

TOWNSHIP-CITY-VILLAGE CIVIL PREPAREDNESS ORGANIZATION GUIDELINES

Civil Preparedness is a community planning and working together for Survival!

The responsibility for survival rests with each citizen, but the responsibility for planning, direction, leadership and public awareness rests with the Office of Civil Preparedness in cooperation with local governments, departments and organizations.

To assure that the citizens of Monroe County have the maximum chance for survival, the following shall be implemented:

Each Township Supervisor, Village President and City Mayor is automatically responsible for Civil Preparedness activities in his area, but due to the fact that in an emergency situation, the Supervisor, Village President or City Mayor may be required at the County Seat, the Township, Village or City Clerk would be next in line.

The Civil Preparedness Deputy Coordinator should divide the Township into divisions, the number depending upon the size of the Township and the availability of persons to assume various positions.

A Control Board for each Township should be appointed consisting of the following positions:

- A. Minor law enforcement, ie lawyer.
- B. Small home or brush fires, ie member of fire department.
- C. Utilities and public works, ie engineer.
- D. Communications, radiation, biological and chemical, ie science teacher.
- E. Health and welfare, ie nurse.

Each of the above shall be known as Assistant Coordinators making up the Control Board.

Control Board responsibilities:

1. Should seek additional information and training in Civil Preparedness activities and in those areas they have as their responsibility.
2. Prepare necessary plans to be carried out for emergency situations in their area.
3. General knowledge of number and construction of homes in area.
4. Obtain locations of pipe and utility lines in area.
5. Arrange for emergency communications to Civil Preparedness headquarters.
6. Each Deputy Coordinator shall appoint assistants, the number depending upon the need and availability. Deputy Coordinators and assistants should not have any other assigned emergency function with other agencies or departments.
7. Regular meetings with the Office of Civil Preparedness Coordinator.

If as outlined these guidelines are implemented at each Township level, we shall then be prepared for any emergency.