

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

NO. 1 COURT SQUARE, SUITE 203  
PARKERSBURG, WV 26101

IN RE: MINUTES OF MEETING HELD  
MONDAY, MAY 8, 2023

PRESENT: DAVID BLAIR COUCH, PRESIDENT  
ROBERT K. TEBAY, COMMISSIONER  
JAMES E. COLOMBO, COMMISSIONER

At 9:30 A.M., the County Commission of Wood County met in regular session. They signed purchase orders, invoices and other correspondence.

Levi Brady took his oath as Wood County Compliance Officer.

**AGENDA AND DISCUSSION ITEMS**

At 9:30 A.M., the County Commission met with Mayor of Vienna, Randy Rapp, Vienna Chief of Police, Mike Pifer and Vienna Fire Chief, Steve Scholl. They presented their Emergency Plan for the City of Vienna. After discussion, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, approved the City of Vienna Emergency Plan. (Order A/2760)

At 9:55 A.M., the County Commission, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby announce that three vacancies will exist on the Wood County Fire Board, as authorized in West Virginia State Code 7-17-6. Said vacancies are due to the terms of Mike Voshel (representing the Wood County Fire Association) and Dave Lawson (representing the Wood County Commission) expiring on June 5, 2023 and the term of Terry Moore (representing the Wood County Commission) expired June 5, 2022. (Order A/2761)

Having no further scheduled appointments or business to attend to, the County Commission adjourned at 10:15 A.M.

**ORDERS APPROVED AND ATTACHED TO THESE MINUTES**

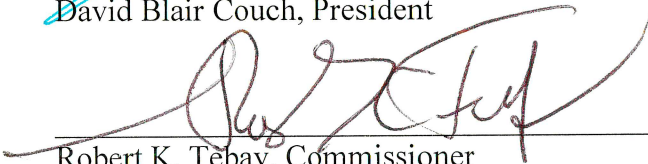
A/2760, A/2761

APPROVED:

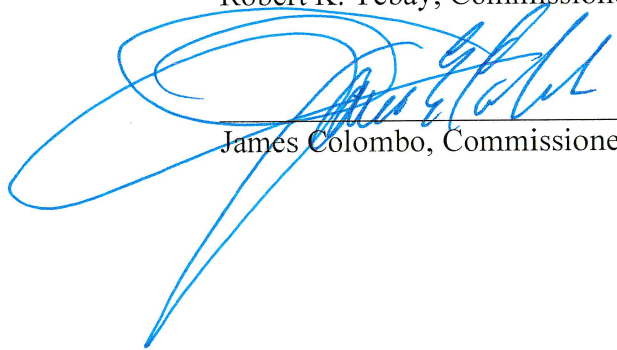
THE COUNTY COMMISSION OF WOOD COUNTY



David Blair Couch, President



Robert K. Tebay, Commissioner



James Colombo, Commissioner

Wood County Commission Meeting  
Held May 8, 2023

**Please Print**

1.	MAYOR RANDY RAPP
2.	CHIEF STEVE SCHOLL } VIENNA
3.	CHIEF MIKE RIFER
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Wood County Commission  
Agenda

May 8, 2023  
No. 1 Court Square, Suite 203  
Parkersburg, WV 26101

9:30 A.M.	Consider Emergency Plan for City of Vienna	Mayor Randy Rapp
	Consider Request to Hire Timothy Bibbee as a Tax Deputy for the Wood County Sheriff's Department - \$31,500/yr	
	Announce two vacancies on the Wood County Fire Board	
	Administrator's Report	Marty Seufer, County Administrator
	County Commission Reports	

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Discussion, Review and Approval of expenditures and disbursements identified on Exhibit 1, hereto attached

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Correspondence for this meeting will be available for public review during regular office hours in Room 205 of the Wood County Courthouse two (2) days prior to the meeting

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**Discussion, Review and Approval of the following items may be included during this meeting and are available for public inspection in the Office of the County Administrator two days prior to this meeting.**

**Budget revisions**

**Purchase orders and requisitions**

**Revisions, reimbursement requests, resolutions and correspondence for grants**

**Grant disbursements to other entities**

**Invoices for expenditures to be paid**

**Reimbursements for travel expenses**

**Bid specifications and procedures for bids previously authorized by the Commission**

**Monthly Hotel Occupancy Tax Collection disbursements**

**Disbursements for previously approved Innovative Programming Grants**

**Tax refunds, exonerations, improprieties and consolidations**

**Probate items, including settlements, petitions and Fiduciary Commissioner reports**

**General Fund disbursements to entities**

**Funding requests from local organizations by written form**

**Payroll modification as submitted by elected officials**

MAY 8, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

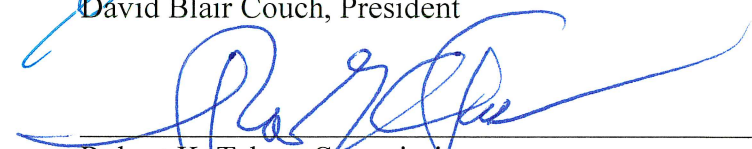
IN RE: THE COUNTY COMMISSION ANNOUNCED THAT THREE VACANCIES EXIST ON THE WOOD COUNTY FIRE BOARD.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by James E. Colombo, seconded by Robert K. Tebay and made unanimous by David Blair Couch, did hereby announce that three vacancies will exist on the Wood County Fire Board, as authorized in West Virginia State Code 7-17-6. Said vacancies are due to the terms of Mike Voshel (representing the Wood County Fire Association) and Dave Lawson (representing the Wood County Commission) expiring on June 5, 2023 and the term of Terry Moore (representing the Wood County Commission) expired June 5, 2022.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY

  
\_\_\_\_\_  
David Blair Couch, President  
\_\_\_\_\_  
Robert K. Tebay, Commissioner  
\_\_\_\_\_  
James E. Colombo, Commissioner

A/2761

Wood County  
Joe Gonzales, Clerk  
Instrument 88308952  
05/08/2023 @ 09:52:41 AM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 319  
Pages Recorded 1

MAY 8, 2023

IN THE COUNTY COMMISSION OF WOOD COUNTY, WEST VIRGINIA

IN RE: THE COUNTY COMMISSION APPROVED THE CITY OF VIENNA EMERGENCY PLAN.

**ORDER**

On this date, the County Commission of Wood County, upon a motion made by Robert K. Tebay, seconded by James E. Colombo and made unanimous by David Blair Couch, approved the City of Vienna Emergency Plan.

A copy of said Plan is attached to this Order and shall be made a part thereof.

APPROVED:

THE COUNTY COMMISSION OF WOOD COUNTY



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David Blair Couch, President



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Robert K. Tebay, Commissioner

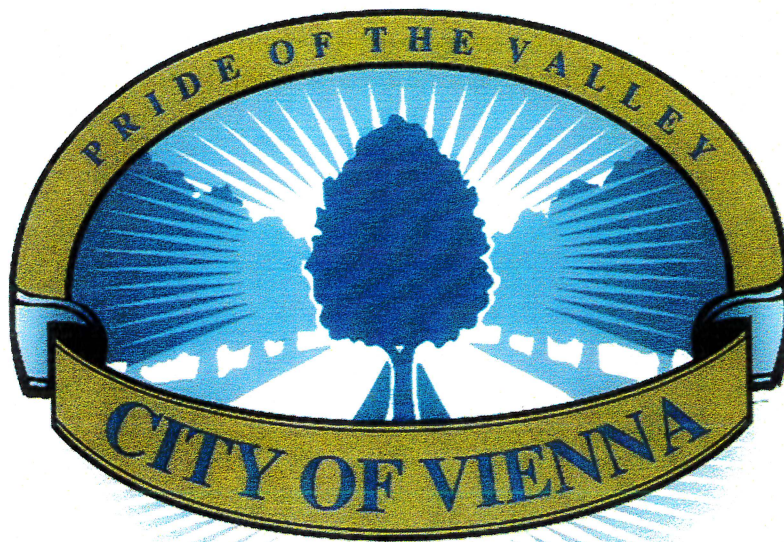


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James E. Colombo, Commissioner

A/2760

# CITY OF VIENNA



# EMERGENCY PLAN



# **EMERGENCY PLAN**

## **City of Vienna, West Virginia**

For use in the event of an emergency or disaster as a reference for agencies and persons vital to the operation of the City of Vienna, with the objective of minimizing human and property loss.

2023

**FORWARD**

The attached CITY OF VIENNA, WV EMERGENCY PLAN was prepared by a committee of City Officials and concerned citizens and is hereby presented to the MAYOR and CITY COUNCIL of Vienna, WV, and the WOOD COUNTY COMMISSION for approval and implementation.

The CITY OF VIENNA, WV EMERGENCY PLAN has been written to be responsible to State and County requirements.

\_\_\_\_\_  
Randall C. Rapp, Mayor

**APPROVAL**

Passed and adopted by the Mayor and City Council of the City of Vienna, WV, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_ - Randall C. Rapp, Mayor

\_\_\_\_\_ - Melissa Elam, Recorder

\_\_\_\_\_ - Tom Azinger, Council

\_\_\_\_\_ - Roger Bibbee, Council

\_\_\_\_\_ - Jim Leach, Council

\_\_\_\_\_ - Chris Mancuso Council

\_\_\_\_\_ - Kim Williams, Council

Approved by the Wood County Commission, this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_ - Jimmy Colombo, Commissioner

\_\_\_\_\_ - David Blair Couch, Commission President

\_\_\_\_\_ - Bob Tebay, Commissioner

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CITY OF VIENNA, WV  
EMERGENCY PLAN

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- IV- Media Support
- V- Police Services
- VI- Fire Services
- VII- Other Services
- VIII- Resources
- IX- Training and Education

APPENDIX

- A- Emergency Operations Center Staffing Roster
- B- Emergency Telephone Numbers
- C- Home Addresses of Emergency Operations Center and Important City Addresses
- D- News Media Contacts
- E- Vienna Emergency Operations Center Equipment Listing
- F- Vienna Outdoor Fire Siren System
- G- Community Emergency Response Team Contact Information
- H- Railroad Hazardous Materials Emergencies-Action to be taken by CSX Employees

Emergency Numbers  
Emergency Numbers (Wood County)

## I. Emergency Operations Center, On-Scene Command Post, and Staging Area(s)

### A. EMERGENCY OPERATIONS CENTER (EOC)

#### 1. Purpose:

To provide a location for the assembly and operation of the Crisis Management Team during a prolonged emergency/disaster situation involving the City of Vienna, WV. The Crisis Management Team is responsible for coordinating the response to the emergency.

#### 2. Location, Equipment, and Staffing (Vienna contained emergencies):

##### a. Location:

The primary EOC will be the Vienna Fire Department Conference Room (609 28<sup>th</sup> Street). If this location is not habitable due to the nature or magnitude of the situation, the EOC will be located at the Vienna Utility Board Office (210 6<sup>th</sup> Street, Vienna).

**NOTE:** The Police Department has personnel on hand 24/7 to maintain a constant connection to the 911 center and all emergency service agencies.

##### b. Equipment:

See Appendix E.

##### c. Staffing:

The EOC Crisis Management Team will consist of the following or their alternate (See Appendix A for a listing of names):

1. Mayor, City of Vienna (Leader and Public Information Officer)
2. Police Chief, City of Vienna (Director of Police Services)
3. Fire Chief, City of Vienna (Director of Fire Services)
4. Public Works Director

The Mayor will oversee the EOC. It will be his/her responsibility to utilize other resource persons such as City Council members, industrial experts, etc., as the situation may warrant.

**NOTE:** In a Vienna Emergency, the Police and Fire chiefs may be at the emergency scene rather than at the EOC and will perform their functions there or request that an alternate be assigned.

#### 3. Location, Equipment, Staffing (Emergency which is not Vienna contained and/or which requires outside assistance):

If the emergency exceeds the capabilities of the City of Vienna and/or exceeds the boundaries of the city limits (thus involving other communities within Wood County, WV, or Washington County, OH), the EOC Crisis Management Team will be enlarged to include Wood County Emergency Manager (and others

as needed) with the EOC location and staffing to be as follows:

- a. **Location:**  
The primary EOC will be the Vienna Fire Station Conference Room. In the event this location is not habitable due to the nature or magnitude of the situation, the EOC will be located at the Vienna Utility Board-Building, 210 60<sup>th</sup> Street.
- b. **Media Waiting Area Location:**  
Due to the limited space at the Vienna Fire Department Conference Room (EOC), there may be a need for the EOC leader to designate an area for Media Personnel. This location will be the Vienna Police Department Annex. This location is equipped with several writing desks and chairs, telephones, kitchen area, etc.
- c. **Equipment:**  
See the Wood County Emergency Plan for this information.
- d. **Staffing:**  
The EOC Crisis Management Team will consist of the following or their alternate. (See Appendix A for a listing of names):
  - 1. Mayor, City of Vienna (Leader and Public Information Officer)
  - 2. Emergency Manager, Wood County Office of Emergency Management
  - 3. Wood County Sheriff (Wood County Director of Police Services)
  - 4. Public Works Director

NOTE: Additional 2-way radio resources may be requested from the City of Parkersburg or Wood County Office of Emergency Management.

- 4. **Activation:**
  - a. Since the Police Chief or Fire Chief (or their designees) will likely be the first to be aware of the magnitude of an emergency situation, it will be their decision to notify the MAYOR (or his/her alternate) of the possible need for EOC activation.
  - b. The decision to activate the EOC will be made by the Mayor, City of Vienna. Expansion of the team to include Wood County personnel and/or movement of the team headquarters will be made by the Mayor and the Director of Emergency Management. If a County Wide emergency exists, the Mayor or his designee will report to the County EOC.
  - c. Activation of the Crisis Management Team members will be made by the City of Vienna Police Receptionist (upon orders of the Mayor or Director of Emergency Management).
  - d. Additional resource persons may be utilized by the team, as is determined necessary.

- 5. **Situations which warrant Activation**

Examples of emergencies that may warrant activation of the EOC are situations:

- a. Requiring traffic diversions
- b. Evacuation and sheltering of persons
- c. Involving the prolonged loss of utility services
- d. Necessitating the involvement of fire, police, or other emergency services from the County or nearby communities

Normally, the EOC will be needed only when the situation is of a large magnitude and potentially affects large numbers of people and/or buildings. (Such emergencies might be; Multiple structure fires, transportation or industrial accidents [especially those involving hazardous materials], a major flood, a major storm involving high winds, heavy snow, etc., and the like). To some degree the decision to activate or not to activate will be a judgement call. If there is a doubt -- activate.

#### B. ON-SCENE COMMAND POST

In addition to the need for an off-site EOC, there is an even greater need to have an on-scene COMMAND POST to provide order to activities taking place.

The COMMAND POST will be set up as near to the emergency as safety permits. In most cases the ON-SCENE COMMANDER will be the VIENNA FIRE CHIEF or the ranking fire officer (according to the Vienna Volunteer Fire Department's chain-of-command).

All decisions regarding the tactics and strategy to be used in the emergency response shall be made here.

Providing the EOC is activated, the On-Scene Command Post will be in two-way radio contact with the EOC so that all activity is coordinated.

#### C. STAGING AREA(S)

The Staging Area will initially be established at one or more of the traffic roadblock areas. Reserve manpower, equipment, and other support services shall be held at this (these) area(s) until needed. The Staging Area(s) shall be under the direction of the VIENNA POLICE CHIEF or the ranking police officer (according to the Vienna Police Department's chain-of-command) or, if the emergency reaches beyond the City of Vienna limits, the person in charge shall be the WOOD COUNTY SHERIFF.

## II. COMMUNITY WARNING AND EVACUATION

### A. PURPOSE:

To explain the means and procedure to be used in the event that it becomes necessary to warn and/or evacuate the people of Vienna due to a local emergency/disaster situation.

The strategy taken to warn and/or evacuate will be selected or developed as the situation warrants and be immediately implemented.

### B. WARNING AND EVACUATION DEVICES

1. Outdoor fire siren systems (See APPENDIX F for locations).
2. Radio/TV announcements -- Emergency Broadcast System (See APPENDIX D for listing of News Media. Contacts).
3. Mobile sirens/loudspeakers of police/fire department vehicles.
4. Door-to-door sweeps by emergency service personnel.
5. Telephone to schools/major employers (See APPENDIX B for listing of local community schools, major businesses, etc.).
6. Postings at area churches and businesses.

### C. IMPLEMENTATION

The decisions to warn and/or evacuate will be made by the Emergency Operations Center Crisis Team Leader (or alternate) and/or fire and law enforcement officials.

**NOTE:** Fire and law enforcement officials are authorized to carry-out warning and evacuation operations on their own initiative if an imminent danger is perceived. If such action is taken on their own initiative they are to inform the EOC as soon as possible.

### D. PROCEDURE

1. In the event of an emergency situation which may endanger public safety, a decision may be made by the EOC Leader and/or fire and law enforcement officials to utilize one or a combination of the following procedures:
  - a. **SITUATION(S) CONSIDERED TO BE IMMEDIATELY THREATENING-** One or a combination of the following, depending upon time, area to cover, etc., will be done:
    1. Warning and/or evacuation will be undertaken by emergency services (fire/law enforcement personnel) using their vehicle sirens/loudspeakers, going door-to-door to issue the warning

and/or command to evacuate the area, and/or using the WARN system to alert areas of procedures by telephone.

2. The community fire siren system will be sounded on a one minute on, one off, one on, one off basis for five (5) minutes by the Central Dispatch Center. When this is done, the public should immediately turn their radio to WXIL-FM 95.1, (the local Emergency Broadcast Stations) where they will receive further instruction.
3. Information given by emergency services personnel and/or radio/TV announcements will inform the public of action(s) which they are to take such as:
  - a. Shelter-in-place – In such situation, people are to stay in their homes or places of business, shut-off any air intake including closing doors and windows; and follow further instructions as provided by radio/TV.
  - b. Evacuate – Physically leave homes or places of business and proceed to a shelter or other safe place as instructed by radio/TV or emergency service personnel.

B. SITUATION(S) IN WHICH A POSSIBLE DANGER TO PUBLIC SAFETY IS PERCEIVED: but no immediate danger is imminent, the following action or combination thereof, as deemed appropriate, will be taken:

1. Fire and/or law enforcement officials will go door-to-door and alert the public of the potential danger.
2. The community fire siren system will sound on a one minute on, one minute off, one on, one off for five (5) minutes by the Central Dispatch Center. When this is done, the public should immediately turn their radio to WXIL-FM 95.1 (the local Emergency Broadcast Station) where they will receive further instructions.
3. Information given by emergency services personnel and/or radio/TV announcements will inform the public of the situation and action(s) to take and/or be prepared to take.



### III. PUBLIC INFORMATION

#### A. PURPOSE

To provide the public with emergency/disaster preparation and/or protection measures, procedures and timely and accurate situational updates.

The City of Vienna will also utilize their City website, and Facebook page in addition to all Wood County area newspapers, radio, and TV stations as a sources of official information, and to ensure that pertinent information is distributed on a regular basis.

#### B. PROCEDURE

1. "Official Information" will be only that released or agreed to by the MAYOR or his/her designee.
2. All Wood County area newspapers, radio, and TV stations may be utilized to provide sources of official information.  
**NOTE:** The Local Emergency Broadcast Station is WXIL-FM 95.1
3. Direct all media personnel requests for information to the MAYOR.
4. The POLICE DEPARTMENT will provide information and updates to the media from the MAYOR via interview or by telephone. He/she may arrange for others to be interviewed (such as city officials, county officials, industrial officials, etc.).
5. Whenever possible, electronic resources should be utilized to publish information and updates.
  - a) The city's website: Vienna-wv.com
  - b) Facebook: City of Vienna WV
  - c) LED sign (Grand Central Avenue & 13<sup>th</sup> Avenue)
6. Should telephone lines be disrupted, two-way radio communications (through the 911 Center) will be used to provide this information.

#### C. RESPONSIBILITY

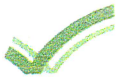
1. MAYOR, CITY OF VIENNA:
  - a. As the Leader of the EOC Crisis Management Team, he/she will also be the PUBLIC INFORMATION OFFICER.
  - b. Coordinates with the various agencies/persons involved and release information to the media.
  - c. Brief elected Wood County officials of the problem, as the situation warrants.
  - d. Work closely with the Director, Wood County Office of Emergency Management as the situation warrants (this would primarily be in the event of a situation which would extend beyond the city limits and/or

require outside assistance). Also, there may be need to contact agencies such as the Department of Natural Resources, EPA, etc. The type and degree of the emergency situation will determine the extent of these contacts.

2. ELECTED WOOD COUNTY OFFICIALS (County Commissioners, mayors of nearby cities, etc.):
  - a. Coordinate news releases through the Mayor.
3. OTHER EOC MEMBERS OR CITY OFFICIALS:
  - a. As much as possible, exercise good judgment in what is said to the media. Refer media personnel to the Mayor.
4. MEDIA PERSONNEL (Newspaper, Radio, TV):
  - a. Provide information to the general public as authorized by the Mayor.

D. GENERAL GUIDELINES FOR WORKING WITH THE MEDIA

1. Provide timely and factual information. Do not speculate or tell more than you know.
2. There is no such thing as "off-the-record" information. If you do not want it in print or on the air then do not say it.
3. Do not release names of injured persons or fatalities until families have been properly notified.
4. Cooperate as much as possible with the media. During the emergency the media should be viewed as an extension of the Crisis Management Team. Their information (if timely and correct) can be critical to the proper management of the situation and the safety of the general public.
5. The appropriate industrial/transportation personnel should be contacted and requested to assist in the preparation of news releases pertaining to transportation or industrial emergencies. (It should be noted that some of the larger companies have their own public relations personnel who can be of considerable assistance in preparing accurate statements.
6. Assistance on preparation of special news releases (such as one regarding possible health problems due to an emergency) should be coordinated with the particular persons or agencies that are most knowledgeable of the problem. (The Wood County Office Emergency Management can supply guidance and assistance in making the appropriate contacts.)
7. Keep a media log, especially if you are phoning the media, to keep track of who you talked with.
8. Do not forget to get back to the media reporters when appropriate. Do not leave them without information. They have a story to produce—help them do it well and with accuracy.



# Ready.

# Family Emergency Plan



# FEMA

Prepare. Plan. Stay Informed.



Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Neighborhood Meeting Place: \_\_\_\_\_ Phone: \_\_\_\_\_

Out-of-Neighborhood Meeting Place: \_\_\_\_\_ Phone: \_\_\_\_\_

Out-of-Town Meeting Place: \_\_\_\_\_ Phone: \_\_\_\_\_

Fill out the following information for each family member and keep it up to date.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Important Medical Information: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Important Medical Information: \_\_\_\_\_

Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans that you and your family need to know about.

### Work Location One

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Work Location Two

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Work Location Three

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location One

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location Two

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### School Location Three

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

### Other place you frequent

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Evacuation Location: \_\_\_\_\_

Name	Telephone Number	Policy Number

Dial 911 for Emergencies

#### IV. MEDIA SUPPORT

##### A. PURPOSE

To describe the responsibilities and action to be taken by area media (radio/TV) personnel regarding dissemination of emergency information

##### B. DEFINITIONS

1. EBS- Emergency Broadcast System
2. Alert- State of readiness and wait for further instructions
3. Area Emergency- Necessitates the need for public relocation and/or health information to reduce the possibility of injury

##### C. RESPONSIBILITIES

1. WXIL-FM 95.1 Radio—Responsible for coordinating the EBS broadcast
2. WNUS-FM/WLTP-AM—Responsible for coordinating back-up communication for the Mid-Ohio Valley network
3. WKYG-AM—Responsible for relaying emergency broadcast information
4. WDMS- MIX 100—Responsible for relaying emergency broadcast information
5. WTAP Television—Responsible for relaying emergency broadcast information

##### D. DIRECTION AND CONTROL

1. Collect information from the Emergency Operations Center (EOC) and activate the Emergency Broadcast System (EBS).
2. Coordinate their news releases to ensure consistency in public information broadcasts.
3. Cooperate with the Vienna City Officials in formulating and releasing information on evacuation or other measures necessary for public safety.
4. Ensure that news bulletins are released in a timely manner.
5. Develop contact lists with other media to expediently disseminate information.
6. Provide a member of the media at the Vienna EOC to collect information.

## V. POLICE SERVICES

### A. PURPOSE

To ensure proper coordination and utilization of city, county, and state law enforcement personnel during an emergency/disaster situation.

### B. PROCEDURE/RESPONSIBILITY

1. The City of Vienna Police Department will have primary law enforcement jurisdiction within the city. The Vienna City POLICE CHIEF or the highest-ranking officer at the scene will be in charge until relieved by someone of a higher ranking.
2. The Police Department will communicate any needs to the proper agency (such as the Department of Natural Resources, EPA, etc.).
3. Law enforcement operations outside the jurisdiction of the Vienna Police Department or incidents involving multiple police agencies will be coordinated by the Wood County SHERIFF (the Wood County Director of Police Services).
  - a. Law enforcement agencies which may be utilized include; Vienna City Police, Parkersburg City Police, Williamstown City Police, Wood County Sheriff's Department, West Virginia State Police, Department of Natural Resources, Wood County Auxiliary Police, and the West Virginia National Guard.
4. The Wood County SHERIFF and/or the Vienna City POLICE CHIEF shall work closely with other agencies (Fire, Wood County Office of Emergency Management, evacuation/shelter personnel, etc.) to ensure the adequacy of roadblocks, law enforcement needs, etc. during the emergency.
  - a. A roadblock guideline shall be COVIEO (Central Ohio Valley Industrial Emergency Organization: manual that suggests roadblock locations).
  - b. The location of roadblocks (See Appendix G), in general, will be the decision of the law enforcement agency in charge.

## VI. FIRE SERVICES

### A. PURPOSE

To ensure proper coordination and utilization of city, county, and other municipal fire departments during an emergency/disaster situation. Fire services may include actions such as fire protection, fire fighting, personnel rescue, hazardous materials control, aiding in community evacuation and traffic control, etc.

### B. PROCEDURE/RESPONSIBILITY

1. The City of Vienna Volunteer Fire Department will have primary jurisdiction within their designated response area. The City of Vienna FIRE CHIEF or the highest-ranking officer at the scene will be in charge until relieved by someone of higher ranking.
2. Fire service operations outside the jurisdiction of the Vienna Fire Department or incidents involving multiple fire departments will be coordinated by the Wood County Office of Emergency Management.
3. Fire and Rescue units will be alerted by:
  - a. Pager System (Vienna VFD)
  - b. Siren (Vienna VFD)
  - c. Direct telephone line
  - d. Two-way radio
4. When involved in fire service operations, departments have the following legal authority:
  - a. The right-of-way for ingress/egress of the area
  - b. The right to commandeer vehicles and manpower
  - c. The right to restrain the movement of and to effect the arrest of persons who willfully restrict their activities
  - d. The right to remove real and personal property when essential
5. When situations necessitate the involvement of two or more fire departments under mutual aid agreements, the request for such assistance will normally be made by the Central 911. Such requests may also be directed to the Wood County Office of Emergency Management.

VII. OTHER SERVICES

A. PURPOSE

To ensure proper clean up from the City and clean up resources for the community during and after an emergency/disaster situation.

B. PROCEDURE/RESPONSIBILITY

1. The City will establish locations around the city designed as gathering and distribution points of supplies and information.

**NOTE:** For addresses and contact information, refer to APPENDIX G.

- a. Level 1 – Part of the Communication Network, Receive updates and provide information for emergency and medical needs
  - i. St. Michael's Catholic Church
  - ii. Christ Lutheran Church
  - iii. Faith Baptist Church
  - iv. Independent Baptist Church
- b. Level 2 – Part-time Gathering Place; Open facility for specific hours to give temporary shelter
  - i. Fellowship Baptist Church
  - ii. Grand Central Church of Christ
  - iii. City Soul Ministries Church
  - iv. Vienna Baptist Church
- c. Level 3 – Full-time Gathering Place; Open facility to provide meals and shelter
  - i. Wayside United Methodist Church

**NOTE:** Pets are **NOT** permitted within these shelters.

2. The City will place a Dumpster in Jackson Park, near the baseball fields, to collect spoiled food. This Dumpster will be open during specific hours and maintained by City employees.
3. The Public Works Department and Parks Department will be responsible for clearing and removing debris from the streets. The Fire Department will assist if not busy with other emergencies.
4. The City will partner with all local organizations (churches, senior groups, civic groups, Red Cross, etc.) to meet the needs of the citizens.

**NOTE:** Special consideration will be given to all medical and health issues

## VIII. RESOURCES

### A. PURPOSE

To define some of the various agencies which can be utilized during an emergency/disaster situation.

**NOTE:** Contact with these agencies can be made through Wood County Office of Emergency Management.

### B. GOVERNMENTAL AND PRIVATE ORGANIZATIONS

1. **The American Red Cross-** Engages in relief activities for persons affected by disasters. Its role has been re-affirmed by Congress in the Disaster Relief Act. The disaster assistance which the Red Cross provides may be classified as:
  - a. Emergency mass care
  - b. Immediate assistance to individuals/families
  - c. Long-term recovery assistance to individuals and families
2. **The Salvation Army-** Renders several types of response services and equipment. It has personnel who are trained in:
  - a. Supervision of operations
  - b. Damage survey
  - c. Personal services for short duration disaster rehabilitation
3. **Emergency Medical Services-** Provided by privately owned services (Camden-Clark and St. Joseph's) as well as through some Volunteer Fire Departments. The Vienna Volunteer Fire Department has mutual aid agreements with Fire Departments in the area and with the Wood County Medical Services.
4. **Volunteer Fire Departments-** The Vienna Volunteer Fire Department consists of one fire station located on 28<sup>th</sup> Street. The department has mutual aid agreements with other Fire Departments.
5. **Civil Air Patrol-** Possesses a wide range of capabilities related to airborne surveillance, messenger service, transportation of personnel and supplies, and rescue.
6. **Ham Radio Operators-** Can be utilized to supplement emergency communications.

### C. UTILITY COMPANIES



1. **Electric Company** – Mon Power has an emergency plan that provides for a system of priorities for maintaining services to essential activities such as communications facilities. They can also provide restored services on an “essential need basis”. In addition, measures to safeguard certain facilities have been established in coordination with the local law enforcement agencies.
2. **Gas Company** – The Dominion Hope Natural Gas Company has an Emergency Plan for dealing with Natural Gas emergencies involving their lines.
3. **Telephone Company** – Frontier Telephone Company will assist with telephone problems during emergencies.

**D. COMMUNITY EMERGENCY RESPONSE TEAM**

1. **Level 1** – Part of the Communication Network; Receive updates and provide information for emergency and medical needs
  - a. St. Michael’s Catholic Church
  - b. Christ Lutheran Church
  - c. Faith Baptist Church
  - d. Independent Baptist Church
2. **Level 2** – Part-time Gathering Place; Open facility for specific hours to give temporary shelter
  - a. Fellowship Baptist
  - b. Grand Central Church of Christ
  - c. City Soul Ministries Church
  - d. Vienna Baptist Church
3. **Level 3** – Full-time Gathering Place; Open facility to provide meals and Shelter
  - a. Wayside Methodist Church

**E. AGENCIES OF THE STATE**

1. West Virginia Department of Natural Resources
2. West Virginia National Guard
3. West Virginia Department of Highways
4. West Virginia Department of Transportation
5. West Virginia Department of Emergency Services
6. West Virginia State Police

**F. AGENCIES/ASSISTANCE OF THE FEDERAL GOVERNMENT**

1. Federal Emergency Management Agency (FEMA)
2. Environmental Protection Agency (EPA)
3. Federal Bureau of Investigation (FBI)

## IX. TRAINING AND EDUCATION

### A. PURPOSE

Training and education of the various persons who may be involved in the control of an emergency/disaster involving the City of Vienna is critical. The participants must learn not only what to do but how to do it and do it quickly and accurately. Emergencies/disasters often occur without the luxury of time to make certain that everything (equipment and supplies) and everyone (who may be involved in a role of controlling the situation) is ready. Thus, it is of primary importance that planning, preparation, and practice are a continuing part of the Vienna Emergency Plan and that each person and agency that may become involved participates.

### B. TYPE OF TRAINING/EDUCATION

#### 1. Education includes:

- a. Review of the Vienna Emergency Plan with updates being made as necessary
- b. Participating in "what if" exercises to better understand the emergency/disaster potentials to which our City may be exposed to and determining the actions which may be necessary
- c. Being aware of your role – what it is and the responsibilities involved
- d. Learning new ways of accomplishing a task
- e. Becoming acquainted with other persons and agencies which may be involved in a Vienna emergency

#### 2. Training includes:

- a. Practicing those skills which are required for the successful understanding of your role
- b. Conducting and participating in community emergency/disaster drills

APPENDIX A

EMERGENCY OPERATIONS CENTER (EOC) STAFFING ROSTER

VIENNA CONTAINED EMERGENCIES

Leader and Public Information Officer:

Mayor, City of Vienna – Randy Rapp ----- (304) 295-6081 (office)  
(304) 295-9034 (home)  
(304) 481-0827 (cell)  
Alternate: City Recorder – Melissa Elam ----- (304) 966-2577 (cell)

Director of Police Services:

Police Chief, City of Vienna – Mike Pifer ----- (304) 295-8563 x 319 (ofce)  
(304) 834-0248 (cell)  
Alternate Senior Officer on Duty (Captain Rick Berdine) ----- (304) 295-8563 x 346 (ofce)  
(304) 834-0055 (cell)

Director of Fire Services:

Fire Chief, City of Vienna – Steve Scholl ----- (304) 295-5652 x 322 (ofce)  
(304) 481-8048 (cell)  
(304) 834-1086  
Emergency Operations Contact  
Alternate: Senior Officer on Duty (Dave Thorn) ----- (304) 295-8563 (office)

Equipment Coordinator:

Director of Public Works, City of Vienna – Craig Metz ----- (304) 295-4543 x 231 (ofce)  
(304) 483-5354 (cell)  
Alternate: Lorrie Bond ----- (304) 295-4543 x 202 (ofce)  
(304) 483-3470

NON-VIENNA CONTAINED EMERGENCIES AND THOSE REQUIRING OUTSIDE ASSISTANCE

Leader and Public Information Officer:

Mayor, City of Vienna – Randy Rapp ----- (304) 295-6081 (office)  
(304) 295-9034 (home)  
(304) 481-0827 (cell)  
Alternate: City Recorder – Melissa Elam ----- (304) 966-2577 (cell)

Wood County Office of Emergency Management:

Mike Shook ----- (304) 420-0911 (Admin line)  
(304) 485-8501 (Non-Emerg)  
(304) 588-0507 (cell)

APPENDIX A – Cont'd.

Wood County Director of Police Services:

Wood County Sheriff, Rick Woodyard----- (304) 424-1921 (office)  
Alternate: Senior Officer in Charge (Chief Mike Deem)----- (304) 424-1909 (office)

Director of Transportation and Shelter, Wood County Board of Education:

Regina Graham----- (304) 420-9636 (ofce)

MOVTA, Mike Kesterson----- (304) 422-4100

Equipment Coordinator:

Director of Public Works, City of Vienna – Craig Metz----- (304) 295-4543 x 231 (ofce)  
(304) 483-5354

Alternate: Lorrie Bond----- (304) 483-3470

APPENDIX B  
EMERGENCY TELEPHONE NUMBERS

CSX Railroad Emergency 1-800-232-0144  
 Chief Clerk------(304) 428-9631  
 Trainmaster------(304) 428-9621  
 Yardmaster------(304) 428-9571

**Wood County**

**Wood County Office of Emergency Management:**

Mike Shook------(304) 420-0911 (Admin Line)  
 (304) 485-8501 (Non Emerg)  
 (304) 588-0507 (cell)  
 Parkersburg Police Department------(304)424-8444

**Director of Police Services:**

Wood County Sheriff, Rick Woodyard------(304) 424-1945 (ofc)  
 Alternate: Chief Mike Deem------(304) 424-1945 (ofc)

**County Health/Medical Officers:**

Executive Director, Mid-Ohio Valley Health Dept., Eric Walker------(304) 485-7374  
 Executive Assistant, Mid-Ohio Valley Health Dept., Emily Lanham --(304) 420-1488

**County Coroner:**

Mike St. Clair------(304) 424-1989

Prosecuting Attorney: Pat LeFebure------(304) 424-1776 (ofc)

**Wood County Sheriff's Department:**

Office------(304) 424-1945 (ofc)  
 Sheriff, Rick Woodyard------(304) 424-1945 (ofc)

**Wood County Schools:**

Christie Willis------(304) 420-9693

Vienna Public Library------(304) 295-7771

**Civil Air Patrol:**

Commander: John Gooden-----1 (740) 590-0792

**Wood County Commissioners:**

Bob Tebay, Commissioner------(304) 424-1984 (ofc)  
 David Blair Couch, Commission President----- (304) 424-1984 (ofc)  
 Jimmy Colombo, Commissioner----- (304) 424-1984 (ofc)

**City of Vienna**

Mayor, Randall C. Rapp------(304) 295-6081 (ofc)  
 (304) 295-9034 (home)  
 (304) 481-0827 (cell)  
 Alternate: City Recorder, Melissa Elam----- (304) 966-2577 (cell)  
 Police Chief, Mike Pifer----- (304) 295-8563 x 319 (ofc)  
 (304) 834-0248 (cell)

APPENDIX B – cont'd.

Fire Chief, Steve Scholl------(304) 295-5652 x 322 (ofc)  
(304) 481-8048 (cell)

**Vienna City Council:**

Tom Azinger----- (304) 991-4314

Roger Bibbee----- (304) 834-4761

Melissa Elam----- (304) 966-2577

Jim Leach----- (304) 210-5221

Chris Mancuso----- (304) 483-7840

Kim Williams----- (304) 210-6277

(304) 917-4865

**Public Works:**

Craig Metz----- (304) 295-4543 x 231 (ofc)

(304) 483-5354 (cell)

**Hospital Ambulance Services**

Camden Clark----- (304) 424-2373

St. Joseph's----- (304) 424-4473

**Other**

American Red Cross----- (304) 485-7311 (ofc)

Salvation Army----- (304) 485-4529

WV Division of Homeland Security and Emergency Management----- (304) 558-5380

**Vienna Schools**

Greenmont Elementary – 209 58<sup>th</sup> Street, Brett Ubbans, Principal----- (304) 420-9544

Neale Elementary – 2305 Grand Central Ave., Linda Brunicardi, Principal----- (304) 420-9587

Vienna Elementary – 700 41<sup>st</sup> Street, Doug Jones, Principal----- (304) 420-9648

Jackson Middle School – 1601 34<sup>th</sup> Street, Jeff Kisner, Principal----- (304) 420-9551

Wood County Board of Education Administration----- (304) 420-9663

**Major Businesses**

Grand Central Mall – Jody Hopkins ----- (681) 229-4237

----- (304) 485-4464

**Mon Power:**

Tim Pingley----- (304) 677-5589

James Conner----- (304) 612-1068

Hope Gas----- (304) 464-4029

Jimmy Harper Construction----- (304) 295-9257

## APPENDIX C

### HOME ADDRESSES OF EMERGENCY OPERATIONS CENTER AND OUTSIDE ASSISTANCE PERSONNEL

There may be occasions when necessary personnel cannot be reached by telephone. In such instances, the following home address listing will assist police or other emergency personnel in locating the person(s).

#### **EOC PERSONNEL:**

Mayor, Randy Rapp – 4106 3<sup>rd</sup> Avenue, Vienna, WV

City Recorder – Melissa Elam – 926 20<sup>th</sup> Street, Vienna, WV

Police Chief, Mike Pifer – 1204 11<sup>th</sup> Avenue, Vienna, WV

Fire Chief, Steve Scholl – 1205 21<sup>st</sup> Street, Vienna, WV

Director of Public Works, Craig Metz – 1411 15<sup>th</sup> Avenue, Parkersburg, WV

## APPENDIX D

### NEWS MEDIA CONTACTS

#### **Commercial Radio Stations**

##### Results Radio

1. WXIL-FM (95.1) – Emergency Broadcast Station  
(304) 485-4565
2. WLYQ-AM (1050) (94.7) Willie  
(304) 485-4565
3. WHBR-FM (103.1) The Bear  
(304) 485-4565
4. WGGE-FM (99.1) Froggy  
(304) 485-4565
5. WRZZ-FM (Z106) Classic Rock
6. WVNT-FM (103.5)

##### Clear Channel Media

1. WDMX-FM (100.1)  
(304) 295-6070
2. WNUS-FM (107.1)  
(304) 295-6070
3. WRVB-FM (102.1)  
(304) 295-6070
4. WLTP-AM (910)  
(304) 295-6070

#### **Commercial Television Stations**

1. WTAP-TV  
One Television Plaza  
Parkersburg, WV 26101  
(304) 485-4588 (304) 485-NEWS (304) 485-6397  
Station Manager: Ken Long  
News Director: Phillip Hickman

#### **Newspaper**

1. Parkersburg News & Sentinel  
519 Juliana Street  
Parkersburg, WV 26101  
(304) 485-1891



## APPENDIX E

### VIENNA EMERGENCY OPERATIONS CENTR EQUIPMENT LISTING

Such equipment will be:

Map of the City of Vienna

Map of Wood County

Map of West Virginia

Emergency Plans of Surrounding Cities – Fire Departments have

Wood County Emergency Plan – Is online

Radios

Etc.

## APPENDIX F

### VIENNA OUTDOOR FIRE SIREN SYSTEM

**Location:**

Fire Sirens, which will be used for the purpose of Community Warning and Evacuation are located as follows:

Seventeenth (17<sup>th</sup>) Street  
Twenty- Eighth (28<sup>th</sup>) Street  
Forty- First (41<sup>st</sup>) Street  
Fifty- First (51<sup>st</sup>) Street

**NOTE:** Since in either case (alerting or evacuation) it is advised that residents tune their radios to the Emergency Broadcast Station, WXIL-FM 95.1, for additional information and instruction, it has been decided that the alerting siren will be sounded the same in either situation.

## Appendix G

### Community Emergency Response Team

Christ Lutheran Church  
Pastor Emilie Theobald-Rowlands  
Contact: Kay Rowan  
[kayrowan@suddenlink.net](mailto:kayrowan@suddenlink.net)  
4513 Grand Central Avenue  
Vienna, WV 26105  
(304) 295-9241

City Soul Ministries  
Pastor Luke Easter  
1101 46<sup>th</sup> Street  
Vienna, WV 26105  
(304) 865-1465

Faith Baptist Church  
Pastor  
1103 10<sup>th</sup> Avenue  
Vienna, WV 26105  
(304) 295-8464

Fellowship Baptist Church  
Pastor Brian Leversee  
Contact: Roger Conley  
[roger@conleyfab.com](mailto:roger@conleyfab.com)  
P.O. Box 5099  
Vienna, WV 26105  
(304) 295-8982

Grand Central Church of Christ  
Pastor Joe Spivy  
5805 Grand Central Avenue  
Vienna, WV 26105  
(304) 295-5116

The Independent Baptist Church  
Pastor Elder  
406 27<sup>th</sup> Avenue  
Vienna, WV 26105  
(304) 295-7447

Lighthouse Baptist Church  
Pastor Bob Lizer  
7200 Grand Central Avenue  
Vienna, WV 26105  
(304) 295-9687

New Hope Baptist Church  
Dr. David Carrico  
[d.l.carrico@gmail.com](mailto:d.l.carrico@gmail.com)  
1737 Rosemar Road  
Vienna, WV 26105  
1 (304) 580-8000  
[d.l.carrico@gmail.com](mailto:d.l.carrico@gmail.com)

River Valley Comm. Church of the Nazarene  
Pastor JT Douglas  
1412 27<sup>th</sup> Street  
Vienna, WV 26105  
(304) 295-7801

St. Johns United Methodist Church  
Gail Gaines (Administrative Assistant)  
[st.johnvienna@gmail.com](mailto:st.johnvienna@gmail.com)  
3911 Grand Central Avenue  
Vienna, WV 26105  
(304) 295-7102

St. Michael's Roman Catholic Church  
Father John Gallagher  
Contact: Suzy Haddox  
[suzy.haddox@gmail.com](mailto:suzy.haddox@gmail.com)  
5501 4<sup>th</sup> Avenue  
Vienna, WV 26105  
(304) 295-6648  
[gallagher911@yahoo.com](mailto:gallagher911@yahoo.com)

Thrive Worship  
Pastor Bill Frey  
3100 17<sup>th</sup> Avenue  
Vienna, WV 26105  
(304) 295-9383  
Cell: (949) 981-9561  
[bill@aher.net](mailto:bill@aher.net)

## Appendix G

### Community Emergency Response Team

#### Page 2

36<sup>th</sup> Street Church of Christ

Michael Moss, Minister

Contact: Ethan Kirl

610 36<sup>th</sup> Street

Vienna, WV 26105

(304) 295-9696

Vienna Baptist Church

Reverend Bill Brown

[bill@viennabaptist.com](mailto:bill@viennabaptist.com)

3401 Grand Central Avenue

Vienna, WV 26105

(304) 295-4578

Vienna Baptist Church

Pastor Dennis Pratt

3401 Grand Central Avenue

Vienna, WV 26105

(304) 295-4578

Wayside United Methodist Church

Reverend Sara Lamb

Contact: Ron Hendrix

[rhendrix@suddenlinkmail.com](mailto:rhendrix@suddenlinkmail.com)

3001 Grand Central Avenue

Vienna, WV 26105

(304) 295-4896

Westminster Presbyterian Church

Pastor Bill Dunfee

708 54<sup>th</sup> Street

Vienna, WV 26105

(304) 295-6097

Cell: 1 (740) 350-6770

# Community Emergency Response Team

## LEVEL 1

- St. Michael's Catholic
- Christ Lutheran
- Faith Baptist
- Independent Baptist
- 
- 

## LEVEL 2

- Fellowship Baptist
- Grand Central Church of Christ
- City Soul Ministries
- Vienna Baptist
- 

## LEVEL 3

- Wayside United Methodist
- 
- 
-

**APPENDIX G – COMMUNITY EMERGENCY RESPONSE TEAM**

**City of Vienna Representatives:**

Mayor Randy Rapp  
[randy.rapp@vienna-wv.com](mailto:randy.rapp@vienna-wv.com)  
(304) 295-6081

Chief Mike Pifer, Vienna Police Department  
[vpd135@viennapolice.com](mailto:vpd135@viennapolice.com)  
(304) 295-8563

Chief Steve Scholl, Vienna Volunteer Fire Department  
[vvfd@vienna-wv.com](mailto:vvfd@vienna-wv.com)  
(304) 295-5652

Craig Metz, Director, Public Works, City of Vienna  
[cm@vienna-wv.com](mailto:cm@vienna-wv.com)  
(304) 295-4543

Roger Bibbee, Councilman, City of Vienna  
[rbibbee@gmail.com](mailto:rbibbee@gmail.com)  
(304) 834-4761

**Vienna Church Representatives:**

Christ Lutheran Church  
Pastor Tom Darr  
Contact: Kay Rowan  
[kayrowan@suddenlink.net](mailto:kayrowan@suddenlink.net)  
Cell: (304) 834-2759  
4513 Grand Central Avenue  
Vienna, WV 26105  
Church: (304) 295-9241

City Bible Church  
Pastor Luke Easter  
[luke@citysoulministries.org](mailto:luke@citysoulministries.org)  
1101 46<sup>th</sup> Street  
Vienna, WV 26105  
(304) 916-7414  
(304) 483-6372

Faith Baptist Church  
Pastor Rick Eaton  
1103 10<sup>th</sup> Avenue  
Vienna, WV 26105  
(304) 295-8464

Fellowship Baptist Church  
Pastor Brian Leverage  
Contact: Roger Conley  
[roger@conleyfab.com](mailto:roger@conleyfab.com)  
Cell: (304) 991-8899  
P.O. Box 5099  
Vienna, WV 26105  
Church: (304) 295-8982

Grand Central Church of Christ  
Pastor Joe Spivy  
5805 Grand Central Avenue  
Vienna, WV 26105  
(304) 295-5116

The Independent Baptist Church  
Pastor Michael Elder  
406 27<sup>th</sup> Avenue  
Vienna, WV 26105  
(304) 295-7447

New Hope Baptist Church  
Pastor Troy Nesselrode  
[newhope@nhbc-wv.org](mailto:newhope@nhbc-wv.org)  
Cell: (304) 580-1425  
1737 Rosemar Road  
Vienna, WV 26105  
(304) 580-8000

St. Johns United Methodist Church  
Gail Gains, Administrative Assistant  
[stjohnvienna@gmail.com](mailto:stjohnvienna@gmail.com)  
3911 Grand Central Avenue  
Vienna, WV 26105  
(304) 295-7102

Thank you for attending the Community Emergency Response Plan meeting. Together we can make a difference.

Please choose what level of participation you feel comfortable doing:

Level 1: Part of Communication Network

Receive updates and provide information for emergency and medical needs.

Level 2: Part-time Gathering Place

Open facility for specific hours to give temporary shelter.

Level 3: Full-time Gathering Place

Open facility to provide meals and shelter.

Levels 2 and 3 will be part of the Communications Network,

Please provide me with a contact list of people who represent your group: (make additional copies if necessary.)

NAME:

ADDRESS:

PHONE #:

EMAIL ADDRESS:

---

NAME:

ADDRESS:

PHONE #:

EMAIL ADDRESS:

---

NAME:

ADDRESS:

PHONE #:

EMAIL ADDRESS:

---

I would like to get 100% participation so everyone gets updated information.

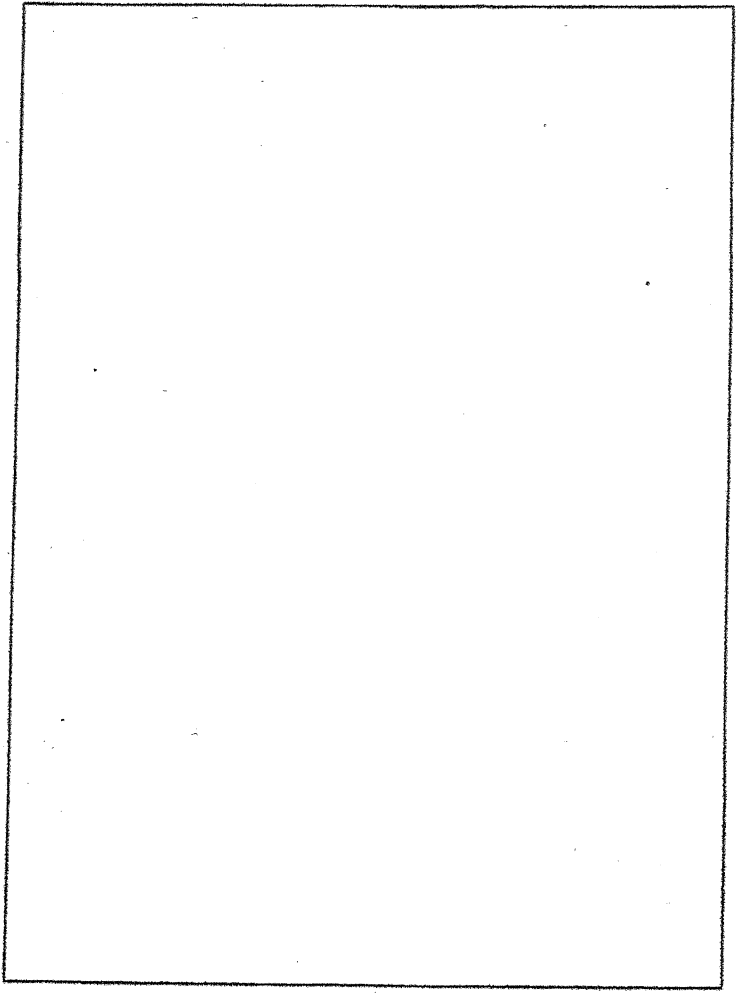
CHURCH NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

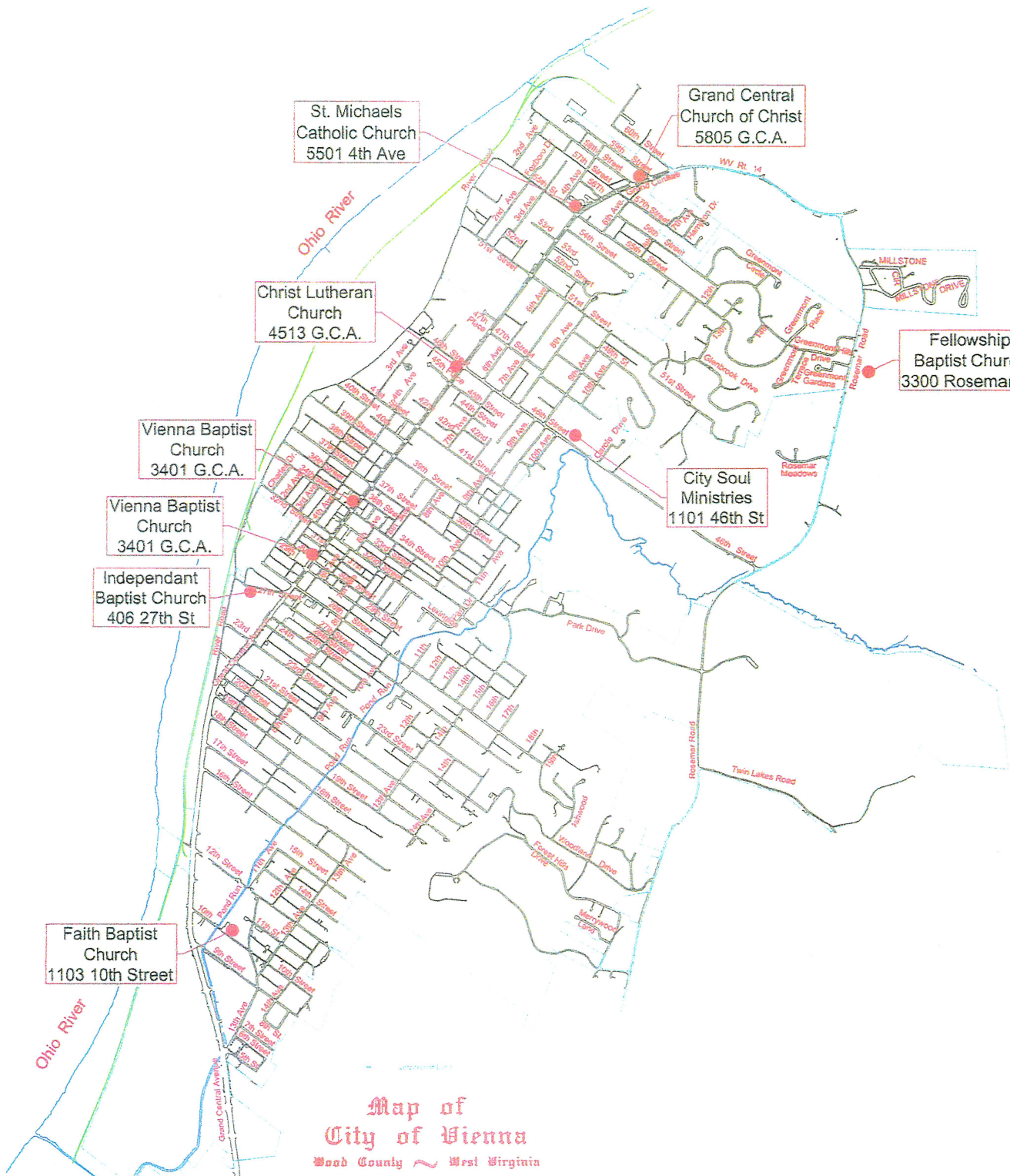
CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_







**Map of  
City of Vienna**  
Wood County ~ West Virginia

**Emergency Response Locations**

## APPENDIX H

### RAILROAD HAZARDOUS MATERIALS EMERGENCIES—

#### ACTION TO BE TAKEN BY CSX EMPLOYEES

**NOTE:** Safety of personnel handling the emergency situation must be of utmost consideration in all actions taken.

1. If it is considered safe to do so:
  - a. RESCUE injured persons—remove them to a safe area and administer the first aid
  - b. SURVEY the scene and surrounding area—determine conditions and notify, by the quickest means available, appropriate authority
  - c. PROTECT life and property—evacuation of people, fire fighting, removal of cars or containers and contents
  
2. The course of action to be taken depends upon conditions and the Hazardous Materials involved. Steps to be taken are:
  - a. IDENTIFY—cars/trailers containing Hazardous Materials (all placarded cars) involved in the incident and determine their condition
  - b. IDENTIFY CONTENTS AND “HAZARD CLASS” of all cars or containers involved—From Shipping Papers to Waybills and from the position in the train according to the Train Profile
  - c. NOTIFY DISPATCHER or appropriate authority as soon as possible—Notify of the contents of the cars or containers involved and their condition (burning, leaking, emitting vapors, etc.).
  - d. REFER TO APPROPRIATE BLOCK OR GUIDE for the Hazardous Materials involved.
  - e. REVIEW the characteristics of the Hazard Class of the materials.
  - f. ADVISE emergency personnel of the hazards and recommend the emergency actions to be taken. If emergency personnel are not available follow the recommended action to save lives and to protect the environment.
  - g. TAKE ACTIONS as directed by the appropriate authority or officer in charge.
  
3. Major Hazards—Emergency Action
  - a. If materials are marked “EXP” (explosive) on the guide and are involved in a fire, all persons should be evacuated for a distance of one (1) mile from the scene.
  - b. If materials are marked “VRP” (violent rupture potential) on the guide and are involved in a fire, all persons should be evacuated for a distance of one-half (1/2) mile from the scene.
  - c. If materials are marked “TOX” (toxic) on the guide are involved and are leaking, venting, spewing vapor, all persons should be kept out of the area and all contact with the materials, vapors, or smoke should be avoided.
  - d. If any Hazardous Materials are burning or their containers or car is involved in a fire, all persons should be kept out of the area and any contact with vapors or smoke should be avoided.

# Emergency Evacuation

## Know What To Do In Case Of An Emergency Please Note

This information was prepared by the Wood County Local Emergency Planning Committee (WCLEPC) and the National Institute for Chemical Studies (NICS) and is supplied by Frontier as a public service. Frontier, WCLEPC, and/or NICS assumes no liability and will not be responsible for any injury which is the consequence of any action (or inaction) undertaken by any person which is in any way related to the information in the "Know What To Do In Case Of An Emergency" Guide.

## Storms

Keep posted on Weather Conditions. Use your radio and television to keep informed of current weather conditions and forecasts in your area. Even a few hours warning of a storm may enable you to avoid being caught in it, or at least be better prepared to cope with it. You should also understand the terms commonly used in weather forecasts:

**A Watch Means...** A weather condition that is favorable for the development of a strong or severe storm.

**A Warning Means...** A severe storm is already occurring and headed in a predetermined direction. TAKE ACTION IMMEDIATELY TO PROTECT LIFE AND PROPERTY.

In the event of any tornadoes, flooding, strong damaging winds or hail that is dime-sized or larger, call your local law enforcement agency or 911.

## Fire - Smoke Detectors Save Lives.

Most fire deaths occur in the home. There is one low-cost, easily obtainable device which has proven itself in saving lives; a smoke detector. Deaths from fire in the home have been substantially reduced in the communities where smoke detectors are required.

Each member of your family should know what to do if the smoke detector goes off. A little time spent selecting escape routes and practicing what to do may save lives if a fire occurs in your home. Agree on a place to meet outside so you can be sure everyone gets out of the house safely.

For specific information on your community's disaster plans, contact your local fire department or Emergency Services.

## Remember Your Pets

Your family emergency plan should include your pets. Different emergencies require different responses. But whether the emergency is a chemical leak or a winter storm, you may have to evacuate your home. The best way to protect your pets is to evacuate them too.

1. Plan to take your pets to a friend's or relative's home or to a hotel that accepts pets during an emergency. Pets are not permitted in Red Cross emergency shelters because of health regulations.
2. Transport pets in sturdy carriers.
3. Have identification, collar, leash, and proof of vaccinations for all pets.
4. Have food and water for your pets.
5. Have a current photo of your pets in case they get lost.

## Notification of An Emergency

If there is an emergency, your community's alert system will warn you. Each area has its own warning system. If you are not sure what your community's

warning device is, call your local fire department. Many communities have sirens which will be sounded in a high continuous tone for a community alert as opposed to a normal mode for fire alarms. An industry-sponsored siren system exists in Southern Wood and Washington Counties. The area covered is along both sides of the Ohio River and includes communities in West Virginia from Sandy Creek in Washington Bottom to Larkmead; and in Ohio from the Athens/Washington County line to Belpre. This siren will be activated only when an accidental chemical release or similar emergency at DuPont, GE Plastics, or Shell chemical poses a safety or health concern to the population within the siren system coverage. If you should hear an alert siren, immediately turn on a radio or television for instructions over an Emergency Broadcast System station. Instructions will be given as soon as information is received, and the message will be repeated at prescribed intervals as necessary. In other areas, official cars with loud speaker systems will travel through the affected neighborhoods alerting residents.

Again, if you hear a warning through this method, turn on your radio or television for instructions. Please stay tuned to one of the Emergency Broadcast System stations as long as the emergency lasts. The official emergency broadcast station is WXIL-Radio (95.1 FM).

Other participating stations include:

## Radio

WADC (1050 AM) ..... WVVW (630 AM)  
WBRJ (910 FM) ..... WXXK (103.1 FM)  
WKYG (1230 AM) ..... WEYQ (102.1 FM)  
WLTP (1450 AM) ..... WRZZ (106.1 FM)  
WHCM (99.1 FM) ..... NOAA Weather Radio  
WNUS (107.1 FM) ..... WOMX (9100.1 FM)  
WRRR (93.9 FM) ..... WXIL (95.1 FM)

## Television

WCBS (ABC affiliate, Channel 8)  
WVAZ (NBC affiliate, Channel 3)  
WTAP (NBC affiliate, Channel 15)  
WOWK (CBS affiliate, Channel 13)  
WVAH (Independent Channel 11)

## What to do if you are notified of an emergency

- Stay calm. Do not use the telephone. The lines are needed for official business and your call could delay emergency response organization action.
- Go indoors, close all windows, doors, vents and turn off air conditioners or heating systems.
- Turn on your radio or television to an emergency broadcast station for instructions. The official emergency broadcast station is WXIL-Radio (95.1 FM).

## Protect your Breathing

- Cover your nose and mouth with a handkerchief or cloth.
- Close the windows and doors if you are in a building or car.
- Turn off heating or cooling systems. Turn off window and attic fans.

## Warning Alert

1. The WARNING ALERT indicates there is a problem which poses no present danger to the community. However, there is a potential for escalation to a more

serious situation. The WARNING ALERT informs residents to "stand by."

2. At the first signal of the community alert siren or other warning alert, go indoors, close all windows, doors and vents, and turn off air conditioners or heating systems. A steady tone for three minutes, repeated several times, is the alert sound.
3. TUNE your radio to one of the participating emergency broadcast stations listed. The following is an example of the type of announcement you will hear:

*"At (time) today, local officials reported an incident involving (description of situation). The incident occurred at (location). As a precautionary measure, all persons near this location should stay indoors, close all windows, doors and vents, and turn off all air conditioning or heating systems. Stay tuned for further instructions. The next report will be given at prescribed intervals as necessary. This message will be repeated until conditions change."*

## Protective Actions

EAS (Emergency Alert System) instructions will tell you the protective action(s) to be taken. The protective action could be Shelter-in-Place, Prepare-to-Evacuate, or Evacuate. Depending on the particular circumstances of the emergency, any of the three protective actions, or a combination, may be appropriate.

## Shelter-in-Place

1. SHELTER IN PLACE is a proven, effective emergency protective action which is used when there is insufficient time to evacuate in the event of an airborne hazardous material release. In the event of such a release, you may be told to SHELTER IN PLACE rather than to evacuate.
2. Go inside your home or some other building preferably in a room with no or few windows.
3. Stay inside until your radio or television says you can leave safely.
4. Turn off heating or cooling systems, turn off window and other fans, shut windows and doors, and cover cracks with tape or wet rags.
5. If you are told to protect your breathing, cover your nose and mouth with a handkerchief or other cloth; wet if possible.
6. Keep your pets inside.
7. Listen to the radio or television for further advice.
8. The following is an example of the type of announcement you might hear:

*"At (time) today, local authorities reported an industrial accident involving hazardous materials. The accident occurred at (location and time) today. All persons in (names of areas) should remain inside their houses or some other closed building until their radio or television says they can leave safely. If you are in this area, turn off heating and cooling systems and window or attic fans. Close all windows, door and vents and cover cracks with tape or wet rags. Keep your pets inside. Until you can reach a building, cover your nose and mouth with a handkerchief or other cloth. Listen to the radio or television for further advice."*

9. As soon as it can be determined that the hazardous condition has passed, local authorities will announce the emergency is over. If the emergency involved a hazardous material cloud, at the "all clear" you will be instructed to open windows and doors, ventilate the building and go outside.

#### Prepare to Evacuate

1. You may be asked to PREPARE TO EVACUATE if a situation has the potential of escalating to the point where an evacuation is required. During this time, authorities will take actions to alleviate the emergency and also will prepare for an orderly evacuation should it become necessary.
2. Stay tuned to your radio and/or television for further instructions. They will give you instructions on how to prepare for evacuation. If you are in your home, you should gather any clothing and medication you will need for a few days stay away from home. You need not leave your home at this stage. The following is an example of the type of announcement you will hear:

*"At (time) today, local officials reported a potentially serious condition involving (description of situation). The incident is occurring at (location). All persons in (names of areas) should stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but you should locate and review your community evacuation plan. Stay tuned for further instructions. The next report will be given at prescribed intervals as necessary. This message will be repeated until conditions change."*

3. Pack only what you need most. Take clothes, medicine, baby supplies, portable radio, flashlight, checkbook and credit cards.

#### Evacuation

1. An EVACUATION will be ordered if the community is threatened and there is time to evacuate safely and in an orderly manner. Make sure that this order applies to your area.
2. Radio and television broadcast will specify which areas of the community must evacuate. The following is an example of the type of message you will hear at the evacuation stage.

*"(time) today, local officials reported an incident involving (description of danger). The incident occurred at (location and time). All persons in (names of areas) should evacuate the area in an orderly manner. Drive or walk toward the main roadway in your neighborhood. Emergency personnel will be along those routes to direct you to a reception center. Please observe normal traffic laws. This message will be repeated until conditions change."*

3. If you have children in school, they will be taken to the reception center for their school, as specified in their school's emergency response plan.

4. Lock your house. The area where you live will be guarded while you are away.

5. Turn on your porch light as you leave your house.
6. Use your own car if you can. Take neighbors who need a ride, if you have room. If you have no ride, ask one of your neighbors for a ride. If you cannot do that, go to one of the pickup points along the main artery. You can get a ride there.
7. Keep all car windows and vents closed and drive (or walk) to the nearest MAIN emergency route in your area.
8. Turn on your car radio for information.
9. Authorized personnel will be stationed along emergency routes to direct you away from the emergency area toward a reception center.
10. Security personnel will be in place in the evacuated areas to prevent looting, vandalism, etc.
11. You may return to your home as soon as the emergency is declared over and it is safe to return.
12. If the emergency involved a hazardous material cloud, at the "all clear" open windows and doors, ventilate the building and go outside.

#### Special Assistance for the Disabled

Don't Wait For an Emergency! Disabled persons who may need special assistance during emergencies, especially in an evacuation, should notify their local fire department of their problems and needs along with their home address and telephone number. In the event of an emergency, the needed assistance service can then be provided. See the Blue Pages or the Business White Pages for the telephone number of your local Fire Department.

#### How To Get Medical, Fire Fighting and/or Law Enforcement Help During an Emergency

**9-1-1 (except Belpre, Ohio. 740-423-7631)**

For any type of emergency, medical, fire fighting, and/or law enforcement help, call 9-1-1. Give your name, address, including community and zip code, and the nature of the emergency. Stay on the line until told you may hang up. Stay calm and answer as clearly as possible any questions asked.

#### Main Emergency Routes

##### Parkersburg

Camden Avenue

Division Street

Emerson Avenue

Murdock Avenue

Pike Street

Route 14, 68, 95; North & South

Route 50 East & West

Route 47 East

I-77

##### Vienna

46th Street

Grand Central Avenue

Rosemar Road

Route 14 North & South

##### Elizabeth

Route 14 North & South

Route 5

##### Williamstown

Route 31

Route 14

I-77

##### Belpre, Ohio

Braun Avenue

Farson Street

Main Street

Washington Boulevard

Route 50 East & West

Route 7 North & South

Route 618

## EMERGENCY NUMBERS

Fire & EMS	911
Police	911
Sheriff	911
American Red Cross, Mid-Ohio Valley Chapter (Disaster Preparedness and Shelter Info)	304-485-7311
Bureau of Alcohol, Tobacco and Firearms	1-304-340-7800/7820
Domestic Violence Hotline	1-800-799-SAFE(7233)
Dominion Energy (Gas Company)	1-757-857-2112
Drug Enforcement Administration	1-304-347-5209
Emergency Alert System Radio (WXIL-FM 95.1)	304-485-4565
FBI	1-304-625-2000
Mon Power	1-888-544-4877
Parkersburg Police	304-424-8444
Poison Control Center	1-800-222-1222
Prosecutor	304-424-1776
Salvation Army (Parkersburg Corps)	304-485-4529/4520
State Police, Parkersburg	304-420-4600
US Marshall Dept.	1-304-420-6492
US Secret Service	1-304-347-5188
Vienna Police	304-295-8563*
Vienna Public Works	304-295-4543
Williamstown Police	304-375-4935*
Wood County Administrator	304-424-1976
Wood County Commission	304-424-1984
Wood County Emergency Coordinator, Mike Shook	304-420-0911*
Wood County Office of Emergency Services & Central Telecom Center	304-420-0911*
Wood County Sheriff Department	304-424-1834/0197
WoodCounty911.com	
WV Department of Transportation – District Three	304-420-4595
WV State Fire Marshalls (Arson Hotline)	1-800-233-3473
WV State Police – Wood County Office	304-420-4600

## HEALTH

WVU Medicine-Camden Clark Medical Services (Parkersburg)	304-424-2111
St. Joseph's Ambulance Service (Parkersburg)	304-424-4473
Mid-Ohio Valley Health Department	304-485-7374*
National Response Center (Chemical, Oil Spills & Chemical/Biological Terrorism)	1-800-424-8802
(State Emergency Spill Notification)	1-800-642-3074
WV Dept. of Health & Human Resources	1-877-716-1212

## FIRE & RESCUE

Camden Clark Ambulance Service (Parkersburg)	304-424-2373*
Blennerhassett Volunteer Fire Dept.	304-863-3103*
Deerwalk Volunteer Fire Dept.	304-679-3925*
Eastwood Volunteer Fire Dept.	304-422-4410*
Lubeck Volunteer Fire Dept.	304-863-8722*
Mineral Wells Volunteer Fire Dept.	304-489-2340
Pond Creek Volunteer Fire Dept.	304-863-5283*
St. Joseph's Ambulance Service (Parkersburg)	304-424-4473*
Vienna Volunteer Fire Dept.	304-295-5652*
Washington Bottom Volunteer Fire Dept.	304-861-0145*
Waverly Volunteer Fire Dept.	304-464-4320*
Williamstown Volunteer Fire Dept.	304-375-3960*
Wood County Rescue Squad	304-485-7811*

\*Phone not manned 24 hours. If no answer call 304-485-8501

EMERGENCY NUMBERS  
(WOOD COUNTY)

Fire & EMS	911
Police	911
Sheriff	911
Wood County Emergency Coordinator, Mike Shook	(304) 420-0911
Emergency Alert System Radio (WXIL FM 95)	(304) 485-4565
American Red Cross, MOV Chapter, (Disaster Preparedness and Shelter Info)	(304) 485-7311
Salvation Army	(304) 485-4529
WVU Medicine-Camden Clark Medical Center	(304) 424-2111
Wood County Prosecutor's Office	(304) 424-1776
WV Department of Transportation-District Three	(304) 420-4595
WV State Police - Wood County Office	(304) 420-4600
Mon Power	800-686-0022
Dominion Energy	757-857-2112
Wood County Commission	(304) 424-1984
Wood County Administrator	(304) 424-1976

Wood County  
Joe Gonzales, Clerk  
Instrument 88308953  
05/08/2023 @ 09:54:25 AM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 320  
Pages Recorded 40

# The County Commission of Wood County

No. 1 Court Square, Suite 203 Parkersburg, West Virginia 26101  
(304) 424-1984



**DAVID BLAIR COUCH**  
President

**ROBERT K. TEBAY**  
Commissioner

**JAMES E. COLOMBO**  
Commissioner

May 8, 2023

Joe Gonzales  
Clerk of Wood County  
1 Court Square, Suite 402  
Parkersburg, WV 26101

Attn: Finance Office

Effective May 16, 2023, please place Levi Brady on our payroll as the Wood County Compliance Officer at the salary of \$40,000.00 a year with full benefits. Mr. Brady will be paid out of line item 1-401-10-103 (Salaries – Wood County Commission).

Thank you for your assistance and cooperation in this matter.

Sincerely:

THE COUNTY COMMISSION OF WOOD COUNTY

A handwritten signature in black ink, appearing to read "David Blair Couch", written over a horizontal line.

David Blair Couch, President

A handwritten signature in black ink, appearing to read "Robert K. Tebay", written over a horizontal line.

Robert K. Tebay, Commissioner

A large, stylized handwritten signature in black ink, appearing to read "James E. Colombo", written over a horizontal line.

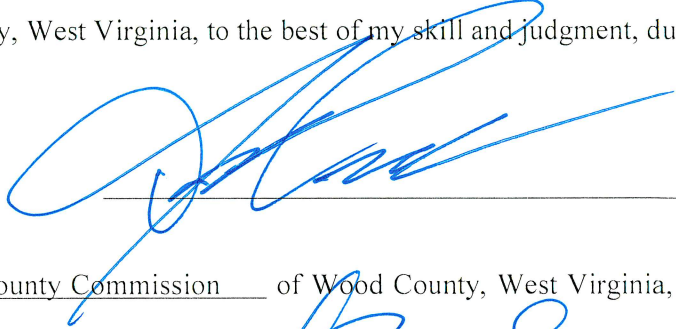
James E. Colombo, Commissioner

WCC:ag

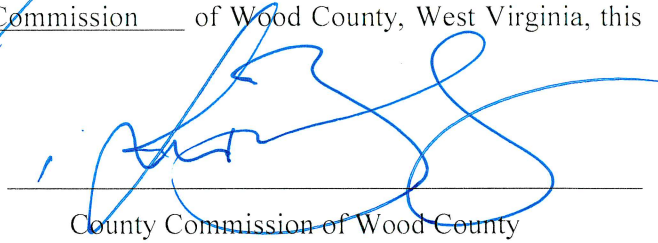
STATE OF WEST VIRGINIA  
COUNTY OF WOOD }

TO -WIT:

I, Levi Brady, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of West Virginia, and that I will faithfully and impartially discharge the duties of the office of Wood County Compliance Officer in and for Wood County, West Virginia, to the best of my skill and judgment, during my continuance in the same; SO HELP ME GOD.



Subscribed and sworn to, before the \_\_\_\_\_ County Commission \_\_\_\_\_ of Wood County, West Virginia, this 15<sup>th</sup> day of MAY, 2023.



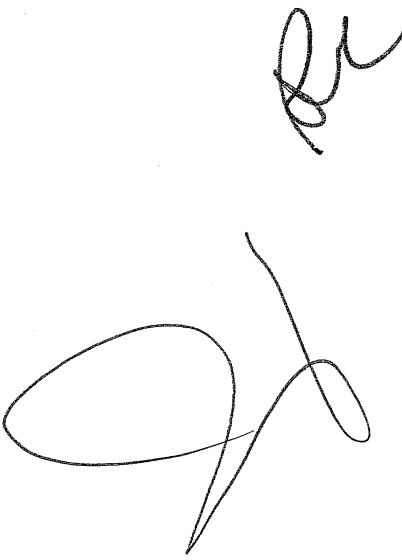
County Commission of Wood County

Wood County  
Joe Gonzales, Clerk  
Instrument 8309631  
05/18/2023 @ 01:34:49 PM  
COUNTY COMMISSION ORDER  
Book 77 @ Page 570  
Pages Recorded 1



Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8662	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	05/04/2023	134,159.32	
E-911 FUND Bank Id 107 Totals					<u>134,159.32</u>	



# Check Register Report for Wood County Commission

Check No	Vendor Id	Vendor Name	Type	Check Date	Check Amount	Rec
8568	GEN CO FD	GENERAL COUNTY FUNDS	REGULAR	05/04/2023	63,391.35	

ASSESSOR'S VALUATION Bank Id 156 Totals 63,391.35

Report Totals 197,550.67

