



## Cuyahoga County Office of Emergency Management REORGANIZATION



### INTRODUCTION:

The new Office of Emergency Management will be an office under the County Executive that is housed under the Department of Public Safety.

The Cuyahoga County Office of Emergency Management's (OEM) mission is *to coordinate emergency preparedness activities with communities and citizens in Cuyahoga County, and assist in preventing, protecting, responding, and recovering from major events to minimize the impact on lives, property, and the economy.*

In order to effectively meet OEM goals and objectives, the Department of Public Safety is making the following organizational changes, restructuring, and coordination efforts:

#### I. HIRING OF AN OFFICE OF EMERGENCY MANAGEMENT ADMINISTRATOR:

The OEM will hire an OEM Administrator with a working title of OEM Director. The OEM Director will be responsible for all day-to-day activities related to the OEM and will manage all Cuyahoga County OEM and Emergency Operations Center response efforts during an emergency event. Because of the expectation that the OEM Director will be the primary responder to all emergency events, and the face of emergency response in Cuyahoga County, we are requiring that all applicants have a minimum of **10** years of direct service program experience in the areas of public safety (Police, Fire, or EMS), emergency management, homeland security, public health, or military and **5** years of experience in a public agency performing progressively responsible supervisory and managerial duties.

**Completed 6/1/2012. After a national search was conducted the most qualified applicant was selected.**

#### II. HIRING OF A TRAINING AND OUTREACH MANAGER:

The OEM will hire a Program Officer 4 who will have a working title of Training and Outreach Manager. The Training and Outreach Manager will be responsible for pushing out emergency preparedness messaging, and all training, exercise, outreach, and communications planning for OEM. The Training and Outreach Manager will report to the OEM Administrator.

**Completed. Position established and filled on 8/15/2011.**

#### III. HIRING OF A CHIEF PLANNER:

The OEM will hire a Program Officer 4 who will have a working title of Chief Planner. The Chief Planner will be responsible for writing, revising, and updating all plans developed by the OEM. The Planning Manager will also be responsible researching all federal, state, and local plan guidelines and ensuring that all emergency preparedness plans adhere to federal standards. In addition, the Chief Planner will be responsible for all other planning related tasks and will work closely with the PIO to make sure all communications planning is incorporated into all plans. The Chief Planner will report to the OEM Director

**Completed. Position established and filled on 8/29/2011.**

**IV. CREATION OF AN OPERATIONS MANAGER:**

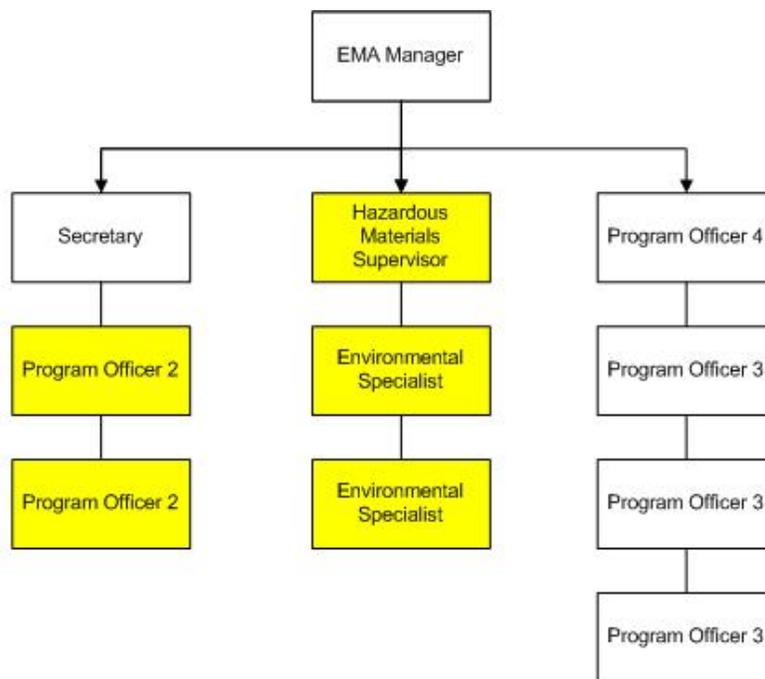
The OEM will take the existing Emergency Management Manager and rename the position to Operations Manager. The Operations Manager will be responsible for serving as a liaison to all community emergency preparedness contacts, working closely with the planning and outreach sections, and serving as the Emergency Operations Center Coordinator. The Operations Manager will also be responsible for reporting all information to the OEM Director who will use that information to shape planning and outreach activities in the office. Finally, the Operations Manager will supervise the HazMat Coordinator and HazMat Special Projects staff. The Operations Manager will report to the OEM Director

Completed. Position established and filled on 3/3/2014.

**V. ORGANIZATIONAL STRUCTURE:**

**A. Current Organizational Structure**

The current organizational structure of the OEM limits OEM’s ability to coordinate outreach efforts, public safety communications, and planning resources. As is, the structure requires all employees, regardless of employment responsibility and function to report to the OEM Manager. This structure fails to address issues of continuity and expertise per preparedness topic.

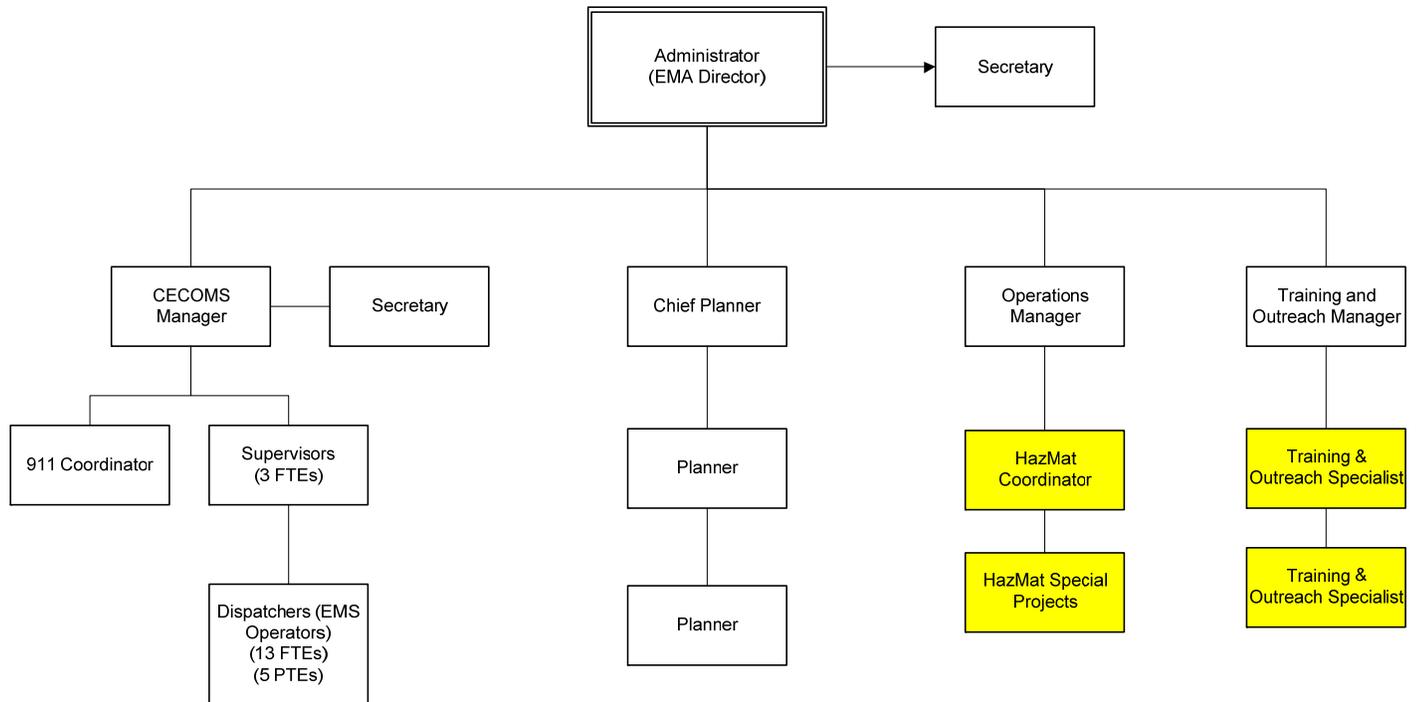


Grant Funded

## B. New Organizational Structure

The new organizational structure creates four (4) distinct areas under one OEM Director (Administrator). The new structure streamlines information to the OEM Director with subject matter experts as “managers” per area. The managers are responsible for coordination between areas and are expected to establish the premiere section within Ohio.

The placement of CECOMS under the OEM Director will provide the OEM Director the opportunity to maintain a strong role in 9-1-1 coordination efforts, communications, and public safety efforts as a whole.



Grant Funded

This re-organization has been completed and has since been revised with the addition of an OEM Grants Section (Grants Manager plus two Grant Specialists) which also reports to the Administrator.

## VI. CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD (CCESAB):

The Public Safety Urban Area Working Group (UAWG) was established by Cuyahoga County, to advise the County Executive on homeland security, emergency preparedness, and public safety matters specific to the enhancement of prevention, protection, response, and recovery capabilities for Cuyahoga County.

In addition to planning, one of the functions that has recently been the focus of the UAWG is the allocation of funds related to the Urban Area Security Initiative (UASI) funding and the State Homeland Security Grant Program (SHSGP).

In an effort to refocus UAWG's role on planning efforts rather than funding-driven decision making, the group will be renamed with the former name of **Cuyahoga County Emergency Services Advisory Board (CCESAB)**. The purpose of the group will be restated to ensure that all members, including subcommittee members are clear that while the group will still discuss funding decisions, that the main focus will be regional planning and preparedness activities. Moreover, the Office of Emergency Management's role in CCESAB will be advisory and drive plan development rather than merely secretarial support.

**Complete.** CCESAB by-laws amended to implement name change on 10/12/2012.

## **VII. EMERGENCY OPERATIONS CENTER BUILDING:**

The Office of Emergency Management is dedicated to building a state-of-the-art Emergency Operations Center (EOC) for use by all of Cuyahoga County. Currently, the OEM relies on the City of Cleveland's EOC when EOC activation is necessary. In order to formalize this partnership, the OEM and City of Cleveland Office of Emergency Management have drafted a Memorandum of Understanding that outlines the roles and responsibilities that attach when the EOC is shared with County OEM. While this is a suitable temporary arrangement, the OEM cannot rely on the City of Cleveland EOC indefinitely.

One of the most significant benefits of building a new EOC is the ability to co-locate the OEM, EOC, and CECOMS, in the same building. This gives OEM staff the ability to activate the EOC while maintaining access to files, software, and equipment that is stored in OEM offices. In addition the EOC will have state-of-the-art technology which will enhance communication capabilities between on-scene responders, dispatchers, and EOC staff.

**Progressing.** Currently seeking legislation approving the EOC site lease from County Council, anticipated project completion date of 9/2015.

## **VIII. SPECIAL OPERATIONS FACILITY:**

The purpose of a Special Operations Facility is to house all specialized vehicles and equipment for specialty teams in Cuyahoga County. These teams include: Urban Search and Rescue, Water TAC, Bomb TAC, SWAT, and others.

A Special Operations Facility, which has been a longstanding gap in Cuyahoga County resource management, has been requested by various County agencies to support the inventory of specialized teams. These specialized teams support Cuyahoga County on a regional basis and are not limited to one municipal jurisdiction. The purchase and maintenance of a Special Operations Facility will serve to strengthen our commitment to regional preparedness and provide the necessary support of regional resources.

**Progressing.** Special Operations Facility will be constructed as part of the Emergency Operations Center Building.