations
- Backup documentation procedures
- Interoperability support
- Communications redundancy
- Power resiliency

10. Communications and Information Management

The agency supports communications interoperability, information management, situational awareness, and public information coordination during both day-to-day operations and incidents.

10.1. Operational Communications

Operational communications considerations may include:

- Interoperability support
- MARCS-IP utilization
- Phone and telecommunications systems
- Backup communications systems
- Radio coordination support
- Coordination with dispatch centers
- Redundant communications planning

10.2. Information Management

Information management responsibilities may include:

- D4H Incident Manager usage
- Incident documentation
- Situation reporting
- Resource tracking
- Incident information sharing
- Planning document management
- Operational status reporting
- Records retention support



10.3. Public Information Coordination

Public information coordination activities may include:

- Public messaging coordination
- Social media support
- Website administration and emergency information management
- Public-facing digital information systems support
- Joint messaging coordination
- Warning and notification support
- Public preparedness outreach
- Rumor control support
- Coordination with Public Information Officers (PIOs)

Related procedures may be contained within:

- 08.05 – Incident Documentation Procedures
- 08.06 – D4H Incident Manager Procedures
- 08.07 – Public Information & Social Media Procedures
- 08.08 – Weather Monitoring & Threat Conditions

11. External Coordination and Volunteer Integration

The agency supports coordination with partner agencies, volunteer organizations, nongovernmental organizations, private sector partners, and external stakeholders.

Coordination activities may include:

- Volunteer integration
- NGO, nonprofit, volunteer, and faith-based coordination
- Mutual aid coordination
- Inter-county EMA mutual aid coordination
- Regional emergency management support deployments
- Utility and infrastructure partner coordination
- Commercial and private-sector operational coordination
- Partner agency coordination
- Credentialing support
- Resource coordination
- Volunteer support coordination
- Disaster assistance coordination
- Veterinary and animal-care coordination support
- Planning support coordination

Cross-reference:

- 08.10 – EMA Volunteers & NGO Coordination



12. Training and Professional Development

Clinton County EMA supports ongoing training and professional development to maintain operational readiness and improve emergency management capabilities.

Training and professional development activities may include:

- NIMS compliance training
- FEMA training courses
- Continuing education
- Exercise participation
- Position-specific training
- Professional association participation
- Credential maintenance
- Workshops and seminars
- Interagency training opportunities
- Technology and communications training

Personnel are encouraged to maintain training appropriate to their assigned responsibilities and operational roles.

13. Records Management and Documentation

The agency maintains operational, administrative, financial, and planning records in accordance with applicable laws, policies, retention schedules, and operational requirements.

Records management considerations may include:

- Incident records
- Planning document retention
- Financial documentation
- Grant documentation
- After-action reports
- Public records considerations
- Sensitive information handling
- FOUO and protected information handling
- R.C. 149.433 protected infrastructure records considerations
- Digital file management
- Operational documentation retention
- Continuity of records access

Personnel are expected to appropriately safeguard sensitive or operationally sensitive information when applicable.

14. Safety and Conduct Expectations

Personnel operating under the coordination or authority of Clinton County EMA are expected to maintain professional conduct and operational safety standards.



Expectations may include:

- Professional conduct
- Accountability
- Ethical behavior
- Operational safety awareness
- Vehicle safety compliance
- Appropriate use of county resources
- Social media professionalism
- Respectful interaction with partners and the public
- Compliance with applicable policies and laws
- Drug-free workplace expectations

Personnel should immediately report safety concerns, operational hazards, or inappropriate conduct through appropriate supervisory channels.

15. Relationship to Other SOGs

This document establishes overarching agency guidance for Clinton County EMA operations.

Detailed operational procedures are contained within supporting Standard Operating Guides (SOGs) and operational documents.

Supporting SOGs may include:

- 08.02 – EMA Director
- 08.03 – EMA Administrative Assistant
- 08.04 – EOC Activation & Operations
- 08.05 – Incident Documentation Procedures
- 08.06 – D4H Incident Manager Procedures
- 08.07 – Public Information & Social Media Procedures
- 08.08 – Weather Monitoring & Threat Conditions
- 08.09 – Resource Coordination & Mission Tracking
- 08.10 – EMA Volunteers & NGO Coordination
- 08.11 – EMA Equipment & Technology Management
- 08.12 – Local Emergency Planning Committee Program Administration

This SOG should be read in conjunction with the Clinton County Emergency Operations Plan, supporting annexes, playbooks, and related operational guidance documents.

16. Review and Maintenance

This document should be reviewed annually or following significant incidents, operational changes, organizational changes, or revisions to applicable laws, regulations, or emergency management guidance.



The EMA Director or designee is responsible for:

- Coordinating reviews and revisions
- Maintaining version control
- Ensuring operational relevance
- Coordinating stakeholder input when appropriate
- Approving administrative updates

Minor administrative revisions may be made as necessary to maintain accuracy and operational usefulness.

Major revisions should be coordinated with appropriate stakeholders and supporting agencies when applicable.

DRAFT



RECORD OF CHANGES

This section documents significant revisions, updates, and modifications made to this document to support version control, operational continuity, and historical reference. Minor formatting, spelling, or administrative corrections that do not affect operational content may not be individually tracked.

Changes are recorded in chronological order and should include the date of revision, affected section(s), a brief summary of the update, and the individual or agency responsible for the change.

This document should be reviewed periodically and updated as operational requirements, authorities, procedures, or organizational structures change.

Version	Date	Section(s) Updated	Summary of Changes	Updated By
1.0	5 May 2026	Initial Draft		T. Breckel, EMA
1.1	8 May 2026	Updated Communications & Information requirements		T. Breckel, EMA
1.2	16 June 2026	1.6 EMA Staffing	Updated multi-hat ops	T. Breckel, EMA